**I&A Steering Committee Meeting, 2018-11-07**

**11:00am-12:00pm PST**

**Call-in Number: (641) 715-0700**

**Access Code: 767350**

**Present: Courtney, Summer, Steve, Samantha, Rachel**

**Not Present: Ruth, Kristin**

**Notetaker: Sara**

**Agenda**

**Introductions**

Summer Espinoza- California State University, Dominguez Hills (Carson, CA)

Rachel- University of Southern California (USC), Los Angeles, CA

Samantha-New York Historical Society

Ruth

Kristin

**Check-in on ongoing projects:**

***Outreach***

* Social Media (Facebook, Twitter): **Samantha:**
  + Sharing news stories, it’s been a little slow. Over 1000 followers on Twitter.
* Blog master: **Summer** 
  + Uploaded two shares and sent out emails.
  + No subcommittee created yet for blog page. Any input from section? Maybe a survey.
* I&A Liaison/Meeting Minutes: **Sara** 
  + Courtney posted minutes on microsite last month. Sara will this month.
* I&A Monthly Recap: **Kristin** 
  + We think this was sent out yesterday (November 6).

***Research Teams***

* Archivists on the News- **Steve**
  + Three responses to request for volunteer writers. Tentative posts for December, February and April scheduled on calendar. Steve will check in with them about a month before scheduled post. Will also send out a second call for writers.

***Blog Series***

* Steering Shares: everyone! Please refer to Google calendar.
  + Intern Share, Kristin 11/1
  + Steering Share, Samantha 11/9
  + Steering Share, Rachel 11/19
  + Steering Share, Sara 11/30
* Archivists on the Issues- **Ruth (Rachel as backup)**
  + Rachel sent Ruth template. Will follow up.
* ICYMI: As needed

**Special Projects**

* Temp labor survey working group- Courtney
  + [Meeting Tuesday, Nov. 6th at 10am PST](https://docs.google.com/document/d/164jTn9Wg4EhVQ5rNOD5_CpBp8nkz0IQBQyp3i6IAB1M/edit?usp=sharing)
  + Hope to get green light for survey soon

**Other things!**

* Collab with [Sunlight Foundation](https://sunlightfoundation.com/)- Courtney

-Sunlight Foundation may have collaboration with us about advocacy. Possible blog post or series. Will discuss on conference call with Nancy Beaumont.

* Advocacy Design Share- Summer

-Library Design Share Portal-have graphics available. Wanted something like this for archives. Collaboration with RAAC. Has not happened yet. Summer will continue.

<https://docs.google.com/document/d/1zerSJQkFMHMvYJkZ-ciYahI8yhLnSUTQO1cfNuX_yBg/edit?usp=sharing>

* Joint Advocacy call this Friday, Nov. 9th

-I&A, COPA, RAAC. Summer will join. Each group reports projects and goals, collaborations discussed.

* Annual Meeting proposals due Nov. 16th <https://www2.archivists.org/am2019/program/call-for-program-proposals>

-Section meeting? Can people attend remotely?

**Action Items**

Courtney: Follow up with Kristin and Nancy Beaumont

Steve: Send out second call for news participants.

Sara: Post meeting minutes to microsite

Summer: Joint call on Friday and Design Share

Samantha: Social Media

Rachel: Follow up with Ruth re: Archivists on the Issues

Ruth:

Kristin: