

# I&A Steering Committee Meeting, 2018-02-07

11:00am-12:00pm PST

Call-in Procedures

Call-in Number: (641) 715-0700

Access Code: 767350

## Agenda

### Opening Items

- In attendance: Courtney, Rachel, Stephanie, Samantha, Lisa
- Not in attendance: Steve, Alison, Hope
- Notes:

### Upcoming Deadlines, Events, and Goals:

- Steering Shares
  - 2/2: Stephanie
  - 2/16: Steve
- Archivists on the Issues
  - 2/13: Lindy Smith
- Research Team Post
  - 2/8: Legis\* Team? (Rachel)
    - Post will discuss revamp to Legis\* research + blurbs from members (at least 3 so far interested)

### Monthly Recap

- Steering Shares
  - 1/5: Rachel - posted!

- 1/19: Courtney- ready to post
- 1/24: Samantha - posted!
- Archivists on the Issues
  - 1/9: Catherine Peebles -posted!
  - 1/30: Summer Espinoza - ready to post
- Research teams Update
  - New Monitoring Team? (Steve)- posted!
    - <https://issuesandadvocacy.wordpress.com/2018/01/29/archives-in-the-news-retention-repatriation-and-reproduction/>
- Affiliates/friends:
  - RAAC: Meeting with Mary Rubin re: Archives Design Share
    - Samantha interested in joining?

Moving forward with design portal. Samantha will join team. Provides graphic design templates for outreach/events/advocacy for archives. I&A offered to host on Wordpress

- Intern for 2018-2019?
  - Need to tell Felicia by 2/14

Would need to write up job description. Courtney and Rachel will discuss.

- I&A Meeting at SAA time selection

Possibility of joint meeting, but would need to a separate time - Rachel will email joint advocacy colleagues to begin planning.

- Basic Archival Workshops
  - Did someone sign up? Possibly Steve?
- SAA's new email platform-- working for everyone?

Yes.

Updates

- Research teams (Steve & Rachel)?

Teams are going well and possibility for joint advocacy meeting. Idea of summary presentation on legislation on archives. Broadened scope of research interest potential.

- Social Media (Samantha)?
- Blog master (Stephanie)?

Two posts coming up within the next two weeks.

- Toolkit (Hope)?
  - Taking down old content, archiving it in the google drive
    - Endorsed SAA sessions; Past I&A Actions
    - Microsite has old and outdated content. Suggested to take down old content. Keep content “archived” in Section google drive.
  - Posting minutes?
- Recap (Courtney)?
- Liaison (Lisa)?

## Action Items

- Rachel : email regarding joint advocacy meeting; get internship request in; secure SAA meeting time for 2018; invite Samantha into Archives Design Portal.
- Steve:
- Lisa
- Stephanie:
- Samantha:
- Courtney:
- Hope:
- Alison:

