I&A Steering Committee Meeting, 2018-10-03
10:00am-11:00am PST

Call-in Number: (641) 715-0700
Access Code: 767350

Present: Courtney, Steve, Sara, Summer
Not Present: Samantha, Ruth, Kristin, Rachel
Notetaker: Courtney

Agenda

Introductions
Chair: Courtney Dean, UCLA
Vice-Chair: Summer Espinoza, Cal State Dominguez Hills
Immediate Past Chair: Rachel Mandell, USC
Steering Committee:
Steve Duckworth, Oregon Health & Science University;
Sara DeCaro, Baker University;
Samantha Brown, New York Historical Society;
Ruth Slagle, The Baptist College of Florida
Intern: Kristin Hare
SAA Council Liaison: Bertram Lyons

Affiliated Groups
- Committee on Public Policy (CoPP): Sarah Quigley
  https://www2.archivists.org/groups/committee-on-public-policy
  Legislative, governmental concerns
- Committee on Public Awareness (CoPA): Caryn Radick
  https://www2.archivists.org/groups/committee-on-public-awareness
  Promoting archives/archivists to general public, users
- Regional Archival Associations Consortium (RAAC): Mary Rubin
  https://www2.archivists.org/groups/regional-archival-associations-consortium-raac
  Regional archival groups
  - RAAC Advocacy Subcommittee: Philip Skroska
    https://www2.archivists.org/groups/regional-archival-associations-consortium-raac/advocacy-subcommittee
    Local advocacy, open communication
  - Public Awareness Subcommittee: Mary Rubin
    https://www2.archivists.org/groups/regional-archival-associations-consortium-raac/public-awareness-subcommittee
Overview of Roles and Responsibilities

Outreach
- Social Media (Facebook, Twitter): Samantha
  - Everything posted to FB gets pushed to Twitter
  - Post anytime we update blog
  - Relevant articles, trending topics
  - Adding other groups with similar focus
  - Be present and engaged

- Blog master: Summer
  - Posting to the Wordpress site
  - Send email to I&A list when a new post goes up
  - Evaluate and update design and usability of site as needed

- I&A Liaison/Meeting Minutes: Sara
  - Forwarding relevant emails to I&A Section list
  - Respond to emails from outside of the Steering Committee (ex. Did this bill pass the house?)
  - Reach out to collaborators as needed
  - Take minutes on Google Doc during Steering Committee Meeting and post to microsite
  - General microsite upkeep as needed

- I&A Monthly Recap: Courtney or Kristin?
  - Brief monthly update to I&A list aggregating what Steering Committee up to, new blog posts, keep rest of section in the loop

Research
- Research Team Leader(s)- Steve
  - Rethinking how done in the past (last year two teams, previously 6 teams, complex deliverables), team leaders more autonomy going forward, posts based on actual data collected
  - Combine Legislative and General News into “Research Team” (5-7 participants)
    - Monitor news sources, legislative issues
    - Leader/team determines how data collected, what shape posts take
    - Deliverable: 3-5 posts per year
  - Get 5-6 people to commit, schedule out blog posts similar to Archivists on the Issues.
  - Rename “Archivists on the News”

Blog Series
- Steering Shares: everyone!
  - 3 per year for every Steering Committee Member- who you are, personal passion/issues
  - Already scheduled in Google Calendar
- Topics: Archival issue, why advocacy is important, professional background, etc., ideas?

Archivists on the Issues - Ruth (Rachel as backup)
- Solicit up to 3 standing contributors
- 3 posts per year on same topic (per person)
  - TBD in Google Calendar
  - Explore topic over several posts with option to present at I&A meeting at SAA
- If not enough interest, reach out to community for blog contributions
  - Anyone in the field that you think would make a good contribution to the blog-- let us know!
- Great opportunity for presenting (and publishing) without having to propose through regular SAA channels

ICYMI: As needed
- I&A Members recap of conferences, workshops, etc.
- Ask friends/colleagues to contribute

*Note: blog calendar is flexible! We realize we’re all busy and volunteering but out of courtesy, if going to be late just make sure to give us a heads up.

Special Project
Profession-wide survey on the use of temporary and contract labor! (Courtney, Steve, Summer, Sara-- anyone else?)
- Ad-hoc team
- Timeline
- Consultants and funding

Other things!
- Joint Advocacy Call (2 times per year) run by I&A (Courtney)
- RAAC: Library Design Share Portal (Summer + anyone else)
  https://librariandesignshare.org/
  Templates for various advocacy efforts- events, flyers, etc.
- CoPP: Federal funding advocacy initiatives (e.g. Archives on the Hill)
- Branding
  - Logo and Wordress refresh
  - CD to talk to Grace!
- More ideas??
- Standing meeting time?
  - First Wed. of every month, 11:00 am PST (hour later than today)
    - Good for Steve and Sara
  - Move meetings to quarterly
    - Standing meeting and cancel as needed
- Anything else?
Action Items

Courtney: Set up Fall advocacy call, convene survey project ad hoc team

Steve: Send out call for “Archivists on the News”

Sara: Meeting minutes starting November, get microsite info from Courtney to post

Summer: get Wordpress info from Courtney, start posting Steering Shares as they come in to I&A email

Samantha: Social media

Rachel: choose assignment

Ruth: choose assignment

Kristin: choose assignment