

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 Wordpress 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