

**Society of American Archivists**  
***The American Archivist* Editorial Board Meeting**  
Portland, OR | July 26, 2017

**MINUTES**

**In attendance:** Greg Hunter (Chair), Bethany Anderson (Reviews Editor), Dana Bronson (intern), Scott Cline, Adriana Cuervo, Carrie Daniels, Jennifer Meehan, Josh Schneider, Heather Soyka, Karen Trivette, Alison Trulock, Cal Lee (incoming editor), and *ex officio* members Chris Prom (Publications Board Chair), Erin Lawrimore (Council Liaisons), and SAA staff Teresa Brinati and Abigail Christian.

**Unable to attend:** Jennifer Davis McDaid, Barbara Gombach (incoming intern), Gloria Gonzalez (Coordinator of the Reviews Portal), and Karen Gracy.

**I. REVIEW OF TO-DO LIST**

The desire to have more international representation on the Editorial Board must be an intentional process. It begins with finding international SAA members who want to volunteer and reaching out to them before the SAA volunteer appointment process starts. Also, does an Editorial Board member have to be a member of SAA? The answer is probably yes, but it would be good to have the specific reference in the governance manual.

**TO DO #1 (Brinati and Christian): Generate a list of SAA members from outside the US and provide to the Board.**

**TO DO #2 (Brinati): Send link to governance manual reference regarding SAA membership as a requirement for service on Editorial Board.**

**II. REPORTS**

**A. Council Liaison Update—Erin Lawrimore**

- SAA recently issued a statement regarding the 2019 meeting in Austin, pending Texas legislation. SAA doesn't support going to a location that restricts individual rights and are working on options with the conference hotel.
- The Council approved a petition to form a new section, the Independent Archives Section for consultants and archivists not tied to institutions.
- The Council discussed results of the SAA Survey on Barrier to Participation, which will inform the conversation at the next Council meeting.
- The Council approved SAA support for two ICA documents on the role of archivists and managers in human rights issues.

**B. Publishing Program Overview—Teresa Brinati**

- The program is debuting two new books at the Annual Meeting: *Moving Image and Sound Collections for Archivists* by Anthony Cocciolo and *Putting Descriptive Standards to Work*, which includes Modules 17 to 20 in the Trends in Archival Practice series.
- SAA is continuing a partnership with ALA Editions, in which they distribute SAA books. Also looking into co-publishing possibilities.

- In the last year, we have had 116 members contribute to content to SAA publications as authors of books, modules, journal articles and reviews, magazine articles, case studies, and more.

### **C. Publications Board Update—Chris Prom**

- The Publications Board is in the process of developing additional ideas for books to grow the program.
- Two manuscripts have been submitted for editorial review for two of the seven volumes in the Archival Fundamental Series III.

## **III. JOURNAL UPDATE**

### **A. Interns—Greg Hunter**

In the last year, intern Dana Bronson has worked on several projects, including compilations of Pease Award-winning essays and SAA Presidential Addresses, both of which have become great resources on the website. The incoming intern, Barbara Gombach, will focus on unearthing “dark content” in the journal.

### **B. PeerTrack and Allen Press—Greg Hunter**

Using Allen Press’s PeerTrack system has been working well in receiving manuscripts, automatically acknowledging receipt, getting set up as a peer reviewer, and assigning peer reviews. Still working with Allen Press to iron out a few wrinkles, such as anonymizing peer review feedback.

### **C. Submissions—Greg Hunter**

Submissions and acceptance rate have remained fairly constant within Hunter’s term. The most recent issue—volume 80, number 1, Spring/Summer 2017—included the first “Archives in Translation” article. Two more such articles are under discussion.

### **D. Transition Planning—New Editor Cal Lee**

- Hunter’s term as Editor ends December 31, 2017. In the time he has remaining, he’ll continue to work out issues with PeerTrack.
- Issue 80.2 is currently in the copyediting stage. Hunter will complete production for issue 80.2 and select content for issue 81.1. Hunter will make sure that issue 81.1 is already in copyediting stage before his term ends so the new Editor will only have to write the column and go over page proofs.
- Cal Lee will be the new Editor, beginning January 1, 2018. He is well qualified, having served two terms on the Publications Board and two terms on the Editorial Board. Hunter recommends scheduling a mid-winter meeting with the Editorial Board and reviewing the editorial policy for updates.

**TO DO #3 (Lee, Brinati, and Christian): Set up conference call to discuss transition steps, prospective dates for winter meeting of Editorial Board, and any other business pertinent to the editorship.**

### **E. Reviews and Reviews Portal—Bethany Anderson**

- The journal’s Reviews section has expanded; ten seems to be a good number of reviews per issue. This past year, Anderson has aimed to include a review of at least one report or open access pub as well as to include reviews of publications from a

variety of trade publishers, university presses, and cultural heritage publications. She revised the guidelines for reviews on the SAA website for clarity and has begun promoting reviews from the most recent issue on social media.

- Her goal for the next year is to solicit international reviewers and to feature reviews of publications from other languages. A new idea will be to publish “short takes” on a publication, in which several people are asked to write brief reviews on one publication to create more of a dialogue.
- Gloria Gonzalez became the Reviews Portal Coordinator in August 2016. Since then, Gonzalez and Anderson have transitioned the Reviews Portal from a Drupal page to a Wordpress site, which officially launched last September. The Drupal platform received few page views; from September through December 2016 alone the portal has been viewed 1,528 times by 458 unique visitors. In the first half of 2017, those numbers have nearly doubled. Gonzalez has published five reviews on the portal in the last year.

#### **F. Podcast Proposal—Bethany Anderson**

- Anderson has proposed the idea of a podcast for the journal to keep content active and varied. Anderson is talking with the Publications Board, which is also working on a podcast proposal, about collaboration. Anderson would like to include two Board members who may be interested in being part of this process—as co-hosts, interviewers, or production assistants. The more people involved, the more the podcast may be sustainable.
- Concerns from the Board: One concern is the amount of work involved and ensuring that the podcast won’t fizzle out after a couple years or when staff transitions. Having a good team will help make it sustainable. Another concern is paying people for their labor versus expecting people to volunteer. Looking into grants for funding the podcast may be a good idea. Other concerns include the overall cost of a podcast and ensuring quality post-production if it’s an SAA product.
- Recommendations: The Board likes the idea of a dynamic conversation. The load may be lighter—perhaps every other month, running about 20 minutes in length. The podcast team should talk with SAA members who have been doing podcasts already (i.e., Doug Boyd of the University of Kentucky Libraries who co-hosts the podcast [Saving Stories](#)) and get feedback. The team should also check out the [American Evaluation Association](#).

**TO DO #4 (Anderson): Contact Publications Board members Colleen McFarland and Nicole Milano to discuss collaboration, then submit a revised proposal to the Editorial Board for review this fall.**

#### **G. Analytics—Teresa Brinati and Abigail Christian**

Most-read content in the last year is often from most recent issues, with several evergreen articles from past issues. Online engagement tends to spike after the print issue hits mailboxes. Social media continues to be a prominent way people find recent content.

#### **H. Editorial Board Transitions—Greg Hunter**

Hunter thanked outgoing members Jennifer Davis McDaid and Karen Gracy and intern Dana Bronson for their service to the Editorial Board.