

**Minutes of the Museum Archives Section Business Meeting**  
**Saturday, August 3, 2019**  
**Austin, TX**

- I. Welcome, announcement of election results, and recognition of outgoing officers
- II. SAA Council Liaison update
- III. Officer reports
- IV. Section Snapshot
- V. Report of Standards and Best Practices Working Group
- VI. Adjournment

Approximate attendance: 50

- I. Chair Hillary Bober opened the meeting and welcomed attendees. She thanked those who ran for office and announced the results of the election: Vice-chair/Chair-elect Sharad Shah (Smithsonian Institutions); Newsletter Editor Cate Peebles (Yale Center for British Art).
- II. Council Liaison Melissa Gonzales reported that Council took the following actions at its August 1 meeting:
  - Issued a [statement](#) cancelling the *American Archivist* Brown Bag Lunch scheduled for Sunday, August 4, at *ARCHIVES\*RECORDS 2019*;
  - Approved a resource kit of documents and templates developed by the Tragedy Response Initiative Task Force, to be posted to the SAA website;
  - Approved a [petition](#) to form a new Accessibility and Disability Section, dedicated to engaging the archival profession on accessibility topics including archivists with disabilities, users with disabilities, collections representing people with disabilities, and the accessibility of collections, spaces, and workflows;
  - Approved [revisions](#) to the *Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries*;
  - Approved revisions to the standing rules to rename the now Collection Management Section; and
  - Created a task force to review and recommend revisions to the criteria for the selection of SAA Fellows.
- III. Officers Reports
  - a. Secretary Tara Laver presented the minutes for approval. Rebecca Morgan motioned for approval and Katrina O'Brien seconded. The minutes were approved unanimously.
  - b. Newsletter Editor Cate Peebles solicited newsletter content and reminded members that the recent issue was now available online.
  - c. Web Liaison Shannon Morelli reported on her activities updating the website with ballot information and newsletters and shared that she planned to review the site's content and structure in the upcoming year.
- IV. Incoming Chair Katrina O'Brien led a discussion about members' interests and activities by surveying attendees and presenting several prompts for discussion. (sample responses given)
  - a. What should we focus on in 2019/2020: MOSAIC scholarship and the issue of diversity in museums and archives
  - b. What makes museum archives unique: diversity of types of museums
  - c. Favorite bang for buck resources/hacks: trading cards specific to institution
  - d. What is your proudest accomplishment this year: started digitizing, started implementing ArchivesSpace

- V. Standards and Best Practices Working Group Co-Chair Megan Schwenke reported on the group's project for the year to update the [Museum Archives Guidelines](#), which were previously approved in 2003. Based on feedback gathered at the 2018 business meeting, this past year the group began the first year of a two-year plan in which they would focus on researching and discussing the guidelines. The second year (2019/2020) they planned to draft revisions and submit them for SAA approval.

Takeaways of their work so far include the following:

- Importance of Council-approved Guidelines
- Use to both archivists and museum administration
- Inclusion of a vision or values statement
- Update of language and terminology
- Interest in linking Guidelines with practical examples
- For addition/improvement: resource sustainability, access, outreach/diversity, replevin, born-digital and digital preservation, intern policies, special collections management

She called for additional participants for the project.

Schwenke then reported on the two-hour MAS Symposium "Updates from the Floor" organized by the Working Group and held earlier in the day. Approximately 112 archivists attended the meeting. The theme formalized the traditional portion of the section's business meeting. Speakers from a range of different museums shared projects current and recently completed projects. The schedule included:

**8:30-8:35: Symposium Introduction:** Megan Schwenke, Harvard Art Museums

**8:35-9:30: Panel 1**

- *Building a Museum Archives Program: A Game of Chutes & Ladders*
- Katrina O'Brien, World of Speed
- *Back to Basics: Recent Projects in the Archives at The Henry Ford*, Brian Wilson, The Henry Ford
- *American Museum of Natural History Authorities*, Rebecca Morgan, American Museum of Natural History
- Moderator: Rachel Chatalbash, Yale Center for British Art

**9:30 - 10:30: Panel 2**

- *ArchivesSpace at the Whitney Museum of American Art*, Tara Hart, Whitney Museum of American Art
- *Wrangling a Hybrid Collection*, Malia Van Heukelem, University of Hawaii at Manoa
- *One Smithsonian, Many Libraries and Archives*, Sharad J. Shah, Smithsonian Libraries
- Moderator: Megan Schwenke, Harvard Art Museums

There being no new business or announcements, the meeting adjourned.