

**Society of American Archivists**  
**Publications Board Meeting**  
**Conference Call | March 2, 2020**

**MINUTES**

**In attendance:** Chris Prom (chair), Grace Moran (early-career member), Amy Cooper Cary, J. Gordon Daines, Sarah Demb, Monika Lehman, Nicole Milano, Aaron Purcell, Colleen McFarland Rademaker; and *ex officio* members Melissa Gonzales (Council Liaison), Cal Lee (*American Archivist* Editor), and SAA staff Teresa Brinati and Abigail Christian.

**Unable to attend:** Dana Lamparello.

**A. [Program Overview](#) + [Project Updates](#)**

- We continue to have much to celebrate—two more books have been published since August. Five more books are in various stages of production, to be released this summer. *All Shook Up*, in collaboration with the Association of Canadian Archivists, is the next book to be published. Nine other manuscripts are in various stages in the writing process.
- Progress is being made in the Archival Future Series. Two book proposals—“Decolonial Archival Futures” and “Archives and Contemporary Art”—have received feedback from peer reviews and have been returned to authors. Amy Cooper Cary and Bethany Anderson will plan to do another call for proposals and check in with previous queries to continue submissions.
- SAA has invested a lot of time and resources this winter in promoting *Creating Family Archives*, including reaching out to gift shops to carry the book, partnering with Gaylord Archival who is a sponsor of the book, and running our first social media campaign, and launching this book on Amazon.
- The podcast has released season 3 in March. Season 4 is nearing completion. All interviews have been completed and are in production.
- The Fall/Winter 2019 issue of *American Archivist*, which was delayed to make space for member contributions and letters to the editor, is nearly ready for print. In addition, a call for the next Editor has been released. Please share with your networks and encourage prospective applicants. The deadline to submit an application is April 15.
- SAA will be launching an “opt-out” of print campaign for *Archival Outlook* and *American Archivist*, letting members know that in their system profiles there is an option to opt out of the print issues of periodicals. Customers can also “go green” by buying ebooks. Daines shared a concern that members may not opt out if they see no corresponding reduction in their dues. Messaging should take that viewpoint into account. The campaign is both a public service announcement as well as an experiment to see what formats people prefer.
- The Board raised questions about an in-person meeting, since for the first time in many years one is not being held in mid-winter in Chicago. A business decision was made by the Council not to hold such component groups meetings this fiscal year because of the deficit budget. The chair and various Board members cited the productive benefits of the in-person mid-year meeting.

**To Do #1:** Staff to propose mid-year Board meeting in next year's budget for consideration by Council.

## B. Sales

For publications, total revenue as of January 31 was higher than last year by 38.02% and exceeded budget by 10.12%. Replenishing the front list by publishing several new books along with SAA's foray into consumer publication have contributed to reversing the downward trend. The first three volumes in the Archival Fundamentals Series III together with the three remaining volumes in AFS II account for 30% of sales in this fiscal year. *Creating Family Archives* is the fastest selling book on the list—the book is nearly through its first press run.

## C. Transition Planning

- a. The Manuscript Assessment Form should be reviewed and updated.

**To Do 2:** Amy Cooper Cary will take on review/updating of manuscript Assessment Form. Could use one or two more volunteers.

- b. There is currently no documentation for how shepherds assist the authors or editors of a book from the point the proposal is accepted until the manuscript is submitted for peer review. The shepherd helps writers stay on track both in meeting deadlines and addressing content.

**To Do #3:** Sarah Demb and Gordon Daines will draft a Shepherd Guidelines document.

- c. The next editor, Stacie Williams, will begin her term April 1. Williams and Prom will meet with SAA staff for onboarding in early March.

**To Do #4:** SAA staff will schedule a conference call with the Board to introduce Williams.

**D. Prom offered heartfelt thanks to Board members** for their work during his six years as Publications Editor/Board Chair and, acknowledging the many exciting projects in progress, looks forward to what comes next for the program.