SAA Native American Archives Section (NAAS) Steering Committee

Meeting Minutes for Monday, January 14, 2020

Present:

- Caitlin Haynes
- Rose Buchanan
- Julie Hause
- Liza Posas
- Stephen Curley
- Melissa Stoner
- Nicole Topich
- Diana Marsh

The meeting began at approximately 9:00 a.m. PST with introductions

1. Updating NAAS Microsite
    a. Meeting minutes from November meeting need to be approved and posted to microsite
        i. Julie will resend to all committee members for review

    b. Need to add link to NAAS blog to microsite
        i. Sarah drafted a new post that has not been posted yet
        ii. Caitlin made a general call for blog posts to committee members

2. Conferences/Protocols 101 Workshops
    a. ATALM 2020
        i. Deadline for submitting a proposal is February 21, 2020
        ii. Rose suggested we write a proposal for a workshop similar to what we intended for ATALM 2019
            1. Focus on implementing the protocols and highlighting the tools we have developed
            2. Proposal could be for either a half-day or full-day workshop similar to the clinic hosted in Tucson
            3. Could be offered as a preconference workshop where participants are required to register/prepare in advance
        iii. Given that ATALM will be in Washington D.C., there are many libraries/archives to partner with in the area
        iv. Rose, Liza, and Diana will review our ATALM 2019 proposal and will try to rework it for the 2020 meeting

    b. 2020 Western Archives Meeting (WAM)
        i. For context, WAM is a joint meeting between the Society of California Archivists (SCA), Conference of Inter-Mountain Archivists (CIMA), Northwest Archivists (NWA), and the Society of Rocky Mountain Archivists (SRMA) that takes place every four years
        ii. The 2020 meeting will take place April 22-25 in San Francisco
        iii. Liza is serving on the WAM 2020 Programs Committee and discussed the Education Committee's interest in hosting a Protocols 101 workshop at the meeting, but expressed that they were unable to find an instructor

   iv. It was proposed that we repackage our existing Protocols 101 workshop for the meeting; Liza would be willing to facilitate since no other NAAS members are going to the meeting

3. Case Studies
  a. Rose provided an update regarding our case studies initiative:
   i. Liza submitted her case study, which is currently out for peer review (deadline this Friday, January 17)
   ii. Diana is working on her case study, but it still needs to go through the formal institutional approval process and certain sections are still being written by various collaborators
   iii. Individuals from Arizona State University are currently working on another case study
   iv. Jennifer O'Neal is working on one that should be done by Summer 2020
   v. A museum (not specified) and a group from the University of Texas are also hoping to submit case studies by Spring 2020

  b. Case Studies Podcast Question
   i. A group had contacted NAAS about doing a podcast in lieu of writing a traditional case study
   ii. SAA Publications said they were open to the idea and have recording equipment and a sound engineer available
   iii. The committee discussed the pros/cons of doing case study podcasts:
    1. Pros:
     a. Podcasts could allow for increased or diversified community engagement
     b. People tend to prefer speaking over writing
     c. Many people prefer to listen rather than read
     d. SAA has equipment and sound engineer for recordings
     e. Could be a way to encourage more institutions to submit case studies
    2. Cons:
     a. Would take more involvement from NAAS for editing, recording, etc.

4. General Outreach/Social Media
  a. Case Studies: need to post reminders that we are still accepting case studies, post the location of existing cases, guidelines, etc.
  c. Webinar Series: need to post reminders about webinar series, location of recordings
  d. Caitlin put out a general call for assistance with managing the NAAS social media accounts, especially Twitter/TweetDeck
   i. She will upload instructions for logging into our accounts and scheduling posts on the Google Drive

5. Webinar Series
  a. Feedback/discussion following the first webinar:
   i. Overall, the recording and presenters were excellent, but the Facebook Live Q&A did not work well and the recording needed to be restarted several times
   ii. Caitlin would like to investigate other methods for generating and/or recording audience response/feedback
    1. Suggestions made by the committee included:
     a. Posting questions in advance and compiling answers afterwards
      i. Caitlin commented that we tried this and no one responded
     b. Posting outlines of each webinar (or the entire series) beforehand

      i. Caitlin commented that the final three webinars are still in development, so it might be hard to accomplish this

   c. Finding a way to consolidate social media response from webinars

      i. Comments on various platforms become disjointed and are hard to track

  2. For now, it seems like we will continue the current method of prerecording and Facebook Live Q&A

  3. As a general suggestion, Stephen mentioned that we should include reminders of the resources NAAS has created/compiled during/after each webinar

  b. General Series Promotion:

   i. Promoting the series and soliciting feedback has been difficult for Caitlin to manage alone – She would like assistance with this

   ii. Need to be consistent with our promotion strategy – need to reach out to ATALM and other relevant organizations – Rose is willing to help with this

    1. NAAS had previously developed a list of email contacts from relevant organizations and should use this to our advantage

   iii. Caitlin will reach out to Jennifer O'Neal about getting a firmer schedule for the remainder of the series, which will allow us to develop a social media/promotion strategy

  c. Collecting Attendance Metrics

   i. Question was asked about collecting webinar attendance metrics

    1. Caitlin responded that no metrics were collected from the first webinar, but she would like to use Google Analytics to collect data from the microsite and possibly the webinar series

    2. We should check with SAA to see if they already collect data on microsites

  d. Webinar Funding

   i. Caitlin talked to SAA Accounting about the disbursement of funds for Jonathan's honorarium and Jennifer's payment, update pending

  e. Second webinar will be hosted at the end of this January 2020, exact date TBD

6. General/Announcements

  a. ACRL Protocol Endorsement:

   i. We have not promoted this yet because ACRL has not officially announced their endorsement

    1. Caitlin has been in touch with ACRL and will follow up

  b. Stephen announced that he is running for SAA Council in March

7. Action Items

  a. Caitlin will follow up with Jennifer O'Neal, the Sustainable Heritage Network, and SAA about webinar attendance metrics and will work on creating a general outreach schedule

  b. Rose, Diana, Liza will work on reworking our ATALM 2019 workshop proposal for the ATALM 2020 February 21 submission deadline

  c. Everyone will work on dividing up the various outreach tasks

  d. Julie will email the November 2019 and January 2020 meeting minutes to NAAS members for approval

  e. Diana will work on updating the NAAS microsite

The meeting concluded at approximately 10:00 a.m. PST