SAA Native American Archives Section (NAAS) Steering Committee

Meeting Minutes for Monday, November 18, 2019

Prepared by Julie Hause

Present:

- Caitlin Haynes
- Rose Buchanan
- Julie Hause
- Sara Guzman
- Liza Posas
- Nicole Topich
- Diana Marsh

Meeting began at approximately 1:00 p.m. PST and began with introductions

1. Motion was made to approve meeting minutes from the September 26, 2019 meeting; minutes were approved without revision

2. NAAS Member Tasks and Responsibilities
   a. Discussed the need for members to help manage the NAAS blog and microsite
   b. Microsite:
      i. Need assistance with editing site content, updating information, fixing broken URLs, posting information about SAAF project, etc.
      ii. Julie, Diana, and Nicole volunteered to help manage the microsite
   c. Blog:
      i. Need assistance with authoring blog posts, soliciting posts from others, posting content, addressing comments, etc.
      ii. Moving forward, NAAS will use WordPress to host our blog: https://saanativearchives.home.blog/
         1. WordPress site to be made public after the meeting with ATALM 2019 summary by Rose being the first post
      iii. Liza and Sara volunteered to help manage the blog

3. General Outreach
   a. Caitlin discussed the need for ongoing work on the NAAS social media plan, including:
      i. Brainstorming ideas for the types of content that will be posted on our blog and social media platforms
         1. Some ideas mentioned include features on specific repositories, reports about exhibitions, summaries of recent events, etc.
      ii. Determining what the frequency of our posts should be and how to divide up this work
   b. Rose discussed our efforts to collaborate with other SAA sections and professional organizations:
      i. We have already identified other SAA sections that are also documenting best practices, hosting webinars, soliciting case studies, etc.

  ii. Need to start reaching out to these sections to connect and determine how we can support one another

  iii. Brought up that we attempted to reach out to ALA last year

  iv. Caitlin will work on a spreadsheet that lists the various groups we should contact, which will allow NAAS committee members to divide up the work

 c. Please see NAAS Social Media and Outreach Plan on the Google Drive

4. NAAS Participation at ATALM 2019

 a. Rose reported on our presence at the conference:

  i. Exhibition Hall table

   1. Was staffed for the entire duration of the conference

   2. 50 or more visitors, most of which were not familiar with SAA or NAAS

   3. Visitors included students, past NAAS members/officers, etc.

   4. SAA provided some swag for the table, which included calendars, issues of *Archival Outlook*, etc.

   5. We also raffled off a few SAA publications and access to recordings from the 2019 SAA meeting

  ii. Discussion Session

   1. Goal was to received feedback on our programs/work – went well

   2. Attendees were from a variety of institutions and included former NAAS members and the founder of the section

   3. Main takeaway was that we should reach out to other SAA sections and external organization – confirmation of what we already plan to do

 b. Report led to a discussion about the relationship between SAA and Tribal archivists

  i. NAAS would like to discuss creating a SAA discount for Tribal archivists with SAA Council

   1. Tribal archivists often have limited resources – will often choose ATALM meeting over SAA because its more cost effective, directly relevant to work, etc.

5. SAA Foundation Project:

 a. Recap of the overall project:

  i. NAAS will host a five-part web series and develop a toolkit to help organizations understand PNAMM and implement it in phases

  ii. Jennifer O'Neal is hosting all five – will break up the protocols into sections and will tackle different parts over the course of the series

 b. First Recording:

  i. "Building Relationships of Mutual Respect and Awareness of Native American Communities and Issues" featuring Jonathan Pringle and Brian Carpenter

  ii. Plan was to record the presentation November 18 (today)

  iii. Recording is scheduled to be posted by the end of the month, exact date TBD

 c. Subsequent Recordings:

  i. Still determining which technology is the best to use

  ii. Jennifer will record webinars ahead of time and we will have a live twitter chat or some other social component in lieu of having live webinars – possibly rebrand as web series?

  iii. Recordings will be posted on microsite and Sustainable Heritage Network

  iv. Second webinar may be live, not sure yet

  v. We are entertaining the idea of posting the recordings on a variety of platforms so they are accessible/discoverable to a wide audience

  vi. Need to start promoting the series!

 d. NAAF ToolKit

  i. Envision this to be a collection of resources for archivists working Native American materials to help perform daily tasks

  ii. Entire committee needs to work on this, but we need to divide it up into manageable tasks

  iii. Need to think about how we would like to promote this, package it, etc.

  iv. What should be included? How can we make it look better? How can we make it easier to use?

  v. Any suggestions or comments should be added to the ToolKit Ideas document on the Google Drive

6. Other Updates/Happenings

 a. Submitted a proposal for SAA 2020

 b. Liza is on the planning committee for the Western Archives Meeting 2020, which will be held in San Francisco from April 22-25

  i. They are interested in planning a Protocols 101 workshop

 c. The Rare Books and Manuscripts Section (RBMS) requested that the Association of Colleges and Research Libraries (ACRL) endorse PNAAM back in August

  i. We will announce this endorsement on our social media channels once ACRL/RBMS make an official announcement

 d. Harvard Law School reached out to us about a SNAC (Social Networks and Archival Context) edit-a-thon

  i. We could advertise the event, but could potentially get involved

 e. Call for submissions for the Handbook for Archival Practice: https://thapproject.org/

Meeting adjourned at approximately 1:45 p.m. PST