

**Society of American Archivists
Native American Archives Section
Steering Committee Meeting Minutes
November 16, 2018**

Present: Rose Buchanan; Stephen Curley; Caitlin Haynes; Liza Posas; Ricardo Punzalan; Jonathan Pringle; Melissa Stoner; Nicole Topich.

Prepared by: Julie Botnick, Volunteer

1. Overview of ATALM 2018 (Oct. 8th-11th, 2018)

- a. Recap of report(s) prepared and submitted by Stephen & Caitlin to Nancy Beaumont, Executive Director of SAA; Can forward reports to anyone interested
 - i. Positives:
 1. Report(s) detail review of conference and NAAS activities as being well-received. Nancy Beaumont was happy to receive the input detailed in reports--very pleased with overall outcome--and she stated she will share with the SAA Council.
 2. Report indicated a lot of table-traffic and interest from conference attendees regarding Protocols Endorsement announcement and the Case Studies project that NAAS is working on.
 3. "Items of Interest" NAAS Draft Outline was shared with and communicated to Jennifer O'Neal (acting as liaison between ATALM and NAAS) at an impromptu meeting. Have not heard back from her regarding any updates.
 - ii. Negatives:
 1. Some attendees do not see themselves as participating/contributing in SAA because of how the organization handled the Protocols (in the past regarding decision not to endorse) and were asking questions to the effect of: "So what?"
 2. NAAS leadership was disappointed in low amount of outreach materials received from SAA; this was communicated to Nancy in order to seek solution/rectify for future outreach activities at ATALM or elsewhere.

2. Case Studies Update (Caitlin/Rose)

- a. Large response to call for case studies
- b. 6 cases lined up so far which will go out on a rolling basis beginning with Brian Carpenter in January 2019
- c. 5 peer reviewers lined up - will review drafts and suggest edits to authors
- d. Caitlin will post formal announcement with call for case studies for summer and fall 2019 on the listserv and microsite
- e. Finalized case studies will be sent to SAA Publications, which will create a microsite within case studies, with possible future publication in Archival Outlook

3. Web presence (Caitlin)

- a. Goal: share case studies and promote NAAS as a resource
- b. Everyone on the committee should have editing access to the SAA microsite once logged into SAA website - ask Caitlin to get you access if you don't see an editing button, and check out SAA's instruction manual for editing the website
- c. Social media
 - i. Motion put forward to create new Twitter and Facebook accounts; approved
 - ii. Planning
 - 1. Editorial meeting in December to discuss social media plan, editorial calendar, outreach plan, and division of responsibilities
 - 2. Create a Google doc of posting guidelines, including takedown policies
 - 3. Blog: look at microsite and other current resources to make them more robust rather than creating a new blog site
 - 4. Liza and Rose volunteered to help Caitlin

4. Collaborative Webinar Series

- a. Itza Carbajal, chair of SAA Human Rights Archives section, coordinating a webinar series (dependent on SAA funding)
- b. Goal: instruct SAA members as to how records and human rights are integrated
- c. Would like NAAS to co-apply, endorse, collaborate on a webinar on the National Native Boarding School Healing Coalition with the question of how records affect generations beyond those represented in them
- d. Itza is sending in an Letter of Inquiry (LOI) to the Foundation to fund the webinar taking place Feb-Nov 2019; **will be sending a draft for NAAS to review and give feedback on**
- e. Suggestion: webinar on how institutions can contribute content effectively (e.g. collaborating with communities represented in holdings before digitization)
- f. Rana Salzmann, Director of Education for SAA, pleased with collaboration and sent over links for external funding resources

5. SAA Council--Fall Meeting Recap (Ricky)

- a. SAA looking to expand access to the conference (e.g. having a live online component); ties into larger ATALM ask of making SAA more accessible
 - i. Note: SAA Annual has moved - will start on a Thursday this year
 - ii. Liza: suggests having listening groups for recorded / streaming sessions and discussion groups to plan next steps together
 - iii. Can the NAAS section meeting stream online?
- b. Listserv: SAA would like NAAS leadership to use the listserv to make sure everyone gets emails, to archive communications, and so they can monitor it and be alerted to any questions for them
- c. Standards portal now includes the Protocols:
<https://www2.archivists.org/standards/external/93>
- d. 2019-2021 SAA Strategic Plan
 - i. Ricky brought all bullet points to the council meeting
 - ii. Three big items put forth by NAAS: Grant programs for archives to host community researchers and/or better describe collections; Create and foster more ties to Native American organizations like ATALM; More work with regional associations

- iii. Council will be coding and considering all comments, discussing them at an interim meeting in December, then voting on the revision in May
- iv. NAAS implication: even before final plan is approved, NAAS can begin thinking about how to keep momentum up post-endorsement and act on their own suggestions; once approved, should consider tailoring languaging funding requests to align with action items under strategic goals
- v. **If you haven't, please read over the Strategic Plan and add comments:**
<https://www2.archivists.org/governance/strategic-plan>

6. SAA Foundation Grants

- a. \$5,000 maximum
 - i. Originally - idea to apply for travel \$, but they don't generally fund that
 - ii. New idea - apply for \$ for NAAS leaders to attend and table at regional association meetings and have sessions for regional association leaders at national conferences
 - 1. Goal: demystify, create buy-in, encourage regionally-specific adoption and adaptation
 - 2. Caitlin: Split up regions among the board and send personal communications to assigned regions
 - 3. Melissa: Setup site visits, conference calls, video chats during meetings to find ways communities are managing archives and give context to Protocols
 - 4. Liza: Would be helpful to have statistic on who visits the table and why, and to leverage skills by doing mini-consultations or hosting table discussions, e.g. on what the Protocols are and how they differ from Western practices, how lone arrangers can approach implementation
 - 5. Liza: idea to hold conference calls with archives with Native materials to build an FAQ
 - 6. Caitlin: put together resource packet or pathfinder for regional organizations
 - iii. **SAAF Letters of Interest (LOI) are due Dec. 1, invited proposals will be due Feb. 1;** Caitlin and Stephen are drafting an LOI in a Google doc called "Letter of Inquiry"
 - 1. Note: Lisa Pozas affiliated with Autry Museum indicated her institution is also applying for their own projects which are similar to the NAAS project.
 - b. **To do:** Nicole, Rose and Liza will create a Google doc of regional association leadership and contact information and create a calendar of regional association meetings and conferences
 - c. There is also Special Project Funding available to all SAA component groups largely within Nancy's control; **the deadline is March 1**, and there is no \$ limit posted but the sample application is for \$2000
 - d. There is also section annual pilot funding - \$250

7. SAA 2019--Austin, TX

- a. Session on Protocols?

- b. Stephen will reach out to Nancy to see if NAAS can get an extension on a session proposal (were due 11/16)