Society of American Archivists
Native American Archives Section
Steering Committee Meeting Minutes
December 21, 2018

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

Prepared by: Julie Botnick, Volunteer

1. **SAAF Project Grant - Stephen**
   a. Pending Society of American Archivists Foundation (SAAF) Project Grant funding, NAAS searching for: 1) a Facilitator, and; 2) a Presenter for SAAF NAAS project webinar series.
      i. NAAS needs to lay out exact expectations/overview of responsibilities/deliverables before choosing/asking someone
         1. Facilitator: Develop lesson plans for online/in-person workshops; Co-develop w/ NAAS the Toolkit; Lead discussions at workshops; etc.
      ii. Potential "Facilitators" (SAAF NAAS Project Position):
         1. Jennifer O'Neal is kept in mind; would be logical candidate. She's been notified of this project but NAAS has not heard back yet from her.
         2. Others yet to be approached are: Brian Carpenter, Sandy Littletree, Jonathan Pringle
         3. **To do: Create Google Doc; Add other potential facilitators and their contact info to shared doc by first week of January**
   b. SAAF Letter of Interest sent but no updates yet.
   c. Next few meetings will include discussion of final grant and program structure
      i. Will have 5 webinars then 1 in-person regional conference appearance
   d. Before invitation to apply, will start to develop toolkit - can be repurposed and distributed regardless of SAAF Funding outcome.
      i. What should be in the **"Toolkit"**?
         1. **To do: Create a google doc - add resources into that doc**
            a. Bibliography
            b. Create a directory of tribal contacts for folks to reach out to and establish contact between tribal and non-tribal institutions, or even steps to take to figure out who the contact is and protocols for making contact
               i. Check Sustainable Heritage Network and BIA Tribal Leadership Directory to make sure to not

reinvent what they've been doing

2. **Social Media Updates - Caitlin**
   a. New Twitter account created, nothing on it yet
   b. Group decided not to have designated "Webmaster"; everyone has access and can share posts - login info is in the doc
   c. There's a google doc in the shared drive for ideas and an outreach plan for what to share
      i. Can retweet e.g. retweeting posts from our own institutions
      ii. Any way to automatically retweet other feeds e.g. ATALM?
      iii. Add hashtags and campaigns to jump in on
      iv. Plan to build an audience
      v. Once pages are set up, Caitlin will re-link them to the microsite page
   d. Can someone take over social media and outreach while Caitlin is on maternity leave?
   e. **Stephen -** will look into boilerplate takedown / posting guidelines and share out

3. **Case studies Updates - Rose**
   a. Brian Carpenter turned his in, Sandy Littletree is reviewing and will return by end of the month
   b. SAA Publications - quick turnaround time on their end, once final draft from Brian is in, they will put it up on a landing page on their portal with a brief introduction
   c. 2 more sites have reached out with interest, up to 9 case studies now

4. **Others**
   a. **ATALM**
      i. No updates from Jennifer O'Neal (ATALM liaison) yet regarding what the level of collaboration is between ATALM and NAAS.
      ii. ATALM - developing a leadership directory
      iii. ATALM will be in Temecula, CA next year
   b. American Library Association (ALA) - Emerging Leaders group created a map of libraries that house indigenous material - also taking information from new institutions (should be included in toolkit).