

**Society of American Archivists
Native American Archives Section
Steering Committee Meeting Minutes
May 24th, 2019**

Present: Rose Buchanan; Stephen Curley; Caitlin Haynes; Liza Posas; Nicole Topich; Nicholas Wojcik

Prepared by: Stephen Curley

Updates:

- Case Studies (Rose)
 - Good news on case studies. Have received 3rd case study from Sara Buchanan & Lisa Papas (?) from University of Missouri. Co-editors will be getting it to peer reviewers so they can get it back to submitters and will get that published ideally within next month.
 - Two others with a projected submission date of end of June: Jennifer O'Neal; Liza Posas
 - At this point, will have 5 case studies total.
- SAA-ACRL/RBMS Guidelines on Access to Research Materials (Liza)
 - The suggestion that Liza Submitted to SAA-ACRL/RBMS Access to Research materials. agreed to acknowledge tribal sovereignty.
 - The final draft at SAA. Michele Ganz informed liza working on guidelines for review until they send to council for approval. Took comments from section quite seriously and incorporated them into guidelines.
 - Liza paid attention to this because it relates to access and some of her work at the Autry. Otherwise, she may have missed it. Liza will keep Section informed.
- Society of American Archivists Foundation (SAAF)
 - Awarded!!! *Webinar & Toolkit Initiative*. Will keep section busy for a good year— Final Report as written in grant application is October 2020.
 - Nancy Beaumont is figuring out how payment will be managed since there is no home institution.
 - Moreover, there are no Sections that have bank accounts which is not preferred by Executive Office.
 - Per Nancy, Stephen has reached out to SAA Finance/Administration Director Peter Carlson acquire instructions as to what next steps are needed to receive funding.
 - Sent reminder to Jennifer O'Neal after award notice. Jennifer responded requesting to create plan of action at NAAS June meeting. Stephen and Caitlin will coordinate meeting with Steering Committee and Jennifer. Meeting coordination is TBD. Stephen will send out SurveyMonkey to established best time/date.
- SSA Workshop Review (Nicholas Wojcik, SSA Workshop Trainer)
 - Program Evaluation Feedback:
 - Question 18) What was the most valuable part of this workshop for you?
 - “Hearing first hand accounts of implementation”
 - “Discussion among participants”

- “I appreciated diving deeper in to the protocols, hearing more about how other institutions are beginning to apply/endorse the protocols, and looking at the case studies.”
 - “Looking through the markup was valuable to me.”
 - Question 19) What could be done to improve this workshop?
 - “What would be good as a full day workshop—the morning session as is, the afternoon as a a working group to draft plans, do SWOTs of institutional context preparedness, etc.”
 - “Perhaps more time allotted for small or whole group activities and/or discussion”
 - “More hands-on activities and discussion”
 - “Very long and wordy. More audience participation. Wish there had been more time for digital repatriation.”
 - What can be improved?
 - More focus on activities
 - More focus on discussion
 - Less Presentation/Lecture components.
 - Seating arrangement was in lecture/presentation style; need discussion table setup?
 - More templates. More overview of templates
 - Spreadsheet needed more discussion/contextualization regarding “why” certain elements are included. Was a time issue.
 - Need to create glossary of terms (e.g. “Cultural Audit” (why do it?); “Digital Repatriation”; etc.)
 - (Backend) Make arrangements with parties concerned a lot sooner (e.g. financing video recording; where video product will be housed; etc.)
- What worked according to Stephen’s observations?
 - Nicholas Wojcik was very composed, patient, and well-paced with the time that was allotted.
 - In Program Evaluation, scored very high in being well-versed in subject matter.
 - There was an atmosphere of attendees wanting eager to put forth their own “testimonials” regarding implementation.
 - Arizona State University (ASU) staffer who expressed her experience in endorsing the protocols at ASU; was interested in creating a case study for NAAS.
 - Rose indicated that this person confirmed with her that she wants to issue a case study for the NAAS.
 - Could focus more on activities. Could give the Trainer time to hang back and gauge where these discussions are leading and how attendees are interacting with one another. Focus on more group discussion vs. presentation (lecture components)
 - Physical seating arrangement might have been problematic with regards to how individuals interact in groups. The physical seating was in a presentation arrangement.
 - More of an overview of the templates may have been helpful. Time issue?
 - Maybe preparing a glossary of terms? (“Cultural Audit”; “Digital Repatriation”; etc.). Take a stand on what “Digital Repatriation” is by defining it?

- In backend, Stephen could have gotten together with all parties and stakeholders sooner with regard to how recordings will be financed; where the digital content will be housed; and what the terms of use/distribution of content is.
 - Nicholas Wojcik's observations
 - Can see how this can be a full day thing give them more group based (table-top) activities. It would've been nice for people to do more on their own or in groups.
 - All things considered, this was being treated as a pilot to see what works and what didn't so we can refine it for future workshops.
 - Was a group effort.
 - Video recordings will be uploaded to the Sustainable Heritage Network (SHN) and
 - Nicholas said he was given a preview How the disclaimer would sit in the beginning. But have not actually said when it will be online.
 - Liza asked: will this workshop be a regular workshop through SAA?
 - On one end, we'd like to tailor it and refine it and have it be included in SAAF project to some degree
 - On other end, refine it so we can reach out to other regional associations and potentially lead these workshops at those locations.
 - ATALM in Temecula. Liza mentioned she would investigate whether or not she can administer it in California. Maybe after the ATALM schedule?
 - Nicholas won't be able to make it to ATALM or SAA this year.
 - Is there someone else to fill in as an instructor? Nicholas did mention he is interested and willing to assist in continued service as Workshop Trainer.
 - Liza proposed that maybe ATALM attendees can preview recordings and then focus on tabletops and discussions on-site at ATALM. Including Nicholas has yet to be determined. More planning needs to take place.
 - Liza would like to host a workshop at either Autry or space in the Temecula area. She will continue to conduct investigation into what is feasible. She may recruit someone to administer but is willing to be moderator.
 - Does Liza need any funds? May need to approach Executive Office if there is a need.
- Planning & Discussion:
 - SAA Annual Conference Section Meeting July 31, 2019 - August 6, 2019 JW Marriott Austin Austin, TX
 - Section Meeting is Saturday, August 3rd, 2019.
 - Summary in conference program: "The Native American Archives Section (NAAS) meeting will report on special projects updates involving case studies, workshops, curricula development initiatives related to the Protocols for Native American Archival Materials (PNAAM). This section meeting will also include a Guest Speaker; Elections Results; SAA Council Report; Open Announcements and Discussion."
 - Proposed for this year;
 - Acknowledgment and Welcome
 - SAA Council Report

- Other SAA-related Announcements
 - Election Results, Current Steering Committee
 - Special Projects Reports
 - Case Study Series on the Protocols and Community Relations
 - Workshops Initiative (SSA)
 - Workshops & Toolkit initiative (SAA Foundation Project)
 - Invited Speaker Presentation (20 mins)
 - Open Announcements, Discussion, Closing
- Guest Speaker? Who? Nicholas Wojcik (not able to)?
 - Maybe good to hear from a curator or archivist who has implemented protocols for awhile at their institution. How works with researchers, esp. native researchers, as an almost “turned up” case study.
 - The Section will continue to brainstorm who potential guest speakers could be. Section will circulate a list and continue discussion.
- Case Studies Plan
 - 5 Currently signed up; will hold us over until October 2019 (ideally). There are others who’ve expressed interest but haven’t necessarily committed to it.
 - Rose proposed we issue another call for case studies. Maybe send it out on Listserv again and send to Susan Feller for wide distribution? Stephen will reach out to Susan Feller with regard to continued promotion.
 - What’s our promotional strategy? Series of announcements? NAAS List serv; social media; Section micro-site website; send out to personal colleagues via email. Every month or so, sending out reminders and reiterating call for case studies sent out by Caitlin.
 - SAA Publications is catching the case studies as well.
 - Rose proposed focusing on a different audience. Not just current archival professionals—future ones. Maybe focusing on outreach to graduate programs at universities?
 - Reach out to professors. Reach out to Student Chapters committee of SAA. Also “New Archival Professionals Section” within SAA.
 - Caitlin proposed to ask Ricky to incorporate into his own classes. (reach out to our own); Colleagues at Smithsonian who teach archives courses.
 - On a similar note, Stephen will reach out to Native Nations Institute at University of Arizona for promotional purposes. Hopefully there’s an opportunity there for them to utilize what NAAS has produced.
 - Focusing on MLIS programs that focus on Native American and LatinX perspectives and tracks. UofA; UCLA.
 - Bring back to a fundamental question: Do we need more Case studies?
 - There is no minimum. But begs the further questions: Are we acquiring a representative sampling of implementation? Most likely not. One individual from a Tribal Archive did express interest but did not commit to submitting a case study. Something the NAAS can push further with ATALM.

- Is there an indication from SAA Publications wants to put a cap on NAAS Case Studies? Rose answered they are thrilled by the work being done and there is no indication from them for a cap on case studies.
- Stephen expressed concern as to whether or not the support for the NAAS Case studies is spurred by the freshness of the PNAAM endorsement. Hopefully, NAAS is able to continue to publish case studies. So far there is no indication that need for these case studies will dissipate.
- Other opportunities to publish them in Archival Outlook? Bringing together in their own print-form. Work towards a compilation publication. This maybe the direction these case studies can go. The NAAS can include in tool-kit also and base lesson plans off of it.
- Do we have feedback from SAA Publications? Are there ways to improve the Case Studies?
 - Not from SAA Publications. They rely on peer reviewers.
 - Not sure if SAA Publications is keeping track of analytics. Stuff like: How are people accessing these case studies? Rose will ask and put forth request to SAA Publications.
 - Are these accessible enough? More circulation/dissemination activities? If so, how?
 - Include Rana Saltzman, SAA Dept. of Education in these correspondence. Caitlin and Rose will make the request and cc Rana in them.
- SAAF Webinar & Toolkit Initiative Project Plan
 - Meeting with Jennifer O'Neal first week of June. Further coordination will be needed. Stephen indicated that it won't be a Steering Committee meeting per se but will be a planning meeting of an hour approximately.
 - Need to compile list of presenters (5) by July 2019.
 - Case study contributors or otherwise.
 - If anyone has any suggestions for who to approach please compile a list by Friday, the 31st. Stephen will create an email thread for Section to add to.

Other Matters:

- Elections
 - Starting **mid-May (May 15th to June 1st) window** to prepare statements (statement will be included will be issued via Section list June 1st)
 - **June 1st** is when bios and statements should be due to Felicia Owens submitted by Chair/Vice-Chair
 - 1 Vice-Chair position and 4 Steering Committee Member positions open
 - If any current Steering Committee members would like to renew their tenure, please keep the deadlines in mind.
 - If any current Steering Committee members have any colleagues who they feel would be a good fit for the NAAS, please notify them.
- NAAS Minutes
 - Section reviewed and approved Section minutes March 2019 & April 2019 to Section micro-site.