

**Society of American Archivists  
Native American Archives Section  
Steering Committee Meeting Minutes  
June 28<sup>th</sup>, 2019**

**Present:** Rose Buchanan; Stephen Curley; Caitlin Haynes; Jonathan Pringle; Melissa Stoner

**Prepared by:** Stephen Curley

**Updates:**

- Elections
  - Ballot now up; sent out as email to NAAS Members and Section Listserv.
  - Open until July 16th--Share widely and let people know
- Webinar and Toolkit Initiative (SAAF Project)
  - Stephen and Caitlin have been corresponding with Peter Carlson, SAA Director of Finance and Administration will be designated financial manager for NAAS Webinar and Toolkit Project
  - Who will direct spending?
    - Established that NAAS Chair and Vice-Chair will direct spending.
    - Peter Carlson will deal with disbursement procedures and handling of accounts.
    - Forthcoming meeting with Peter Carlson, Stephen, and Caitlin to further discuss division of labor.
- Case Studies (Rose)
  - Have 3 case studies in works between May and June. Two still ongoing. One of those is from Jennifer O'Neal; no updates. Will be expecting Jennifer's sooner than later. Liza Posas will have to push deadline back to mid-July.
  - Two individuals from University of Missouri have submitted, sent it through review process, Rose and Caitlin both agreed that NAAS can't receive case study as it looks right now. This decision was made because it was outside the scope of the case studies project. It was written largely on repatriation of human remains. Rose will reach out to submitters and see if they would like to revise and resubmit. NAAS co-editors have expressed to submitters that they can assist in revising if needed.
  - What is the scope/rubric for submissions? The scope of the case studies are included on the website and co-editors do work with submitters to ensure that they have these resources.
  - Others have expressed interest.
  - Government shutdown did throw off the first three case studies. Monthly/bi-monthly may be ideal to keep things flexible.
- NAAS Lesson Plan Administered at ATALM
  - Mentioned last meeting (May) that she may be able to administer NAAS Workshop at ATALM 2019 (October).
  - Does she need funding/assistance/support from NAAS or SAA?
  - Liza still has time to brainstorm and plan on what she wants to do.

**Discussion:**

- NAAS Meeting at SAA Conference (Austin, TX) Planning
  - Who is going?

- Stephen; Rose; Melissa
    - Not going: Caitlin; Nicole; Jonathan
  - Section Meetings will be recorded; slides live-recorded
  - Are there other agenda items/handouts that should be included?
    - Stephen will send out a google doc to crowdsource input.
    - Not sure if we will acquire a guest speaker. Are there any suggestions for who to approach?
      - Paul Grant Costa & Tobias Glazia (unavailable)
      - Nicholas Wojcik—(unavailable)
      - Sean Doyle, FEMA--(pending)
        - May not be able to but will introduce to Sean the idea of producing a video recording presentation to be screened at the Section Meeting. Availability is pending.
      - Reach out to tribal archivists in state of Texas(?) to see if they can either attend or present.
        - Potential barriers? Would they have to pay to attend the Section Meeting. Stephen did reach out to Nancy Beaumont about ensuring that the NAAS Section Meeting is free of charge. Decision still pending.
      - If we are unable to acquire a guest speaker, what are our options?
        - We could even play sections of the Protocols 101 Workshop?
        - Incorporating Workshop feedback into the Section Meeting. Going over the program evaluation can will take up a substantial amount of time.
      - How can we highlight local tribal archivists work at SAA?
- Section Email Use
  - Stephen created Gmail account in order to create a Vimeo page.
    - Who will be tasked with monitoring, checking, and responding to emails?
      - All Section Members?
        - If so need to disseminate user/pass
      - Chair/Vice-Chair only?
      - In order to centralize all incoming and outgoing, it was established that Chair/Vice-Chair will be tasked with monitor and manage emails for this account
        - Stephen will send email account user/passwords to Caitlin.
- NAAS Strategic Planning for future activities
  - Stephen vacating Section Chair position in August, wants to plan for consistency sake. Doesn't want to lose momentum on what have been completed thus far.
  - Caitlin proposed to everyone to jot down notes on what to include in strategic initiatives to be revisited after elections. Caitlin will create Google document and circulate for this brainstorming.
  - Wants to ensure that no ideas that the Steering Committee has gets sidelined and is addressed and receives attention.
  - Need to establish NAAS "foundational" structures, outreach strategies. Need to maintain them
    - Internal Policies and Guidelines
      - Stephen created Policies and Best Practices Google document to be edited/reviewed/approved.
      - Social media usage
      - Access to minutes
    - Communications and Networking (Outreach Goals)

- Regional Associations
  - Other SAA Sections
    - HRA
      - Solidify Strategic Plan?
      - Designating Section roles/responsibilities?
      - Need to be parsed out so there aren't miscommunications going on within the Section as we move forward.
    - AILA outreach (Melissa)
- Working with American Indian Library Association (AILA) of ALA—Proposed by Melissa
  - Melissa attended American Library Association (ALA) Conference and caught up about AILA Session discussions.
    - AILA is interested in the protocols and wants to work with NAAS.
    - NAAS will add AILA to contact list in order to keep them abreast to NAAS discussions.
    - NAAS is not sure who the leadership is but will look into interacting more with Tribal Librarians via AILA.
    - Caitlin will reach out to ALA.
    - Melissa will add to the NAAS Strategic Plan Google Document an item regarding AILA-ALA.
- ArchiveSpace Metadata Consultation/Development Project (?)
  - Jessica Crouch, Community Engagement Coordinator at ArchivesSpace. Met with Stephen at the Protocols 101 Workshop in May.
  - Wanted to discuss potential avenues for developing metadata schema to be incorporated into ArchivesSpace.
  - Stephen will reach out to Jessica to get more information on what she is expecting. Future discussions with Section are TBD.
- Human Rights Section (Itza Carbajal)
  - Received funding for their project
  - NAAS will anticipate more updates and discussions via Itza.