

## **COPP Meeting Notes**

Convened at 1:00 pm on Monday, February 18, 2019, at Rose Library, Emory University, Atlanta.

Attending: Quigley, Winn, Hagenmaier, Roe, Tansey, Whitley, Gregg (intern), Beaumont. Labinsky attended on Tuesday only. Absent: Millington, Yun (Council liaison).

Facilitators: Jenny Trautman and Renata Algalarrondo of Same Page People, LLC, based in Atlanta.

### **Updates:**

- **Joint Task Force on Issues and Awareness conference call on February 12**

Per CoSA: Efforts to begin in March for additional money for states. Tie to semi-sesquicentennial.. Tie in to net neutrality at state level?

CoSA and NAGARA reached out to Meg Phillips about impact of shutdown on archives/archivists. Smithsonian put together some data on dollars lost. SQ suggested that NARA's regionals and presidential libraries provide data on money lost.

Jim working on agendas for March/April Hill visits.

Teague reported that the CoSA Board is working on advocacy plan.

NAGARA sent survey to 550 contacts on impact of shutdown. More information to come.

- **COPP/COPA collaboration**

Interested in pursuing evergreen press releases related to archives issues that are perennial.

COPA to start working on press releases. COPP to focus on public policy evergreen issues.

COPA is nominating Kitchen Sisters for Jameson Award.

- **COPP pre-conference workshop**

Proposal has been given go-ahead by Committee on Education. Subgroup working on details and takeaways.

- COPP to think about new content for website based on pre-con materials, etc.

**Action Item:** Consider revisions to Public Policy Agenda and Advocacy web pages. (Quigley, Hagenmaier)

**Action Item:** Sam to contact Leadership Orientation and Forum organizers to ensure that COPP has presence at LOAF. (Winn)

**Action Item:** NPB to contact Lee White about plans for advocating for NARA's funding levels. (Beaumont)

Winn worries that if NHPRC is unfunded, small repositories (outside large academic institutions) would suffer. Not written into IMLS mission.

Long-term mission to activate SHRAB boards, even if it's just to do advocacy training? (Winn)

STHC request for action on DNA as a record. Run idea past Executive Committee to see if there's a will to develop a brief? (Beaumont) Maybe prepare a more general brief about this as a coming controversy? (Quigley) Encourage STHC to talk to bioethicists? Could be an interesting pop-up session. (Roe) Maybe a brief rather than a position statement? (Tansey)

**Action Item:** NPB to discuss with Executive Committee; Quigley to respond to STHC once Executive Committee preference is known.

#### **Other Business:**

Whitledge raises issue of temporariness of Instagram, use as public records of materials published by private companies.

**Action Item:** Statement/press release to remind new Congress of their records responsibilities. Also states (every year)? Get statement together, talk about it next week, decide whether and how to discuss with Congressional Papers Section. (Quigley) [Roe: See how California has handled in the past.] Could also be evergreen and rolled out every time public official circumvents the law. (Winn)

#### **Break (2:15 – 2:25 pm)**

Conversation Café:

Celebrating Our Accomplishments

How can we expand on our accomplishments?

**Action:** Check with Matt about how to improve the use of threads within Higher Logic. (Beaumont)

See facilitators' materials for work plan development.

Meeting adjourned at 4:30 pm on Tuesday, February 19, 2019.

#### **Summary of facilitated planning activities:**

Lead by Jenny and Renata, we used the following activities to map our accomplishments, current activities, and potential goals for the next few years:

Accomplishments mapping:

<https://www.dropbox.com/s/njiluvdksuoc430/Accomplishments%20Mapping.pdf?dl=0>

Ecocycle Planning: <http://www.liberatingstructures.com/31-ecocycle-planning/>

Purpose to Practice: <http://www.liberatingstructures.com/33-purpose-to-practice-p2p/>

In the afternoon on Tuesday, we spent time identifying priority initiatives for the next year and sketching out a RACI chart to assign duties.

**Action item:** Draft workplan reflecting full slate of initiatives and complete RACI due for Council meeting in May (actual due date April 15?)

**Action item:** Revisions of the public policy and legislative agendas are also due for the May Council meeting

Other priority projects for this year are draft Standard Operating Procedures and increased contributions to SAA events/internal communications (both due by annual meeting in August)

See RACI for assignments.

Sarah Quigley's photographs are attached. We're still waiting on digital images of the planning documents from Same Page People.



# FUTURE FOCUSED



Big Ask  
Funding  
Achieved  
We have long-term, annual funding w/ appropriate many partners for archiving

Council Owns Advocacy - model better - spreadsheets

Members are mobilized

Broader base of allies - mutual partnership work-based / acknowledged

We have **OP+** advocacy training for members/partners

Advocacy training/active for Council

In reach promo strategy for relationship cultivation

We have tools for reaching/reconnecting partnerships

Have to map overlapping work / synergies w/ COPA

Federal Adv. Legislation Strategy

ADH - Assessment

Long-term funding campaign

Consensus Plan - Who, What, When, How

Periodic + Contribution to SAA internal country vehicle **8/19**

Evergreen Statements - written - scheduled

Documented Work Plan w/ timeline **5/19** - tasks, respons, parties, measures

Many nascent work products - apply to document

Prioritize documentation & assign leaders / deadlines

Defined Roles & Respons. - Tiered by experience w/ Time Commitment

RACI

COPP **8/19** SOP Draft - onboarding - governance - Table of Contents

Briefs & Revisions

Public Policy Agenda - Revise

Legislation **8/19** Agenda - Review

## BRIDGE

New Allies Print - best choices - productive

Documentation that doesn't exist needs organiz.

Awareness Raising re: Advocacy is missing

Articulate why public policy matters - Big idea - what ppl should care

Find Relevant Measures for Advocacy

Advocacy Partners not stepping up

No success measures

Need process for proactive issue monitoring & response

No formal onboarding

No SOPs documented

No coming plan

Closing the loop w/ suggestions

Inform members

## CURRENT STATE

Policy/Legisl. Agenda is 1st priority

We have relationships w/ regional archivists for advocacy

People We Work w/ Nancy, Andrea/Liaison Executive Office

We are productive - Work products - training, briefs, advocacy with

We are responsive - requests - issues

Have early admin

We do a communication

We are equipped to do federal Advocacy

Work Products - templates exist - processes are ad hoc

Our work is reactive & proactive





People We Work With

Instilling in Council Members/peers respect for the model

Modeling Advocacy for members

Mobilizing grass roots support

Develop Working Relationships w/ Sections

create workplan for COPP

Assess our outcomes

Internal Processes

ONBOARDING COMMITTEE MEMBERS

Improving the microsite website organization (as of August??)

Improved COPP Communication

# ECOCYCLE PLANNING

Documents Wins Advice

## CRITERIA

- Champion/Leader
- Within our Mandate
- Resonates with leaders
- Leadership potential for archivists

Known Internal Political Constraints

Clear Relationship to Strategic Plan / Policy agenda, etc.

- Fills a unique need
- It's viable
- It's worth exploring

## CRITERIA

- some committed people have started to work on it
- A few leaders have stepped up to champion it (council + staff)

- Having or developing a workplan/timeline/task responsibilities
- Knowing and planning for what resources need to be applied to/build the budget

Poverty Trap

Pre-conference workshop

Advocacy workshop/webinars (suite of offerings)

Advocacy training

Online adv resources

Gestation Sowing

DNA issue brief

Judicial Records brief

Work Product

Setting legislative priorities

National Initiative for increased funding for archivists (PAA-like)

MAKE STRATEGIC PLAN MORE EXPLICIT

State + local awareness (finances)

formal research structures or practices (news watch)

Monitoring ongoing issues

IDENTIFY NEW ALLIES (external to SAA)

state level advocacy

legislative visits

Legislative advocacy

Advocacy of COPA

ADH Archives on the Hill

Archives on the Hill

Birth Tending

Legislative Agendas

Legislative Agendas

Working relationship with Council + Secretariat

RENEWAL

Maturity Harvesting

Rapid Response to Policy Issues

Responding to Emerging Issues

Public Statements on current events

Public Policy Agendas

Policy Statements

Relationship with CoSA

Committee conference calls

Issue Briefs (general)

Issue briefs

Issue Briefs

Issue briefs/statement

Rigidity Trap

## CRITERIA

- NO productive outcomes
- Outcomes are harmful
- Outcomes are resource intensive beyond value
- do it in a subtle way
- viable scope of time
- good faith effort

Is the work/thing still relevant?

Is the work/thing achieving the intent - is it unique in the room, page?

Is the work/thing easily replicable? Could another group easily do it?

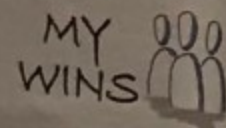
Does the work/thing have ongoing relevance?

Does the work/thing seem expanded/updated/refreshed?



# CELEBRATING OUR ACCOMPLISHMENTS

## KEY LEARNINGS



Council Trust

- ★ COPP is a tremendous improvement!
- ✓ more practical - We DO!
- ✓ less academic = **FAST**
- relationships
- ★ Extending Our Connections
- ★ Organization
- ★ Adoption Better Ways of Working
- ★ Flexibility
- ★ Collaboration outside COPP is hard. level of commitment egos / Point of View
- ★ COPP sets expectations re. commitment
- ★ Communications are strong
- ★ We get up to speed to do our work on policy issues.



# COPP RACI

## Activities

DOCUMENTED WORK PLAN

R A C I

S.Q.  
R.G.  
S.W.

COUNCIL

B  
COPP

• MEMBERS  
after  
APPROVAL  
• PARTNERS

PUBLIC POLICY AGENDA REVISION

W.H.  
S.W.

S.Q.  
COUNCIL

• COPP  
• RELEVANCE  
ACTIONS  
• COMMITTEES

• MEMBERS  
• PARTNERS

LEGISLATIVE AGENDA

K.R.  
B.W.  
D.L.

S.Q.  
COUNCIL

• COPP  
• RELEVANCE  
ACTIONS  
• COMMITTEES  
• COPA

MEMBERS  
PARTNERS

SOP DRAFT

E.T.  
S.Q.

S.W.

• COPP  
• STAFF

COUNCIL

CONTRIBUTION

BROWN BAG

PRE CONF. WORKSHOP

E.T. / S.W.

B.W./S.W./G.R.  
R.G./W.H./V.M.