

**Society of American Archivists  
Publications Board  
Virtual Meeting | July 19, 2021**

**MINUTES**

**In attendance:** Sarah Demb (Interim Publications Editor and Publications Board Chair), Terry Baxter, J. Gordon Daines III, Dana Lamparello, Monika Lehman, Colleen McFarland Rademaker, Nicole Milano, Cyndi Shein, and Katherine Fisher (early-career member); incoming members Kristin Harpster, Colleen Hoelscher, Sarah Kean, and JoyEllen Williams; *ex officio* members Amy Cooper Cary (*American Archivist* Editor), Melissa Gonzales (outgoing Council Liaison), and Dominique Luster (incoming Council Liaison); and SAA staff members Jacqueline Price Osafo, Teresa Brinati, and Abigail Christian.

**Unable to attend:** Stacie Williams (Publications Editor and Publications Board Chair), and incoming member Yvette Ramirez.

**I. WELCOME**

- A. SAA Interim Publications Editor Sarah Demb welcomed incoming Publications Board members and thanked outgoing board members for their contributions:
- **Nicole Milano**, who coedited *Engagement in the Archives* and is one of the driving forces and cofounder of the *Archives in Context* podcast.
  - **Colleen Rademaker McFarland**, who shepherded a number of books and also was a cofounder of the *Archives in Context* podcast.
  - **Gordon Daines**, who brought thoughtful commentary in his peer reviews and whose perspective as editor of the *Journal of Western Archives* contributed to board discussions.
  - **Katherine Fisher**, who raised awareness of SAA's case studies series via the *American Archivist* Reviews Portal.
  - **Terry Baxter**, who is stepping into the role of SAA vice president/president-elect.
  - **Nancy Beaumont**, for her incredible support of the board during her 18-year tenure as Executive Director.
  - **Melissa Gonzales**, outgoing Council Liaison, for her continuity of service.

B. **[Review of To-Do Items](#) from the May 2021 meeting.**

The following are still ongoing and will resume in the fall when Stacie Williams returns from her leave of absence as Publications Editor.

**TO DO #1 (S. Williams, Cary, Brinati, and Christian):** Schedule and plan a Zoom series on writing for SAA.

**TO DO #2 (S. Williams):** Provide example(s) of strong reviews and post to list and/or as a resource on the microsite.

**TO DO #3 (S. Williams, Brinati, and Christian):** Look into alternatives to the Google form such as Survey Monkey or AirTable to find a better way to share proposal reviews with all Board members.

## II. DISCUSSION ITEMS

### A. DEIA Initiatives – Sarah Demb

- i. The Teaching with Primary Sources Case Studies recently published Case 18, “Stories of Power and Diversity in COVID: Building an Online Exhibition with Primary Sources” by Rachel Bohlmann and Erika Hosselkus.
- ii. We continue to expand pool of freelance copyeditors, indexers, and designers—the covers for *Archival Accessioning* and *Archival Virtue* were done by designer Kiki Lechuga-Dupont, recommended by Stacie Williams; other recommendations welcome.
- iii. We continue to expand pool of peer reviewers—recommendations welcome.

### B. [One Book, One Profession](#). Board members discussed the following suggestions for the 2021/2022 reading initiative selection:

- ***“All Shook Up,”*** which could be a heavier ask because of its length. We also just featured a compilation of essays in 2019.
- ***Archival Accessioning***: very timely choice and has a lot of momentum behind it. However, as we just sponsored an event around it, which was a huge success, we may not have as much luck doing a second event.
- ***Reference and Access for Archives and Manuscripts***: This could spark some good discussion as many people are thinking about access differently during the COVID-19 pandemic. Plus, it would promote the Archival Fundamentals Series III and it’s the 2021 recipient of the Waldo Gifford Leland Award, so has been getting attention.

The Board selected *Reference and Access for Archives and Manuscripts* as the 2021 selection.

**To Do #4 (Brinati, Christian):** Inform Cheryl Oestreicher that her book *Reference and Access for Archives and Manuscripts* is the One Book, One Profession selection for 2021/2022.

**To Do #5 (Brinati, Christian):** Build One Book, One Profession page on website and begin promoting the initiative.

### C. Annual Meeting

- i. The SAA Publications Program will hold a virtual book sale on select titles for two weeks in July/August.
- ii. The annual “Write Away” forum to introduce members to different publishing avenues in SAA will be held in the fall when Stacie Williams has returned from her leave of absence. More details to come.

**To Do #6 (Brinati, Christian):** Organize “Write Away” forum.

## III. BRIEF UPDATES

### A. *American Archivist* Editor – Amy Cooper Cary

- i. The 84.1 issue was the journal’s first all-digital publication. Issue 84.2 is in production and will include a special section on design records, guest edited by Karen Trivette. The table of contents for issue 85.1 is beginning to take shape.

- ii. The *American Archivist* Editorial Board is working with SAA's Committee on Research, Data, and Assessment (CORDA) to collaborate on data sets for the journal.
- iii. The Board is also continuing its DEIA conversations and assessing its peer review process, rubric, and role for contributors and board members. An observer at the Publications Board meeting asked if the *American Archivist* Editorial Board will also focus on expanding the diversity of its authors and suggested targeted advertising to specific component groups, because relying on contributors reaching out to board members can be a barrier to new writers. Cooper Cary responded that yes, this is the goal and welcomes other suggestions.

**B. [Archives in Context Podcast](#) – Nicole Milano**

- i. *Archives in Context* added the new role of project manager to the team, filled by Lolita Rowe, community outreach archivist at Emory University.
- ii. The podcast is in the process of adding transcripts for episodes on the website to enhance their accessibility.
- iii. Season 5 will wrap after one more episode. The team is meeting shortly to plan for season 6.
- iv. As Milano's term on the board ends, JoyEllen Williams will be the podcast liaison for the board.

**To Do #7 (All Publications Board Members):** The board's feedback on the [podcast or ideas for interviewees](#) are welcome! Send to JoyEllen Williams.

**C. Early-Career Member Project – Katherine Fisher**

Fisher worked with *American Archivist* Reviews Editor Bethany Anderson to solicit reviews of cases from the seven [Case Studies Series](#), cosponsored by the Publications Board, as a way to make these resources more visible and to encourage practical application of their takeaways. These reviews are also a great way to engage new writers. Four reviews are in process and a new call for contributors will go out this summer. If the board has ideas for specific case studies to be reviewed, email Fisher.

**D. SAA Council – Melissa Gonzales**

- i. As the SAA Council worked on SAA's Strategic Plan, members realized they also needed a DEIA Strategic Plan, which is in process. Keep an eye out for member forums for opportunities to weigh in on SAA's DEIA plans.
- ii. The Council hired Jackie Price Osafo as SAA's new executive director.
- iii. Implementation of ACENSUS\*II will begin in September.
- iv. Salary transparency on the job board was approved in May; logistics are still in process for implementation of this requirement.
- v. The Council is developing topical meetings led by Council members throughout the year to connect leaders with members and Council initiatives.

**E. Sales Reports – Teresa Brinati**

- i. Publications' ebook sales exceeded budget and have nearly doubled this year, due in part to changing reading habits during the pandemic as well as the increased number of digital offerings. SAA has also continued adding books to Amazon and distributes titles through ALA.

- ii. SAA published 7 new titles in the last year; two of them were standards, which are open access. Approximately 58% of print book sales are from nonmembers (although our reporting is unable to distinguish if members make purchases through their nonmember institutional accounts); approximately 43% of book purchases are from SAA members—and 8% of these are from student members. The balance is from international nonmembers.

#### IV. PROJECT STATUS

1. *Archival Accessioning* by Audra Yun was published July 2021.
2. *Archival Virtue: Relationship, Obligation, and the Just Archives* by Scott Cline is in production and is slated for publication in fall 2021.
3. *Managing Business Archives in the 21st Century*, edited by Sarah Polirer, is in production and is slated for publication in fall 2021.
4. *Museum Archives: Practice, Issues, and Advocacy*, edited by Rachel Chatalbash, Susan Hernandez, and Megan Schwenke, is in production and is slated for publication in fall 2021.
5. *Born-Digital Design Records*, edited by Samantha Winn, is part of the series Trends in Archives Practice and includes modules 24, 25, and 26. Awaiting revised manuscript from editor and contributors.
6. Initial manuscripts for the final two books in the Archival Fundamentals Series III are due in December 2021 for Volume 6: *Selecting and Appraising Archives and Manuscripts* by Margery Sly and Volume 7: *Introducing Archives and Manuscripts* by Peter Wosh.
7. *The Solo Archivist: Succeeding in a Small Repository*, is a revised version of *The Lone Arranger* by Christina Zamon. Initial manuscript is due August 2022.
8. *Teaching Primary Source Research Skills*: SAA just signed a contract with Julie Thomas. Initial manuscript is due October 2021. Lamparello is shepherd for this project.

#### V. CALENDARING MEETINGS

There was a brief discussion regarding the calendaring of Publications Board meetings via Zoom, quarterly versus every-other-month, as well as an effective length of time (one versus two hours).

**To Do #8 (Brinati, Christian):** Send standing dates for bimonthly, hour-long meetings on Fridays.