

**Society of American Archivists  
Publications Board  
Virtual Meeting | October 8, 2021**

**MINUTES**

**In attendance:** Stacie Williams (Publications Editor and Publications Board Chair), Sarah Demb, Kristin Harpster, Colleen Hoelscher, Sarah Keen, Dana Lamparello, Yvette Ramirez, Cyndi Shein, and JoyEllen Williams; *ex officio* member Amy Cooper Cary (*American Archivist* Editor), and SAA staff members Jacqueline Price Osafo, Teresa Brinati, and Abigail Christian.

**Unable to attend:** Monika Lehman and *ex officio* member Dominique Luster (Council Liaison)

**I. PROPOSAL PROCESS**

The Board recently approved two proposals: *Making Our Mark: How Archivists of Color Changed the Landscape of SAA* and *Primary Source Literacy Activity Ideas: 550 Measurable Learning Outcomes*. Williams asked how the review for these proposals went and if Board members had any additional thoughts about how to improve the process:

- Board members noted that it can be confusing to know what's been revised for a second round and what they should specifically review for a resubmission. It's been helpful to see the compilation of everyone's reviews so that Board members see what others thought and how they're feedback differed. Board members would like to implement a new requirement for authors to specify what they revised and why they may have decided not to revise something. This would be a requirement for all second proposals, even ones that required only minor revisions.
- If proposals were sent to the Board in Google Docs, Board then members can add their comments, suggestions, and edits in a collaborative space to further dialogue about a proposal. This would be for internal Board use only; not to be shared with proposers.
- With bimonthly meetings now set, the Publications Board can allot time during the meetings to further discuss proposals together and share why people rejected or accepted them.
- Williams shared two examples of good peer reviews (posted on the Publications Board's microsite). Both reviews acknowledge the context around the proposal and consider if what is being proposed is truly new. The examples also consider the proposers' contributors (do the proposers' have the relationships it takes to get this project done?) and are realistic about the project's marketability and SAA's publishing scope. Williams doesn't mind if the length of a review is shorter as long as the feedback is constructive, specific, and thorough.
- For help in considering marketability when reviewing proposals, refer to the 2020–2021 sales reports.
  - [Ebook](#)
  - [Print](#)
  - [Member vs Nonmember](#)

**To Do #1 (Stacie Williams):** Moving forward, require authors of book proposals to specify what they revised and what, if anything they may have decided not to revise when resubmitted a proposal for a second round of review by the Publications Board.

**To Do #2 (Stacie Williams):** Provide link to Google Docs for book proposal submissions.

## II. ROLE OF SHEPHERD

- A. The recently accepted proposals need shepherds. JoyEllen Williams volunteered to shepherd *Making Our Mark*. Brinati is drafting contract for authors and will connect Williams with them once the signed contract is returned to SAA. Harpster expressed interest in shepherding *Primary Source Literacy Activity Ideas*.
- B. Shepherds do not necessarily need to have subject-matter expertise. They more act as a coach and champion for the writer. Shepherds remind writers that they are not alone in the writing process. They are also the bridge between the author and the Publications Board. New authors often have a lot of questions, and the shepherd will direct them to people with the answers.

**To Do #3 (Brinati):** Update Project status form to reflect that JoyEllen Williams will shepherd *Making Our Mark*; Harpster to shepherd *Primary Source Literacy*.

**To Do #4 (Brinati):** Connect shepherds with authors via email.

## III. UPCOMING EVENTS AND PROJECTS

- A. Ramirez volunteered for the data collection project to audit SAA's titles to see if there is a concentration in certain areas of our literature in order to better target areas of growth for the publishing program. Where are gaps in the professional literature? Which topics are covered and where do opportunities exist? What levels are represented (e.g., introductory how-to manuals versus advanced texts)? Are books featuring perspectives and thought-leadership feasible? Her report will be discussed at a future meeting.
- B. Keen, JoyEllen Williams, and Coffman volunteered to assist with the launch of the [One Book, One Profession](#): *Reference and Access in Archives and Manuscripts*. event, which will be co-coordinated with Brinati, Christian, and author Cheryl Oestrieher.
- C. [Write Away Forum](#) to be held November 5 at 12:00 pm CT. Board members are encouraged to join and spread the word.
- D. Next Publications Board meeting will be held December 10 at 12:00pm CT.
- E. Remember to login to the [SAA website](#) to access and stay abreast of [the current projects and proposals](#).

**To Do #5 (Brinati, Christian, Ramirez):** Connect to discuss data collection project to audit SAA titles.

**To Do #6 (Brinati, Christian, Keen, JoyEllen Williams, and Coffman):** Connect to devise plan for One Book, One Profession book launch.