

Regional Archival Associations Consortium (RAAC)
Annual Meeting Minutes
Atlanta, Georgia
August 3, 2016
2:00 – 3:30 p.m.

- I. Introductions (Rachel Chatalbash)
 - All present introduced themselves and their regional.

- II. Incoming and outgoing Steering Committee (Jennifer Brannock)
 - Jennifer Brannock introduced the new Steering Committee members and thanked those who stepped down. In addition, she thanked Rachel Chatalbash for her work creating RAAC and getting it off the ground.

- III. Subcommittee reports
 - Advocacy (Rachel Chatalbash)

The Advocacy Subcommittee undertook several projects:

 - The Subcommittee began conversations with SAA regarding a memorandum of understanding, which we hope will be completed next year.
 - The Subcommittee created a form for the advocacy protocol, so that requests for advocacy assistance would be standardized, and developed protocols for transparency for any advocacy issues brought forward to RAAC.
 - The Subcommittee worked to increase communications about the protocol on social media and various listservs, and wrote to the editors for every regional that has a newsletter or blog about the protocol as the first steps toward increasing awareness on the regional level.
 - The Subcommittee undertook a project to evaluate if there any geographic advocacy gaps in the U.S., meaning places without regionals that would not know about our ability to provide advocacy assistance on the regional level, and determined that there is sufficient coverage.
 - The Subcommittee began a project with the SAA Issues and Advocacy Roundtable to further development of their advocacy toolkit, and make sure the needs of regional organizations are considered and addressed throughout the project.
 - Mid-way through the year, RAAC joined the Joint Task Force on Issues and Awareness, which includes representatives from SAA, CoSA, and NAGARA to increase communications about advocacy issues and to represent the regionals to these national professional groups.

- RAAC undertook several advocacy-related actions over the course of the year, coordinating with regionals regarding local advocacy issues and lending support. The Advocacy Subcommittee assisted with these efforts.
- Lastly, the RAAC co-chairs and the Subcommittee undertook an assessment of all RAAC members' interest in joining the National Coalition for History at the Policy Board level, as a way to advocate for regionals and local issues at the national level. The majority of RAAC members supported this action, and we have commitments of \$3,600 toward membership for two consecutive years. The Subcommittee hopes to raise the remaining \$400 by January 2017.
- Disaster (Daria Labinsky)
 - The Subcommittee completed two of its goals this year. It refined the Disaster Planning and Response web page and added a “go-to” list for before and when disasters strike.
<http://www2.archivists.org/groups/regional-archival-associations-consortium-raac/go-to-list-before-and-when-disaster-strikes>
 - It created a list of climate change resources for archives, libraries, and museums.
<http://www2.archivists.org/groups/regional-archival-associations-consortium-raac/climate-change-resources-for-archivists#.VzSnc6Mrllk>
 - The other goals related to joining an oral history project with Project ARCC. Those goals have been tabled, because Project ARCC put its oral history plans on hold. The Subcommittee plans to incorporate these into the goals for 2016-2017.
- Education (Jennifer Brannock)
 - Jennifer Brannock thanked the Education Subcommittee for all of their work on the RAAC/SGA Symposium. Because of the time devoted to planning the Symposium, little time was left for other activities.
- Grants (Kristen Chinery)
 - The Grant Subcommittee focused on two projects this past year: continuing to develop the grant resource guide and putting the collaborative grants Symposium panel together.
 - Symposium: The Subcommittee will be sharing relevant information from the Symposium grant panel with the RAAC list.
 - Grant Resource Guide: The guide has grown to include 30 states. Due to the number of additions that started rolling in on a pretty consistent basis, the Subcommittee established a schedule for verifying existing grant data and posting additions to the website. The new Subcommittee members will be continuing this work as part of the new three-year plan.
 - Collection Match: The Subcommittee also continues to keep track of developments with the “Collection Match” project, which is a proposed web-based tool designed to match collection donations with appropriate collecting institutions. The project is still in the development phase, but

there's been some progress in the past year in identifying a pilot institution (the Central New York Library Resources Council).

- Membership (Emily Vinson)
 - The Subcommittee made updates to the Membership Composition page and ensured the accuracy of the Directory of Archival Organizations page.
 - The Subcommittee oversaw the election of a new Steering Committee.
 - The Subcommittee worked with regionals to appoint new representatives to replace those reps rolling off their tenure.
 - The Subcommittee created and posted the Guide to Archives Consortia.
 - The Subcommittee identified and secured a keynote speaker for the RAAC/SGA Symposium.
 - SAA was contacted with updated listserv contacts, which have now been made.
- Public Awareness (Jennifer Hecker)
 - Rachel Chatalbash reported on the Subcommittee's progress on behalf of Jennifer Hecker.
 - The Subcommittee had a change in leadership mid-year; Daniel Alonzo stepped down from the RAAC Steering Committee and Jennifer Hecker took his place.
 - The Subcommittee made updates to the RAAC microsite all year, supporting the work of other subcommittees.
 - The Subcommittee compiled the newsletter contact for all regionals, which are now listed on the RAAC microsite.
 - The Subcommittee also worked with the RAAC Co-Chairs to develop a RAAC communications plan, which will be executed next year.
 - Kathy Smith was recognized for her work maintaining the RAAC Facebook page.

IV. Overview of draft 2016-2019 3 Year Plan (Jennifer McGillan)

- Jennifer McGillan spoke briefly about the strategic plan and the planning process, then had the group split into their subcommittees to discuss committee goals and determine tasks for the year ahead.

V. Breakout groups – Discussion of 3 Year Plan and Subcommittee Goals

- Advocacy (Mary Rubin)
 - Organization - Contact is maintained through email.
 - The Advocacy Subcommittee discussed the proposed goals in the 3 Year Plan for 2016-2019. The group brainstormed about tasks for each of the goals with emphasis focused on tasks for Year/Goal # 1.
 - Year/Goal #1 (2016-2017) Support political advocacy issues occurring on the local level. Develop and implement an advocacy-focused communications plan.

- Develop a communications plan and automate the process for ease and efficiency
 - Continue to spread the word about the Advocacy Protocol
 - Possible collaboration with Public Awareness Subcommittee
 - Develop an elevator speech about RAAC and how it supports organizations, with advocacy emphasized
 - Compile and share RAAC's previous advocacy efforts (letters, presentations, etc.) online
 - Develop materials for regionals that help regionals stay viable (in preparation for Year/Goal #2)
 - Develop materials about how to engage local level legislators and council members (in preparation for Year/Goal #3)
 - Develop a message to engage local level legislators and council members (in preparation for Year/Goal #3)
- Year/Goal #2 (2017-2018) Support political advocacy issues occurring on the local level. Develop and implement an online platform to share regionals' advocacy methods.
- Year/Goal #3 (2018-2019) Support political advocacy issues occurring on the local level. Develop a strategy for engaging resource allocators, policymakers, and other influencers at the regional level.
- Disaster (Melissa Torres)
 - Report provided by Melissa Gonzales.
 - Project ARCC Oral Histories
 - Establish relationships with vendors. Talk to them directly and have them visit sites to create a repository disaster priority list.
 - Split Subcommittee members by region to locate potential oral history interviewees.
 - Work with Regionals
 - Establish calling trees to help with disasters.
 - Archivists Without Borders could be a group to enlist to travel to affected areas to assist repositories.
 - Have regionals evaluate budgets to help first responders for disasters.
 - Separate areas by zip code for easier information sharing.

- Send out reminders to archivists to have facility managers check gutters, roofs, etc. regularly, and especially during storm season.
 - Explore possibility of regionals having a liaison to their local NOAA.
- Education (John LeGloahec)
 - Jennifer Brannock provided notes for this breakout as the chair was not present.
 - The Subcommittee has all new members and decided to hold off on committing to any initiatives until the chair has an opportunity to provide feedback.
 - Possible projects discussed: survey of the regionals to determine education needs; doing a webinar using Google Hangout; putting together another symposium.
- Grants (Kristen Chinery)
 - The Grant Development Subcommittee discussed the proposed goals in the 3 Year Plan for 2016-2019. The group revised the three goals to include an assessment item and more feasible objectives, and brainstormed about tasks for each of the goals. Several items that came out of the Symposium were also discussed, like sharing material from the grant panel presentations and developing a programming event at the Western Roundup. Kristen will send the revised goals and objectives/tasks to the Subcommittee by August 12, who will return their feedback by August 31.
- Membership (Emily Vinson)
 - Two new members have joined the Membership Subcommittee, growing the group from four to six.
 - Usually maintain contact via email, with occasional conference call. Will likely schedule phone meeting to take place after first Steering Committee conference call.
 - Membership Subcommittee discussed the proposed goals in the 3 Year Plan for 2016-2019.
 - Discussed need to devise more specific measures for Goal #1: Assess member needs and communicate them to the co-chairs and subcommittee chairs so that RAAC's strategy can be strengthened. Maintain RAAC membership functions.
 - Includes a discussion of what we hope to learn.
 - Proposed outcome is a "Guide to Starting and Governing Your Regional" type document. This document might span years 1 and 2.
- Public Awareness (Jennifer McGillan)

- Organization -Public Awareness normally has a once quarterly phone meeting. The schedule for the 2016-2017 year has not yet been set.
- Strategic Plan discussion
 - Goal 1) Support the development and/or coordination of promotional and outreach programs and tools for regionals
 - Tasks for Goal # 1
 - Create a page of models of regional outreach with basic summary of steps/process and a link to the relevant organization
 - Create documentation for regional outreach (more in depth than summary page) for each model, i.e. the Archives bazaar (Austin model), the Archives open house (Chicago model), etc.
 - Develop information on assessment for regional outreach programming
 - Continue to update the list of blogs and listservs
 - Create a list of regional social media outlets
 - Create a list of regional hashtags
 - Create a list of regional journals
 - Goal 2) Encourage programming at regional or national events focusing on regional organizations
 - Tasks for Goal #2
 - Create a Google doc where RAAC members could find other interested parties to create sessions on a regional topics for SAA 2017
 - Find out if RAAC can nominate a session to the SAA 2017 Program Committee (Jennifer O. was going to investigate this, I believe?)
 - We also talked about finding out the name of the SAA tech guru is and determining how much Public Awareness can actually do with the microsite. Jennifer M. is to talk to Jennifer Hecker about getting the keys to the digital kingdom.

VI. Speaker: Meg Phillips, National Archives and Records Administration

- Meg Phillips is the External Affairs Liaison for the National Archives and Records Administration. She discussed the benefits of regionals working with NARA and

offered to serve as a resource for any organization that needs information or help navigating the NARA (for example, to find the right person to talk to about a potential project).