I. Introductions
   • Due to small turnout and late start, there were no introductions.

II. Incoming and outgoing Steering Committee
   • Co-chairs Kristen Chinery and Jennifer McGillan thanked outgoing Steering Committee members and introduced the incoming members that were present.

III. NCH Representative report
   • Introduction of RAAC’s Representative to the National Coalition for History Policy Board, Jan Zastrow.
   • Jan provided a brief summary of NCH activities this past year, including information about FY 18 federal funding for history, archival, and educational programs.

IV. Subcommittee reports
   • Subcommittees provided brief summaries of activities this past year (please see Steering Committee meeting minutes for full descriptions of subcommittee activities).

V. Breakout groups – subcommittee goals
   • Advocacy
     o Discussion led by Mary Rubin, Society of Florida Archivists.
     o Participants included Philip, Association of St. Louis Area Archivists; Sarah Milligan, outgoing member from Oklahoma Archivists Association; Drew Davis, Chicago Area Archivists; Barbara Teague, Council of State Archivists.
     o Talked about the use of a survey/form to determine landscape of regional advocacy methods.
       ▪ Will need to work with Education to make sure no overlap in survey distribution.
     o Talked about the use of Dropbox for obtaining files about regional advocacy methods.
     o Barbara Teague discussed the Advocacy Hill Day; RAAC is participating. Taking place during SAA 2018 in Washington, DC.
     o Discussed work that was done to gather materials demonstrating viability, avoiding burnout, managing turnover, and how best to use recruitment.
     o Discussed work that was done to develop message to engage local level legislators and how that would be most effective.
   • Disaster
     o Discussion led by Jamie Seemiller, Society of Rocky Mountain Archivists.
Participants included Jennifer Day, Society of Southwest Archivists; Mark Wolfe, New York Archives Conference; Michael Connors, Seattle Area Archivists; Liz Francis, New England Archivists.

Rebecca Elder, Society of Southwest Archivists, is the new chair.

Review of past activities:
- Narratives from people who survived disasters and using narratives to build website.
- Survey/environmental scan of members.
- Interfacing Project ARCC (climate change).
- SAA statement about climate change.

Goals for Year 2:
- Resource sharing most important.
- Share survey results.
  - Share survey data on RAAC microsite.
  - Outlook article about RAAC survey results?
- Formulate ways to increase disaster-planning efforts organized by regionals.
  - SSA has funds available for members for disaster.
  - Oral histories can be resource heavy, time consuming.
  - Michael Connors can share information photogramitry.
  - Noted gap in digital preservation disaster planning on resource list.
  - Resources can be outside archival world.
  - Ask regionals what they need re: disaster education.

Education
- Discussion led by Vin Novaro, Mid-Atlantic Regional Archives Conference.
- Education Subcommittee members never received any communications from the previous Education chair.
- The Subcommittee might not be reaching the right people.
- Plan for the Subcommittee:
  - Resubmit the survey (be sure to emphasize context, and focus on unique offerings, and that it should be passed along to whomever coordinates the educational offerings).
  - Identify the omissions and/or strengths (if someone is doing an exemplary job, we could bring that).
  - Perhaps informs a “Train the Trainer” based on existing models to then disseminate to the other regionals.
  - Propose a program.
  - Determine event format for SAA 2018/2019 and content.

Grants
- Discussion led by Kristen Chinery, Michigan Archival Association.
- Participants included Gavin Strassel, Metro Detroit Archivists League; Suzanne Noruschat, Yale University; Kyna Herzinger, Kentucky Council on Archives.
- Reviewed work done this past year on advocacy related to federal funding for granting agencies and discussed where things presently stand.
- Given the cuts to federal funds, could take a closer look at grant opportunities within regionals. Focus on geography.
- Resource sharing is just as important as dollars.
- Partnerships, like hosting digital content for smaller institutions.

- Membership
  - Discussion leader present (Gavin Strassel, Metro Detroit Archivists League), but no other members of Membership present so he joined the Grants discussion.

- Public Awareness
  - Discussion led by Jennifer McGillan, Society of Mississippi Archivists.
  - Discussed strategies for assisting Education Subcommittee with preparing for the symposium in 2018/2019 and for getting a session of interest to regionals at SAA.
  - Briefly discussed Archives Month and recommitting to the idea of developing a kind of Outreach Toolkit for smaller organizations.

VI. Speaker: Barbara Teague, Council of State Archivists
- Barbara Teague is a Program Consultant for the Council of State Archivists. She participates in a number of advocacy initiatives and currently serves as a member of the Joint Task Force on Information and Awareness. Barbara discussed the importance of advocacy work and shared tips for how to do it effectively.