

**RAAC Steering Committee Meeting (via conference call)**  
**Minutes**  
**September 26, 2017**  
**3:30 p.m. EST (2:30 Central)**

Present: K. Chinery, R. Elder, K. Harris, J. McGillan

Absent: V. Novara, M. Rubin

- I. Approval of meeting minutes from July 27, 2017 (SAA)
- Annual Meeting minutes from July 27 approved.

II. Report from Co-Chairs

Jennifer has been updating the website and asked everyone to check their name/contact information for accuracy. She asked Kayla to send the subcommittee chairs a list of their members. Jennifer will use that to cross-reference website information. If you edit your subcommittee page, you just need your SAA login.

Kristen is still in contact with Nancy Beaumont regarding the MOU between RAAC and SAA. She sent another email after their conversation at SAA with outline points for a draft MOU. Kristen worked with the NCH Rep to update contact information for NCH membership contributors so invoices could be sent out. Spent a lot of time trying to collect information from everyone at SAA.

III. Subcommittee reports

Advocacy

- Permission needed from Steering Committee for the Rhode Island letter. As an FYI, we approached CoSA and followed their recommended approach when drafting the letter.
  - Suggestion to remove paragraph about position advertising.
  - Vote for approval – 5 yay; 0 nay.
  - Wait for Mary's return to send out letter.
- Philip Skroska from the Association of St. Louis Area Archivists will be working with Rachel Chatalbash on the Hill Advocacy Day project for SAA 2018.

Disaster Planning and Recovery

- Made contact with everyone on subcommittee.
- Planning to reach out to people in Florida, Puerto Rico, and the Virgin Islands affected by recent hurricanes to share information about National Heritage Responders.

Education

- Will be reaching out to the subcommittee shortly.

Grant Development

- Kristen contacted subcommittee members just to touch base and introduce herself.

#### Membership

- Figured out everyone who is on the list. Emily sent her a document explaining what she did.

#### Public Awareness

- Website has been updated.

#### IV. Joint Advocacy Working Group report

- Rachel continues to represent RAAC on the Joint Working Group and forwards all information shared with the group to the Co-chairs and Advocacy chair, for action or dissemination as appropriate.
- She recently brought the issue of the RI State Archivist to the group for feedback, which is reflected in Mary's letter.
- RAAC will be participating in the Hill Advocacy Day with CoSA and SAA at SAA's Annual Meeting. There will be advocacy training and then an opportunity for archivists from select states to put their training into action with Hill visits. Hopefully regionals will be able to participate fully in areas where their states are identified as having key members of Congress.

#### V. NCH Representative report

Last report submitted in July before the Annual Meeting (see attached). Invoices for the NCH Policy Board membership went out to the contributing regionals last week.

#### VI. Discussion item – Regional representative transition/engagement

Two issues: (1) RAAC Rep is often the same as president/director/whatever the leadership title is of the regional group. Those terms are sometimes short and not all elections are held at the same time. Consequently, there's a lot of turnover that causes confusion when it comes time to move people in and out of the Rep positions; no collective memory.

Historically, membership has always been a struggle, which is why we created the Membership position on the Steering Committee. The idea was that the person would be managing members and dealing with sustainability issues and turnover rather than the Co-chairs.

Suggestions: Propose to the regionals that they select a RAAC Rep who is someone other than the person who runs it. Should be someone who can go to RAAC's Annual Meeting. Investigate developing more structured language for bylaws regarding responsibilities for Reps (Co-chairs draft and then send to Membership Subcommittee).

(2) What is RAAC's identity? There have been comments about RAAC not doing anything, or that we do too much advocacy work for SAA. What is it that we *do* and what do we *want* to do?

Comments: Need a stronger sense of purpose. Relationship with SAA is confusing, but that may not be a bad thing.

Suggestion: Steering Committee should reexamine the three-year plan to see how much has been accomplished, if the expectations for subcommittees are realistic for this coming year, and if the goals identify a purpose. This will be the agenda discussion item for the November meeting. *Steering Committee members should review their subcommittee sections of the three-year plan in preparation for the discussion.*

VII. Announcements

No announcements.

Next meetings (all at 3:30 EST): November 28, January 30, March 27, May 29, July 24