

**RAAC Steering Committee Meeting (via conference call)**  
**Minutes**  
**November 28, 2017**  
**3:30 p.m. EST (2:30 Central)**

Present: K. Chinery, R. Elder, K. Harris, J. McGillan, M. Rubin. Absent: V. Novara

- I. Approval of meeting minutes from September 26, 2017
- September minutes approved.

II. Report from Co-Chairs

Jennifer has been dealing with issues concerning the decommissioning of the A&A listserv.

Kristen worked with a couple of regionals to update their membership and add their new representatives.

III. Subcommittee reports

Advocacy

- Working with Philip Skroska from the Association of St. Louis Area Archivists and Rachel Chatalbash on the Hill Advocacy Day project for SAA 2018.
- Mary sent out an email to the RAAC list to determine priorities for Hill Advocacy Day.

Disaster Planning and Recovery

- The Disaster Subcommittee got sidetracked by the chair working on disaster response for institutions in Puerto Rico. However, they are scheduling a conference call for next week.

Education

- Novara contacted the subcommittee members about re-implement the survey instrument attempted in previous years to collate information on educational offerings (workshops, webinars, symposia, etc.) for the regionals. Novara is in the process of acquiring the survey instrument from the creator.
- Novara also contacted the subcommittee about ideas for a pre-conference educational event for SAA 2018. Though the deadline was missed for submitting a proposal, Novara is willing to host such an event at his home institution, which is within the DC Beltway and Metro accessible.

Grant Development

- The subcommittee began work to verify links and information in the Grant Resource Guide and will be forwarding corrections to Jennifer's subcommittee shortly.

Membership

- Kayla updated each subcommittee's site on SAA based on the [current membership list](#) in Google Drive. Please let her know if anything is incorrect.

- There were 6 names from the list she got from Emily that were not correct/updated; she was able to correct/update 5 of the 6. Still have not heard from the Los Angeles representative.

#### Public Awareness

- Jennifer needs to speak with her committee about what, if any, response they'll have to SAA decommissioning the A&A listserv, and if there's any part of that void we can or would want to fill. She's working with the ad hoc working group to develop a survey for current and former A&A subscribers to get some relevant data.
  - Steering Committee discussed a number of issues surrounding RAAC's role and what would/would not be appropriate action.

#### IV. Joint Advocacy Working Group report

Planning for the Advocacy on the Hill Day is going well, and Rachel looks forward to helping leaders of the regionals become involved in the event.

Mary's email about the Hill Day priorities went out today. Rachel requested the Steering Committee to also please discuss and determine its two top priority issues so we can contribute to the Advocacy on the Hill priority discussion on the 6th. The priorities are needed by Monday.

Jennifer reported from the meeting on October 18, 2017: all previous projects are ongoing and archives blogs are always looking for contributors.

#### V. NCH Representative report

Jan continues to forward updates and other information from Lee White to share with the RAAC list.

#### VI. Discussion item: Reviewing and evaluating the 3 Year Plan

Questions on the floor:

Move away from SAA? Create Google groups to maintain membership?

What is our purpose? Are we a stand-in for a formal SAA state chapter system, or are we a completely separate organization?

Organizational structure issues: Co-chairs should not chair subcommittees; Inconsistent infrastructure because files are created with personal accounts.

Membership/administrative committee – gather all membership/organizational information and put into a bylaws template.

***January meeting: will have a draft of that document, and will further discuss 3 Year Plan evaluation and review.***

#### VII. Announcements

No announcements.

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