

RAAC Steering Committee Meeting (via conference call)
Minutes
January 30, 2018
3:30 p.m. EST (2:30 Central)

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

- I. Approval of meeting minutes from November 28, 2017
 - November minutes approved.

- II. Report from Co-Chairs
 - Discussion item: Advocacy on the Hill part time coordinator funding.
 - Jennifer talked to her group – they were willing to contribute an additional \$50. Vin also talked to his group; no outright rejection but not overly enthused. Kristen did not receive strong support from her group, but needs to know dollar amount to ask for.
 - We need to detangle the NCH funding request from the Archives on the Hill request. Questions to now ask: Will there be additional requests for funding for Archives on the Hill? Is there a budget that can be shared? Jennifer will compose a message to send to the partnering groups to clarify these budget questions.
 - RAAC-SAA Memorandum of Understanding (MOU)
 - Received a draft RAAC-SAA MOU with request for comments/feedback on two points (see highlighted sections in draft sent out with agenda).
 - Discussion: 1.) SAA Council member will serve as ex officio member of RAAC, not of the Steering Committee. 2.) Has to align with RAAC objectives; Jennifer will draft language.
 - Proposal for Annual Meeting
 - Yes to Lee White speaking for a few minutes at the meeting and yes to panel proposal. Will shorten the time for breakout sessions to accommodate.

- III. Subcommittee reports

Advocacy

- The SAA 2018 Legislative Action Plan (<https://www2.archivists.org/sites/all/files/0118-CC-III-A-COPP-LegAgenda.pdf>) includes several items mentioning collaboration with RAAC. In addition to the news about Advocacy on the Hill, RAAC will also be collaborating with SAA, CoSA, and NAGARA on the development of a white paper on federal funding that addresses the essential nature of additional and stable funding for archives programs. The discussion paper will serve as the basis for profession-wide conversations on identifying high-priority funding needs in such areas as management and preservation of born-digital and digitized records; disaster response and recovery support for archives; online access initiatives; and other issues recommended by the archives community.

- Additionally, Mary and Jennifer attended a meeting with Rachel Mandell and Courtney Dean, Chair and Vice Chair of SAA's Issues & Advocacy section. They are in discussion about collaboration on a project that has yet to be named but will be similar to the Librarian Design Share (<https://librariandesignshare.org/>). The hope is to provide templates, resources, calendars, and tips to archives and archivists. It will be housed on I&A's WordPress site.

Disaster Planning and Recovery

- The subcommittee did a little work at the end of last year, but got stalled trying to figure out how to host all of the stories about disasters they're tasked with collecting. There was some support for trying to host them on RAAC's microsite, but that needs more exploration. Other ideas include a blog or Tumblr. Steering Committee feedback on this would be very helpful.

Education

- The subcommittee designed a survey to send out to the regional associations.
- The subcommittee is in the process of amassing a list of education coordinators/officers for the different groups. They may, alternately, send the survey to the presiding officers with a request to distribute.
- A phone conference for the subcommittee is planned for February.

Grant Development

- The subcommittee forwarded corrections to the *Grant Resource Guide* to the Public Awareness subcommittee for: Iowa, Kentucky, Michigan, and national grants. No other subcommittee members responded.

Membership

- Matt Black provided access for Kayla to edit the [directory listings](#). She made several updates to those, as well as several of the pages on the RAAC site that had previous members listed (i.e. Steering Committee page).
- She copied the Society of Ohio Archivists Constitution and Bylaws and then started replacing sections with relevant text from RAAC site. That has been shared as a Google doc, with sections highlighted in yellow still needing to be updated.

Public Awareness

- Jennifer and Mary had a phone meeting with leadership from I&A about the Archivist Design Shelf (as outlined in Mary's report).
- Updates to the website include the Rhode Island letter and a correction to the co-chairs' term of office.

IV. Joint Advocacy Working Group report

Archives on the Hill work is ongoing. Awaiting feedback from the Steering Committee about how to proceed with raising funds for RAAC's contribution to the event.

Also, sent Mary an email linking to the newly approved SAA legislative agenda. RAAC is mentioned several times based on work on the Joint Task Force. Rachel

suggested to Mary that we write a letter to RAAC membership highlighting that work.

V. NCH Representative report

Jan submitted her Winter 2018 report (submitted with the agenda). She also requested we forward the NCH logo and a boilerplate byline to the RAAC regionals participating in funding the NCH membership for them to place on their websites. Kristen will forward the information to the contact list Jan provided and note that it is optional.

VI. Discussion item: Reviewing and evaluating the 3 Year Plan; Bylaws template

Due to the length of the meeting, this item was postponed until March. **In preparation for the March meeting, everyone is asked to review the material Kayla provided and comment via email by February 28.**

VII. Announcements

Kristen will be out of the office February 16-April 9 due to knee surgery.

Next meetings (all at 3:30 EST):

March 27

May 29

July 24