

**RAAC Steering Committee Meeting (via conference call)**  
**Minutes**  
**May 29, 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 March 27, 2018
  - Approved.
  
- II. Report from Co-Chairs
  - Jennifer and Kristen roll off the Steering Committee effective August 16 when their co-chair terms end. Jennifer's regional selected a new regional representative, Kristen's is still working on it and she'll have an update for the July 24 meeting.
  
- III. Subcommittee reports
  - Advocacy
    - Work on the Archivist Bookshelf project and Advocacy on the Hill continues (for the latter, see detail under the Joint Advocacy Working Group report).
  
  - Disaster
    - No report.
  
  - Education
    - Received 25 responses to the survey that went out, for a response rate of over 50%. A draft report with full results was distributed to the Steering Committee (see attached).
    - Requested Steering Committee to review report and provide feedback before the July 24 meeting.
  
  - Grants
    - Kristen continues to work on state updates and will do so until August. She's working through the list of committee members to see if anyone is interested in taking over as the subcommittee chair.
  
  - Membership
    - Kayla has been working on elections and updating the roster of regional representatives.
  
  - Public Awareness
    - Jennifer continued work on the Archivist Bookshelf project. The next committee chair (yet to be determined) should pick up this work.
  
- IV. Joint Advocacy Working Group report
  - Work continues for the Archives on the Hill event. Approximately 10 volunteers have been recruited so far, and the plan is to focus recruitment efforts on the states where volunteers are still needed after June 1.
  - There is also a draft of an IP "leave behind" for the event, which is under SAA's review at this time.

- V. NCH Representative report
  - Report submitted April 2 (see attached).
  
- VI. Discussion item: Review of recommendations/expectations of RAAC Reps and vote
  - Mary distributed a draft of recommendations/expectations for RAAC representatives.
  - Discussion of adding language regarding steps to take if representative doesn't participate.
  - Vote: with new language added, draft is approved.
  
- VII. Annual Meeting agenda
  - Kristen sent a draft agenda for the Annual Meeting to the Steering Committee. No objections to the draft.
  
- VIII. Election
  - Kayla sent out the call for nominations. Because the constitution has not been finalized, there will not be a change yet to the co-chairs serving as committee chairs issue.
  - Very few nominations have been received. Please send names to Kayla if you have recommendations.
  - It would be helpful to have staggered terms for the co-chairs so both aren't lost at same time. Suggestion to reach out to Brian Keough to see if he would be willing to serve as a co-chair for one year.
  
- IX. Announcements
  - Jennifer has RAAC swag for the Annual Meeting. Figure out if we can get table again for "office hours."
  - Primary agenda items for July 24 meeting will be the RAAC election for co-chairs and regional representatives, Annual Meeting planning wrap-up, and we'll pick up discussion of bylaws.

Next meetings (all at 3:30 EST):

July 24, 3:30 EST

August 16, 12:00 EST (Annual Meeting)

## A. General summary

Of the 44 regionals affiliated with RAAC, 56.81 % responded to the survey. A handful of themes presented themselves under each question, including programming that serves the needs of members, programming focused on current trends in the archives profession, concerns of affordability and cost, and the need for administrative support (perhaps from RAAC) to offer robust educational programming.

## B. Summaries of questions

### 1. What type of regional are you?

State regionals made up for nearly half of our respondents (48 %), with Local regionals (32 %) and Multi-state regionals (20%) making up the rest. There were no respondents from Subject/topical regionals or Organizational regionals.

### 2. How would you best describe your governance? (Select all that apply)

“Elected officers with established bylaws” predominated with 84% responding. The other three respondents were <5%. It is interesting that only 3% identified as “Workshop/education based.”

In processing this survey, I recognize now that we should have asked “Does your organization have a devoted education coordinator or officer?” In the following question on educational offerings, one organization indicated they have such an officer.

### 3. What, if any, educational offerings do you provide for your membership?

There was considerable overlap of practice for the 24 respondents. Nine organizations offer workshops as part of official meetings or conferences (annual or otherwise), with three indicating their annual meeting sessions constitute their educational offerings for their membership. Seven organizations indicated they are offering standalone workshop programming throughout the year. For the workshops offered at conferences or as standalone, six organizations noted that they offer SAA workshops for this programming (including DAS workshops), either presently or in the past. (One organization also offers ALA workshops.) Two organizations indicated they offer scholarships for attending their hosted workshops.

Two organizations indicated that they also host webinars or symposiums. Another solely specified tours. Only one responding organization has discontinued their education program.

4. If RAAC were to assist with the planning of continuing education workshops, which topics would interest your membership? (Select all that apply)

Three diverse workshop topics that point to the current concerns of our profession (anecdotally) appealed to more than 75% of respondents:

- Electronic records/born digital materials (84%)
- Preservation (80%)
- Grants/Fundraising (76%)

There is a drop-off of 11% to the eight other common topics that appealed to more than 50% of the respondents:

- Archival collection management systems (64%)
- Metadata (64%)
- Digitization (64%)
- Copyright (60%)
- Project management (60%)
- Arrangement and description (56%)
- Marketing/publicity (56%)
- Advocacy (52%)

Only four topics appear below 50% of the respondents:

- Genealogy (48%)
- Disaster planning/beginner archival instruction (4% – a write-in response)
- Archival administration (4% – a write-in response)
- Succession planning – passing the flag... (4% – a write-in response)

5. How can RAAC best support your organization with educational programming?

Twenty responded, with only one stating they did not require any assistance from RAAC, and one other stating they would need to know what RAAC can offer before making requests.

Otherwise, four themes were consistent:

- Six respondents are interested in RAAC keeping the regionals abreast of new education offerings (perhaps from SAA; not clear)
- Five respondents are looking for RAAC to partner on offering workshops (including DAS certificate workshops or webinars) throughout their region – some due to limited human resources
- Others also indicated that RAAC could take on administrative responsibility of offering workshops. Especially as the regionals are non-profits and there appears to be issues with one accepting payments.
- Four regionals are in search of affordable workshop programming or reduced pricing from SAA

Two other themes appeared that are related to the above requests: two outright requested funding, and two for additional promotion support.

6. Assuming that education programming is of interest to your organization, what formats interest you? (Select all that apply)

“In-person training” is the clear favorite with over 92% selecting this format, and one respondent wrote in “Workshops,” which can also be considered within this category. Webinars as a format also proved popular with “Live webinar” earning 72% selection and “On-demand webinar (pre-recorded)” 56%. “Written handouts/toolkit” appealed to only 40% of respondents.

7. Would your organization be willing to host an in-person training?

At 80% “yes” and 16% “maybe” (only one “no” response), this is an activity RAAC should examine further and determine how to best support.

8. Would your organization be willing to pay a fee for educational programming?

These results are more mixed, which is not surprising given the requests for funding support under question 5. Only 40% responded with “yes,” with 52% predominating at “maybe.”

9. Under what circumstances would your organization be willing to host in-person training, and/or pay for educational programming?

There 24 responses to this question that covered a range of responses within a few themes:

- Relevant subject matter appeared in eight of the responses, with another indicating that they would host in-person training only if it fills gap in existing education program. Six respondents specified that the ideal circumstances include hosting the training at their annual meeting.
- Four discussed space availability concerns, including space rental fees – one wondering if perhaps RAAC can cover. Four respondents also discussed affordability, with three stating the circumstances depended on the price, and another referencing the presenter’s fee. (One respondent wondered if they could charge for the programming.)
- Four associations indicated that the currently have no issues in offering their education programming. (One does not charge dues, so they have no budget to work with.) However, one regional’s ideal circumstances requires administrative assistance from RAAC.
- Only one regional wondered if RAAC would charge the fee.

10. If your organization would be willing to pay a fee for educational programming, how much would you be willing to pay?

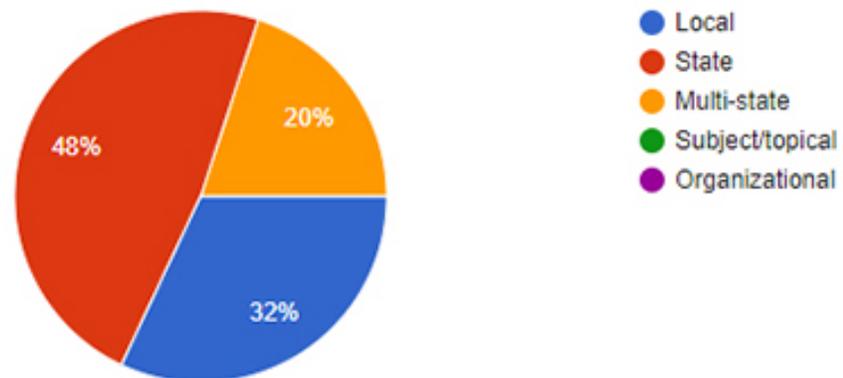
Twenty-one responses revealed a range of spending capacity for education programming, with an average of \$400. The high was \$1000 (expressed by three organizations), the low was up to \$100 (stated by four organizations), with one organization indicating \$75 per hour. The \$150-\$500 range was most popular with eleven respondents.

Many respondents used this an opportunity to state the conditions for paying such a fee. For four respondents, it would depend on the topic of the program. Two indicated needing to charge fees to recoup expenses associated with education programming, with one respondent wondering how they would address such costs. One organization explained that they would probably be most willing to supplement their members' attendance, as well as help provide a location. Similarly, one organization proposed that more could be charged if payments can be made directly between attendees and RAAC. One organization is content with how SAA charges and handles all of the instructor payments.

## C. Data visualizations

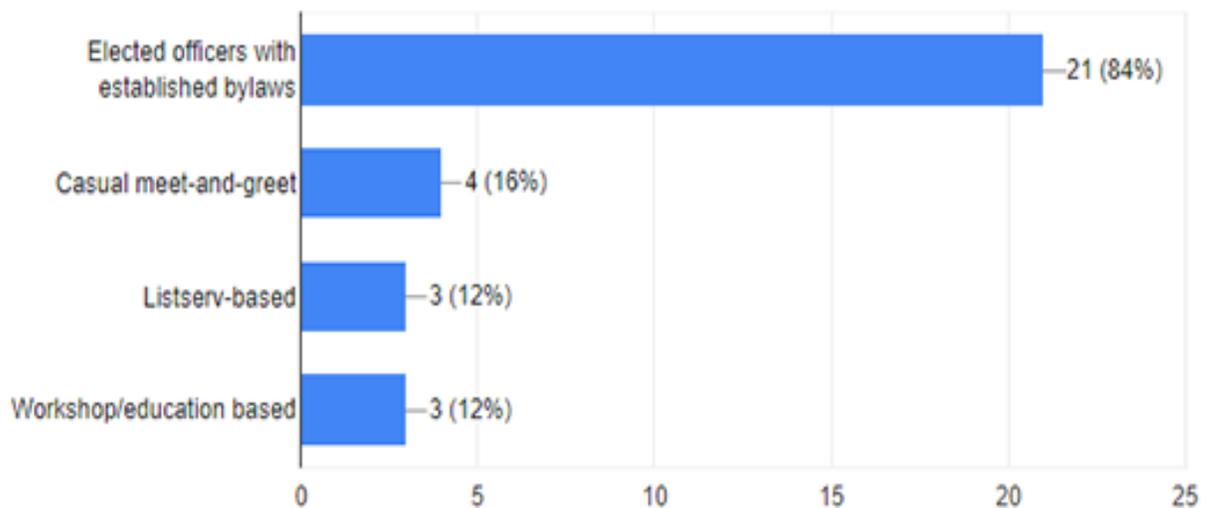
### 1. What type of regional are you? (Select one)

25 responses



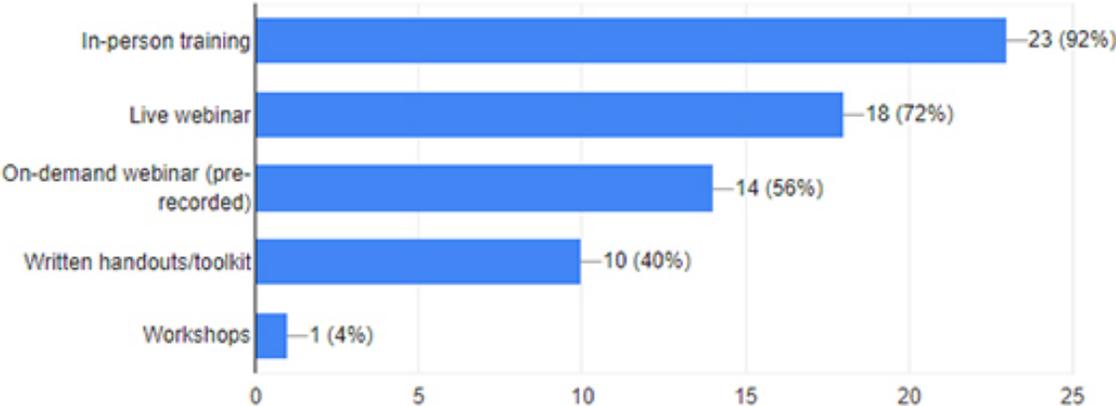
### 2. How would you best describe your governance? (Select all that apply)

25 responses



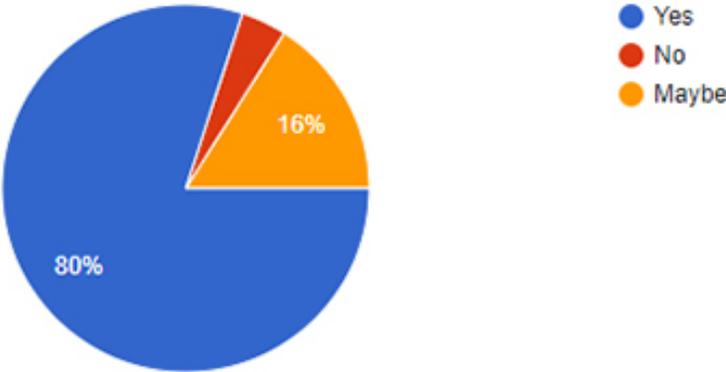
6. Assuming that education programming is of interest to your organization, what formats interest you? (Select all that apply)

25 responses



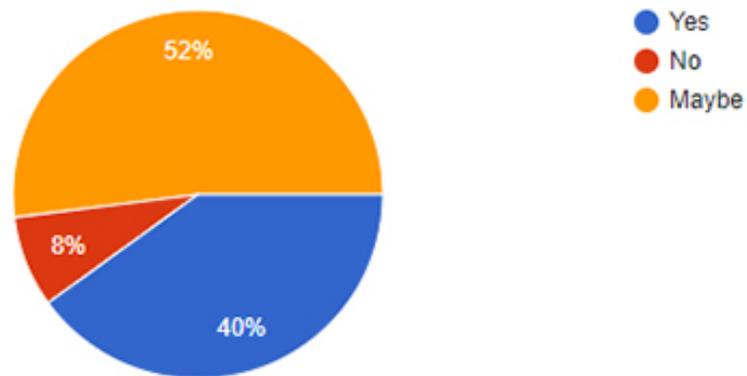
7. Would your organization be willing to host an in-person training?

25 responses



## 8. Would your organization be willing to pay a fee for educational programming?

25 responses





## Spring 2018 NATIONAL COALITION FOR HISTORY RAAC Report

**CONGRESS FINALLY PASSES FY 2018 FEDERAL BUDGET!** The big news this quarter is that on March 23, Congress approved, and President Trump signed, a \$1.3 trillion omnibus appropriations bill that will fund the federal government for the remaining six months of fiscal year 2018 (FY18). Happily, history, archival and education programs were either level funded or received small increases. From Executive Director Lee White: This should be considered a major victory, since the president had proposed eliminating the NEH, IMLS and other programs.

Below are some highlights summarized by the National Coalition for History:

- The **National Historical Publications and Records Commission (NHPRC)**, which the president had targeted for elimination, was level funded at \$6 million. The **National Archives and Records Administration (NARA)** received a \$4.3 million increase in operating expenses up to a level of \$384.9 million.
- The **National Endowment for the Humanities (NEH)** received nearly \$153 million in this bill, \$3 million above the fiscal year 2017 level. The Trump administration had sought to eliminate both the NEH and National Endowment for the Arts in its FY18 request
- The **Institute of Museum and Library Services (IMLS)** received a \$9 million funding boost up to \$240 million. This is the first significant increase the IMLS has received in some time, and even more impressive given the president had targeted the agency for elimination.
- The **Smithsonian Institution** is funded at \$1.043 billion, \$180 million above the fiscal year 2017 enacted level. The bulk of the increase will go towards a major, multi-year renovation of the National Air and Space Museum facility on the National Mall.
- The **Library of Congress** received a \$38 million increase up to \$670 million for FY18.

For more information, please see the chart comparing the FY18 final budget with FY17 and President Trump's original FY18 request:

<http://historycoalition.org/wp-content/uploads/2018/03/FY-18-Omnibus-FINAL.pdf>

And see funding trends over the past three fiscal years to give some historical perspective (when viewed from this timeframe, the numbers actually show a general upward trend!):

<http://historycoalition.org/wp-content/uploads/2018/03/FY18-Final-Budget-three-year-comparison.pdf>

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