

## RAAC Steering Committee Meeting (via conference call)

### Minutes

July 24, 2018

3:30 p.m. EST (2:30 Central)

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

- I. Approval of meeting minutes from May 29, 2018
  - J. McGillan called for approval of the May 29, 2018 steering committee minutes. K. Harris motioned to approve the minutes. V. Novara seconded. The minutes were approved and will be filed.
- II. Report from Co-Chairs
  - J. McGillan has no co-chair report.
- III. Subcommittee reports
  - Advocacy
    - M. Rubin continues to work on bookshelf project and will continue when she rolls over to Public Awareness chair. Archives on the Hill is taking place on Tuesday, August 14, 2018 in D.C.
  - Disaster
    - No report.
  - Education
    - The Education Subcommittee communicated through email to finalize the report from the Educational Needs Survey. The final version was submitted to the RAAC Steering Committee on July 24, 2018. The subcommittee will discuss next steps and recommendations at our in-person meeting in August 2018 at SAA.
  - Grants
    - No report.
  - Membership
    - K. Harris reports a lot of turn over and would like the previously approved Expectations of Members document to be placed online. M. Rubin brought up enacting a form for members to agree to the Expectations document as well as to help determine calendar years for members.
  - Public Awareness
    - J. McGillan continues to work on bookshelf project and will continue after she rolls off as Chair. She also has updates to make to the website before the Annual Meeting, including uploading meeting minutes and the Expectations document.
- IV. Joint Advocacy Working Group report
  - No report.
- V. NCH Representative report
  - Summer 2018 report attached.
- VI. Discussion item: RAAC Bylaws

- K. Harris started this but the project went on hiatus due to elections, which reaffirmed the need for bylaws. Discussion ensued on changes to Membership Committee, which would be in bylaws. Idea: Membership committee is made up of 2 people, one to handle regional representatives and the second to maintain the regional directory. Regional directory is part of SAA/RAAC MOU. An ad-hoc committee will be formed to address the bylaws and will begin after our August meeting.

VII. Annual meeting planning wrap-up

- From K. Chinery's Annual Meeting agenda, new chairs are giving the subcommittee reports; however, the group discussed that the old chairs should give the subcommittee reports while the new chairs should lead the breakout sessions. M. Rubin will email K. Chinery about the revision.
- J. McGillan, V. Novaro, K. Chinery, and M. Rubin are attending. K. Harris is tentative. R. Elder, P. Skroska, and L. Sullivan's attendance are unknown. M. Rubin will email R. Elder and the new chairs about their attendance.
- The meeting time conflicts with the AOTUS session and still needs to be marketed. J. McGillan to email the regional reps.
- Office hours have yet to be determined.

VIII. Election wrap-up

- P. Skroska is a new co-chair as well as the new Advocacy Chair.
- M. Rubin is a new co-chair and is switching from Advocacy Chair to Public Awareness Chair.
- L. Sullivan is the new Grants Chair.
- K. Harris to email the regional reps the news!

IX. Announcements

- RAAC Steering Committee approved joining an IMLS Coalition via email prior to this meeting.

Next meeting: August 16, 12:00 EST (Annual Meeting)