

RAAC Steering Committee Meeting (via conference call)
Minutes
December 18, 2018
2:00 p.m. EDT (1:00 p.m. Central)

In Attendance: Liz Francis, Kayla Harris, Mary Rubin, Philip Skroska,
Absent: Laura Sullivan

- I. Approval of SC meeting minutes from October 3rd, 2018
 - A. Mary moved to approve and Philip seconded. All were in favor. Minutes approved.
- II. Reports from Co-Chairs (Mary & Philip)
 - A. Vincent Novaro sent his resignation from the Education Chair position and as MARAC's representative on 12/4/2018. We are seeking a new Chair from the current Education Subcommittee members.
 - B. Due to Vincent's departure, we have decided to push our Annual Symposium to 2020. It will be overseen by Phil.
- III. Subcommittee Reports
 - A. Advocacy (Philip)
 1. Two new members were just added.
 - B. Disaster (Liz)
 1. We are anticipating Whitney Miller to replace Liz as the Disaster Chair beginning in April. She is planning on staying on until August 2021. She plans to attend our SC March meeting.
 - C. Education (N/A)
 - D. Grant (Laura)
 1. In the process of beginning to update the State and Federal Grant Resources page, and will be having a conference call early next year to decide on what additional project we'll focus on for the year.
 - E. Membership (Kayla)
 1. Remaining people in the Membership Subcommittee dispersed into other committees. Dara Flinn can begin working on the Regional Directory, which she now has access permissions.
 - F. Public Awareness (Mary)
 1. Archivist Design Share Portal work beginning again. Posts continue to be posted to Facebook.
- IV. Joint Advocacy Working Group Report (Rachel)
 - A. The main update is that we are going to begin planning for an event similar to Archives on the Hill but for the "districts."
- V. Joint Group w/ CoPP, CoPA, I&A, RAAC (Mary)
 - A. There was an introductory meeting. Many of the other groups did not know that RAAC was not a subgroup of SAA.
- VI. IMLS Coalition Report (Philip)
 - A. No report

- VII. NCH Report
 - A. CoSa (Barbara Teague as representative) will rejoin NCH at a lower level. She spoke with Lee White and expressed concerns about communicating decisions between the coalition and members.
 - B. RAAC has enough to rejoin at a basic membership but not at the previous level.
- VIII. SAA Council Liaison
 - A. No report
- IX. Old Business
 - A. Expectations of Members document
 - 1. Mary moved to approve and Liz seconded. All in favor. Expectations of Members document approved.
 - B. Ad-Hoc Bylaws Committee
 - 1. Mary will be Chair and Kayla will be on it as well. There will be a call on RAAC for more members.
 - C. Discussion: 3 year plan vs 2 yr plan
 - 1. Currently we have a 3 year plan. Everyone inherits goals except those starting at the beginning of the plan. The 3 year plan provides continuity and is a guideline (or strategic plan) for moving forward. It is beneficial to periodically revisit to determine goals and aspirations for developing RAAC's future. There was no motion to switch to the 2 year plan.
 - D. Member response rates
 - 1. Our member's response rates are low. We have data from our Annual Meeting attendance form, NCH commitment form, and Kayla's experience dispersing the Membership Committee. We discussed creating a Commitment Form that members would check off when they come on.
- X. New Business
 - A. Reviving interest
 - 1. There was discussion about a newsletter and sharing more, which Mary will incorporate into the Public Awareness plans.

Meeting adjourned at 2:52 pm.

Next Meetings:

Tuesday, January 22, 2019 3 pm - 4 pm EST

Tuesday, March 26, 2019 3 pm - 4 pm EDT

Tuesday, May 28, 2019 3 pm - 4 pm EDT

Tuesday, July 23, 2019 3 pm - 4 pm EDT **only 1 that is not the 4th Tuesday due to Annual Meeting