

RAAC Steering Committee Meeting (via conference call)
Minutes
September 3, 2019
3:00 p.m. EDT (2:00 p.m. Central)

Attendance: Whitney Miller, Mary Rubin, Michael Law, Kathleen Smith, Karen Trivette

- I. Approval of SC meeting minutes from July 23, 2019
 - A. Whitney motioned to approve the minutes. Kathy seconded.
- II. Reports from Co-Chair (Mary)
 - A. Per emails, Philip resigned after the Annual Meeting. Nominations for Co-Chair are due to end this Friday 9/6. Only one submission thus far, which will not fill the Advocacy Chair. Per emails, there will only be an election if there is more than one submission.
- III. Subcommittee Reports
 - A. Advocacy (Unfilled, Report by Mary)
 1. As of right now, it appears that there will need to be a separate election for the Advocacy Chair. Depending on the need for a co-chair election will depend on when the Advocacy Chair election will happen.
 - B. Disaster (Whitney)
 1. Met with subcommittee. Touched based with SAA Tragedy and Response Taskforce. Toolbox link is not live but when it is, we will link it.
 - C. Education (Michael)
 1. Unable to make Annual Meeting. No report.
 - D. Grant (Karen)
 1. Spoke with Laura Sullivan. She communicated as of 8/22 that she added resources to the State and Federal Grants Resources page and revised the introductory paragraph. Karen wants to survey the website and then reach out to the regionals to add to this list.
 - E. Membership (Kathy)
 1. No report, she came on at the Annual Meeting and Mary only sent her the membership duties this morning.
 - F. Public Awareness (Mary)
 1. The website has been updated to reflect all the Steering Committee member changes. Newsletter will be sent out once the Annual Meeting minutes are done. Mary will follow up about the Design Share project now that SAA's I&A leadership has turned over.
- IV. Joint Advocacy Working Group Report (Rachel, Report by Mary)
 - A. No report.
- V. Joint Group w/ CoPP, CoPA, I&A, RAAC (Mary)
 - A. No report.
- VI. NCH Report (Mary)

- A. Emails with Andrew Cassidy-Amstutz, MARAC's regional representative, have begun. Further emails needed before the initiative begins. Other Steering Committee members reflected that once the initiative begins that more information will need to be communicated, such as what RAAC and the regionals are getting out of NCH membership and the various levels and their benefits. The Sustaining level is \$4000 and has a member on the NCH board. The lower levels don't have members on board. The lowest level is the Basic level and it is \$600. Mary anticipates that there will be lots of polling emails in September with donations in October and November.
- VII. SAA Council Liaison (Melissa, Report by Mary)
 - A. Melissa, our SAA Council Liaison, is unable to make the meeting but she wanted to pass along the link to the minutes of the last SAA Council meeting, which can be found here: https://www2.archivists.org/sites/all/files/0819-2-Council-Minutes_AsApproved082719.pdf
- VIII. Old Business
 - A. Annual Meeting Survey Results (Mary)
 - 1. The group went over the results. We will continue with mandating that representatives be assigned to a committee and we will go forward with the Symposium, which is wanted by our members.
 - B. Ad-Hoc Bylaws Committee (Mary)
 - 1. Mary will come back to this after finishing the 2 year plan.
 - C. 2 year plan (Mary)
 - 1. Mary will be sharing this document following the meeting. Subcommittee Chairs are expected to read over their committee area goals for Year 1 and make any necessary edits as well as adding in their Year 2 goals by Monday, September 23rd.
 - D. RAAC Steering Committee Google Drive (Mary)
 - 1. RAAC has a new email - raaconsortium@gmail.com. Everyone should have received an invitation to edit the contents in the shared Drive.
 - E. 2020 Symposium Stand Alone Webinars (Mary)
 - 1. Mary was supposed to have a meeting about using Zoom; however, Hurricane Dorian got in the way of it. At the annual meeting, Mary approached our contact, Felicia Owens, about a physical space at the 2020 meeting. She asked Mary to email her after the 2019 annual meeting was over. Mary has yet to since she was awaiting Annual Meeting Survey results.
 - 2. Grants (Karen), Education (Michael), and Public Awareness (Mary) are on board with contributing a webinar. The goal is to do 3 this year with Education doing the first one.
- IX. New Business
 - A. No new business.

Next Meetings:

Tuesday, September 3rd, 2019 3 pm - 4 pm EDT

Tuesday, November 5th, 2019 3 pm - 4 pm EST

Tuesday, January 7th, 2020 3 pm - 4 pm EST

Tuesday, March 3rd, 2020 3 pm - 4 pm EST

Tuesday, May 5th, 2020 3 pm - 4 pm EDT

Tuesday, July 7th, 2020 3 pm - 4 pm EDT