

RAAC Steering Committee Meeting (via conference call)
Minutes
November 5, 2019
3:00 p.m. EST (2:00 p.m. Central)

Attendance: Mary Rubin, Michael Law, Whitney Miller, Melissa Gonzalez

Absent: Karen Trivette, Kathy Smith

- I. Approval of SC meeting minutes from September 3rd, 2019
 - A. Mary motioned to approve the minutes. Whitney seconded.
- II. Reports from Co-Chairs (Mary & Michael)
 - A. Per emails since our last meeting, Michael Law has stepped into the Co-Chair role. Since he was the only one to put a nomination forward, there was no election. Michael and I have met over the phone once since so he is still very green to this but we will be meeting more to get him acquainted with the tasks.
- III. Subcommittee Reports
 - A. Advocacy (Unfilled, Report by Mary)
 1. No one was nominated for the Advocacy Chair role. I'll assume the role for the time being.
 - B. Disaster (Whitney)
 1. The Disaster Subcommittee is reviewing the subcommittee's previous online work. Unfortunately, half of the links are dead so they are updating links and are half way done. Whitney submitted the 2 year plan information.
 2. Whitney updated that the Michigan regional is interested with a dedicated disaster person.
 - C. Education (Michael)
 1. Still working on 2 year plan goals with committee.
 - D. Grant (Karen)
 1. No report.
 - E. Membership (Kathy)
 1. No report.
 - F. Public Awareness (Mary)
 1. I've been in touch with SAA's I&A about the Archivists Design Share Portal. It sounds like their entire leadership turned over without much transition so they were unaware of the project. They will be getting back to me after their November meeting.
- IV. Joint Advocacy Working Group Report (Rachel, Report by Mary)
 - A. I received an update about a previously signed Joint Statement on Conducting Public Business in Non-Government Email Accounts. The statement underwent slight revision and I approved them on RAAC's behalf.
- V. Joint Group w/ CoPP, CoPA, I&A, RAAC (Mary)
 - A. Michael and I have been contacted and a meeting for this joint group is forthcoming.

- VI. NCH Report (Mary)
 - A. I had a lengthy discussion with MARAC leadership about the work that it takes to acquire, receive, and process the donations for the NCH Membership. This year, MARAC reached out to all of the organizations that previously gave on behalf of RAAC's 2018 NCH membership. Unfortunately, we were unable to gather enough interest again for the 2020 year. Because MARAC did this leg work, I did not have to send out the emails that I was anticipating in September and October. We are pursuing a different route for the 2021 calendar year. I've reached out to Nancy Beaumont at SAA to see if SAA would be able to cost share since they pay well beyond the necessary amount for an NCH Sustaining Level Membership. If SAA is unable to help then we will pursue vendors. I have an email drafted to the general membership about this and will send it following this meeting.
- VII. SAA Council Liaison (Melissa)
 - A. SAA's October Conference Call was short. The November in-person meeting has been postponed to December to review new editorial board policies.
- VIII. Old Business
 - A. 2 year plan
 - 1. Without an Advocacy Chair, I haven't been able to finish this.
 - B. 2020 Symposium
 - 1. I met with my institution's Zoom administrator and received permission for RAAC to use it for the webinars. I still need to play around and learn it. Our next meeting will use Zoom.
 - 2. Next steps: Education is first so we need to draft a call for proposals.
- IX. New Business
 - A. 1/7/2020 Meeting
 - 1. I am no longer able to meet then. The meeting will be rescheduled via email.

Reported by Mary Rubin

Next Meetings:

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