

**RAAC Steering Committee Meeting (via Zoom)**  
**Minutes**  
**July 7, 2020**  
**3:00 p.m. EDT (2:00 p.m. Central)**

**Attendance: Whitney Miller, Michael Law, Mary Rubin, Cathy Miller, Courtney Bailey**

- I. Approval of SC meeting minutes from June 2nd, 2020
  - A. Mary motioned to approve the minutes. Whitney seconded.
- II. Reports from Co-Chairs (Mary & Michael)
  - A. Committee Requirement
    1. Back in January, we determined that we were going to “reduce expectations of our representatives.”
      - a) New Approach: Representatives will be asked if they want to join a committee or they can wait.
        - (1) For current representatives: Chairs to email current committee and ask if they want to continue, then the chair can host an informal virtual meet up with those that want to continue as opposed to break out rooms during the Annual Meeting.
      - b) Need to change expectations document and reflect other website mention of the committee requirement
      - c) Need to promote to listserv
- III. Subcommittee Reports
  - A. Advocacy (Cathy)
    1. Advocacy Protocol has been migrated to our Google Drive. Suggested Google Meet Up, which was discussed. Cathy added to the conversation about the committee requirement.
    2. Plans to reach out to Rachel Chatalbash.
  - B. Disaster (Whitney)
    1. Michigan Archival Association had a business meeting. RAAC was brought up about open membership.
  - C. Education (Michael)
    1. Lack of response of members so in favor of the committee requirement changing.
  - D. Grant (Unfilled, No Report)
  - E. Membership (Courtney)
    1. Courtney’s first Steering Committee meeting. Mary acquainted Courtney with Membership, which has moved over to a Notion account, in June.
    2. Courtney has reached out to Dara for work on the Regional Archival Directory.
  - F. Public Awareness (Mary)
    1. Our Open Membership statement went out in June. We have several people that have joined, with our listserv at 62 people now.

2. Mary still needs to promote this to SNAP.
- IV. Joint Advocacy Working Group Report (Rachel)
  - A. No report.
- V. Joint Group w/ CoPP, CoPA, I&A, RAAC (Mary)
  - A. No report.
- VI. NCH Report (Mary)
  - A. Giving up on this endeavor.
- VII. SAA Council Liaison (Melissa)
  - A. No report.
- VIII. Old Business
  - A. Zoom Town Hall (RAAC's How To Plan A Virtual Conference)
    1. Mary has reached out to Rachel Ingold and DeeDee Baldwin and we are trying to schedule this for late July or August (after SAA).
  - B. General Meeting
    1. Mary changed the General Meeting Agenda slightly to account for reports. Chairs will be responsible for a summary of activity from their committee.
    2. Mary spoke with Melissa prior to the meeting to learn more about the SAA Annual Meeting:
      - a) If RAAC would like to hold a meeting, they should determine their preferred date and time slot and email Felicia to coordinate. Since the schedule is so flexible this year, she is asking committees to schedule their meetings at the date/time that works best for them and then communicate with her to put it on the schedule (rather than staff assigning a time slot that may not work for them!).
        - (1) We decided on 7/31 @ 3 pm EST.
      - b) All committee and section meetings will be free for anyone to attend.
      - c) SAA will have Zoom available, both a Meeting and Webinar license depending on their preference. Felicia can coordinate that when we contact her for scheduling.
    3. Do we want to do break out rooms?
      - a) Based on the conversation about the committee requirement, we decided not to use break out rooms during the Annual Meeting. We could potentially use polling in Zoom if we have questions.
- IX. New Business
  - A. Meetings for 2020-2021
    1. Mary will send a Doodle poll to determine when the meetings will take place for the year.