

**RAAC Steering Committee Meeting (via Zoom)**  
**Minutes**  
**March 10, 2021**  
**2:00 p.m. EDT (1:00 p.m. Central)**

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

- I. Report from Co-Chair (Michael)
  - A. Use RAAC listserv as NARA job posting resource?
    1. Michael received an email from Ruth Chan from NARA asking if RAAC would be willing to relay job vacancies from the National Archives Office of Human Capital via the RAAC listserv.
    2. Questions from Steering Committee members on whether these jobs would be just NARA jobs or any archives job. Also a question of volume of postings that wind up being sent thru the listserv. {We don't want our listserv to become awash with job listing postings to the point where RAAC representatives begin ignoring the emails completely & not forwarding other, content important emails to their membership.} Additionally, is the RAAC listserv the best medium for sharing these job postings when the SAA Career Center has a much greater reach?
- II. Committee Reports
  - A. Advocacy (Cathy)
    1. Continuing monthly communications via RAAC listserv highlighting advocacy resources
    2. Sending other emails to listserv as relevant to advocacy issues (re: recent email about National Humanities Advocacy Day)
    3. Have been working on defineable/doable tasks for next two-year plan
      - a) Have struggled with identifying projects that are small-scale and can engage and involve all committee members.
    4. Developed new member letter for RAAC members
      - a) Have not followed up on distribution/execution of this letter. Will follow up with Courtney and Mary about implementing distribution of this letter as part of our communication workflow.
  - B. Disaster (Whitney)
    1. No report: Whitney not present.
    2. Note: Whitney did indicate via email that she reviewed the bylaws and agreed with the proposed changes.
  - C. Education (Michael)
    1. Nothing to report from committee other than beginning to think of plans for the RAAC annual meeting.
  - D. Grant Development (Unfilled, No Report)
  - E. Membership (Courtney)
    1. Continuing work on figuring out who the current RAAC representatives are for all regional archival organizations.

- 2. Continuing work on updating directory for the A-CENSUS.
- F. Public Awareness (Mary)
  - 1. In the process of planning a webinar for the end of May - still solidifying presenters.
    - a) Topic: Organizational structure and initiatives coming out of regional archival organizations.
  - 2. Continuing to maintain outreach via Facebook page & sending new member letter out via email (when new members have joined).
- III. Joint Advocacy Working Group Report (Cathy)
  - A. Discussed benefits of NCH membership - will be planning to invite NCH's Lee White to next JWG meeting to speak to us.
    - 1. Key point made by Jim Corridan: If your organization has a seat at the policy board table, it is key who your person representing your organization is. They need to be someone well informed on your organization's needs & who can advocate accordingly for those needs.
  - B. Briefly discussed CoSA's work on a document outlining Archivist of the United States qualifications. NAGARA said they would join with CoSA in working on the document. If RAAC wants to be involved in the development of the document, CoSA is open to that.
  - C. Of interest from JWG organizational reports:
    - 1. CoPP/CoPA session for SAA annual meeting has been approved - Cathy will see about reaching out to Vince and Sam to see if RAAC can be of any assistance in planning.
    - 2. CoSA is holding an advocacy webinar on March 25 - Steve Murray will be speaking about the Birmingham Library budget issue & the successful advocacy that arose from it. Barbara said she would share out the information on the free webinar, which Cathy will then share out to the RAAC listserv.
- IV. SAA Council Liaison (Melissa)
  - A. No report: Melissa not present.
- V. Old Business
  - A. Bylaws
    - 1. Discussed bylaws draft written by Courtney - resolved comments & made edits for the bylaws articles. Draft bylaws complete barring question regarding the Disaster Planning and Recovery Committee. Courtney will reach out to Whitney for clarification on this section.
    - 2. Next steps once bylaws draft is completed:
      - a) Send out to general membership and receive comments in time for Steering Committee meeting in May.
  - B. 2-Year Plan
    - 1. Not discussed during meeting. Michael will send out a Doodle poll to schedule a working meeting to discuss 2-Year Plan.
- VI. New Business
  - A. Annual Meeting

1. Question of whose platform to use: SAA's Zoom account or use Mary's institutional Zoom account?
2. Michael will reach out to SAA to ensure we are on the schedule for the annual meeting.
  - a) On top of annual business meeting, do we fold in a presentation/panel session into the scheduled time? Or do we need to solicit SAA for a separate time slot?
  - b) Panel session idea: Solicit regionals to discuss their responses to COVID-19 pandemic. For example:
    - (1) [MARAC Mutual Aid Network](#)
    - (2) [SFA's COVID-19 Archival Workers Relief Fund](#)