

I&A Steering Committee  
2016 September 9  
Conference Call

A. Introductions & Overview

(a) General note on Facebook and Twitter: FB is linked to Twitter, make sure the character count is Twitter appropriate

B. Email Issue Updates

C. Individual Duties of Steering Committee Members

- (a) Every Steering Committee member will be in charge of one area to monitor.
- Social Media (Daria): regular posts
  - Blog Coordinator (Stephanie): Make sure everything goes out on regular intervals and managing deadlines
  - Toolkit Maintenance (Laurel): Want to make sure the toolkit doesn't stagnate, continually updated as a resource
  - Intern Supervision (Rachel): Duties to be determined, provide oversight

D. Research Teams

- (a) Steering Committee members are coordinators of research teams
- On-call (Stephanie)
  - General News Media (Daria)
  - Leave other two (Professional Associations and Legislator) open to Allison, and Hope will take the other.
- (b) The coordinators will contact existing team members to see if they want to continue to participate before soliciting new members.
- (c) Each team will be responsible for two posts per year.

E. Blogs

- (a) The committee's goal is to post one Archivists on the Issues article per month.
- (b) The committee agreed to solicit submissions from people who are interested in being "regular bloggers" and can contribute 3 or so posts during the year.
- (c) Steering Committee members are responsible for three Steering Shares each: an introductory post, a midyear post on the topic of our choice; and an end-of-the-year post. The due dates will be posted to a shared Google Calendar, and Laurel will send out reminder emails.

F. Monthly Email to I&A Members

(a) Rachel will provide these. Topics may include Archives Toolkit highlights and new blog posts.

G. I&A Internship

(a) We discussed possible projects, such as documentation of I&A, a manual of practices, and the Toolkit.

H. New Ideas for the Upcoming Year

(a) We discussed creating an Archive Design Share portal, modeled after the Library Design Share portal, which would consist of advocacy templates submitted/approved to be used freely for archival promotion.

I. Overview of Committee Member Duties

- (a) Individual duty subject
- (b) Steering Committee blog
- (c) Monthly phone meetings (Add Bert Lyons! [SAA Council liaison] )

J. Possible use of a Google Calendar for I&A Items

K. SAA 2017

(a) Possible ideas: censorship in the archives, hosting a debate

L. Microsite issues (SAA site)