

**I&A Steering Committee Conference Call
2017-06-07; 11:00am-12:00pm PST**

Agenda

- Opening Items
 - Meeting attendance: Daria, Laurel, Rachel, Stephanie

- Upcoming Deadlines, Events, and Goals
 - New blog posts this month
 - 06/02: Archivists on the Issues: Samantha Cross
 - 06/07: End-of-Year Steering Share, Alison -- already submitted!

- The Past Month
 - Submitted the I&A election nominations to Felicia--we'll know the results before Portland.
 - Applicants:
 - Vice Chair (1): Courtney Dean; Sara DeCaro
 - Steering Committee (2): Steven Duckworth; Lisa Calahan
 - Confirmed the panel speakers.
 - Chris Ervin
 - Sara (Sue) Hodson
 - Kathryn Otto
 - Submitted the panel description for publication with SAA.
 - <https://archives2017.sched.com/event/ADFt/issues-advocacy-section>
 - Advocacy forum is coming along well--Hope is reaching out to Sami and Dennis to confirm the final details; she will share the details later this month.
 - Submitted the Legislator List research to Nancy
 - Joined SAA's call for intern:
 - *The Issues & Advocacy Section of SAA is seeking an intern to work on collaborative projects to further the mission of I&A. This will include opportunities to assist with the advocacy toolkit, overseeing legislative and general research teams, and coordinating outreach efforts to members, as well as with other groups within SAA. Students and young professionals are encouraged to apply. Areas of particular interest or educational focus will also be taken into consideration when determining final projects.*
 - Brainstorm: More specific ideas??
 - Coordinate the research teams and document the best way to do that

- Provide better descriptions and guidelines for team members and deadlines
- Provide more oversight

- This past year--Recap

○ Our nomination for SAA's J. Franklin Jameson award <u>was selected</u>
○ Updated the <u>Issues and Advocacy Toolkit</u> :
○ Social media updates:
○ Maintained an Active I&A Blog:
○ Signed-on to Indiana Archive Letter of Support
○ Research teams:
■ Ideas for changing / improving this next year?
● Intern to coordinate and develop topics
● General news monitoring team:
○ Paying attention to current events for social media posts
○ Digest version "news team round-up" of news stories (2 x per month or monthly) as blog post
■ Updating group collaboration platforms (aka moving away from GoogleSheets)
● Airtable
● Master spreadsheet that is viewable but individual team members have individual sheets; leader would update on a weekly basis?
○ Coordinated a great panel for our section meeting at SAA this year:

- Individual Duties of Steering Committee Members

- Updates
 - Social Media (Daria)
 - Facebook to change page template June 19; we'll see what it looks like and decide whether to keep it
 - Blog Coordinator (Stephanie)
 - #savetheNEH blog
- Toolkit Maintenance (Laurel)
 - Microsite (SAA) to change some 'roundtable' mention to 'section'
 - Broken links in mission statement
 - Edit homepage
- Monthly Email (Rachel)
- Research Teams Updates

Action Items

Hope

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Rachel

- Send email about blog post
- Ask Hope about master spreadsheet

Stephanie

- Blog post followup

Laurel

- Fixing our unknown nodes

Daria

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Alison

Also, does someone want to do an I&A customized schedule for SAA's sched app?