

**I&A Steering Committee Conference Call**  
**2017-10-04; 11:00am-12:00pm PST**

**Agenda**

**Opening Items**

- Meeting Attendance: Rachel, Courtney, Steve, Samantha, Stephanie, Alison
- Not in attendance: Hope, Lisa
- Notes: Courtney

**Upcoming Deadlines, Events, and Goals:**

- Steering Shares
  - 10/6: Courtney Dean
  - 10/11: Samantha Brown
  - 10/20: Stephanie Bennett
- Research teams
  - 10/5 (Thurs.): Reminder email (Steve + Rachel)- forward to SAA Leaders list
    - News team 10 responses; push Legislative team
    - Split News team? (Courtney and Rachel can lead team 2)
  - 10/20: Deadline for applications; close News Monitoring
- Archivists on the Issues
  - 10/5: Reminder email
  - 10/20: Deadline for applications
  - 2 applications currently: archivists of color; digital preservation
- Ask an Archivist Day
  - 10/4 (Today! )
    - 1st shift: 9-11a EST / 6-8a PST = Stephanie Bennett
    - 2nd shift: 12-2p EST / 9a-11a PST = Samantha Brown
    - 3rd shift: 2- 4p EST / 11a-1p PST = Rachel Mandell
    - 4th shift: 4-6p EST / 1p-3p PST = Steve Duckworth
    - 5th shift: 6-8p EST / 3p -5p PST = Courtney Dean
    - **All: contribute to blog post recap!**
- Joint Advocacy Call- biannual call w/ affiliated groups: CoPP, CoPA, RAAC, SAA council rep (Bertram)
  - Date is set for **10/18 @ 10am**
  - Share plans for year

**Monthly Recap**

- Individual jobs assigned
  - Alison: interested in a second News Monitoring group? Other ideas?

- Lisa: your ability to send/receive emails from the I&A list should be resolved.
- Archivists on the Issues call for contributions
  - 2 responses both interested in presenting at SAA next year
  - Hoping for 1 more
- Calendar for the year is set up: dates and deadlines
- Edited CoPPs Public Policy Agenda
- Phone meeting with Wendy Hagenmaier from CoPP about collaborating
  - Legislator research: what data points, what to do with the data
  - CoPP providing feedback by Oct. 6th

### **Updates**

- Research teams?
  - 2 News, 1 Legislative
- Social Media?
  - Success! Much more presence
- Blog master?
- Toolkit?
  - Concerns about minutes? (follow-up with Hope)
- Recap?
  - Courtney: anything else you need to add for your Monthly Recap?
    - Plug Legislative and Archivists on the Issues teams
- Liaison?

### **Action Items**

- All: think about Archives Month outreach effort; Puerto Rico outreach/awareness/resources

### **Other Discussion Items**

November: get going with Research Teams

Archives Month: roundup on activities. Call for contributors?

- Stephanie to email listserv next Friday
- If no takers, Steering Committee can write up
- Check CoSA site: include Midwest and Southern institutions

Puerto Rico archival institutions?

- [LACCHA](#)
- [LANIC](#)

- Blog post from Tanya re: disaster resources:  
<https://offtherecord.archivists.org/2017/10/04/disaster-resources/>