

**I&A Steering Committee Conference Call**  
**2017-09-06; 10:30am-11:30am PST**

## **Agenda**

### **Introductions**

- Meeting Attendance:
  - Rachel Mandell: Chair, USC
  - Courtney Dean: Vice-Chair, UCLA, LAAC
  - Hope Dunbar: Immediate Past Chair, SUNY Buffalo State
  - Stephanie Bennett: Steering Committee (2nd yr), Wake Forest
  - Samantha Brown: Intern, NY Historical Society
  - Lisa Calahan: Steering Committee (1st year), University of Minnesota
- Not in attendance: Steve Duckworth (Steering Committee, Oregon Health & Science University), Alison Strankrauff (Steering Committee- 2nd yr, moving right now!)
- Meeting overview
  - 1 hour meeting today
  - Chair (Rachel Mandell): meeting leader/moderator
  - Vice-Chair (Courtney Dean): meeting minutes to be sent to Steering Committee within next day

### **Overview of Roles and Responsibilities**

- Blog master: **Stephanie**
  - Best way to get posts to Stephanie (in preferred order): Google doc, in body of email, Word
- Social Media (Facebook, Twitter): **Samantha**
  - Everything posted to FB gets pushed to Twitter
  - Post anytime we update blog
  - Relevant articles, trending topics
  - Adding other groups with similar focus
  - Be present and engaged
- I&A Liaison/Meeting Minutes: **Lisa**
  - Forwarding emails to list
  - Draft and send emails to list- new blog posts, etc.
  - Send calls for contributions
  - Reach out to collaborators
  - ***First task- call for contributors for Archivists on the Issues***
- Research Team Leaders (2)
  - Rethinking how done in the past (previously 6 teams, complex deliverables), team leaders more autonomy going forward, posts based on actual data collected

- Legislative (5-7 members): **Rachel/Alison**
  - In conjunction w/ Nancy Beaumont/SAA (based on their original list), list updated by current team
  - In past copy given to CoPP
  - Need to explore other platforms for data collection
  - Deliverable: 3 posts per year
- General News (5-7 members): **Steve**
  - Monitor news sources
  - Leader/team determines how data collected, what shape posts take
  - Deliverable: 3 posts per year
- Advocacy Toolkit / Microsite Manager: **Hope**
  - General upkeep, possible project?
  - Minutes to be posted to microsite
- I&A Monthly Recap: **Courtney**
  - Brief update to I&A list monthly about what Steering Committee up to, new blog posts, keep rest of section in the loop
  - Get meeting minutes from Lisa
- How active does Hope want to be? See above!

## **Blog Series**

- Steering Shares
  - 3 per year for every Steering Committee Member- who you are, personal passion/issues
  - Schedule TBD in Google Calendar
  - Topics: Archival issue, why advocacy is important, professional background, etc., ideas?
- Archivists on the Issues (Call for contributions-- to be sent out soon by I&A liaison-Lisa)
  - 3 posts per year on same topic (per person)
    - TBD in Google Calendar
    - Explore topic over several posts with option to present at I&A meeting at SAA
  - Solicit up to 3 standing contributors
  - If not enough interest, reach out to community for blog contributions
    - Anyone in the field that you think would make a good contribution to the blog-- let us know!
  - Great opportunity for presenting (and publishing) without having to propose section through regular SAA channels
- ICYMI
  - I&A Members recap of conferences, workshops, etc.

- Ask friends/colleagues to contribute
- As needed (not on schedule)
- Research Posts
  - 3 posts per team per year- posts will take whatever form teams decides
  - Schedule TBD in Google calendar
- Note: blog calendar is flexible! We realize we're all busy and volunteering but out of courtesy, if going to be late just make sure to give us a heads up.

## Affiliated Groups

- Groups:
  - Committee on Public Policy (CoPP)
    - <https://www2.archivists.org/groups/committee-on-public-policy>
    - Legislative, governmental concerns*
  - Committee on Public Awareness (CoPA)
    - <https://www2.archivists.org/groups/committee-on-public-awareness>
    - Promoting archives/archivists to general public, users*
  - Regional Archival Associations Consortium (RAAC)
    - <https://www2.archivists.org/groups/regional-archival-associations-consortium-raac>
    - Regional archival groups*
      - RAAC Advocacy Subcommittee- Mary Rubin
        - <https://www2.archivists.org/groups/regional-archival-associations-consortium-raac/advocacy-subcommittee>
        - Local advocacy, open communication*
      - Public Awareness Subcommittee
        - <https://www2.archivists.org/groups/regional-archival-associations-consortium-raac/public-awareness-subcommittee>
  - SAA council liaison: Bertram Lyons
- Goals
  - Joint call (2 times per year)- ***Rachel to schedule and run meeting. Next call October.***
  - Possible Collaborations
    - CoPP: Federal funding advocacy initiatives
      - Wendy Hagenmaier would like to brainstorm re: targeted advocacy
    - RAAC: Library Design Share Portal
      - <https://librariandesignshare.org/>
      - Way to apply to archives and advocacy? Templates for various advocacy efforts- events, flyers, etc.
    - SAA Toolkit Follow-up
      - Re: advocacy

- Rachel reached out to Bertram
- Suggestion to email Tanya @president address with link to I&A toolkit
- Advocacy dropdown on SAA page
  - I&A included in CoPP section
  - Follow up with CoPA re: adding our resources
- SAA possible funded projects- cover next time?
- More ideas?

### **Exciting Collaborations**

- Austin Activism + more
  - Diverse Sexuality and Gender Section
  - Nikki Thomas reached out to Stephanie, trans connections in Austin
    - Suggested similar activity to [A People's Archive of Police Violence in Cleveland](#)
    - Service project?
    - Other regular collabs, not just at point of crisis
    - DC food project with HIV and AIDS patients
  - Lisa: conference programming in addition
  - Stephanie: per Tanya SAA wants to do something similar to Liberated Archive Forum, but with theme of sexuality
  - Samantha: Highlight smaller community archives preserving activist history, LGBTQ activism, via social media
    - Archive of the Month!
    - Hope to write blog post
- Archives and Archivists of Color
- Los Angeles Archivist Collective
  - Other local groups we already work with?

### **Goals of the Year**

- Active blog
- Responsive to current events
- Concrete collaborative deliverable(s)
- More robust social media presence
- Ideas?

### **Other**

- Branding

- Let Courtney know if we want any illustrations/pizazz! Grace Danico of Los Angeles Collective is archivist and rad illustrator
- Standing meeting time?
  - *First Wed. of every month, 11:00 am PST (half hour later than today)*
- Anything else?

### **Action Items**

- Rachel
  - Blog calendar for the year
  - Provide access to drive folder to correct point person
  - Goals for the year
  - Set joint call up for October
  - Contact Tanya about SAA toolkit
- Courtney
  - Goals for the year
  - Compile list of activities to date for next monthly recap
- Stephanie
  - Nikki Thomas
  - Goals for the year
- Alison
  - Goals for participation
- Steve
  - Call for participation for News Monitoring Research Team
  - Goals for the year
- Lisa
  - Call for participation for Archivists on the Issues blog contributors
  - Goals for the year
- Samantha
  - Goals for the year
  - Start Facebookin'
- Hope
  - Goals for the year
  - Minutes to Microsite
  - Blog post re: LGBTQ holdings in Buffalo