

SNAP Steering Committee 2012-2013 Meeting #5: November 11, 2012

Location: Google+ Hangout

Start at 7:04 EST // End: 7:53 EST

Here: Amanda, Andrea, James, Jeremy, Lisa, Max, Meagan, Melissa, Rebecca

1. Updates and news (to be send to SNAP-CMTE list before meeting)
Official SNAP event in NY, Live-tweeting (Rebecca)
2. Follow up on proposals we did not endorse (**TABLED for one month to await finalization processes**)
3. SC Meeting times. How often? How long?
 - a. **SC will meet once every three weeks if possible.**
Can form meeting ad hoc if have more than 5 attending and there are urgent items to attend to.
4. Formalize idea-->proposal-->project process (Rebecca)
 - a. Draft proposal form: <https://docs.google.com/document/d/1HqqMuGTFXoC51mRhhaMvVYMyM-HBHzFuLvbHjNpSaiY/edit>
 - i. These fields would also be the template for blog posts on project ideas-- we'd ask project leaders to fill out as much as they could
 - b. We need to follow up with people who suggest ideas on the SNAP list and convince them to submit proposals.
 - c. I'd like to start with the idea of guidelines for ethical internships, which was discussed a few months ago, and will volunteer to be the project leader if I can't find someone else who wants to.
 - i. **Good for resume building, can help with continuity of ideas, documents our work as an RT, will use word doc**
 - ii. **Consensus to try out as word doc for now, James will make new page on website for project proposal concept**
 - iii. **SC needs to be active in recruiting people for projects, Emails to recruit will come from newarchivistsRT**
 - iv. **Guidelines for ethical internships is one of the first projects to be initiated - (RG)**
 - v. **What is the SNAP response to the Resources on Volunteers - look at guidelines for ethical internships, look to collab with other RTs**
5. Blog update (Lisa)
 - a. Sign up for a day to introduce yourself via the blog, if you'd like. <https://docs.google.com/document/d/166dtU66irfhlSAEESRi0VEfZBoUKZsj2y0W8oddn1Aq/edit>

- I. **A few people have contacted re: writing for the blog**
 - II. **SNAP can go ahead and design Logo, will send out requests for ideas**
 - III. **SNAP blog names, email to Lisa**
 - IV. **Mark Greene post, Jackie Dooley post**
- b. Any other ideas for posts? Any volunteers for writing a post?
- i. Regular contributors?
 - 1. Job and job search advice? **Ask a manager style regular posts**
Pool of “managers/writers” etc, Anonymous Google form for entering questions

Amanda/Liaison coordinator will reach out to Archives Managers RT

6. Ideas for SNAP meeting at SAA13 (Rebecca)
- a. **We get 2 hours (had over 100 attendees last year)**
 - b. **Room for networking at end of Annual Meeting**
 - c. **Can use time for updates (projects, officers, etc)**
 - d. **Q and A**
 - e. **RIM/ARMA tie in**
 - f. **Free wifi this year**
 - g. **Still time to decide, need to decide by Feb.**

For next time:

SC will be approving By-laws draft and setting up the mechanism for Roundtable membership approval.