

SNAP Steering Committee Minutes

Meeting date: Sunday, March 4, 2012

The first meeting of the Steering Committee of the SNAP RT convened at 8:30PM (EST) on Sunday, March 4, 2012, with 6 of the 7 steering committee members present.

Members in attendance: Rebecca Goldman (Chair); Lora Davis (Secretary); Rebecca Weintraub (Web/Social Media Coordinator); Helen Schubert (Student and Student Chapter Coordinator); Sasha Griffin (Liaison Coordinator); and Sarah Powell (Outreach/Newsletter Coordinator)

Members not in attendance: Kate Donovan Jarvis (Vice Chair)

After a round of brief introductions, the group moved to a discussion of the following issues, outlined in part in the preliminary meeting agenda.

SAA12 Meeting Summary:

- Our summary must be presented to SAA no later than **3/15/12**. The summary is the information that is included in the annual meeting program and used to educate attendees about our RT's purpose, as well as the overall agenda for our meeting.
- Topics considered for incorporation into the meeting included:
 - A presentation from the ACA,
 - A job search presentation,
 - Presentations from other SAA sections and roundtables, and
 - Open time for socializing and networking.
- After discussion, the following *preliminary* outline/schedule has been established for the 2012 annual meeting:
 - Welcome, introductions, explanation of the group, updates about group, and results of steering committee elections (approx. 10 minutes)
 - ACA presentation (30 minutes)
 - Job search presentation (30 minutes)
 - Brief introductions from representatives of other SAA sections, roundtables, and/or other constituencies (time allotment per representative TBD based on number of parties interested in participating)
 - Breakouts/open time allowing RT members to get to know one another and learn more about the roundtables/sections previously discussed
 - Section/roundtable representatives will be given name tags to identify them as representing a certain group. This will enable SNAP members to seek out individuals representing the causes/issues most pertinent to their interests.
 - The RT meeting will be held in the last RT slot - Wednesday, August 8, 2012 from 5:30-7:30PM. We cannot rely on having A/V equipment available, but it is possible.

- The RT will look to use social media as a means of involving members (both on-site and off-site) in the meeting. Questions, points of discussion, and other issues that can be sent to the group before and during the meeting through Twitter.

Liaison to Standards Committee

- The Standards Committee has requested a SNAP liaison be appointed to that body. They have requested that this term be for 3 years, but we will likely not commit someone for that long.
- Rebecca G. suggested, and the remainder of the Steering Committee concurred, that Sasha Griffin be the SNAP rep to the Standards Committee.
- Our Standards Committee rep will be whoever is currently serving as Liaison Coordinator. So Sasha will serve in this role for as long as she holds the LC position, and whoever serves after her will take over as our new rep to the Standards Committee. This all assumes that the SC is okay with our plan.

Web site/Social Media

- Rebecca W. sought feedback from the Steering Committee regarding the group's use of social media. During some discussion, the following points were raised:
 - We will likely not know we are doing "too much" or missing the mark from our members' perspectives, until we actually go too far. It will be best to feel things out for the next few months, and then react when/if we get feedback from the membership.
 - The RT does not have a responsibility to share items that are shared widely elsewhere (e.g. heavily advertised jobs). However, the RT's social media presence can be used beneficially to spread the word on pre-existing, targeted and relevant social media outlets (ArchivesGig, etc.), inform the membership of various ways to manage their social media presence (for example, using RSS to subscribe to the listserv), alert members to a particularly interesting discussion thread occurring on the listserv, and by recommending individuals/institutions to follow via themed #ff's such as "new to SNAP," "Archives rock stars," or "must follows."
 - It was noted that some of the above may be better addressed by adding information to our SAA microsite.
 - Rebecca W. has also worked on aggregating news stories, as well as information from student chapters, to spread via social media. The next few months will help us understand how much to share.
- Sasha suggested that a type of "bridging" solution exists that could be used to allow all Steering Committee members to tweet relevant information from their personal accounts that would also appear as coming from the SNAP account. This would alleviate the burden on Rebecca W. More information will be forthcoming.
- Rebecca G. suggested that the social media time burden could also be managed by noting that all tweets will be answered at a certain time of day. That way, members are assured they will get an answer, but will understand there may be a delay in getting an

answer.

- Rebecca W. will get to work on our Facebook page. For now, it will just be linked to the Twitter account, but it may grow in the future.

Student Chapters/Issues

- Helen will work on updating SAA's outdated list of student chapters/student chapter leaders for her own internal purposes.

News from other groups

- Sasha has been contacted by a number of different individuals wanting to work with SNAP. When possible, she will have these individuals draft an email to the SNAP membership, which she will then forward to the listserv. This means that other groups will be able to reach out to our membership, without having to join the roundtable themselves.
- The discussion on cross-posting announcements was similar to that above on social media presence. Again, the consensus was that cross posts are typically only advisable when the information is not already widely distributed (e.g. when the announcement comes from a local group), or when a SNAP member has additional information to add on the subject.
 - Stemming from this discussion, the possibility of drafting a "best practices" document for using the listserv was raised. Such a document would be shared on the microsite.

Newsletter

- Sarah will be meeting with the newsletter volunteers this Sunday (3/11/12). The response has been strong, and many members have volunteered to work on the inaugural issue.
- Sarah distributed a mock-up of the first issue to Steering Committee members.
- We are aiming to release 4 issues this coming year.
- Rebecca G. recommended, and others concurred, that one issue (likely May-ish) be set aside for a discussion of the annual meeting. Articles could be targeted to the SNAP membership and recommend ways to save money, places to eat, ways to find roommates, etc.
- The completed issues will be uploaded to the microsite using a built in newsletter feature. Members may download the issue from that site. The new issue will be announced on the listserv and social media outlets.

Conference room sharing

- As a bit of a breakout discussion, the Steering Committee agreed that the SNAP RT could be useful in generating an ongoing resource to discover housing/room/ride/travel sharing amongst SNAP members.
- A Google spreadsheet will be created with various tabs for different events/conferences.

This will allow users to update/change their entries as circumstances require. At the end of each event, the tab will be deleted.

- This document will be advertised on the microsite.

Items to be discussed in the future

- What about elections? Term limits, nomination process, voting process, etc. Will need to look at how other groups accomplish this.
- Will need to figure out a process by which all RT members may propose an idea/project.

Next meeting date: Sunday, March 25, 2012 at 8:30PM (EST).

The meeting was adjourned at approximately 9:45PM (EST).