

SNAP Steering Committee Minutes

Meeting date: Sunday, March 25, 2012

The second meeting of the Steering Committee of the SNAP RT convened at 8:47PM (EST) on Sunday, March 25, 2012, with 6 of the 7 steering committee members present.

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

Members not in attendance: Sasha Griffin (Liaison Coordinator)

The group discussed the following issues, outlined in part in the [preliminary meeting agenda](#).

Request for AV for RT meeting at SAA (Rebecca G.)

- Request due 4/2
- Simple short and sweet document
- Rebecca G. will work on and submit
- Securing AV support is particularly important for our RT as it is one way we hope to ensure that RT members that are unable to travel to the annual meeting can be active participants in the live RT meeting

Archival Outlook article (Rebecca G.)

- Have been asked to write a little article on the new RT
- Due April 5 (*Update: After this RT meeting the article publication date has been pushed back. The revised due date is late June.*)
- Will be helpful to borrow some of the language and contributions from the [Planning a new SAA roundtable for new archivists](#) blog
- Want lots of participation and feedback from RT members. Will secure diversity of voices in the article through member interviews.
- Three primary sections:
 - History/how the RT came to be
 - Goals of the RT, administrative focus
 - Feedback from members, “soundbites,” and “here’s what we are hearing from our members”

SNAP Bylaws Progress Report (Kate)

- As listed on the [Bylaws Subcommittee site](#) the current committee members include Melissa Gonzales, Bryce Henry, Machael Shallcross, and Kate Donovan Jarvis
- The first Bylaws subcommittee meeting was held via conference call and an additional meeting will be held the week of 3/26-3/30. Minutes from these meetings will be circulated on the listserv.
- The theme of inclusivity has emerged during early discussions. The subcommittee will have to work to find ways to ensure all members of the RT have a voice, while still working around certain SAA regulations. For example, only full members of SAA can serve as official members of a RT steering committee. The bylaws team hopes to find other ways to engage SNAPers who aren’t full SAA members.

- The next step for the subcommittee will be to begin drafting the bylaws. Given that it is time sensitive, immediate attention must be paid to drafting rules for appointing, electing, and voting for RT leaders. The current Steering Committee was appointed and not elected and is only temporary in nature. We plan on having Steering Committee elections in June.
- The bylaws will be worked on collaboratively as a Google Doc

Web site/Social Media (Rebecca W.)

- Twitter:
 - Will continue tweeting similar items including links to interesting articles, links to active SNAP discussion threads, and similar news and highlights. Several linked articles have already been heavily re-tweeted.
 - Will continue practice of welcoming new Twitter followers every Friday.
 - Hopes to do occasional Friday follows of relevant/themed blogs, websites, people, etc.
 - Steering Committee members will add their Twitter handles to the SC contact spreadsheet.
- Facebook:
 - Actually a lot more difficult than anticipated to set up “like” page.
 - Will solicit call for photographs and images from RT members to populate FB page. Will create collage and change it up every so often.
- In the future, the social media rep may want to establish a working committee to assist with continuing/growing social media presence. This will happen when/if the current volume of work becomes too burdensome.
- The idea of generating a Google Map showing where all our RT members are located was raised and approved.
 - Rebecca W. and Lora will investigate establishing a Google form to collect this (voluntary) information from members and migrate the resulting spreadsheet to a map. This information will be separate and (likely) more exhaustive than what is collected by SAA and should assist SNAPers in getting to know other SNAPers in their region.
- It is hoped that all avenues of social media will be helpful in promoting and documenting informal SNAP meetups and local events.

Student Chapters/Issues (Helen)

- Contact information for student chapters has been compiled and updated to assist future Student Liaison activities.
- Helen is working to get student contributions together for the first issue of *SNAPshots*.

Newsletter (Sarah)

- A list of *SNAPshots* staffers can be found on the [SNAPshots Subgroup](#) page.
- Basic outline for first issue is complete.
- The first issue will be published June 1st, with the deadline for submission of articles on May 11th.
- Potential articles:
 - One RT member reached out to offer to write an article about his/her trip to ALA and positive experiences with ALA’s social media presence.

- Ways to save money while attending the annual meeting/How to get the most out of your meeting experience
 - Both of the above will likely require some work with/approval from SAA given possible fears of liability issues and given that such advice could represent a potential conflict of interest for SAA since SAA promises to sell a certain number of rooms as part of their contract with the annual meeting host venue.
- Brief 50ish word descriptions of Steering Committee members
- Profiles of other non-SAA meetings and events
- Tips on how to get involved from a distance
- Article linking to a draft of the bylaws
- Steering Committee candidate profiles for elections to be held in June

Documentation (Rebecca G)

- As we move forward we will need to consider what does and does not get formally documented by SAA. For example, any photos, videos, or posts shared on our Facebook or Twitter pages will not be preserved by SAA. Only the information that is posted to our microsite is subject to SAA's retention policies.
- Documentation policies for informal meet-ups, events, and social media-based activities will have to be established by the RT.

Potential SNAP projects

- Guidelines for ethical unpaid internships/Intern's Bill of Rights
 - Discussed different potentially useful resources for this type of a project including:
 - Bastian, Jeannette A. and Donna Webber, *Archival Internships: A Guide for Faculty, Supervisors, and Students*, (Chicago: Society of American Archivists, 2008).
 - SNAP can have a voice in discussing what should and should not be the responsibilities of unpaid interns.
 - Few of these problematic internships are announced through national outlets like SAA's Job Center, but rather are promoted by regional or local groups. SNAP could recommend that these types of announcements not be distributed by such bodies.
 - Ultimately, hope to develop a set of ethical guidelines that will carry some weight and the SNAP name. We envision a future where job posts/internship announcements would conclude with the phrase, "This internship meets SNAP guidelines for ethical internships."
 - An anonymous member posted the following comment on the pre-circulated meeting agenda: *"Is this something that could be coordinated with other organizations/groups? It's a nice thought, but not sure how much weight/impact it might have..."*
 - Steering Committee members agreed that input and collaboration from other sources will be essential to achieving buy-in for this idea.

Collaboration with following RTs would be particularly useful: Archives Management, Archival Educators, Lone Arrangers (most likely to be in the position to rely heavily on unpaid volunteers/interns), and Issues and Advocacy.

- Lowering workshop registration costs for students and unemployed professionals:
 - This is envisioned more as a research-based, not action-based project. We desire to gather information about why and how registration costs are set for different workshops, webinars, and events. After gathering this information, we may wish to investigate ways that these costs can be modified to benefit students and un/under-employed professionals, while still recognizing the fiscal needs of SAA.
 - Would it be possible to guarantee in advance that a certain number of people will attend a workshop and, as a result of this guarantee, lower costs to all participants?

Establishing a formal way to propose SNAP projects

- In an effort to ensure all SNAPers can contribute ideas to the group we hope to find a simple way for new project ideas to be raised by all RT members.
- We recognize that not everyone that proposes an idea will want to/have the time to spearhead that project.
- The Bylaws group has been tasked with establishing an informal method by which any member of the RT can submit a brief one or two line project idea to RT leadership (perhaps through a web form).
 - This ensures that individuals do not waste time fleshing out an argument for a project that we may not be able to actually work on for any number of reasons.
 - Once these ideas have been cleared as “doable” by RT leadership, a call for a project head and other volunteers can be made on the listserv.
 - The project head may or may not be the same person who raised the idea.
 - The project head will act as the go-between for a pre-selected (by project type/focus) Steering Committee member and the volunteers on the ground working on the project.

Member Questions/Suggestions

- How can SNAP serve the needs of well-employed new archivists?
 - This is something we will have to actively work on.
 - SNAP should encourage discussions about what SNAPers can do to remain relevant in the field.
 - Can ultimately organize growing RT by separate subgroups for students, un/under-employed, and well-employed archivists. Will help foster a community within a community that will be relevant to each member.
 - Depending on the Bylaws that are drafted and enacted, the SNAP Steering Committee of the future could be completely different from how it is now. Future Steering Committees could have less to do with well-defined roles (secretary, social media, liaisons, etc.) and be more specifically aimed at promoting the diversity of backgrounds represented in the group’s membership.
- Should the bylaws include a statement about what constitutes a “new professional”? (Raised by Meagan Doyle)
 - We will want to go back to the [Planning a new SAA roundtable for new archivists](#)

- blog to see how “new archivist” was defined by the founding members of the RT
- Soliciting member feedback regarding this, and the Bylaws more generally, will be valuable
- It is difficult to set a specific definition for this, since every person’s path to archival employment is quite different.

Other ideas/comments

- Investigate SAA’s “Key Contacts” program through which members are contacted by volunteers.
- Will have to figure out how we can reach “accidental archivists” - those who were not trained to become or envisioned becoming an archivist, but have found themselves in the field none-the-less. Surely SNAP would be of assistance to this population.
- May want to write a simple manual or guide on how to join the SNAP listserv without becoming an SAA member. This is something that is a confusing process and may frustrate many potential new RT members.

Liaison Coordinator report submitted by Sasha in absentia

- Here's a quick rundown on the SAA groups who will be sending a rep to our Annual Meeting. Four of these groups have given me a "Maybe" and I suggested that if they cannot send a rep, that they provide us with some handouts or brochures that we can have set up at a table, so that SNAPpers can check them out, even if they can't have someone there. The rest are Yes's.
 - Research Libraries Roundtable
 - Military Archives Roundtable
 - Archives of Religious Collections Section
 - Congressional Papers Roundtable (maybe)
 - International Archival Affairs Roundtable
 - Recorded Sound Roundtable (maybe)
 - Privacy and Confidentiality Roundtable (maybe)
 - Reference, Access, and Outreach Section
 - Issues & Advocacy Roundtable
 - Acquisitions and Appraisal Section (maybe)
 - College & University Archives Section
 - Labor & Archives Roundtable
 - Acquisition and Appraisal Section
 - SAA General (Nancy Beaumont)
- I've also had contact from these groups, but no statement that they are committed just yet:
 - Description Section
 - Women Archivists Roundtable
 - Oral History Section
- Brenda Gunn has agreed for ACA to do a presentation around 30 minutes long towards the beginning of the meeting. Rachel Vagts on behalf of the Membership Committee is giving a 5 minute welcome and invitation for new members and first-time attendees to go to the Reception immediately following our RT meeting.

- News from other groups: Forwarding emails from other groups as they are sent to me (i.e., social media interns @ AACR, etc.).

Next meeting date: TBD.

The meeting was adjourned at approximately 10:04PM (EST).