

SNAP Steering Committee 2012-2013 Meeting #10: April 14, 2013

Location: Google+ Hangout Time: 7 pm EST

In attendance: Rebecca Goldman (chair), Lisa Huntsha (blog), Meagan Doyle (SC member), Melissa Gonzales (SC member), Gloria Gonzalez (Snapshots), Rebecca Stephens (Liaison Coordinator), James Northway (website), and Jeremy Floyd (SC member).

Meeting called to order at 7:05 pm EST

1. Should SNAP comment on SAA's new strategic priorities?
 - a. Comments are due 4/23! (One week from Tuesday)
 - i. Google Doc format will allow for open commenting
 - ii. Official comments to be crowdsourced through Google Doc; members will be encouraged to submit individual comments as well.
 - iii. To be announced via SNAP Listserv, website and blog.
 - iv. Closed for comments at the end of the day on Friday, April 19th.
 - v. Constructive criticism encouraged (e.g. not just issues, but suggestions)
 - vi. Comments on the SNAP blogpost will not be official.
 - b. Who's doing what: Gloria will post strategic priority Google Doc w/ details, and draft blog post announcement for Lisa to review and post.
2. Bylaws (Andrea)
 - a. Edits to open draft:
 - i. Job postings on Listserv is no longer restricted.
 - ii. Voting: Contact Kate Theimer (SNAP council representative) about how to address mid-appointment committee resignations.
 - iii. Communications: Blog Coordinator position will be listed in detail.
 - iv. Officers: Make explicit that the Vice-chair will take the position of Chair in the case of resignation.
 - b. What needs to be done: Deadline to SAA: May 1st; Voting ballots to be sent out by the end of the week, due Saturday April 27th.
 - c. Who's doing what: Andrea will contact Kate, and suggest new wording and details.
3. Election Preparation
 - a. Deadlines: steering committee writeups planned for May 20th-31st.
 - b. What needs to be done:
 - i. Reminder sent out with details.
 1. For example, must be SAA member in good standing as of June 30th, member doesn't have to attend annual meeting.
 - ii. position descriptions need to be finalized. Election prep and communications can be done through the blog.
 - c. Who's doing what: Each member can contribute blog posts with a description of what they do and how they're involved (to be posted during the last two weeks of May).

4. Annual Meeting Preparation
 - a. Conference will have Wifi, but tech support has not been confirmed yet. We will not be able to stream the meeting, but members can volunteer to record the meeting and we can post it online.
 - b. Need to post meeting agenda to microsite ASAP, and then update as we finalize speakers, room assignment, etc. When we find out if we'll get AV support, we can start planning for live-tweeting.
 - c. Panel on project archivists:
 - i. Gloria, Meagan, and Rebecca S. can lead organization of this panel.
 - ii. What (types of) speakers should we get?
 1. Project Archivists
 2. Grant funders and reviewers
 3. Hiring Committee participants for project positions
 - iii. Possible panelists: James' contacts from NHPRC MPLP grant project
 - iv. Email to listserv to pool suggestions
 - d. DAS panel (Melissa)
5. Secretary duties
 - a. Gloria and other members will cover notetaking duties during meetings for the remainder of the cycle, and Gloria will post to SAA microsite. Rebecca will inquire about required site permissions.
6. Lunch Buddy program
 - a. Eira Tansey is creating a second annual Lunch Buddy program document.
 - b. No pre-conditions are needed for hosting a lunch site, or suggesting additional places to eat.
 - c. If she wants, Eira can write a blog post about the program.
 - d. Rebecca will contact Eira with our suggestions.
7. First-timer's guide to the Annual Meeting (Rebecca S).
 - a. Open for comments and suggestions.
 - b. Announcement to Listserv to recruit assistance.
 - c. Project can be broken into smaller sub-topic posts and published as a series, also potential for Archival Outlook article
 - d. Document available at:
<https://docs.google.com/document/d/1lurhbcAyggVbJNnlgSmJlb8VBgPQVapQC1HKqFzVoYU/edit>
 - e. Rebecca S. will work with James to get information on Microsite.
8. Future of guided Listserv discussion (Rebecca G).
 - a. Topic tabled to next meeting
9. Other comments: Snapshots blogpost draft to be posted to blog for Lisa's review ASAP

Meeting adjourned at 8:09 pm EST