

SNAP Steering Committee Meeting

September 09, 2014

Attending: *Caitlin Wells, James Northway, David McAllister, Samantha Winn, Gloria Gonzalez, Roxanne Dunn, Helen Schubert Fields, Dan Johnson, April Sparks. Cheryl Oestreicher (guest).*

Minutes

1. Introduction from Caitlin, welcome to the first meeting for the 2014-2015 Steering Committee.

2. Remarks from Cheryl Oestreicher, Editor of Provenance

- Provenance is the journal of the Society of Georgia Archivists. They are interested in running a SNAP issue next year. Cheryl previously contacted former chair Melissa Gonzales. The 2013-2014 Steering Committee expressed strong interest in the idea, but did not take much action.
- Cheryl is also on the publication board for SAA. She is interested in creating opportunities for students and new professionals in the realm of archival publishing. She hopes to act as a guide, with SNAP members submitting content, editing articles, copy-editing, and serving as peer reviewers.
- Peer reviewers can also be authors, they just can't review their own article.
- Cheryl wants to give us the chance to fill those rolls, since we know our membership.
- A few roles will be handled by the Provenance Team: Jennifer Welch will coordinate any book reviews, and the editorial team will handle publishing mark-up (formatting, etc.)
- The issue will be published online, ideally next summer or October 2015 at the latest.
- Cheryl hopes to have details locked down in about two weeks, so she can make an official announcement to the SNAP list.
- Topics can be varied, so long as it falls within the general Provenance guidelines. Peer review guidelines will be adapted from the American Archivist journal guidelines.

3. Follow up discussion regarding Provenance SNAP issue

- One idea for filling the roles is to send out a general call, allow people to indicate interest via Google Form. The Steering Committee will continue to touch base in the coming days.

4. Ex-officio positions

- We have a few open positions, including co-Social Media Coordinator, Student Chapter Liaison, Web Coordinator, and Student Blog Editor. We do not need to run an election for

ex-officio positions, which are appointed by the steering committee. As in past years, we will send out a general call for nominations via Google Form. James will stay on for a few weeks to help us transition. We'll get position descriptions from incumbents or write up new ones.

5. Special election for vice-chair, chair elect

- We might want to look at a co-chair model in the future, since this was the 2nd year in a row that we lost the chair elect. This would involve changing the by-laws. - - We still have documentation for last year's special election for vice-chair. Caitlin will send this out to the steering committee for review. We will solicit nominations via Google Form, then conduct an electronic special election. It was unclear whether we need to run this election through SAA (via SurveyMonkey) or on our own. Caitlin will ask Lisa M, our council liaison.

5. Spreadsheet for coordinating panel sessions at SAA

- Sam suggested that SNAP help coordinate panel sessions for 2015 via a spreadsheet (modeled after the Electronic Records Section and MARAC). Sam will create a draft for review in the next few days.

6. Other ideas

- Dan asked about clearinghouse for upcoming internships. Do we/could we have a platform on our blog or something to let people know about opportunities that are out there?

- Sam indicated that some of the other sections and roundtables are looking for SNAP folks to fill "internship" roles within the organization. We could also coordinate with them more closely.

- Sam asked if the communications survey is still happening (the previous steering committee put together a survey about communication in various SNAP spaces. It got put on hold by the A&A listserv survey). Caitlin will send the most recently revised survey out to the steering committee for review.

- James noted that it would be helpful to coordinate more closely among blog, social media platforms, and the listserv. A more unified presence across all the different mediums may help with communication and participation issues. Maybe social media and blog teams can meet more regularly as a "sub-committee."

7. Caitlin called the meeting to a close