

## **SNAP Steering Committee 2015-2016**

**Meeting #3: Thursday, December 17, 2015**

**Location: Skype**

**Time: 9 pm EST/8 pm CST/6 pm PST**

**Skype invites will be sent out by Kelly Kietur**

In attendance: Kelly Kietur, Anna Trammell, Elena Colon-Marerro, Holly Croft, Lily Troia, Christy Fic, Colin Post, Ariadne Rehbein

### **1. Chair announcements**

#### **a. Welcome to new ex officio members!**

- i. Anna (New Professional Blog Editor), Lily (Student Blog Editor), and Elena (Junior Social Media Coordinator) introduced themselves

#### **b. Opportunity to co-host a joint webinar with the International Archival Affairs Roundtable about Fulbright opportunities for archivists/archival students** (tentatively for February/March). Stay tuned for more information in January.

- i. will await more details from Sam, who is in contact with them

#### **c. Annual report has been submitted to SAA**

- i. will await more details from Sam

#### **d. SNAP special edition of Provenance published**

(<http://digitalcommons.kennesaw.edu/provenance/>)

#### **e. SAA 2016 election ballot is out (including some former SNAP members and allies):** <http://www2.archivists.org/news/2015/ballot-set-for-2016-election?>

- i. Melissa Gonzales former SNAP SC member, and Holly mentioned she knows of Erin Lawrimore and Tanya Zanish-Belcher

### **2. Ex Officio updates**

#### **a. Social media (Ariadne)**

- i. **Plan of action with Junior coordinator, Elena** - Ari & Elena are switching off Twitter duties every 2 weeks. They are trying to promote blog posts once or more, in addition to the auto post, ideally the day of posting.
- ii. **Creating/ hosting a certification study group sign up sheet?** - When archival education chat was announced, Ari was asked if the chat was an appropriate place to ask about study groups for the archival certification exam. Since we were talking more about pros and cons of certification, she didn't think this was the right place. We agreed at the meeting that Ari will send out an email on the Steering Committee list for discussion.
- iii. **Chat collaboration suggestions/ ideas** - Ari has been approached by two people who are a part of related archives/library groups regarding doing joint chats and is waiting to hear back from both. She would like to arrange some more in the upcoming year. Kelly suggested SAA Women

Archivists RT and Lily suggested Acquisitions & Appraisal Section

- b. **Blog (Holly)**
    - i. **Calendar** - A Google calendar has been set up to manage the posts to help Holly, Lily and Anna coordinate things
    - ii. **Split of Duties** - Lily, Anna, and Holly have selected different blog series that they are responsible for
  - c. **Website (Colin)**
    - i. **Potential uses of microsite** - Colin did a review of other SAA microsites to see potential new uses for ours. Ideas include resources, bibliographies, guides/ best practices/ toolkits, elevator speeches, links to repositories and other relevant websites, goals/strategies, photo galleries,
  - d. **Student chapters (Adrienne)** - unable to attend; will follow up with her
3. **Task force updates**
- a. **Conference accommodations crew**
    - i. Holly will view hotels in Atlanta while she is there during winter break
  - b. **Conference swag crew**
    - i. Kelly and Ari sent cost estimate for buttons and stickers to Sam as part of our annual report. Elena has joined this committee. It's time to start coming up with designs for buttons.
  - c. **Communication Survey review - review has begun**
    - i. Email discussion among this committee; no updates to share yet
4. **Review program of work for 2015-2016**
- a. Kelly read through program of work on page and asked for any updates (see notes on page 2)
5. **General discussion**
- a. Advocacy concerns?
  - b. Upcoming events/deadlines?
    - i. Holly mentioned her attendance at a flood recovery event for an archives in Columbia, SC.

## **SNAP Program of Work**

(Please make any necessary revisions regarding your participation)

### **Appointments Committee**

Christy, Emily M, Holly, Sam - no updates

### **Archival Literature Reading Group**

Anna, Ari, Christy, Holly, Rachel - no updates

### **By-laws review and update**

Christy, Emily L, Rachel, Sam - look for this after Jan.

### **Conference “medics”**

Kelly and Sam - no updates

### **Conference accommodations committee**

Elena, Holly, Kelly - see notes above

We have started a document here:

[https://docs.google.com/document/d/1yR7SgBS0vUDSKo5ZbmKtyq-rrvPIDWLKgdUo1uB\\_6HI/edit](https://docs.google.com/document/d/1yR7SgBS0vUDSKo5ZbmKtyq-rrvPIDWLKgdUo1uB_6HI/edit)

### **Conference swag crew**

Elena, Kelly, Ariadne - see notes above

### **Guide to starting and maintaining student chapters**

Elena, Emily M, Holly, Rachel, Sam - see notes above

### **Guided listserv discussion**

Colin - Colin will turn his attention to this over winter break and discuss it with Christy. Would like to guide discussion of seminal articles. How would this cross over with the archival literature reading group?

### **Internship Index (are we keeping this?)**

Colin - Lilly asked if analytics were available as a way to determine whether or not to keep up with this; Colin will check. Lilly also asked if our own index was necessary in light of ArchivesGig. Kelly suggested that our index could track internships not listed there.

### **Program committee for RT meeting**

Anna, Ari, Emily L, Emily M, Holly, Rachel, Sam - no updates

### **Regional get togethers/meet ups**

Emily L (Las Vegas), Holly (NC), Rachel (FL), Kelly (MI) - no updates

**Review communication survey**

Ari, Emily L, Holly, Rachel, Sam - see notes above

**Web conference**

Christy, Colin, Emily L - no updates

**Webinar series**

Ari, Emily L, Rachel - no updates

**Liaison Roles****Adrienne****Anna****Ari**

Electronic records section, EAD RT, Metadata and Digital Object RT (Emily L)

**Christy**

Program committee, College & University Archives Section, Reference/Access/Outreach Section, Issues & Advocacy RT, Lone Arrangers RT, Records Management RT, Women Archivists RT (Kelly)

**Colin****Elena****Emily L**

Metadata and Digital Object RT (Ari), Performing Arts RT, Privacy & Confidentiality RT,

**Emily M**

Description Section, Manuscript Repositories Section, Collection Mgmt Tools RT,

**Holly**

Committee on Advocacy and Public Policy, Host Committee, Preservation Section, Congressional Papers RT,

**Kelly**

Committee on Public Awareness, Diversity Committee (Sam), Lesbian & Gay Archives RT, Web Archiving RT, Women Archivists RT (Christy), Women's Collections RT,

**Rachel**

Committee on Ethics & Professional Conduct, Student Chapters, Cultural Heritage Working

Group, Dictionary Working Group, Intellectual Property Working Group

**Sam**

Committee on Education, Diversity Committee (Kelly), Membership Committee, Architectural Records RT, Archival Educators RT, Archivists & Archives of Color RT, International Archival Affairs RT, LACCHA RT, Career Center, SAA Council, SAA Staff

**[No one yet]**

Finance Committee, Acquisitions & Appraisal Section, Archivists of Religious Collections Section, Business Archives Section, Government Records Section, Museum Archives Section, Oral History Section, Visual Materials Section, Archival History RT, Archives Management RT, Human Rights Archives RT, Labor Archives RT, Local Government Records RT, Military Archives RT, Native American Archives RT, Public Library Archives/Special Collections RT, Recorded Sound RT, Research Libraries RT, Science/Technology & Healthcare RT, Security RT, Visual Materials Cataloging & Access RT,