

## **SNAP Steering Committee 2013-2014 Meeting Minutes**

**March 6, 2014**

**Location: Google+ Hangout**

**Time: 9:30-10:00 pm EST**

**In Attendance:** Melissa Gonzales (chair), Susan Kline (secretary), Helen Schubert (SC/social media), Caitlin Wells (SC), Lisa Huntsha (SC/blog editor), Samantha Winn (blog editor)

**Not in attendance:** Liza Booker (vice chair), Gloria Gonzalez (SC/Newsletter Coord.), Steve Ammidown (SC), James Northway (web liaison), Lisa Mangiafico (Council Liaison),

### **Agenda items**

#### 1. Possible SNAP Listserv/communications code of conduct

- Steering committee decided to form a communications subcommittee to work on communications survey and listserv code of conduct
- Opportunity to get more SNAP members involved

#### 2. Survey to see how SNAPpers communicate best

- Survey will be overseen by new communications subcommittee (see item #1)

#### 3. Work with Archives Management RT about potential management webinars

- the idea is to help SNAP members learn management skills and how to handle personnel
- discussion of SNAP's role in this project
- could be a good project to ask SAA for funding
- Melissa will contact Mott Linn (chair, archmgt roundtable) about this

#### 4. Summit for new archivist groups at SAA (recommended by Rebecca Goldman)

- Steering committee attempted to clarify what exactly was proposed. Are we talking about leaders of groups for new archivists and student groups?
- Decision made to ask Rebecca to clarify the idea
- Steering committee will discuss this via email and see if this is feasible for SAA 2014

#### 5 and 6. First-Timers Guide for Annual Meeting / Lunch Buddy Program @ Annual meeting

- SNAP will take lead role in facilitating lunch buddy program
- Last year's lunch buddy program description will be edited to add that all attendees of SAA 2014 are welcome
- Sam will revise this year's spreadsheets
- Melissa will update Nancy Beaumont on the descriptions

### **Other business**

Update on mini panels at SNAP's roundtable meeting

- some changes to speakers are being made
- Melissa has found 3 archival consultants and will try to contact a 4th.