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, archmgmt 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.