SNAP Steering Committee Minutes

Meeting date: Sunday, May 6, 2012

The third meeting of the Steering Committee of the SNAP RT convened at 8:00PM (EST) on Sunday, March 25, 2012, with 6 of the 7 steering committee members present.

Members in attendance: Rebecca Goldman (Chair); Kate Donovan Jarvis (Vice Chair); Lora Davis (Secretary); Rebecca Weintraub (Web/Social Media Coordinator); Sasha Griffin (Liaison Coordinator); and Sarah Powell (Outreach/Newsletter Coordinator)

Members not in attendance: Helen Schubert (Student and Student Chapter Coordinator)

The group discussed the following issues, outlined in part in the preliminary meeting agenda.

SAA '12 Ride share / Room share / House share Finder

- We have been given the green light to go ahead and create a ride share/room share spreadsheet for SAA12 to assist members in making travel and lodging arrangements..
- It is important to remember that this spreadsheet is **not** a service from SNAP, SAA, and/or the SNAP Steering Committee, but rather just a list of names you can contact on your own when trying to make travel arrangements. SNAP, SNAP officers, and SAA are not responsible for the contents of the spreadsheet or any actions which result from using this spreadsheet. Please use good judgement and common sense when reaching out to strangers.
- We will also coordinate with the Local Arrangements committee in publicizing this service.
- UPDATE: The Spreadsheet is now live and a link and further instructions are available on the SNAP microsite.

Bylaws

- The bylaws subcommittee - Melissa Gonzales, Bryce Henry, Michael Shallcross, and Kate Donovan Jarvis - has done a tremendous amount of work and we truly thank them for their service. We will ensure that the names of each of the subcommittee members appear on the final bylaws document when posted online.
- RT membership will have to vote to enact the bylaws. After successfully passing this vote, the bylaws will be updated to document that they were "Enacted on XYZ date..." following a vote of the membership.
- Prior to opening them up to a vote, the bylaws will be publicly available on the SNAP microsite for 1 week. Questions and comments will be welcome at this time.
- Announcements with links to the bylaws will be distributed on the SNAP listserv, as well as social media venues.
- Majority/plurality issues:
  - We must decide whether or not we will require a majority vote to institute new RT leaders. If we have multiple people run for the same position, it is possible that the winner we only receive a plurality, but not a majority, of the vote total.

- Students in leadership roles
  - The bylaws strongly encourage and currently require that students serve in leadership positions within the RT; however, this may be logistically difficult since we have no way of knowing who will win the majority of votes.
  - We will require that a certain number of students must run for both the officer positions and at-large positions.
  - We may also consider instituting an "at large" student member.
- Attendance at Annual Meeting
  - We debated whether or not we must stipulate in the bylaws that at least one SC member be present at the Annual Meeting. This may not be codified in the bylaws, but we do need to recognize that someone must be present to run our in-person meeting on the Wednesday of the Annual Meeting.

Steering Committee Elections and SAA Membership

- Elections for the SNAP Steering Committee will be held through SAA's online balloting system during the first two weeks of **July 2012**.
- It is important for all members to recognize that while RT membership is open to both SAA members and non-members, according to SAA's policies as articulated in the SAA Leadership manual, "[...] membership in SAA is **required** to **vote** for and/or **serve** as a roundtable leader."
- In order to vote and/or run for office in the SNAP RT, you **must** be an SAA member in good standing as of **June 30, 2012**.
- The timeline for the election process is as follows:
  - Formal calls for nominations shall be issued and collected by **June 1**.
  - Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) are due by **June 15**.
  - Supplementary ballot information (e.g., candidate photos, biographies, and statements), if desired, shall be posted to the SNAP microsite by **July 1**.
  - Online ballots containing basic ballot information will be made accessible during the f**irst week of July** and shall remain open for at least two weeks.
  - RT members who are in good standing on **June 30** shall be eligible to vote. Members who join after this date shall be eligible to vote during the following year.
- Lora will email the listserv noting these membership requirements and follow-up with this information at least twice more before the June 1 filing deadline for nominations.

For current Steering Committee members

- All SC members should email the SC list by May 8th to explain our current roles, whether or not we feel the role needs to be expanded to include more duties and/or requires more than one individual working on the goals of the position. Also indicate whether your position could benefit from having a network of additional volunteers to delegate roles and responsibilities to when necessary.
- For example, the social media liaison duties are likely too much for one person.

Additionally, Rebecca W. would like to move along with making it possible for all SC members to post to our social media accounts to help with the volume of posting, as well as so that when she doesn't know the answer to a question, it can be answered by someone that does. Rebecca W. will email more about this later.

● Sarah needs bios on all of us for the upcoming newsletter ASAP.

SNAP "Endorsed Activities" at SAA12

● We hope to promote some activities relevant to SNAP members leading up to and during the Annual Meeting. We will also work on developing some of our own activities.
● We want to establish a "lunch buddy" program to aid all attendees in finding someone to join them for lunch while at the conference. This will likely be accomplished by coming up with a lunch buddy hashtag for use during the meeting.
● As with the ride share spreadsheet, the lunch buddy program and other SNAP endorsed activities are not limited to RT members alone, but will be open to all conference attendees.

Job Search Panel during RT Meeting

● We have opted to pursue a panel approach, rather than invite a single individual to present on job searching tips and strategies. We envision an informal Q&A session with a panel of 3-4 experienced hiring managers from various backgrounds (academic libraries/archives, government sector, lone arrangers, corporate archives, etc.)
● Perhaps we could get people from the Management RT with different opinions and experiences?
● Names suggested for this panel: Arlene Schmuland, Brenda Gunn, Tom Frusciano, Terry Baxter, Jennifer Johnson, and Tamar Chute. Other suggestions welcome.
● Sasha will contact Terry Baxter and Brenda Gunn; Rebecca G. will contact Arlene Schmuland.
● We will remain in email contact with one another as we navigate our options.

SAA Mentoring Program

● Sasha emailed the co-chairs of mentoring program and broached the idea of junior mentors. The Mentorship Program's leadership wants people to formally join the program and to do so you must be an SAA member. The mentoring program is one of the "values" of SAA membership.
● We don't want to start competing program, but wish to work with existing resources.
● According to program records, only 10 proteges haven't been matched to a mentor.
● Important to remember that mentors need support too as new mentors. Perhaps SNAP could become involved and/or offer our time to help put together list of resources for new mentors.
● Mentoring is not just something for new archivists but something for everyone.
● Sasha will continue to communicate with program management.

Interaction with Membership Committee

- The Membership Committee is meeting on tuesday of SAA. Do we want to work with them to address the issues facing students and new archivists? Now or later?
- It will be nice to have an informal conversation with them, but it doesn't necessarily have to happen at SAA.
- Rebecca G., Sasha, and Kate will investigate having a Google+ Hangout with members of the Membership Committee to figure out what there is we have to talk to them about and to get this conversation started.

SNAP Hangouts on Google+ Hangouts

- As a community building exercise we would like to investigate the possibility of having regular video chat "hangouts" among RT members. We hope to rotate days, weeknights, and weekends so that all may participate as desired, These will be informal opportunities to get together with RT members and discuss whatever is on your mind.

Spontaneous Scholarships for SAA12

- Once again this time our council rep, Kate Theimer, will be raising funds for [spontaneous scholarships](#) to aid individuals in attending SAA12 in San Diego. A June 1 launch date for the campaign has been announced.
- The SNAP RT would like to encourage its membership and student chapters to donate.
- We have set a goal of **50% RT participation** in this campaign. Note, we aren't setting a monetary goal, because even a donation of $5 can matter quite a lot. We just want to see high participation from the RT!

Next meeting date: TBD via email.

The meeting was adjourned at approximately 9:30PM (EST).