

Acquisitions and Appraisal Section Steering Committee Meeting

Tuesday, June 6, 2017, 11:30pm-12:30pm EDT/10:30am-11:30am CDT/8:30am-9:30am PDT

Minutes

Attending: Bethany, Cliff, Denise, Heather, Jaimie, Julie, Kira, Lily, and Marcella

- 2017 major deadline review (Bethany)
 - Section nominations due (June 5)
 - Upcoming Third Thursday chat on collection development survey (June 22)
 - Joint chat on appraising faculty papers with College & University Archives Section (July 13)
- Annual Meeting program update (Cliff): SAA Council approved our funding request for someone from WITNESS to attend and discuss their work, we are still finalizing which staff member will participate, the staff member will not have an archival background so we have added Rachel Mattson to the program to provide that perspective, she interned at WITNESS and has been involved in similar work since then; we want to finalize program info by the end of this week and then update program online on Monday
 - Custom schedule for section (Marcella): she has drafted a schedule from sessions related to acquisitions and appraisal and would like to get feedback from other committee members before sharing it and promoting it to section membership
- 2017 Section elections update (Jaimie): there is a strong roster of candidates and elections start in coming weeks
- Bibliography project (Bethany, Lily, and Heather): over 75 entries so far, Julie and Marcella will try adding a resource based on the guidelines as a test before we send out the bibliography to archival educators and others, they will be able to provide feedback, use content, and add resources
 - See: <https://www.zotero.org/groups/appraisalsaa/items>
 - Bibliography guidelines: <https://goo.gl/PT8Efr> (remove link before posting on microsite)
- Web Liaison report (Denise): all election nominations are on the microsite and the recent report on collection development is up, SAA updated the logo and bylaws based on recent Council decisions
- Twitter chats
 - June Third Thursday on Collection Development Survey (Marcella and Julie): will be 6/22 at same time and question prompts have been drafted, Cliff will announce on 6/15 to section email list and include questions, Marcella or Julie will announce survey report this week
 - July Twitter chat with the College & University Archives Section (Kira): on 7/13 at usual time and will include a discussion of faculty papers
 - The next one will be in September, discussions about it will occur at the steering committee meeting in Portland at the SAA annual meeting

- Best Practices Subcommittee update (Marcella and Julie): Julie encouraged all committee members to read the report noted below; discussion included creating spot on microsite to place content related to survey and report, also talked about how to handle raw data for long-term access, SAA retention schedule gives option for content to be preserved, Bethany will contact Courtney about how to proceed with raw data
 - Collection development survey report:
 - <http://www2.archivists.org/groups/acquisitions-appraisal-section/collection-development-policy-survey-2017>
- Editorial Subcommittee (Kira, Heather, and Lily): Kira reported the recent repository update from Julie, Cliff will send a notice to section membership later today; Kira has an interview ready (interview noted below) and will post possibly in August to limit getting lost in messaging of our June and July activities, Bethany will do repository update sometime after August, discussed the potential to reach out to section membership at annual meeting for additional content, also connecting with other sections with relevant content and to cross-promote posts
 - Upcoming interviews for blog (archivist from Canadian Lesbian and Gay Archives)
- Update on social media engagement and blog (Kira): she continues sharing on Twitter and Facebook the section's activities
- Section Intern (Bethany): submitted request to Felicia Owens for new intern until "Standing Rules" can be amended, the update will occur in 2017–2018 and we plan to embed students or new professionals as an appointment to the steering committee
- Announcements/New business/Wrap up (Bethany)
 - Minutes from last meeting (01/30/17): approved by committee, Cliff will send them to Denise for posting on the microsite
 - Other business: Bethany mentioned a recent notice of the updated reappraisal and deaccessioning guidelines, Cliff will send a notice to section list within the next two weeks