

Acquisitions and Appraisal Section Steering Committee Meeting
SAA Annual Meeting, Portland, OR
07/28/2017, 5:00-6:30 p.m. PDT

Steering Committee Members Present: Cliff Hight, Marcella Huggard, Julie May, Bethany Anderson, Katherine (Kathi) Isham, and Kira Baker

I. Upcoming deadlines

- A. Leader roster to SAA by 9/1 (Cliff to submit)
- B. Annual report to SAA also due September 1, 2017 (Bethany to submit)
- C. Request Dalila and Rachel to write post for our blog and also consider writing an article for *Archival Outlook* - need to keep touch with Dalila and Rachel and put them in contact with Abigail Christian at SAA (Cliff will contact them about this and Julie will nudge as needed)
- D. Items required for good standing
 1. Standing rules on website - the steering committee should review before deadline to Council
 2. Submit section meeting proposal - due by March 1, 2018 (which is also the same date for funding request)
 3. Submit election candidates by June 1, 2018
 - a) We should have a better way of providing orientation for new steering committee members and for the intern position; Kira will create guidelines for intern position
- E. Bethany Anderson to send these meeting minutes to the steering committee the last week of August 2017

II. Follow up on current projects

- A. Organize projects by subcommittees might be the best way to keep momentum going
- B. Best Practices Subcommittee
 1. Julie May discussed the subcommittee's future work and the collection development policy survey and report, and plans to collect testimonials and add more resources for collections development.
 2. Julie and co-chair Pat Galloway will lead this work, but new subcommittee members are needed as well (Laura Sullivan and Rachel Rosenfeld are staying on the subcommittee); Julie is going to reach out to candidates not elected and others who expressed interest at the annual meeting, aiming to have at least 8 people
 3. They didn't receive much feedback from people when they disseminated the collection development survey report. In terms of creating access to the data, she and Marcella emailed Dennis Meissner about the raw data, but will need to see what recommendation come out of the out of Task Force on Research/Data and Evaluation

4. Another project includes developing plans to continue adding to the bibliography

C. Social Media Subcommittee

1. Third Thursday Twitter chats: Kira noted that the collection development policy chat seemed to be the one that had the least engagement; consider recycling subjects for Twitter chats, such as the faculty papers topic
2. Switch Third Thursdays to every few months?
3. Blog posts every month? What sort of frequency works
4. Need to reorganize the A&A Steering Committee Resource Google Drive folder
5. Editorial subcommittee never really took off - Lily and Kira to discuss this and ways to solicit more content from members
6. Repository updates - need to revisit these posts and encourage contributors to flesh them out further; consider going to other sections and getting them to submit repository updates (for example the Religious Archives Section)
7. Kira, Lily, and Kathi will compose subcommittee; do we also want to add more members to the subcommittee? For example, we could consider adding people from the membership; or maybe the people who weren't elected. However, we have some sort of guidelines and expectations in place, and make sure that we're not overlapping in terms of content on the blog
8. Aim to have Twitter chats seasonally, possibly next one in October 2017

III. Review goals and objectives

- A. Cliff will look at SAA's goals and Strategic Plan
- B. Opportunity to review standing rules - get volunteers from the steering committee; would need to be done before May 1st to Council first, and then the membership would vote on it (Marcella and Kira volunteered to work on this)

IV. Assign group to review standing rules

- A. To be completed before May 1, 2018 for review by executive director and Council liaison
- B. Consider how to involve students and new professionals: change the term "intern"? But then would be not be participating in SAA's intern recruitment program; Julie suggested we call it "new professional," to make it more inclusive (or call it a "fellowship" or "residency"?). Marcella and Kira to discuss this further and then touch base with Felicia Owens - ask what that model would look like. Kathi suggested calling this role an "assistant" to the committee - is it communicating to new professionals what committee perceives their role would be?

- V. Assessment of communications outreach
 - A. Consider comments from election survey (which Bethany shared prior to the annual meeting)
 - B. Challenges of how frequently things have been happening, how can we space things out a bit more?

- VI. Should we establish standing subcommittees officially?
 - A. Marcella asked Cliff if he is thinking if we should formalize subcommittees? This could certainly help us initiate new projects
 - B. Make subcommittees general, so that some subcommittees can be phased in or out as needed? Or create more specific subcommittee for the long term?
 1. This would allow us to engage volunteers from the membership
 2. Cliff discussed having a place on the microsite where subcommittees can be listed; reach out to Matt Black to ask him to help with microsite as needed

- VII. How to identify new members and help involve them
 - A. Something to think about, how do we make people feel like they are getting some sort of value about being involved - how do we reach out to people more often?
 - B. Kira suggested a membership directory - could note who is interested in "deaccessioing" for example, and other topics; Julie noted that could be combined with mentorship where someone gets to say what their expertise is - and try to reach out to new members specifically to welcome them, perhaps provide them with a list (Kira notes that she does this for Western Canadian Archives membership committee, where she emails new members)
 - C. Who should reach out to Michael Santiago at SAA who handles membership

- Feedback from election survey
 - D. Some of the feedback said that people are interested in reading more blog posts - how do we make this happen? Respondents noted that they like the Third Thursday conversations. Overall, positive feedback.

- VIII. Next meeting
 - A. At next steering committee conference call, discuss someone to do an interview with in the future - need to some new brainstorming for ideas for blog content
 - B. Next meeting last year was a month after the last meeting; but maybe early October. Cliff to email steering committee to set this up following the annual meeting.