

Acquisitions and Appraisal Section Steering Committee Meeting  
Monday, January 30, 2017 (9–10am Pacific/11am–12pm Central/12–1pm Eastern)

Minutes

Attending: Bethany, Courtney, Heather, Jaimie, Julie, Kira, Marcella, Cliff

- 2017 major deadline review (Bethany)
  - Upcoming Third Thursday (February 16): partner with RM Section
  - Section business meeting details due (March 1): this version will go in printed materials and in program
  - Funding requests to SAA (March 1)
  - Agenda items for Council Spring meeting (April 15)
  - Call for election nominations made (May 15)
  - Ballot for election due (June 1)
- Best Practices Subcommittee update (Marcella and Julie): closed survey on 12/15 with 331 complete responses, last week began analyzing data; created two subgroups for additional work (Marcella, Julie, and Laura Sullivan for assessing data and Mat Darby, Rachel Rosenfeld, and Linda Whitaker for reviewing policies for potentially a template, samples, or “best of” versions), planning to get info on section site by March (likely include version of data after anonymizing responses), possibly publish in Archival Outlook or The American Archivist or on the section blog (Assigning Value), still a work in progress; potentially share raw data (would require access restriction) as part of annual report
- Editorial Subcommittee (Kira, Heather, and Lily)
  - Submission Guidelines: posts for section blog, 200–400 words, can be broad and not just repository updates, could include appraisal case studies, responses to recent readings, donor relations, intellectual property, reports on workshops or conferences, possibly do Twitter poll to narrow; subcommittee will meet and decide how to proceed with notifying section and broader profession
  - Repository updates: Kira in January, Lily in February, ? in March, Bethany in April, Julie in May, ? in June, ? in July
  - Topics for posts were included in earlier discussion
- Bibliography project (Bethany, Lily, and Heather)
  - Discussion about placing an initial list in a place where others (section membership and more) can contribute, Zotero might be option and project members will explore, group will share with membership by end of February; the idea was presented to find graduate schools with appraisal courses and invite students and educators to add content before releasing to the public, question arose about SAA tools that might exist to streamline similar types of work

- Social Media Subcommittee report (Lily, Heather, and Bethany)
  - February Third Thursday (collaboration with Records Management Section)
    - Brainstormed discussion prompts, will announce on list by 2/9, there now are about five questions and will seek others from RM Section
  - April Third Thursday (collaboration w/ DocNow)
- Update on social media engagement and blog (Kira)
  - Twitter and Facebook: things moving along
  - Blog post w/ Paul Eisloeffel: will chat Friday and then post in Feb
- Web Liaison report (Denise): Denise was unable to make the call so no report at this point
- Section Intern (re: discussion on SAA Leader list December 2016): committee wants to move toward having student or new professional as permanent spot on steering committee, discussion of appointment vs. election, potentially could be a “new professional” assistant and make it appointed position with clear duties and clear selection criteria, could set an example for SAA to show how the changes could occur, likely will add position during upcoming bylaws revision, Bethany will email group for further discussion
- 2017 Annual Meeting discussion - joint meeting with the Privacy & Confidentiality Section (deadline March 1, 2017) (Cliff)
  - Brainstorm ideas for speaker (topic: protecting privacy of vulnerable communities during and after acquisition): ideas discussed included DataRefuge Project, people in the Portland area who do this type of work, Project\_ARCC representative, University of North Texas and Internet Archive with the End of Term Archive; Cliff will contact Jeremy Brett and see if P&C has other ideas or is interested in one of the above
- Announcements/New business/Wrap up (Bethany)
  - Minutes from last meeting (12/5/16): approved
  - Scheduling next meeting (early March?): Bethany will send Doodle poll soon
  - Other business? No other business was presented