**Acquisitions and Appraisal Section Steering Committee Meeting**

Thursday, December 1, 2016 (9–10am Pacific/11am–12pm Central/12–1pm Eastern)

Minutes

Attending: Bethany, Courtney, Jaimie, Julie, Kira, Lily, Marcella, and Cliff

* 2016-2017 major deadline review (Bethany)
  + Upcoming Third Thursday (December 15)
  + Section business meeting details due (March 1)
  + Funding requests to SAA (March 1)
  + Agenda Items for Council Spring meeting (April - no exact date specified)
* Best Practices Subcommittee survey update (Marcella and Julie)
  + There has been a large number of responses (Qualtrics stated over 300, but only about 220 appeared to have completely filled out the survey) to the call for collection development policies and further requests will go out before the closing date of December 15. While about 40% of those responses were still from academic repositories, the other 60% came from a very diverse pool of repository types.
  + Julie will post again to the general archives and archivists listserv; Bethany will post again on the saaleaders listserv, and Marcella will contact MAC’s public information officer since she only posted to their Facebook page before, in order to attempt generating a few more responses before closing the survey
* Annotated Bibliography project (Bethany, Lily, and Heather)
  + Lily, Bethany, and Heather have begun to outline the bibliography and add articles; Lily added a few articles on appraising research data
  + Are exploring whether hypothes.is would be a good platform for the bibliography; Lily created an account for the section and started exploring how it would work
* Social Media Subcommittee report (Lily, Heather, and Bethany)
  + Upcoming Third Thursday Twitter chats:
    - Appraising research data (December 15, 7:00 pm Eastern/6:00 pm Central/4:00 pm Pacific)—discussion of prompts included the following questions:
      * Are you responsible for appraising research data at your institution?
      * If not, how are you engaging in discussions about data appraisal at your institution?
      * What types of data are you working with and appraising?
      * What resources do you turn to when appraising data and would recommend?
      * What kinds of retention schedules or guidelines does your institution have for data?
      * How can archival practice inform the appraisal of data?
    - Lily has already reached out to Elise Dunham to ask if she would be interested in participating and discuss ideas for promoting in data management community as well
    - Next chat: joint chat with Records Management Roundtable - Lily to reach out to RT
* Update on social media engagement and blog
  + Twitter and Facebook: Kira was having trouble joining the call, so Bethany noted that she has been keeping the Twitter and Facebook account really active!
  + Potential interview with Documenting the Now project, any updates? (Cliff)—there hasn’t been a response from project team members
  + Topics for interviews and blog content? Previous discussion on interview on appraising A/V material, w/ Paul Eisloeffell? (all) - Marcella agreed to contact Paul to find out if he would be interested in being interviewed for the blog
* SAA Case studies (Bethany) - Bethany suggested instead of coordinating case studies using the blog for short- or long-form news, updates, and other submissions from section membership. This could encourage more engagement from the membership and would be less onerous than writing a full case study; it would also help replace the more traditional newsletter the section did away with [a couple years ago?].
* Affinity Group changes (re: recent messages from Nancy McGovern) (Courtney)—there is no additional information at this point, but this section has pretty clear bylaws; there will be standardized logos under development that will be available if groups wish to use them (Courtney confirmed that they could be used for the microsite and social media sites). These logos will be for the website and may also be used on social media and elsewhere.
* Opportunities for collaboration w/ other SAA affinity groups (re: recent email thread on SAA Leader list and [Google Spreadsheet](https://docs.google.com/spreadsheets/d/1KTOQyxwEXFvOjVVsQhUENJXKjqr_cAS3A6w46XSRnYY/edit)) (Bethany)—during discussion Courtney noted committee could use the annual reports as guide to finding potential section to work with; Privacy and Confidentiality is still an option and Cliff will check interest in developing joint program, some ideas included possibly reporting on survey results of acquisition policies, reappraisal and deaccessioning guidelines update, effects of election results on acquisitions and appraisal work (especially in partnership with Documenting the Now project team members); Julie asked if the later might also be a good topic for a Twitter chat, perhaps to gauge interest, so Bethany suggested we explore that, perhaps for the February chat
* Web Liaison report (Denise) - Denise could not make meeting, so she will send any updates to the group via email
* 2017 Annual Meeting discussion—ideas for business meeting (deadline March 1, 2017) (all)--the member survey from the summer (2016) indicated a strong interest in the membership partnering with the Privacy and Confidentiality Roundtable (as noted above in Opportunities for collaboration w/ other SAA affinity groups)
* Funding requests to SAA (due March 1, 2017)—ideas included ribbons at annual meeting, speaker travel, and travel stipend for first-time attendee (include on panel at program?)
* Announcements/New business/Wrap up (Bethany)
  + Minutes from last meeting (9/29/16)—no updates
  + Scheduling next meeting—will occur in mid-to-late January; Bethany will send out Doodle poll soon