

Regional Archival Associations Consortium (RAAC) Conference Call, November 7, 2013:  
Meeting Minutes

**In Attendance:** Tessa Beers, New England Archivists; Amanda Focke, Society of Southwest Archivists; Tim Hawkins, Society of Rocky Mountain Archivists; Jennifer Brannock, Society of Mississippi Archivists; Kristen Chinery, Michigan Archival Association; Lynette Stoudt, Society of Georgia Archivists; Daniel Alonzo, Archivists of Central Texas; Rachel Chatalbash, Archivists Round Table of Metropolitan New York, Inc.; Casey Westerman, Metro Detroit Archivists League (MEDAL)

Introductions were made.

**The Steering Committee structure was determined.** The following structure was unanimously approved:

Co-Chairs: Amanda Focke and Rachel Chatalbash

Webmaster: Lynette Stoudt

Secretary: Tessa Beers

Ad Hoc Committee Chairs:

Advocacy: Rachel Chatalbash and Amanda Focke (this will be revisited if this is too much work)

Public Awareness: Daniel Alonzo

Education: Jennifer Brannock

Grant Development: Kristen Chinery

Disaster Planning and Recovery: Tim Hawkins

Directory of Regionals: Casey Westerman

It was determined that the Steering Committee would meet via conference call bi-monthly. The agenda and meeting minutes for each meeting will be posted to the RAAC website.

**Steering Committee Terms:**

Multi-state groups:

- Tessa Beers, New England Archivists (2 year term)
- Amanda Focke, Society of Southwest Archivists (2 year term)
- Tim Hawkins, Society of Rocky Mountain Archivists (3 year term)

State groups:

- Jennifer Brannock, Society of Mississippi Archivists (3 year term)
- Kristen Chinery, Michigan Archival Association (3 year term)
- Lynette Stoudt, Society of Georgia Archivists (2 year term)

Local groups:

- Daniel Alonzo, Archivists of Central Texas (3 year term)
- Rachel Chatalbash, Archivists Round Table of Metropolitan New York, Inc. (3 year term)
- Casey Westerman, Metro Detroit Archivists League (2 year term)

### **Member representative terms:**

The regional representatives will be assigned either one or two year terms. Within each of the three types of regionals, term lengths will be determined by alphabetically arranging the regionals' names and alternating one or two year terms down the list.

**Discussed the directory of regionals on SAA website** (<http://www2.archivists.org/assoc-orgs>):

It was determined that Casey Westerman would lead this project. Kristen Chinery and Tim Hawkins will provide support. Rachel Chatalbash will update Casey on the work completed on this project last year.

**Discussed developing a 3-year plan** for implementing the RAAC purpose statement, reporting this plan to regional and SAA leadership, and compiling regional and SAA member comments for use in implementing the plan. It was determined that Rachel Chatalbash and Amanda Focke would use the ideas presented during past brainstorming and during the brainstorming below to create an outline of this plan. The plan can then be reviewed and revised by the Steering Committee.

**Discussed potential collaborative projects**, one of which is to be completed and reported upon by July 1, 2014:

- Compile annual reports from the regionals onto the RAAC website; collection information on what the regionals are doing, possibly offering a template for reporting activities from past year, current, and near future
- Showcase the work of the regionals on our website
- Conduct a survey to see what people are interested in?
- Hold a ½ day meeting or conference on the RAAC, perhaps online
- Create a dynamic web forum for grant collaboration and resources
- Create a master calendar of regionals' meetings
- Create a master list of education methods used by each regional

**Next Steps:**

- The Co-Chairs will notify regionals of their term limits in a group e-mail, share the meeting minutes, and announce the Steering Committee structure.
- Each Committee Chair should post a 4 sentence mission/description of his or committee to our google drive. This is due by November 22<sup>nd</sup>. The Steering Committee should review and revise these descriptions over the following two weeks. All descriptions should be finalized by December 6<sup>th</sup>, when the Steering Committee will vote online via a google form to approve.
- A call for Committee volunteers will be posted in January.
- The Co-Chairs will create a framework for the three year plan, to be shared before the next conference call.
- Casey Westerman will begin work updating the Directory of Regionals.
- Lynette Stoudt will create a proposal for the website by the next conference call.
- The next Steering Committee meeting/conference call will be scheduled for the beginning of January. Amanda Focke will send out the doodle poll to schedule the meeting.