

Regional Archival Associations Consortium (RAAC) Steering Committee  
Conference Call, January 14, 2014:  
Meeting called to order at 1:01 pm EST.

## **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)

### **Introduction (Rachel)**

**Committee Descriptions Approved** – previously voted to accept, ready to move forward

### **Website: (Lynette)**

- Have to adhere to the format used by SAA in order to have our content on the website. May overgrow it as we increase content, but for now will stick with the SAA microsite
- Linking under SAA Groups.
  - Lynette will contact Matt Black and follow up with SAA to see if we can fit under the “GROUP” tab so people can find us
- Microsite Functionality
  - Steering Committee members will think about how to use the microsite functions, such as agenda, newsletter, reports, minutes, notes “From the Chair” of committees
  - Modules for a calendar (for regional annual meetings and so forth), will discuss with Matt about it
- Pages will be created for ad hoc committees
- Moving forward – ACTION ITEMS
  - Link page to SAA site
  - Calendar module
  - Subcommittee pages creation

### **Coordination with other SAA groups**

- (Rachel) The Issues and Advocacy Roundtable has reached out to us to find out how we can work together
- How do we see our role vs an SAA group developed around same topic
  - Advocacy
    - listserv was a great help when we were gaining support for GA Archives. Diff regionals in listserv got the word out for advocacy

- issues which were originally pretty localized. Can do so on SAA groups, disseminating information
      - in addition to goal, clarify which piece of SAA overlaps w/ our subcommittee (on microsite) and how we will collaborate
    - Reach out to the component groups where there's overlap. Introduce themselves, what our goals are, and start a dialogue – ACTION ITEM
      - Advocacy (issues and advocacy roundtable; committee on advocacy and public policy)
      - Public awareness (Membership committee?)
      - Education (committee on education)
        - Disaster/Planning Recovery (SAA National Disaster Fund Group (affiliated w/ society of SW archivists); Preservation)
      - Grant Development (official SAA representatives to grant funding organizations)
      - Directories – key contact subcommittee

## Goals

- Directory
  - Completely updated directory on website
  - Data collection point for any changes happening during the year
- Public Awareness
  - Better tailor mission of subcommittee to different size audiences by listing groups into categories based on participation numbers and similar goals
  - Analysis of minutes of each Archival Association to find out how active the groups are and go from there
  - Spread the word about RAAC
    - Publish in Archival Outlook
    - Send out message on A&A listserv, letting people know we exist, with a list of participating regionals. Ask regionals to share information, such as programs, workshops, etc.
- Disaster Planning and Recovery
  - Form a committee of archivists around the country
  - Have people volunteer who can help identify resources in their region
    - Categorize and put on website to share. When someone has a disaster, you forget everything you know, so if you have a specific system in place, go to this website for who to call, how to prioritize, etc.
- Education Ad Hoc Committee
  - Start surveying members to get a sense of educational needs and current workshops
    - Action item: compile questions into one survey of RAAC membership
  - Goal – put results online, provide ideas which may translate to other archives
  - Develop platform to share powerpoints, handouts, ideas

- Grant Development
  - Compile list of granting agencies at a federal level, geared toward archives
  - Long term – listed deadlines of granting agencies updated regularly and available on our site.
  - Survey
    - Discover other foundations and granting agencies other libraries and archives have applied to for funding
  - Use list to initiate communications between members
    - A way to share ideas for projects, collaborations, grant development, and regional grant sharing
- Advocacy
  - Survey of membership to find out what their advocacy methods
  - Communicate with the Issues and Advocacy Roundtable and determine the scope of their toolkit in development.

### **Calendar of events**

- Content will be self-reported by the Archival Association, with a potential call for information every 6 months through email

### **Call for volunteers**

- Database
  - Organizations who have not responded to emails for information
    - Society of Alabama Archivists – no response
    - Religious Archives Institutions – no response
  - May add additional groups, such as certain student groups
- Call will go out in next 2 weeks, week of January 27<sup>th</sup>.
- Survey timeline:
  - Preliminary questions by end of February 28<sup>th</sup>
  - March 7 for edits/comments/discussion
    - March 21<sup>st</sup> for results
    - Analysis by march 28<sup>th</sup>
    - April 8 for next phone meeting 1pm Eastern

### **Three Year Strategic Plan**

- Amanda and Rachel will outline and send out by April 1<sup>st</sup> for Steering Committee discussion
- Rachel will touch base with Geof Huth to find out when our SAA Meeting is scheduled and where.
  - Larger group slotted to meet directly after lunch on a Wednesday
  - Rachel will look into space for steering committee meeting

### **Future agenda topics**

- 3 year plan
- SAA text/agenda for summer meeting
  - Discussion of Survey results
  - Work/goals of Ad Hoc Committees

**Meeting adjourned at 1:48pm. Submitted by Tessa Beers, 1/17/2014**