

Regional Archival Associations Consortium (RAAC) Steering Committee  
Conference Call, April 8, 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)

### **Opening Remarks: (Rachel)**

- Subcommittees
  - Would prefer to have 3 members per subcommittee, Rachel and Amanda will continue to work on getting more per committee, possibly with the assistance of the Subcommittee Chair.
  - Each subcommittee should submit a report one week before our next conference call [June 3<sup>rd</sup>, 2014]. Report should include:
    - Update of activities
      - Keeps membership informed, helps direct agenda, put on document things you'd like to discuss
    - Include your subcommittee members' names in the report
  - Lynette will update the website with the subcommittee members names once those details are finalized.

### **Subcommittee Updates**

- Jennifer – Education
  - Will contact her SAA counterpart group this week and create plan for her subcommittee accordingly.
- Daniel – Public Awareness
  - Same as above, will contact the following SAA groups:
    - Issues and advocacy round table
    - Public Awareness
    - Membership
- Tessa - Advocacy
  - Same as above, will contact the following SAA group:
    - Issues and Advocacy Roundtable
    - Committee on Public advocacy and policy
    - Will contact Issues & Advocacy and cc Daniel

- Kristen – Grant Development
  - Was not able to find specific names of the groups on the SAA website
- Tim – Disaster Planning
  - Same as above, will contact the following SAA group:
  - SAA: National Disaster Recovery Fund for Archives group
- Casey – Directory of Regionals
  - Has contacted his SAA group but has not yet had a response back. Seems that it doesn't fall under their scope.
- **ACTION ITEM: Reach out to the SAA counterpart roundtables/groups and let them know what we're doing and how we can collaborate.**

### Updates from Chairs (Rachel)

- Approached Anne Hartman to write an article for Archival Outlook
  - Aiming for publication in the July/August 2014 issue.
- Meeting during SAA will be 1-2:30pm on Wednesday August 13<sup>th</sup>.
  - Description submitted
    - We'll discuss the 3 year plan and subcommittee descriptions/work, as well as Goals and Update.
- Steering Committee meeting after SAA RAAC meeting
  - Tentatively = 2:30; we'll meet after the meeting, and we'll head off somewhere to have our meeting.
- Q: need anything from us for Archival Outlook article?
  - No, not yet, just to review the article once it's written

### Survey Results (Amanda)

- Grants:
  - Suggestion: Have the regionals who HAVE applied to grants describe how it works for them, share with the RAAC group.
- Advocacy:
  - Some had methodical plan for advocacy, others are interested but are not sure how to describe their approach, others don't engage in advocacy.
  - Results show there would be a lot of interest in building an advocacy toolkit; how to engage with tools, resources, people to talk to about it, etc.
- Subcommittee participation
  - Make it clear that any new members from this point forward must join a subcommittee or volunteer
    - Describe what the time commitment means; if time is a problem, the regionals can reallocate the representative slot
  - Wait to see how it works next year when people are required to volunteer before making any hard and fast details.
- Directory of Regionals
  - The Cincinnati Area Archives Roundtable (CAART)
    - Casey, Amanda, and Rachel will reach out to add to Database and ask if they would like to participate in RAAC membership.

### **3-Year Strategic Plan**

- 1 collaborative project (Goal for 2013-2014)
  - Survey
  - Update Directory
- Public Awareness
  - Write article in archival outlook – to highlight the work each regional is doing, to be completed/facilitated by the Public Awareness Committee
  - Rachel and Amanda to clarify some of the wording regarding articles for year two of the strategic plan
- Steering Committee votes YES unanimously to adopt the strategic plan with the above proposed clarifications/changes.
- Rachel and Amanda will discuss the plan with Geof Huth before sending it to the RAAC representatives for feedback
- Chair of Subcommittee reports to the Steering Committee
  - Group carries out the work/has ideas for the work

### **Final Comments**

- Rachel and Amanda will divide up the List of RAAC Members to work with the Subcommittee Chairs to gain additional volunteers for subcommittees
- Next Steering Committee meeting June 3<sup>rd</sup> at 1pm EST.
- Reports Due May 27<sup>th</sup> from Subcommittees, to be sent out to the Steering Committee listserv.

Meeting adjourned at 1:39pm EST.