

Regional Archival Associations Consortium (RAAC): Meeting Minutes

Wednesday, August 13, 2014 • 1:00pm - 2:30pm at SAA Annual Meeting
Virginia A [Lobby Level] (Marriott Wardman Park, 2660 Woodley Road NW, Washington, DC)

Minutes Submitted by Rachel Chatalbash, RAAC Co-Chair

Introductions, led by Rachel Chatalbash, RAAC Co-Chair: All attendees introduced themselves providing their name, regional, and information about their participation in the RAAC or reason for attending the meeting.

Review of 3-year plan (Amanda Focke, RAAC Co-Chair)

- The 3-year plan is posted online at <http://www2.archivists.org/groups/regional-archival-associations-consortium-raac/raac-three-year-plan>
- The first year of the plan is complete; we begin year two today
- Amanda outlined broad goals for the group:
 - Support information exchange among the leadership of regional organizations and between the regionals and SAA
 - Encourage collaboration among the regionals and between SAA and the regionals
 - Coordinate efforts to streamline actions, reduce costs, and increase services to archivists around the nation
- Year one focused on laying the groundwork for the consortium; what should the subcommittees be and what are their goals? Subcommittee chairs have gotten in touch with relevant SAA component groups. Additionally, we wrote an article for *Archival Outlook* (July-August 2014) on the RAAC entitled “Better Together”; conducted a survey on member interests, needs, and ideas; and offered an SAA advocacy workshop
- Our work for years two and three are outlined in the 3-year plan; as we proceed our work is becoming more concrete.

New membership criteria (Amanda Focke, RAAC Co-Chair)

- All RAAC representatives are required to serve on one of the RAAC subcommittees. Our consortium will succeed only if all representatives are engaged and willing to participate in our work. This may mean that the President of a regional is not the best person to serve as a regional’s RAAC representative. That choice will be up to each regional.

Subcommittee Reports: Advocacy | Disaster Planning & Recovery | Education | Grant Development | Public Awareness | Directory | RAAC website

- Advocacy (Rachel Chatalbash RAAC Co-Chair on behalf of Subcommittee Chair Tessa Beers): The group has been in contact with the Issues and Advocacy Roundtable

- to explore potential collaborative projects. The major goal for next year will be to establish formal communication lines for regionals to report local advocacy issues to SAA and to ask for advocacy assistance, including coordination with the Committee on Advocacy and Public Policy.
- Disaster Planning and Recovery (Subcommittee Chair Tim Hawkins): The goal for this subcommittee is to identify disaster planning and recovery resources that already exist across the United States in order to create an online resource for the regionals. The subcommittee will not replicate existing work but draw together resources online to serve as a reference tool.
 - Education (Subcommittee Chair Jennifer Brannock): The group has already coordinated with SAA to bring education opportunities to the regionals. SAA offered an advocacy workshop on Monday that RAAC members could attend for free; the workshop can now be retaught in their regions.
 - Grant Development (Subcommittee Chair Kristen Chinery): The subcommittee is focusing on gathering listings of grant opportunities for the regionals, including those from private foundations. There are some regionals that have had successful grants and the subcommittee is currently gathering information on their experiences. They will use that information to create an online resource to help regionals apply for and obtain grants.
 - Public Awareness (Subcommittee member Marcella Wiget on behalf of Subcommittee Chair Daniel Alonzo): The subcommittee has been culling information from the survey sent out to the regionals earlier this year to direct their focus. They are interested in contacting specific regionals about what has been working for them in terms of public awareness and sharing that information with other regionals.
 - Directory (Directory of Regional Organization Administrator Casey Westerman); Casey explained the updates he had made to the Directory of Regional Organizations on the SAA website. Please email Casey with any information that you would like updated.
 - Microsite (Web Liaison Lynette Stoudt): Lynette provided an update on everything that she has posted to the microsite and discussed the possibility of adding an events calendar that regionals could self-populate.

At this point in the meeting, all members joined subcommittees for focused group discussions regarding subcommittee projects for 2014-2015.

During the last ten minutes of the meeting, the subcommittees reported back on their discussions:

- Advocacy:
 - We need to continue working with SAA.
 - We need to find a way for regionals to share ideas since many of the regionals are facing similar advocacy issues.
 - In terms of internal advocacy (rather than political advocacy), many regionals are volunteer organizations and there is a lot of turnover. We need to find ways to work together ensure that our organizations remain viable.
- Disaster Planning and Recovery:

- The subcommittee will divide their work by region. Participants in this discussion covered all parts of the nation and agreed to contribute information.
- They will identify existing disaster preparedness resources and collect the links in order to make a resource on the microsite.
- Education:
 - Create a document repository/clearinghouse to include: sample bylaws, organizational governance documents, presentation PowerPoints with speakers' notes, workshop handouts, examples of promotional materials, advocacy materials, conference programs, etc.
 - Advocacy workshop: have members who attended the SAA workshop give a similar workshop/presentation to their groups.
 - Create PowerPoint templates that can be used/modified by other RAAC members--for the Advocacy workshop and others.
 - Education needs survey: create an education needs survey to distribute to regional organization members.
- Grants:
 - Identified a number of grant avenues to pursue, including related to preservation, digitization, in-kind opportunities, regional opportunities around cold storage, programming, scholarships and state level agencies.
 - Also heard a presentation by Dawn Sherman-Fells and Meghan Guthorn from the National Archives on the "collection match tool," a web-based tool that institutions could use to profile themselves and what they are collecting. At this time, they are asking for RAAC endorsement of the project. The RAAC Steering Committee will further discuss the proposal.
- Public Awareness:
 - Press coverage, how to do you cultivate that?
 - Find ways to raise awareness within allied fields and our profession for the local and state associations.
 - Create template press releases and other communications documents that regionals can use.

Meeting adjourned at 2:30 pm.