

RAAC Annual Meeting: 2:00-3:30 on August 19, 2015 in Cleveland, Ohio

Meeting Minutes

Introductions

- Introductions were made.
- Jennifer Brannock was introduced as the incoming co-chair.
- Daria Labinsky was introduced as the incoming disaster subcommittee chair.
- Casey Westerman and Lynette Stoudt were thanked for their service.
- Amanda Focke, who will be remaining on the Steering Committee, was also thanked for her work as co-chair.

Brief review of three-year plan

- Rachel Chatalbash reviewed the three-year plan and its high-level objectives.
- She explained how each of the RAAC subcommittees' work was conducted to support this work.

Subcommittee overviews / reports -

Advocacy (Rachel Chatalbash)

- The subcommittee had two main goals:
 - To establish formal communication lines for regionals to report local advocacy issues to RAAC and to ask for advocacy assistance, including from SAA.
 - To establish a formal procedure for how the regionals might find out about issues on which SAA has released a statement so that regionals can follow suit if interested.
- The subcommittee worked with the Issues and Advocacy Roundtable to draft a discussion item for SAA Council, proposing how communication lines might be formally established.
- The result of our work is a new advocacy protocol for RAAC, which explains how regionals can ask RAAC for help with an advocacy issue, what procedures will be followed, and how and when in the process SAA could be involved. It also outlines how SAA may contact RAAC to ask for assistance or to help disseminate information.
- This protocol is newly available on the RAAC microsite and more information will be shared through the RAAC listserv once a memorandum with SAA is finalized.
- Also, there is a RAAC-organized session on advocacy and the regionals here at SAA this year. It will take place at 3:15 and will feature some of the advocacy work that regionals have been leading around the country as well as how RAAC would like to support advocacy efforts in the future.

Disaster Planning (Daria Labinsky):

The subcommittee's 2014-2015 goals were to:

1. Identify existing disaster recovery resources available regionally;

2. Identify disaster preparedness educational resources available regionally;
3. Consolidate links into a guide on the RAAC microsite;
4. Communicate the presence of the guide through SAA and the regionals.

The subcommittee completed all four goals. The Disaster Recovery Resources webpage went live in April. It is at <http://www2.archivists.org/groups/regional-archival-associations-consortium-raac/disaster-recovery-resources>, and is available via a link on the RAAC homepage. The page was posted to the RAAC Facebook page in July, and regional groups were emailed and asked to publicize it.

Education (Jennifer Brannock)

Goals for 2014-2015 (with status):

- Create and add to a governance document repository.
 - Added numerous documents to the repository over the year. Will continue in 2015-2016.
- Advocacy workshop
 - Due to a lack of people who attended SAA's advocacy workshop in 2014, creating a widespread advocacy training opportunity wasn't feasible.
 - Jennifer Brannock did provide an advocacy overview to the Society of Mississippi Archivists board.
- Education Needs Survey
 - Will address this in 2015-2016.

Grant Development (Kristen Chinnery, reported by Amanda Focke):

- Reviewed year 2 goals: develop an online resource that will make regionals and their members aware of grant opportunities at the federal and regional level (**completed**).
- Year 3: foster collaborative grant writing projects among RAAC participants
- Grant Resource Guide
 - The guide is divided into two parts – national and state/local
 - 27 states are currently represented: Alabama, Arizona, California, Colorado, Georgia, Hawaii, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Texas, Utah, Washington, Wisconsin
- Next steps: continue to add resources, especially for states that are not represented; establish a schedule for verifying that information and links for existing resources are current.

Public Awareness (Daniel Alonzo)

- The subcommittee's first goal was make list of known venues for articles and create a plan for who will write articles and what they might highlight (re: the regionals and the RAAC); execute plan. Add links to such newsletters to the Directory as appropriate. Might include non-archival groups such as AAM, ALA, RBMS, etc.
 - Accomplished but embargoed until we can determine the best format to present the information online.

- The subcommittee's second goal was to review the ribbon badges (75 created for \$50, all gone) and bookmarks (550 - with significant leftovers) that we made for SAA this year and determine how we can we carry forward this work next year.
 - Purchased but not used in Cleveland; the market for flair is so saturated that most of it is ignored.
- The subcommittee's third goal was to determine a format, schedule, and authors for our "regional of the month" [RAAC facebook](#) post.
 - From scheduled to ad hoc in about 6 months. Fodder for posts can easily be gathered here :(30 second load time, be patient)
<http://www.archivistsofcentraltexas.org/news/facebook-aggregator/>
 - Add a couple of followers every time we make a post. We are at 310 followers as of the RAAC meeting.
- The subcommittee's fourth goal: short article, Facebook post or blog post written, based on Maine's economic impact, about developing advocacy resources for regionals, ways for regionals to share ideas- touch base with Advocacy (need to clarify this note from the meeting, Daniel to touch base with Marcella)
 - Wrote a short article about RAAC itself; placed it in 17 newsletters (print and online).

Public Awareness will take over the management of the micro-site and will accomplish the following two goals over this year:

- Provide a press release template to regionals on "what are archives?" or "what do archivists do?"
- Provide online resource for cultivating press / media contacts

Directory (Casey Westerman, reported by Amanda Focke)

- There are currently 50 US Regional, State and Local Archival Organizations listed in the directory, up from 48 at this time last year.
- Los Angeles Archivists Collective and Portland Emerging Archivists are the new groups in the directory; no groups have been removed from the directory in the last year.
- 26 of the groups have updated their information via email or survey response in the last year, and of the remaining 24, all have been updated from information on the groups' websites, with the following exceptions: New England Archivists of Religious Institutions and Tri-State Catholic Archivists, neither of which have websites.

Advisory Boards (Amanda Focke)

- See attached report

RAAC/SGA symposium in 2016

- Rachel Chatalbash reported that RAAC and the Society of Georgia Archivists will be organizing a full-day symposium on the regionals.
- It will take place on August 2nd in Atlanta. Please save the date.
- All subcommittees will be involved with planning for the symposium.
- Sessions will focus on topics relevant to the regionals and could include panels, workshops, discussion, or alternative formats.

Communication schedule

- Amanda Focke reported that the RAAC Steering Committee meets every other month by phone, minutes go online 1-2 weeks after meeting.
 - **NEW:** Steering Committee to articulate a progress message to go out to RAAC reps for the purpose of going out to their individual members.
 - **NEW:** Subcommittee chairs to send message to committee members summarizing the Steering Committee minutes and including a link to minutes.
- As a reminder, subcommittees should meet at least every other month by phone, just before the next scheduled Steering Committee meeting, discussing progress towards goals and any questions for the Steering Committee who will meet soon thereafter.

Subcommittee breakout sessions

Amanda Focke explained how the breakout sessions would work. Subcommittee chairs were asked to think through the subcommittee members' duties; each subcommittee member should have a responsibility on the subcommittee. The breakout sessions should be used to determine goals for this coming year. The RAAC co-chairs will follow up after the meeting to update RAAC's goals on the microsite.

After the breakout sessions, each of the subcommittees briefly reported back to the larger group.

- Advocacy (Rachel): The group reported back on several ideas ranging from how to develop a RAAC advocacy agenda to identifying non-archives groups across the nation that would be interested in hearing about archival advocacy issues. The subcommittee will follow up by phone to finalize its priorities for the year.
- Disaster Planning (Daria): The subcommittee will continue to incorporate existing resources into the Disaster Recovery Resources microsite. It will also begin creating resource lists to inform archivists about steps they can take to prepare for and respond to climate change.
- Education (Jennifer): The subcommittee discussed the symposium for SAA 2016. There were questions about the content of presentations including whether or not the talks with be reports by RAAC groups or informational programming. The committee agreed that programming would be the most beneficial for attendees. The group discussed goals for 2015-2016, but there was concern that the work may be extensive to complete all activities.
- Grant Development (Amanda): going to keep developing the resource online, and follow up on grant work done by Maine as an example of regionals applying for grants. Also the NYC Archivists Round Table of Metropolitan New York applies for grants regularly.
- Public Awareness (Daniel) & Website (Lynette - not present): Some members expressed interest in adding their newsletter to the list of ones to get the prepared RAAC articles - brought to light the fact that the RAAC rep for an organization might not be the same as Daniel's newsletter contact, then the RAAC rep might not know about any communications between Daniel and the newsletter (the point being the RAAC rep could help push for publication). The group will continue to refine its goals, incorporating the website into its responsibilities.

- Directory & Membership (Casey): Emily Vinson volunteered to take the chair position and transition in with Casey's help.

Wrap-up discussion / questions

NHPRC Presentation - Kathleen Williams (3:00-3:30)

- Showed 7 minute presentation asking for feedback on NHPRC new strategic program (see <https://youtu.be/BV2ZVLupFJ0>)
- She would love to have a letter of support any of RAAC's members by September 15th. The RAAC co-chairs will send out a reminder to the RAAC representatives.

Attachment 1:

RAAC report re Advisory Groups, August 19, 2015

Amanda Focke, RAAC co-chair (through Aug. 2015) and Advisory group lead

The following three groups have approached RAAC for a member to serve on their Advisory Boards and related Task Forces. I have served in this role for 2014-2015 and will carry on in 2015-2016.

Coalition to Advance Learning in Archives, Libraries and Museums

The purpose of the Coalition is to work in deliberate coordination across organizational boundaries to devise and strengthen sustainable Continuing Education and Professional Development (CE/PD) programs that will transform the library, archives, and museum workforce in ways that lead to measureable impact on our nation's communities.

The working group to develop CE/PD content has framed an IMLS grant application, but needs an organization to apply for it. SAA can't right now because they have 2 proposals going in – perhaps next cycle, but would be great to have a co-applicant from the museum or library sector.

The working group for community building / communications, that I work on, is currently signing a contract with a design firm to revamp the Coalition website and make it more functional for members and the wider public. The web redesign will take place now through October 2015. It was determined we couldn't pre-pay a webinar platform with the existing funds but if a specific webinar platform need arises, something can be figured out hopefully through OCLC (the admin home base for the Coalition). <http://coalitiontoadvancelearning.org/>

Meeting frequency – full convening every other month, working groups meet as needed, often every 2 weeks. Time commitment currently = 8-10 hours / month.

Nexus II grant (IMLS grant) advisory board / Evaluation Task Force

The Nexus projects address the need for documentation of existing practices, cross-germination across leadership training groups, and the creation of a strong, extensible foundation to train and evaluate boundary-spanning leaders in archives, libraries, and museums.

There is a general Advisory Board, and Task Forces including

- Roadmap Development Task Force (essentially completed work in 8/2015)
- [Leadership] Curriculum Development Task Force (active now-8/2016)
- Evaluation Development Task Force (active now-8/2016)
- Network Task Force (to form in 2016)

The Evaluation Task Force which I work on is offering feedback on the Roadmap Task Force's leadership training "roadmap" in preparation for the creation of an RFP. The RFP would provide the framework for a vendor to create the evaluation tools / instruments for use with the leadership

courses being developed. The evaluation tools will look at the short term / individual benefit, medium term / institutional benefit and long term / larger field or cross-field benefits of the leadership training. Meeting frequency – full convening monthly, plus task force meetings every 2 weeks, plus extra time for task force work. Time commitment currently = 8 hours / month.

<http://educopia.org/research/grants/nexus-ii-leading-across-boundaries>

Mapping the Landscape (IMLS grant) advisory board / Survey Task Force

Documenting the continuing education and professional development needs of staff in and across cultural memory institutions.

The Survey Task Force developed an RFP for a vendor to create surveys to be used to gather info on ce/pd needs across the 3 sectors of libraries, archives and museums. In July 2015, True Bearing was chosen as the successful vendor, and in August 2015, the survey development is beginning.

Meeting frequency – full convening monthly, plus task force meetings every 2 weeks, plus extra time for task force work. Time commitment currently = 4 hours / month, but likely to increase.

<http://educopia.org/research/mapping-the-landscape>