

Thursday, November 12 @ 12pm PST, 1pm MST, 2pm CST, 3pm EST

Zoom link: (in email-- contact [kelly.wooten@duke.edu](mailto:kelly.wooten@duke.edu) if you need it)

**Agenda:**

**Note taker:** Erin Baucom (Notetaking will rotate alphabetically by the names on the roster.)

**Icebreaker:** One word on how you are feeling today, then pass to the next person

**Topics:**

*Approve minutes from Oct 1, 2020 to share with leaders list-Tammi Kim*

- There will be a running minutes document for the entire year. Each month, the previous month's minutes will be approved, extracted and made a pdf to be shared with leadership.
- Note takers will be the next person on the committee (alphabetically), they may pass on taking notes for any reason with no penalty.
- There were no additions or corrections to the October minutes and they were approved via consensus.

*Updates from Council-Ricky Punzalan*

- Council will meet next Friday, the largest item on the agenda is that the Council will be looking at SAA's strategic plan ([www2.archivists.org/governance/strategic-plan](http://www2.archivists.org/governance/strategic-plan)). Many sections do not often pay attention to the Strategic plan but this is how the entire organization moves forward so please review the plan before the meeting and contact Ricky with any comments or concerns. Using the strategic plan as context for funding requests is a good way to better your chances for actually achieving the funding. The strategic plan is quite broad so it is easy to put specific projects within its overall categories but this needs to be done through our Council Liaison Ricky Punzalan.
- Ricky mentioned he could suggest that the discussion of the strategic plan could be put off until the report on the annual meeting listening session regarding black lives and archives is ready for general review.

*Black Lives & Archives next steps- Kelly Wooten*

- The July 24th Black Lives & Archives forum minutes were made into a PDF and collated into one document. This has not been done for the August 7th meeting. Each set group of notes needs to be saved as a PDF to preserve transparency and authenticity. Then all of the different group notes need to be combined into one document based on what was discussed in each group. After the information has been collated, they need to be analyzed and a report written to disseminate to the wider SAA community.
- Christina Bleyer, Rose Buchanan, Teresa Mora, and Brenda Marston volunteered to help with the project.

- Kelly and Tammi will assign the volunteers a paragraph, once the volunteers have finished Kelly and Tammi will follow up on next steps re: analysis and reporting out.

Case studies- *new submission to be reviewed-Kelly*

- Need 2 reviewers: Erin, Rose
- The instructions for reviewing a case study are available by the link above

**Reports or announcements from other constituent groups-All**

- Membership Committee - the mentoring program is getting a redesign on how mentors are solicited and making sure that the mentors are diverse. The Membership Committee would like the Diversity Committee's feedback on the form new mentors fill out to make sure it is as accommodating as possible. The Diversity Committee should see this new form sometime after the Membership Committee's December meeting. The career center is going to move a lot of its services online after the success of the first virtual conference. There are going to be quarterly member surveys going forward, the first one was about membership dues. The Diversity Committee could use the survey mechanism (three questions or less) to gather information from SAA members more broadly.
- SAA's annual meeting will be in part onsite in Anaheim, CA (as of right now) - Tammi suggests we try to start thinking about how that Diversity Forum will look so we are as intentional in our planning as possible.
- Next Meeting is scheduled for December 10th - this meeting will focus on getting through the Archives for Black Lives material. Therefore the data should be collated a week before the meeting to give the committee members time to review everything before the meeting. Kelly will schedule a check-in for the group working on the collating of the notes.