**SAA ARCS Steering Committee meeting minutes**

March 12, 2024

Present: Erin Louthen (chair), Beaudry Allen (vice-chair), Mary Grace Kosta, Trevor Alvord, Rhiannon-Allen-Roberts, Thomas McCullough, Michelle Ganz (board liaison)

**Order of business**

1. Approval of meeting minutes from last meeting. Passed.
2. Nominations for Secretary. Elaine Nadeu has resigned for personal reasons. There was one nomination received for the position. The ballot has been prepared and given to Tom for the microsite. Thanks to Mary Grace, Tom, and Michelle for doing this work on the special election.
3. Update on Models and Resources Committee. Webinars and chat sessions are scheduled with guest speakers throughout the year until October 2024.
4. Survey of religious archivists. The survey questions were reviewed and there was some discussion on how to do the sampling. It was agreed that everyone who sends out the survey will note where it has been sent on the Google doc so that later analysis will be more accurate. It was decided to give the survey a two-month window, although Trevor will check with their assessments librarian to see if this is viable. Mary Grace can check with Emily Lapworth from SAA Dataverse if she is willing to meet with us. It was decided to wait until July 1 to enter the survey into a survey instrument because Mary Grace will be available to do this at that point, and then we can test the survey before sending it out. It will record the time it takes us to do it if we use Survey Monkey. Michelle will check if we can use the SAA Survey Monkey.
5. Annual general meeting. Since we won’t be able to present the survey results at the AGM in July, it was decided to have an open forum with some discussion questions and a moderator (not a panel).
6. Other business. No new business to discuss.