

**Acquisitions and Appraisal Section Steering Committee Meeting**  
**10/04/2017, 3:00 p.m. Central**

**Present: Cliff, Marcella, Pat, Bethany, Kathi, Julie, Kira**  
**Not present: Denise, Lily**

- I. Welcome and any necessary introductions
- II. Upcoming deadlines
  - A. Notice to section membership about minutes from section meeting and steering committee meeting ASAP - **Action item:** Cliff will send out notice of minutes from the section meeting and steering committee to the A&A section listserv as soon as possible.
  - B. Agenda items for fall Council meeting (November) due this month: nobody had any suggestions when discussing this agenda item. Later in the meeting, we discussed bringing up the SAA Internship issue with Council at their November meeting.
  - C. Submit section meeting proposal by 3/1 - Since next year's meeting is the joint COSA/NAGARA/SAA meeting, the Steering Committee discussed asking the Records Management Section if they would be interested in partnering with the A&A section. Other options included the new Independent Archivists group or the Archivists and Archives of Color Section. **Action item:** Marcella will contact Eira & Alex, chair and vice-chair of the RM section, to gauge their interest, copying Cliff on the email.
  - D. Funding requests (for period 7/1/2018–6/30/2019) due 3/1 - Could use funding to bring in a speaker, or for other projects the section is working on
- III. Follow up on assignments
  - A. Check with Dalila and Rachel about writing a post for our blog and consider writing Archival Outlook article - Cliff contacted Dalila about writing an article for "Archival Outlook," who had an exchange with Abigail in SAA Publications. **Action item:** Julie will follow up with Dalila whether she's writing something for "Archival Outlook" and put in a plug for writing a blog post for the section.
- IV. Website update
  - A. List of appraisers on website (analytics: <https://drive.google.com/open?id=0B5lLks1KLG79UkxLamd5NWlzZkk>) - From the analytics, it appears most people are finding the page through Google searches. Marcella asked how long the page has been on the microsite; Cliff will ask Denise if she can find out, and Kira pointed out the page was last updated on 2010. Denise had questioned whether we are the appropriate section to host this page and, if so, whether we should be responsible for updating it. The committee were concerned about needing to keep this information updated and how these appraisers are vetted. Julie stated she typically sends people to the American

Society of Appraisers when they request an appraiser. The group suggested adding language to the page, if keeping, that archivists ethically cannot appraise for monetary value and provide a link to this [professional organization](#) for those seeking monetary appraisal. **Action item:** Marcella will draft email to the section listserv letting the group know that we will be taking this page down and placing a link to the society's website instead, sending the draft to the steering committee for feedback. Cliff will email Denise to discuss this work.

- B. Other topics - Julie discussed the best practices subcommittee's wireframe for a section on the microsite for documentation related to collection development policies. She suggested sharing the wireframe with the rest of the steering committee for feedback and then working with Denise and Matt Black at SAA to determine how this will look, what constraints there may be, etc. The rest of the Steering Committee agreed this sounded like a good plan.
- V. Subcommittee reports and current projects
- A. Ad hoc standing rules review subcommittee - Marcella noted there is lots of language to be cleaned up, most of it pretty straightforward, but Kira & Marcella need some feedback from the steering committee. Kira summarized the major questions regarding the intern's role: remain an intern but rebrand as resident or fellow while still making use of SAA's internship program? And/or create an appointed role on the Steering Committee for a new professional? This leads to questions about whether or not to have a social media coordinator as a separate appointed role, or have this student/new professional specifically take on that role. Cliff wondered whether SAA was considering changing their internship program; Kira had spoken with somebody at SAA at the annual meeting about this and it sounded that SAA had specifically chosen to brand it as an internship program to keep it easily identifiable. Julie suggested this might be a topic to bring to the November Council meeting. She also suggested this new professional or intern might be interested in working on different projects or subcommittees; Bethany further suggested a mentorship model where the intern could be exposed to all the work of the Steering Committee. Kathi suggested that the internship role should be able to learn different roles and activities more broadly. **Action item:** Kira will touch base with Felicia about the internship program, as well as confirming formatting required for revisions to the standing rules. Cliff reminded the Steering Committee that revisions are due to SAA by May 1 in order for the section to vote upon the changes in the 2018 elections.
  - B. Best practices subcommittee: Current membership includes Julie, Laura Sullivan, Rachel Rosenfeld, Mat Darby, and Pat Galloway as the other co-chair. Want to have 8 people on the subcommittee - Julie reached out to those who'd indicated interest in joining at the annual meeting, and 1 outright declined, two were unavailable before December/January, two emails bounced back due to poor writing. Julie will try to reach out to those again through seeing if she can identify them on the SAA section roster. The major projects for the subcommittee include

generating resources related to collection development policies and updating and maintaining the Zotero bibliography.

- C. Social media subcommittee: Lily, Kira, and Kathi discussed at their meeting reducing the number of twitter chats to 4 times a year instead of every other month. November twitter chat could be for the fall this year. Planning to stick with the third Thursday; the subcommittee discussed partnering for another twitter chat with the College & University Archives Section as there were leftover questions from the last partner chat. Other sections to partner with who are active on Twitter include Electronic Records Section, Archivists of Color, or the Women's Archivists Section. Stacie Williams would be a good person to talk to with the Women's Archivists Section. Julie also suggested repeating the collection development policy survey chat since we had low attendance for that one. Kathi plans to create a spreadsheet to plan out blog content and Twitter chats in order to plug in items for throughout the year. Cliff wondered whether the social media subcommittee should be renamed to Publicity or Communications or Outreach Subcommittee to encompass all its activities or potential activities, including editorial work and will add this discussion to the agenda for the next Steering Committee meeting. Kathi asked to refresh the look of the blog and to link content more between the blog, Facebook, and Twitter to reach people on their favorite media; everyone on the call agreed this would be a good idea.
- VI. Next meeting - **Action item:** Cliff will send out a Doodle poll in the next couple weeks for everyone's availability for the first week of December.