

SAA I&A Steering Committee Meeting, 2024-09

Date and Time: Monday, September 16, 2024 | 10AM PST/12PM CST/1PM EST on Zoom

Attendees: Holly Rose McGee, Jacqueline Devereaux Asaro, Marissa Friedman, Terri Hatfield, Krystal Appiah, Jen Gathings
Notetaker: Holly and Jacqueline
Absent: Jennie

AGENDA

I. Welcomes and introductions (15 min.)

Chair: Holly Rose McGee, Warner Bros. Discovery

Vice Chair: Jacqueline Devereaux Asaro, Vanderbilt University

Steering Committee:

Marissa Friedman, California State Library

Jennifer Gathings, University of Maryland

Terri Hatfield, Chesney Medical Archives, Johns Hopkins Medicine, Nursing, and Health

Jennie Rankin, Michigan State University Archives and Historical Collections

II. Getting Oriented: Links and Information for New Members (10 minutes)

A. Official I & A Section Sites

1. [SAA Microsite](#)

This is our site that provides access to our section via the SAA interface

2. [Section Mission, Vision, and Core Values](#)

3. [Section Shared Drive](#)

We use google drive to keep information together.

B. Current I & A Outreach Tools

1. [SAA Listserv](#)

Previously a member would post monthly updates to the listserv and this is how we promote events such as the past hive mind.

2. [Section Wordpress](#)

A previous member of the committee kept up the website, but we may need someone to take it over.

3. I & A Gmail Account: archivesissues@gmail.com

C. Current Partners/Affiliated Groups

1. [Committee on Public Policy \(COPP\)](#): Legislative concerns

2. [Committee on Public Awareness \(COPA\)](#): Archives awareness/General promotion

3. [Regional Archival Associations Consortium \(RAAC\)](#): Regional archival groups

These are all organizations affiliated with SAA at this point.

D. Account Passwords

1. [Check here!](#)

III. Ongoing Outreach Activities/Roles (20 minutes)

- A. I & A Blog Coordinator: Marissa
 - 1. Schedule monthly posts (e.g., Steering Shares, Archivists on the Issues, ICYMI)
 - a) We can post a mini background on each steering committee member- especially the new members!
 - 2. Post blogs and notify ListServ about the WordPress updates
- B. I & A Monthly Recapper: - Holly
 - 1. Send Monthly Emails on Committee Work, Blog Posts, and Relevant Activities to ListServ
- C. I & A Liaison/Meeting Minutes: Jacqueline
 - 1. Respond to emails from outside of the Steering Committee (ex. Did this bill pass the house?) – could be as much as 1x a month
 - 2. Take minutes on Google Doc during Steering Committee Meeting and post to microsite
 - 3. General microsite upkeep as needed
- D. I & A Chair/ Vice Chair Responsibilities: Holly and Jacqueline
 - 1. Joint Advocacy Call (1-2 times per year) run by I&A Chair and attended by Vice-Chair reporting back to this group
- E. Hive Mind Coordinator: Holly
 - 1. Decide on a concept (such as deaccessioning, climate change),
 - 2. Post on Listserv to promote it, and other places
 - 3. Write up guiding questions for it
 - 4. Set up the Zoom meeting - facilitate the call for the event

IV. Special Projects and Interests (10 minutes)

- A. [Participate in the Jam Board!](#)
- B. Review bylaws and the microsite, these are two topics that Holly would like to focus on...many have not been updated during the last few years
- C. Possibly write up a contact spreadsheet...such as a Google form to share on the microsite, announcement, and the blog. Possibly resulting in a listserv post for the greater section to contribute information.
- D. Think of advocacy as a way to celebrate small and big wins....for things such as starting digital preservation, hiring staff etc. We can first share our own accomplishments and then we can hopefully get more feedback from the greater organization.

V. Next Meeting and Follow Up (5 minutes):

- A. Marissa will reach out to new members to write up new profiles for the blog
- B. Jacqueline will connect to the microsite and add the meeting minutes
- C. Holly in the next monthly update will provide a link to the allied groups and the advocacy groups as well from the blog/wordpress
- D. Use as a group think about the advocacy efforts that we have...can possibly coordinate a blog post in the future as a series and an open call for more ideas
- E. Brainstorm Hive Mind ideas?
- F. Jacqueline will work on the spreadsheet to send out about contact info