

SAA I&A Steering Committee Meeting, 2024-06

Zoom Link:

<https://rit.zoom.us/j/93569161020?pwd=UktHR3V2eXdkMzJreDJXRjZyMFNVUT09>

Date and Time: Monday, June 24 | 1PM EST

Attendees: Liz Call, Holly McGee, Jacqueline Devereaux Asaro, Marissa Friedman, Krystal Appiah

Notetaker: Holly

Absent: Burkely Hermann, Claire Gordon, Danielle Simpkins

AGENDA

I. Welcomes (5 minutes)

A. Krystal joined. No updates from Council.

II. COPP/I&A Joint Annual Meeting - July 24 from 12-1:30pm (EST)

A. Link to save-the-date announcement we will be sending around:

https://docs.google.com/document/d/1YU_NEF9nPP9N1DIQCMEQq5t-UToONvhQrPS6b5NUJw/edit?usp=sharing

B. **Action Item!** Please share the save the date announcement. Link to list of places to share announcement:

https://docs.google.com/document/d/1dqBES_fbU5jGIB5bOxF21Bj7n3dm9ah3OXqCfyHTxAc/edit

C. What is the purpose of these business meetings? It is a requirement of all sections. For leaders and membership to have some interaction. Historically sometimes included elections, but now most do it online. Sometimes includes discussion of goals for the year, noteworthy news, and often some type of program.

D. Our presentation: review of our Hive Minds, updates we've made to the website, goals for next year: update website, review by-laws, share election results if available. (action item: email SAAgovernance@archivists.org for access to Google analytics for our website - Liz) Questions for our membership: What/how do they use the microsite and what would be useful in the future (Jacqueline will create a survey); ask for Hive Mind feedback and programming requests (Holly will note responses.)

III. Elections

Info from SAA:

Election Timeline + Logistics

Ballots will open on Monday, June 24, and remain open for 3 weeks, closing on Monday, July 15. All ballots will be listed on a common page on MySAA, the SAA user profile space. All ballots for which one is eligible to vote will appear on this page tomorrow.

Please make sure to share the following link in all of your communications:

Ballot Page: <https://mysaa.archivists.org/myballots>

The “View Ballot” link will direct users to the usual SurveyMonkey election ballot. Users must be logged in to access the page. Once they submit one ballot, users will be redirected back to the main page to complete their next ballot.


Election Reminders

Please plan to send regular reminders to your section discussion list on SAA Connect about your election. We recommend sending one reminder each week of the election – for example, on June 24, July 1, July 8, and July 14. (Remember that many members have their emails set to “digest” and will receive your message the day after you send it.)

Election Results

After the election closes on July 15, I will email you the results within a few days. It is the steering committee’s responsibility to interpret and announce the results as you see fit. Once the results are confirmed, please email me with the necessary roster updates. As always, do let me know if you have any questions. Thank you for all of your work to help run a smooth and successful election process this year!

- A. We will need to confirm and report election results back to SAA. - Liz
- B. Would be helpful to have an I&A Leadership Membership folder in Google Drive and we should document who our members are and duration of terms. - Holly - Done, available in the Elections folder:

 Issues & Advocacy Section Steering Committee members
- C. How do we find out how many members we have? Check out how many people are members via SAA Connect, Directory, More detailed search criteria, Fill out “member of group” area and select I&A. We currently have 330 members, but 375 people signed up for the discussion list.