Society of American Archivists
Council Conference Call
January 16, 2015
2:00 pm – 4:00 pm EST

2013–2014 Section / Roundtable Annual Reports (Compiled)
(Compiled by SAA Program Coordinator René Craig)

Index:

Section Annual Reports

Acquisitions and Appraisal Section (Liaison: Mangiafico)

Date: 11/12/2014

Name of Section/Roundtable: Acquisitions and Appraisal Section

Officers:
Virginia Hunt (chair)
Laura Sullivan (vice chair)
Laura Uglean Jackson (immediate past chair)
Adriana Cuervo (steering committee)
Jaimie Quaglino (steering committee)
Bethany Anderson (steering committee)
Heather Soyka (steering committee)
Toni Rhorer (social media intern)
Lisa Mangiafico (council liaison)
Vacant (web master)

Current Membership: 85
Report from annual meeting:
- Number of attendees: 110
- Election results:
  - Vice chair/chair elect: Jaimie Quaglino
  - Steering committee members: Mat Darby and Cliff Hight
  - Web Liaison: Denise Rayman
- Summary of meeting activities: attached

Completed projects/activities: Endorsed two sessions for the 2014 annual meeting in Washington, DC: The section received five program proposals and endorsed the following two[1] (both of which were accepted by the program committee and on the program):

- Session 205: Burning Decisions: Case Studies on Appraisal for Access
- Session 401: Ensuring Access to the Bits: Archival Application of Digital Forensics.

Section Meeting Program: Presenters shared their knowledge and experiences with ingest and forensics tools, website capture, audiovisual materials, email, and developing polices for management and acquisition of electronic records.
o *Presenters:*
o **Skip Kendall** (Harvard University Archives): Web archiving as an outreach and collection development tool
o **Cal Lee** (University of North Carolina at Chapel Hill):   BitCurator talk and demo
o **Donald Mennerich** (New York University): Tools and approaches to appraise and acquire digital archival materials
o **Courtney Mumma** (Artefactual/Archivematica): Archivematica as an open-source digital preservation solution with strong adherence to professional standards and best practices
o **Joshua Ranger** (AVPreserve): Tools, metadata and ingest of audio visual materials
o **Josh Schneider** (Stanford University Special Collections and University Archives): ePADD

Held three steering committee teleconferences: The section's Steering Committee met via teleconference in October, February, and April to discuss ideas and priorities for the year.

Filled position for web liaison: Our web liaison position has been vacant for several years. We have recently appointed Denise Rayman as our new web liaison, and we are looking forward to working with Denise to bring the website up to date. The website has been neglected for the past few years because of the web liaison vacancy and because we have been focusing more on our social media presence. This year we will be concentrating on updating the information on the site and populating it with new content.

Section Newsletter: A Section newsletter was published this summer. We disseminated the newsletter through email and our blog with a PDF attachment. Here is a link to the newsletter: https://appraisalsaa.files.wordpress.com/2014/08/acquisitions-and-appraisal-section-summer-2014-newsletter-1.pdf

Facebook page: We currently have 92 members on our Facebook page. Our fabulous intern Toni Rhorer has been actively populating our page with news, articles and other information of interest to the A&A section membership. Toni will be cycling off her internship in August and the Steering Committee will be looking for a new intern for managing the page.

New blog: *Assigning Value*: In a recent the membership survey, our section members indicated that there was interest in a "question and answer" forum. In response to this, the Steering Committee launched a new blog which provides a forum for discussion of issues and interests

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[1] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

pertaining to the acquisition and appraisal of public records, private papers, and other archival or manuscript collections. Part of the blog contains a "Dear Abby" type forum entitled "Valuable Inquiries." This forum is an advice-column style discussion of acquisitions and appraisal related issues. We hope to feature letters, comments, and conundrums from a variety of different institutional settings and areas. Anyone can access the blog and submit issues for discussion here: http://appraisalsaa.wordpress.com

Ongoing projects/activities: Section Website: Top priorities are basic updates, cleanup and reorganization. These include cleaning up outdated links (e.g. *Guidelines for Reappraisal and Deaccessioning* links to approved guidelines and Task Force), adding a link to the new blog, uploading missing reports, meeting minutes and newsletter, and reorganization of the format of the entire site for easier navigation.

New projects/activities:
- **Updating/Second phase of approval for Guidelines for Reappraisal and Deaccessioning:** The Steering Committee will be working with former chair Laura Uglean Jackson and the Technical Subcommittee for the Guidelines for Reappraisal and Deaccessioning to edit and update the Guidelines, and disseminate them to the community for testing and feedback. This could take the form of a case study and/or session for next year's SAA conference. The group is also discussing sharing the guidelines with local SAA chapters at their meetings for feedback.

- **Section by-law revision:** The group drafted by-law revisions that include changes in the way that the vice chair and co-chair duties are shared/articulated, as well as updates in the language of the by-laws in relation to our "communications." Specifically, the general consensus of the group is that we use "social media" vs. "newsletter" to describe communications and take "newsletter" out of the by-laws. The group also proposed that it be articulated that "communication" be handled by the group (potentially moving this responsibility from the Vice-Chair to entire the Steering Committee).

Initiatives associated with the new 2013-2018 Strategic Plan: Launch of our Blog "Assigning Value" as a resource for the community on issues of appraisal and acquisition of archival materials. It will deliver information and education via methods that are accessible, affordable, and keep pace with technological change (Goal 2); foster and disseminate research in and about the field (Goal 3); and facilitate effective communication with and among members (Goal 4).

<mark>Questions/concerns for Council attention:</mark> Pending bylaw revisions. See above.

Archivists of Religious Collections Section (Liaison: Mangiafico)

Date: 12/08/2014
Officers:
Colleen McFarland, Chair
Anne Thomason, Vice Chair
Terry Reilly, Past Chair

Paul Daniels, Secretary
Joel Thoreson, Jim Havron, Members-at-Large
Wes Wilson, Web Editor
David Kingma, Newsletter Editor
Dee Gallo, Models and Resources Coordinator
Angelique Richardson, Liaison to Standards Committee

Report from annual meeting:
- Number of attendees: 65
- Election results: Wes Wilson, Vice Chair; Paul Daniels, Secretary; Kathy Hertel-Baker, Dee Gallo, Member at Large
- Summary of meeting activities: Minutes attached below.

Completed projects/activities:
- The ARCS Facebook Page launched successfully in an attempt to reach out to its members. (SAA Strategic Plan Goal 1.1)
- The Steering Committee conducted a survey of the membership to find out (1) what topics our membership would like to see addressed at annual section meetings, (2) how ARCS can be of more service to its membership, (3) our membership's communication preferences (newsletter, social media, etc.), and (4) whether our membership would like to reinstate the section reception. Unfortunately, participation in the survey was minimal—we had a response rate of 6%. The responses we received were very thoughtful. However, the non-response rate was far more troubling and revealing than the responses themselves. We heard that some members never received the survey via the listserv, due to technical difficulties that may have been resolved since then. But we do have concerns that members in ARCS are too passive and we are unsure how to get more participation out of our members. At the 2014 Steering Committee meeting in August, we discussed how the best way forward was not to have another survey, but move forward with ideas generated from the Steering Committee and hope to engage the membership through encouraging collaboration and cooperation. (SAA Strategic Plan Goal 4.1, 4.2)

Ongoing projects/activities: ARCS produced two newsletters. (SAA Strategic Plan Goal 4.1)

New projects/activities:
- We reinstated the ARCS tradition of having a reception at the annual meeting. Attendance was not great; however, we plan to continue having receptions and will hope for better attendance next year. We find it hard to find a good time for the reception. (SAA Strategic Plan, Goal #4)
- The nominating committee was determined to have competitive elections for the Members at Large. In recent years members have run unopposed. We were able to find people to run and hope to continue to have competitive elections. (SAA Strategic Plan Goal 4.2)
- We have begun to look at recommending a new SAA Workshop on archival collaboration. The section meeting focused on Feats of Archival Agility in Religious Repositories, and from that we did receive feedback and requests for more on how to engage in archival collaboration, especially for religious repositories. We are looking at

submitting a proposal for a new SAA workshop on the topic. (SAA Strategic Plan Goal 2.2; 3.3)

Initiatives associated with the new 2014-2018 Strategic Plan: See above

Questions/concerns for Council attention: [None submitted.]

Society of American Archivists
Archivists of Religious Collections Section Minutes
Washington, DC
August 14-16, 2014

8/15/14   SAA – ARCS – section meeting

1. Welcome, call to order – Anne Thomason 12:30
2. Approval of Minutes from 2013. Anne called for motion. Moved, seconded and approved.
    2a. Jen Graham: 2015 Program Committee. No theme. Looking for proposals that appeal to a variety. Will be held in Cleveland Convention Center. Don't feel constrained by traditional formats. "Pop-Up" sessions are a new format.
3. Lisa Mangiafico: Council update: HIPA policy brief written. Open to joint meetings with other groups; wrote principals. IMLS looking at continuing ed. In libraries, record management and archives. SAA will continue to host the A&A list not restricted to SAA members to be reviewed at May 2015 meeting.
4. David Kingma: Sister M. Claude Lane award call for nominees. Society of Southwest Archivists sponsors the award for religious collection archivists. Lee ___ announced a call for ARCS members to consider joining International Council of Archives, religious archives section for archivists of faith traditions.
5. Elections to Steering Committee: Members: Kathy Hertel Baker, Sisters of Charity of Nazareth; Dee Gallo, Daughters of Charity. Officers: Paul Daniels, Secretary; Wesley Wilson, vice-chairman.
6. Vice-Chair Report: Ann Thomason gave her report that included a description of the program and the section reception.
7. Dee Gallo: Read Colleen's Chair's report. Steering committee goals mentioned; ¾ of goals were met in 2013-2014. A new logo is now on the newsletter. The editor needs newsletter contributions.
8. Program on Consolidating, Downsizing, and Renegotiating Relationships: Feats of Archival Agility in Religious Repositories
9.
    a. Ann Kenne
    b. Tim Binkley
    c. Russell Gasero
    d. Dee Gallo
    e. Maria Mazzenga
10. Adjourn to reception at 2:00 p.m.

Steering Committee meeting

1. Reception: Try to get SAA to schedule it later, after the business meeting in the late afternoon Friday time slot. 15 attended the reception at the restaurant this year.
2. Service Project: Try to get SAA to schedule it on Weds. afternoon instead of Tues. morning as it was scheduled this year.
3. Program ideas for Wes
   a. Panel of archives users
   b. Archivists representing non-Abrahamic religions
   c. Spirituality in rock and roll or religious music of other types and faiths
   d. Ecumenical Institute of Cleveland as a source for speakers
   e. **Using Commercial Vendors in Digitization Partnerships**
      Ancestry
      Family Search
      Other?
      Couple users of these
      Possible speakers
      > Dale Patterson
      > Lauretta Scheller
      > Craig Bullough of Ancestry
      > Family Search representative

Business Archives Section (Liaison: Kaplan/Vagts)

Date: January 8, 2015
Officers:
- • Chair: Jamal Booker
- • Vice Chair/Chair Elect: Bill Jackson
- • Immediate Past Chair: Steve Hausfeld
- • Secretary: Elizabeth Spatz
- • Editor: Greg McCoy
- • Vice Editor: Sarah Wagner
- • Member-at-large: Jennifer Steinhardt

Report from annual meeting:
- • Number of attendees: 70
- • Election results:
  - o Vice Chair/Chair Elect: Bill Jackson
  - o Secretary: Elizabeth Spatz
  - o Vice Content Editor: Sarah Wagner
  - o Member-at-large: Jennifer Steinhardt
- • Summary of meeting activities: Annual Meeting Minutes for August 15, 2014, are attached.

Completed projects/activities: Our theme for the Business Archives Section Colloquium at 2014's Annual Meeting was "Advocacy in Business Archives". We decided to focus on this topic in light of the surprising decision by Target Corporation to let go of its Archives staff last

year. We discussed and covered ways to advocate for ourselves as Archivists to leadership and associates within our broader institutions. We also hosted a panel discussion on the topic, "External Perspectives in Business Archives", in which Leah Rogers, a Marketing Executive at Nationwide Insurance, Natalie Zmuda, Deputy Managing Editor for Advertising Age Magazine and Richard Gomes, Corporate Knowledge Officer and Director of Culture at Citigroup discussed the value of Corporate Archives from their respective areas of expertise. The conversation was moderated by our own Jackie Reid Wachholz, Director, John W. Hartman Center for Sales, Advertising & Marketing History at Duke University. One of our panelists, journalist Natalie Zmuda, wrote a positive story in Advertising Age that highlights the unique ways Archives enhance the marketing and communications for major brands and the best practice sharing that takes place among corporate archivists. The article can be viewed at the following link: http://ow.ly/B1S1L.

Ongoing projects/activities: We asked our entire membership to review their organization's information on the Business Archives Section Directory on the microsite. This had not been updated in quite some time. In addition to the standard information (name, contact information, website url, etc.), this year we also asked that they provide us with their organization's social media handles, pages, names, etc. so that we could promote our activities in social media and also hopefully learn best social media practices as well.

New projects/activities: We are in the process of exploring Colloquium topics for 2015's Annual Meeting in Cleveland. The leading potential topic at this point is: "Gamifying" your collections.

Initiatives associated with the 2014-2018 Strategic Plan:

GOAL 1: ADVOCATING FOR ARCHIVISTS AND ARCHIVES: The BAS Steering Committee introduced our first version of the "Advocating for Business Archives Toolkit" at our Colloquium, which is available on the Business Archives Section microsite. We shared the toolkit as part of our Colloquium. The intent of the page is to provide Business Archives Section (BAS) members with a resource center to allow development of individualized advocacy plans to avert future issues, and if necessary to successfully "win the day". There is a wealth of advocacy information available, a starting place for members to develop their own policies. Materials listed and provided are not endorsed by BAS, but rather provide solid examples for our members to consider leveraging. We are also considering the adoption of a Business Archives Section Advocacy Committee.

GOAL 4: MEETING MEMBERS' NEEDS: Another focus of our Colloquium was the presentation and a wide-ranging discussion on the Business Archives Section's role in serving our members. Driven out of the theme of advocacy, the survey's intent was as follows: To ensure the Steering Committee is focused on members; To understand members' perspectives on advocacy; and To help guide future Steering Committee efforts on advocacy. This was a very good discussion and has been beneficial in further defining the Section's role of service to our members.

Questions/concerns for Council attention: We have no questions or concerns for Council at this time.

Respectfully Submitted: Jamal Booker, BAS Chair

Business Archives Section Meeting Minutes
August 15, 2014

I.   Welcome and Introduction by BAS Outgoing President Steve Hausfield of Nationwide Insurance

II.   International Council of Archives announcement by Becky Tousey of Mondelez International, Inc.

III. 2014 in review by Steve Hausfield of Nationwide Insurance

   1. Unexpected events in October 2013 of Target Archives closure led to a new focus of Steering Committee

   2. Steering Committee discussed possible response by BAS to closure and the need for actionable advocacy with tangible results

   1. Creation of online Advocacy Toolkit with resources for members to continue dialogue

      with each other outside of meetings

   2. Tools to help future Steering Committees respond to urgent business archives closures

      or threats

      1. Working template for quick response letter

      2. Connect with Issues & Advocacy Roundtable

      3. How do we connect our activities to the public? How are we perceived?

IV. Introduction of incoming Steering Committee members: Bill Jackson of Harley-Davidson (Vice Chair), Elizabeth "Libby" Spatz of Disney Consumer Products (Secretary), Sarah Wagner of Amway (Vice-Editor), and Jennifer Steinhardt of American Girl (Member at Large)

V.   Announcements from Membership and Audience

   1. SAA Public Awareness Committee 2015 by Scott Grimwood, SSM Health Care

      1. Purpose of committee is to develop a new strategic plan to increase public appreciation of archives and archives work. Campaign will communicate to members practical steps to increase appreciation, including successful existing programs. Draft message on new SAA website to address the public is available for feedback. Contact Scott for more information.

   2. 2015 Conference Announcement by Lynn Eaton

      1. Conference will be held in Cleveland, Ohio and will contain no theme. Creative ideas

         with any session model are encouraged. Advocacy and Awareness topics will be given extra consideration. No longer including group endorsements.

         Sessions will be 60-75 minutes in length. October 8th deadline.

      2. New this year will be pop-up sessions, which will be proposed in May – July of 2015.

Rooms will be set aside for these proposed, "last minute" sessions; in addition, rooms will be set aside for on-site, last minute pop-up/group sessions which can be quickly booked on-site.

3. Social event will be at the Rock n Roll Hall of Fame, on Thursday night.

3. BAS 2015 Session Proposals, by Paul Lasewicz, McKinsey and Co. Session ideas generated by BAS members include:

1. Mergers and Acquisitions Best Practices
2. DAM key features, functionality, technologies, and vendors
3. Dark Archives content
4. Corporate Archives in graduate schools- how to educate new archives students
5. How to incorporate storytelling into workflow
6. Including primary sources from the business community in education
7. Advocacy session, using ideas from the BAS Colloquium
8. MPLP in business archives – possible debate format
9. Also included a general discussion on the need for more business archives speakers at SAA sessions, and the limitations of currently encouraged sites such as Google Docs, which many business archivists cannot use. Also, how do we cross-pollinate between ideas?

4. Bill Foster gave an update on his research project on Corporate Archivists and identifying and demonstrating the role we play. Seeking participation from more members for additional interviews, and a general need for more data. Interviews will be kept strictly confidential, and held at the members' convenience.

VI. Advocacy Survey Results.

1. Steve Hausfield shared the survey results with the membership. 62 members responded to the nine question survey to help guide future efforts on advocacy.

1. Results were evenly split across length of career, with 1/3 having 4-10 years of experience
2. 70% of members rated their organization as having 6 (out of 10) commitment to archives program or higher
3. 71% of respondents were most interested in internal advocacy efforts in their business
4. In terms of what members see as the most important role of the BAS, the top 3 answers were ranked as (1) Networking, (2) Continuing Education, (3) Advocacy
5. Members felt most strongly that the BAS should advocate for members and the profession, followed by SAA, "None," and "Regional Group"
6. 85% of respondents stated that the BAS should respond during an archives closure or threat, with responses mixed between public response and a private letter to the company
7. 70% of respondents felt their position would not be compromised if BAS responded to a closure
8. Free text responses showed a wide mix of perspectives, with no consistent theme

2. Sharing of results garnered significant discussion amongst membership

1. Several members disagreed with results, stating advocacy results should not be a blanket decision, and should take numerous factors into consideration, including the relationship of parent companies

2. A larger amount of data was requested; only 62 people responded despite numerous attempts by Steering Committee to actively promote and garner more responses
3. Uniqueness of situation should be considered during future actions
4. General acclimation that SAA should be the public face of a response to a business archives closure, with BAS support/guidance, and no individual member signing a high profile letter
5. Request from membership for continued, thoughtful discussion, and building a business case to SAA for more support of the BAS

VII. Remarks from Chair-Elect Jamal Booker of The Coca-Cola Company
1. Statement regarding the lack of public awareness of business archives, the value we bring,
   and general interest and 'It factor" of corporate archives
2. Interest in more outreach to students and primary source literacy
3. Creation of BAS Advocacy Committee to work with the I&A Roundtable and provide a more active, consistent role for how the BAS approaches advocacy
4. Proposed By-Law change of title from Newsletter Editor to Content Editor in 2015; use of additional social media tools such as LinkedIn and Twitter
5. How to use Advocacy in terms of a ROI justification
6. Announcement of next Business Archives Workshop, with Phil Mooney and Bruce Bruemmer of Cargill as instructors
   1. How can we connect this workshop to more graduate students? Can we create additional educational opportunities through online meetings, webinars, and MOOCs?
   2. Looking for a host for the workshop, particularly a corporation with some public access
7. Announcement/ Update on Smithsonian American Enterprise permanent exhibit on the role of business in society

VIII.   Closing of Business Meeting

College and University Archives Section (Liaison: Zanish-Belcher)

Date: October 10, 2014
Officers:
Zamon, Christina, Chair, 8/16/2014 - 8/22/2015, Emerson College
Ghering, Cynthia, Vice Chair / Chair-Elect, 8/16/2014 - 8/22/2015, Michigan State University
Daniels, Caroline, Steering Committee Member, 8/16/2014 - 7/29/2017, University of Louisville
Goldman, Rebecca, Steering Committee Member, 8/17/2013 - 8/15/2016, La Salle University
Joseph, Benn, Steering Committee Member, 8/16/2014 - 7/29/2017, Northwestern University
Sommer, Tom, Steering Committee Member, 8/11/2012 - 8/15/2015,University of Nevada, Las Vegas
Steele, Jordon, Steering Committee Member, 8/17/2013 - 8/15/2016, Johns Hopkins University
Stefko, Katherine, Steering Committee Member, 8/11/2012 - 8/15/2015, Duke University
Sweetser, Michelle, Newsletter Editor, 8/27/2011 - ,Marquette University
Zachary, Claude, Web Liaison, 8/7/2004 - ,University of Southern California

Zanish-Belcher, Tanya, Council Liaison, 8/11/2012 - 8/15/2015, Wake Forest University

Report from annual meeting:
- Number of attendees: 100
- Election results: Cynthia Ghering was elected vice chair/chair elect. Caroline Daniels and Benn Joseph were elected to the steering committee. The nominating committee was chaired by out-going steering committee member Dan Hartwig.

Summary of meeting activities:
- We began with announcements. Rachel Vagts announced the election results, followed by a brief presentation by Tom Sommer on the Section's initiative to work with the SAA mentoring program to reach out to college and university archivists who might need mentors to walk them through the tenure and promotion process or publishing. We had a report from our council liaison, Tanya Zanish-Belcher. Finally, Kim Sims gave a brief presentation on the SAA 2015 program.
- Jackie Dooley spoke to the Section about ongoing OCLC initiatives
- Chris Prom spoke to the section about publishing and getting through the tenure process.
- The last portion of the meeting the section broke out into five groups and discussed a series of three "Provocative Statements." A member of the steering committee delivered a quick provocative statement and then the groups considered the merits and wrongs of the statement. Each group then gave a quick response to the entire room.
- Statement #1: "The only way to know if a C&U archives is being effective is for SAA to grade them" (presented by Rachel Vagts)
- Statement #2: "Record creators should process institutional records" (presented by Dan Hartwig)
- Statement #3: "The only important institutional records are email of senior leadership and web archives" (presented by Jordan Steele)

Completed projects/activities: Completed the revision and approval of the Section's Best Practices document. We will replace the "Guidelines" document from 1999 with the Best Practices document on our website this fall.

Ongoing projects/activities:
NEWSLETTER/WEBSITE
The Newsletter, edited by Michelle Sweetser, continues to be an active engagement tool for the section. One issue was produced so far this year with one more to be published later this fall. They were published via the section's website by our webmaster, Claude Zachary. We are very appreciative of their on-going work with the section.

MENTOR PROGRAM
The C&U Section is working with SAA Mentoring program to assist College & University archivists learn more about publishing and the tenure and promotion process. Tom Sommer and Carrie Daniels are leading this initiative.

New projects/activities: The steering committee intends to hold quarterly conference calls to work on an agenda of issues for the section. The Steering Committee will determine if there are any new initiatives that need to be addressed through the course of these meetings.

Strategic Priority – Technology Initiatives: None

Strategic Priority – Diversity Initiatives: None

Strategic Priority – Advocacy/Public Awareness Initiatives: Section may look at ways that we can create additional awareness of the need for records management planning for institutions.

Initiatives associated with the new 2013-2018 Strategic Plan:
Our advocacy initiative will align with Goal 1: Advocating for Archivists and Archives
Our mentorship initiative will align with Goal 2: Enhancing Professional Development.
Our best practices initiative will align with Goal 3: Advancing the Field.

Questions/concerns for Council attention: None at this time.

Description Section (Liaison: Landis/Roth)

Date: 11/10/2014
Officers:

• Kira Dietz (Chair)	2013-2014
• J. Gordon Daines (Vice Chair)	2013-2014
• Patricia Retting (Secretary)	2012-2014
• Jennifer Meehan (Immediate Past Chair)	2013-2014
• Elizabeth Nielsen (Web Liaison)	2011-2014
• Olga Virakhovskaya (Newsletter editor)	2011-2014
• Jaime Margalotti (Member-at-Large)	2012-2014
• Audra Eagle Yun (Member-at-Large)	2013-2015
• Bill Landis (Council Liaison)	2011-2014

Report from annual meeting:
- Number of attendees: Around 40 people
- Election results:
  - Jennifer Mitchell (LSU), Vice Chair/Chair-Elect
  - Katrina Windon, Secretary
  - Tracy Jackson, Member-at-Large
- Appointments: Javier Ruedas, Web Liaison
- Summary of meeting activities: See minutes available at:
  http://www2.archivists.org/sites/all/files/Annual%20Meeting%20Minutes,%202014-8-14.pdf

Completed projects/activities:

- The 2014 Description Expo: Vice Chair Gordon Daines worked hard to solicit projects, but we received no submissions this year.
- The section reviewed and endorsed proposals for the SAA 2014 annual meeting.[2]
- The section published two issues of the newsletter *Descriptive Notes*:
  - Winter 2014: http://www2.archivists.org/sites/all/files/winter14.pdf
  - Summer 2014: http://www2.archivists.org/sites/all/files/summ14.pdf

Ongoing projects/activities: [None submitted.]

New projects/activities: Chair and Vice-Chair consulted with leadership of the ATART (now CMTRT) regarding their change in name, new goals, and new mission. CMTRT leaders wanted to make sure their new mission did not interfere or overlap too much with the mission of Description Section. We felt that their new mission, focused on collection management tools, would be an excellent complement to the section focus on larger description issues.

2010-2013 Strategic Priority – Technology Initiatives: [None submitted.]

2010-2013 Strategic Priority – Diversity Initiatives: [None submitted.]

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: [None submitted.]

Initiatives associated with the new 2013-2018 Strategic Plan: [None submitted.]

Questions/concerns for Council attention: [None submitted.]

Respectfully submitted, Kira A. Dietz, Chair for 2013-2014/Immediate Past Chair for 2014-2015
November 13, 2014

Electronic Records Section (Liaison: Pyatt)

Date: 6 November 2014
Officers:
      Chair: Martin Gengenbach, Gates Archive
      Chair elect: Daniel Noonan, Ohio State University
      Steering Committee:
      Nat Wilson, Carleton College
      Wendy Hagenmaier, Georgia Institute of Technology
      Lawrence Giffin, State Archives of North Carolina,
      Riccardo Ferrante, Smithsonian Institution Archives
      Mark Matienzo, Digital Public Library of America
      Erik Moore, University of Minnesota
      Lynda Schmitz Fuhrig, Smithsonian Institution Archives
      Rebecca Schulte, University of Kansas

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[2] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

Seth Shaw, Clayton State University

Report from annual meeting:
- Number of attendees: 55 (estimated)
- Election results:
  Elections held online. Candidate information can be found at:
  http://www2.archivists.org/groups/electronic-records-section/ers-2014-election-information

Summary of meeting activities:

Tim Pyatt - SAA Council report and recent news

Ricky Erway - OCLC research report

Sharmila Bhatia - SAA Annual Meeting 2015 Program Committee

Erin O'Meara - iPres conference and Digi Pres Drop-In Center

Nat Wilson - Section business and accomplishments in 2014

Unconference breakout groups

- Do things being born digital allow us to collect items we would not have previously? (Dan Noonan)
- What are the archives and records management issues associated with big data? (Glen McAninch)
- Descriptive metadata created by the archivist: how sustainable is this method for the future of electronic records? (Nat Wilson)
- PII identification and remediation (John Rees)
- Policies re: E-records (Cynthia Ghering)
- NARA's Minimum Metadata Requirements (issues of getting metadata from record creators) (Meg Phillips and Seth Shaw)
- ERS blog discussion and brainstorm (Martin Gengenbach)

Completed projects/activities:
- January 2014: ERS met to discuss the purpose and direction of ERS activities for 2014
  - Reviewed 2013 ERS/MDOR survey results
- April 2014: Electronic Records Section/Records Management Round Table joint Webinar on email management for archives and records managers
  - Recording available: https://www.youtube.com/watch?v=DtoSVprvhtQ

Ongoing projects/activities:
- The majority of 2014 activities have been devoted to the development of a platform for the ERS to engage with its membership and foster communication across SAA component groups and within the archival field.
- The ERS blog (bloggERS!) will serve a variety of purposes, including:
  - news and information aggregator
  - publishing platform
  - forum for discussion and collaboration
- The blog is still developing, with initial posts anticipated for early 2015

New projects/activities:

- The Electronic Records Section leadership and Steering Committee are actively pursuing collaboration with the Electronic Records Committee of the Congressional Records Round Table, including sponsored blog posts and a livestreamed interview
- ERS leadership is also updating the ERS bylaws to account for online voting and to account for steering committee membership revisions, including:
  - Addition of the Communications Liaison, to replace former Web Liaison
  - Addition of the Immediate Past Chair, to provide more structured responsibility around the position of the immediate past chair
  - Other revisions and additions as needed
- The ERS is also analyzing how to best meet the commitments outlined in the 2013-2018 Strategic Plan

2010-2013Strategic Priority – Technology Initiatives: The ERS blog is intended to fulfill the 2010-2013 technology strategic priority. The ERS is committed to using the blog as a platform to disseminate technological guidance.

2010-2013 Strategic Priority – Diversity Initiatives: Nothing to report.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: Nothing to report.

Initiatives associated with the new 2013-2018 Strategic Plan: The proposed ERS blog will align with key goals in the Society of American Archivists Strategic Plan, 2014-2018:
- promoting the value of archives and archivists (1.1)
- delivering information and education via accessible and affordable methods (2.2)
- fostering and disseminating research in and about the field (3.2)
- facilitating effective communication and creating opportunities for members to participate fully in the association (4.1-4.2)

Questions/concerns for Council attention: N/A.

Submitted by: Martin Gengenbach, Chair, Electronic Records Section

Government Records Section (Liaison: Smith)

Date: August 19, 2014
Officers:
Chair, Dave Evans, Liquor Control Board of Ontario (LCBO)
Vice-chair/Chair-elect, Dennis Riley, Brooklyn Navy Yard Development Corporation
Immediate Past Chair, Mark Myers, Texas State Library and Archives Commission

Steering Committee Members:
Christopher Felker, University of California (2012-2014)
Sara Grimm, Wisconsin Historical Society (2013-2015)
Genevieve Preston-Chavez, San Bernardino County Historical Archives (2012-2014)

Report from annual meeting:
- Number of attendees: 62 members attended.
- Election results: We had 9 candidates for 4 seats and all vacancies for the different government sectors were contested. With a slate of strong candidates, the voting was close and included two ties that were decided in accordance with the GRS bylaws. The new members of the GRS steering committee are:
  Casey A. Coleman, National Archives & Records Administration (Federal)
  Jennifer Day, City of Oklahoma, City Clerk's Office (Local)
  Dorothy Fouche, Alabama Department of Archives and History (State)
  Dawn Youngblood, Tarrant County Archives (Local)

  Also, in the tradition of the GRS, by which the individual with the most overall votes is chosen as the Vice-Chair/Chair-elect, Casey Coleman will assume that position.   Furthermore, Dorissa Martinez, Richard Nixon Presidential Library & Museum, was appointed as section Web Liaison.
- Summary of meeting activities: See attached meeting minutes (Attachment 1).

Completed projects/activities: No projects were completed during this reporting period.

Ongoing projects/activities: Dave Evans and John Slate continue work on their local government records projects to identify repositories that maintain local government records in the U.S. and Canada.

New projects/activities: No new projects were initiated during the reporting period.

2010-2013 Strategic Priority – Technology Initiatives: The steering committee explored the possibility of live-streaming the annual meeting, but decided against pursuing this at the 2014 annual meeting. This will be revisited with the intent of live-streaming the 2015 meeting.

2010-2013 Strategic Priority – Diversity Initiatives: The section's Nominations Committee worked hard to recruit a diverse selection of candidates, which was reflected in this year's contested elections. These efforts will continue in 2014-2015.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: None were initiated during the reporting period.

Initiatives associated with the new 2013-2018 Strategic Plan: None were initiated during the reporting period.

Questions/concerns for Council attention: We request that Council approve the section bylaws as amended (attached) which were adopted at the annual meeting (Attachment 2).

Appendix 1

Minutes – GRS SAA August 15, 2014

1. The opening remarks were given by the GRS chair David Evans, with a summary of Section activities over the past year, including the election of new members to the steering committee.
2. SAA Council report (Helen Smith)
   o Helen spoke about the "Terms of Participation" regarding the Listserv
   o The code of conduct for the Listserv will be more prominent
   o One year will be given before further changes to the Listserv participation
   o The council decided against moderation
   o Users of the Listserv are asked to report all violations to the administrator of the Listserv
3. SAA 2015 Program Committee (Sharmila Bhatia)
   o Sharmila said there would be no theme for the Cleveland conference in 2015
   o Also the conference would be held at the Cleveland Convention Center
   o Session proposals should advance advocacy and experimentation
   o Unusual content and format proposals will be accepted but should be justified
   o Sessions will be reduced to 60 to 75 minutes
   o Sections will not be asked for endorsements
   o Members should however work with the sections and the roundtables in creating their session proposals
   o October 8, 2014 is the submission deadline for session proposals
4. Vote on Changes to Bylaws regarding composition of Steering Committee (Dennis Riley)
   o A motion from the floor was given to approve the changes by John Slate Archivist for the city of Dallas Texas. The motion was seconded by Cheryl Stadel-Bevans of HUD-OIG Washington, DC
   o By-law changes were passed by 37 votes with no votes against
   o The vote was taken with a simple show of hands for and then against
5. Local Archival Government Repositories Directory & Survey (John Slate & David Evans)
   o John Slate gave an overview of the directory project
   o A call for volunteers was given for members to help in the formatting and further development of the Directory
   o David Evans gave an overview of the development of the GRS LAGR Survey
   o Questions from the floor were answered by John Slate and David
6. Q&A with Bill Mayer, NARA Executive for Research Services – Bill Mayer found out he had an emergency and had tried to communicate he would not be there but we sadly did not get his message in time.
7. As the new chair Dennis Riley gave further announcements
   o No decision regarding the continuation of certain sections had been decided by the Affinity Group meeting
   o Dennis asked the floor to propose ideas for what the section should do
   o The social media position needs to be filled and there was a call for a volunteer
8. Laura Saegert talked about the Texas State archives preparing to acquire both Governor Rick Perry & the Lieutenant Governor's records -- which apparently under current law do not have to go to the state archives
9. Announcements from the floor as well as questions.

o Two members from NAGARA, one being on the conference Program committee, spoke about the relationship between NAGARA and the SAA.
o Dennis also spoke about what the role of the SAA GRS was in respect to NAGARA and CoSA. It was suggested that liaisons from NAGARA and CoSA could give reports at the next section meeting in Cleveland
o A member from the floor discussed with David Evans the relative merits of a liaison also from the Association of Canadian Archivists.

Appendix 2
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Society of American Archivists
Government Records Section
Mission & Bylaws (as amended August 2014)
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The membership of the Government Records Section is made up of individual Society of American Archivists (SAA) members who are concerned with the administration, organization, and care of the records of government.

I. Membership
Membership in the Government Records Section of the Society of American Archivists is open to any member of SAA who has an interest in government records issues.

II. Officers
The officers of the Government Records Section shall be the chair, vice chair, and web liaison. Only members of SAA and the Government Records Section may serve as officers of the Section.

a. Chair
The chair shall preside at all meetings of the Section and the Steering Committee; represent the Section in its relations with SAA in general and with the Council and other groups within SAA; serve on SAA committees, tasks forces, etc., as an ex-officio member when required or appoint a representative to do so; appoint Section committees as needed; and submit an annual report of Section activities to the SAA executive office after the conclusion of his or her term. The vice chair shall serve as acting chair in the absence of the chair. The chair shall serve for a period of one year.

b. Vice Chair
The Steering Committee shall choose the vice chair from among the Steering Committee members in office after the annual elections. The vice chair shall serve for one year as vice chair, succeeding automatically to the office of chair for the subsequent year. If for any reason the vice chair is unable to succeed to the office of chair, a new chair shall be chosen following the same procedures as for selection of the vice chair.

c. Web Liaison
The Web Liaison shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. The newsletter editor liaison is responsible for issuing newsletters to managing content on the Section membership website and

Facebook page, as well as other social media and communication initiatives undertaken by the Section.

III. Steering Committee
The Steering Committee shall consist of the officers and four at-large members. The at-large members shall serve two-year terms, three members being elected annually.

The profile of the Steering Committee shall consist of at least one representatives each of local government, state/provincial government, and federal/national/tribal government. However, a change in status of a Steering Committee representative shall not require the removal of that member from the Committee, even if that change would lead to an uneven balance of representation. The Nominating Committee Chair (immediate past Chair), as well as the Chairs of the Local Government Records Roundtable and the Congressional Papers Roundtable shall serve on the Steering Committee as non-voting ex officio members.

The Steering Committee shall serve in an advisory capacity to the chair and its members may be assigned specific responsibilities by the chair. The Steering Committee shall plan each annual meeting of the Section.

IV. Election of Officers and Steering Committee

There shall be a Nominating and Elections committee consisting of the immediate past chair of the Section (serving as chair of the Committee) and the three Steering Committee members whose terms are not expiring at the conclusion of the next annual meeting.

The Committee shall solicit from the Section members the names of volunteers or persons recommended for the positions to be filled in the next election. Formal calls for nominations shall be collected by June 1. Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) shall be submitted to the SAA staff by June 15. Supplementary ballot information (e.g., candidate photos, biographies, and statements), if desired, shall be posted to the section website by July 1.

Online ballots containing basic ballot information shall be prepared by SAA staff and made accessible during the first week of July and shall remain open for at least two weeks. Section members who are in good standing on June 30 shall be eligible to vote. Members who join after this date shall be eligible to vote during the following year.

The Committee shall be responsible for ensuring that the number of nominees for membership on the Steering Committee is not less than the number of open positions.

In the event of a tie, the election will be decided by the flip of a coin, with one of the candidates choosing heads or tails.

Elected officers and Steering Committee members shall assume office at the conclusion of the Annual Meeting of the Section.

V. Meetings
The Government Records Section shall meet once a year at the annual SAA meeting at the time and place scheduled by the SAA program committee and executive office. Additional meetings of the entire membership of the Steering Committee may be scheduled by the chair if needed to carry out the business of the Section.

VI. Amendments
Amendments to these bylaws shall be determined by a simple majority of votes cast in a referendum held in conjunction with the Section's annual election. Any member of the Government Records Section may propose amendments to these bylaws. Proposed amendments must be submitted in writing to the chair by June 1. The chair shall distribute proposed amendments to the membership by July 1. Once adopted, new or revised bylaws shall be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.

VII. Vacancies in Office

1. Steering Committee At-Large Members: In the event of a vacancy caused by an at-large member of the Section Steering Committee during a term of office, the Steering Committee shall appoint a replacement. The person designated shall hold the position until the conclusion of the unexpired term.

2. Chair: In the case of vacancy in the office of the Chair, the Chair-elect, when in office, shall assume the duties of the Chair. The Chair-elect shall complete the vacancy and thereafter shall assume his or her scheduled one-year term. When no Chair-elect is in office or if the Chair-elect declines to accept the appointment, the Steering Committee shall appoint someone to carry out the duties of the Chair until the next annual meeting of the Section.

3. Chair-elect: In the case of vacancy in the office of the Chair-elect, the Steering Committee shall appoint someone to carry out the duties of the Chair-elect until the next annual meeting of the Section.

4. Web Liaison: In the case of vacancy of the office of the Web Liaison, the Chair will appoint a Web Liaison, with the advice of the Steering Committee.

Manuscript Repositories Section (Liaison: Landis/Roth)

Date: November 10, 2014
Officers:
Tara Laver, Chair (2014-2015)
Elizabeth Wilkinson, Vice Chair/Chair-Elect (2014-2015)
Chris Burns, Immediate Past Chair (2014-2015)
R. Joseph Anderson, Steering Committee Member (2013-2015)
Kate Colligan, Steering Committee Member (2012-2014)

Cheryl Oestreicher, Steering Committee Member (2013-2015)
Mario Ramirez, Steering Committee Member (2013-2015)
Laura Starratt, Steering Committee Member (2013-2015)
Florence Turcotte, Steering Committee Member (2012-2014)
Laura Carroll, Web Liaison (2012-)

Report from annual meeting:
- Number of attendees: approximately 90
- Election results: Vice Chair / Chair-Elect: Anke Voss (The Urbana Free Library) 2014-2015; Steering Committee Members: 3ennifer Cole (The Filson Historical Society) 2014-2016; Elizabeth Novara (University of Maryland) 2014-2016; and AshleyTodd-Diaz (Emporia State University) 2014-2016.
- Summary of meeting activities:

Minutes
Friday, August 15, 12:30-2:30 PM
Washington, D.C.

Welcome and Introductions
The meeting opened with a welcome and introductions by Section Chair, Tara Laver.

Reports
Nominating and Elections Committee
Committee chair, Chris Burns, announced the election results. He thanked everyone for their participation in the election and announced the new members of Section leadership: Vice Chair / Chair-Elect: Anke Voss (The Urbana Free Library) 2014-2015; Steering Committee Members: Jennifer Cole (The Filson Historical Society) 2014-2016; Elizabeth Novara (University of Maryland) 2014-2016; and AshleyTodd-Diaz (Emporia State University) 2014-2016.

Report from Council
Bill Landis, SAA Council liaison informed the Section of some recent Council actions, including the adoption of SAA's Strategic plan, adopted by the Council in January 2014, which includes Vision and Mission Statements, Core Organizational Values, Goals, Strategies, and Key Performance Indicators. The four main goals of the plan are: Advocating For Archivists and Archives; Enhancing Professional Growth; Advancing the Field; and Meeting Members' Needs. You can see entire 2014-2018 Strategic Plan as Adopted in January 2014 linked here: http://www2.archivists.org/governance/strategic-plan/2014-2018. Furthermore, Landis announced that Council had approved the SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries. Finally, Landis announced that the incoming Council liaison for the Manuscripts Section is James Roth (John F. Kennedy Presidential Library and Museum), who will start his term (2014-2017) at the conclusion of the annual meeting.

Other affiliated groups
Josh Schneider, Stanford University, reported on the development of ePADD, an open source application that allows curators and donors to interact with their email archives. It is a Java-

based appraisal module and Stanford is currently working on the processing and delivery module. Roll-out is expected in March 2015, followed by a two months feed-back period, with the final report due to IMLS in June 2015. For more information see here: http://library.stanford.edu/spc/more-about-us/projects-and-initiatives/epadd-project

Rick Erway, senior program officer in OCLC Research provided updates on ArchiveGrid (a service that aggregates bibliographic records and finding aids describing archival and special collections). She also reported on recent OCLC reports, including the June 2014 report on *Changes in Scholarly Communication*. http://oclc.org/research/publications/reports.html

2015 Program Committee Co-chair, Carl Van Ness, announced that SAA will be meeting at Conference Center in Cleveland in 2015. There is no theme but the Program Committee is very interested in programs that incorporate the topic of advocacy. Group endorsements have been dropped, but Sections and Roundtables can still assist members in crafting their proposals. A new program feature at next year's meeting will be "Pop-Up Sessions" on Thursday and Friday afternoons. Proposals are due October 8 and no extensions will be granted.

Cheryl Oestreicher of SAA's Publications Board invited potential authors to submit proposals for case studies and described the process and guidelines.

Program
The Section Program's first component, Jump In, Too/Two initiative was introduced by Section Chair, Tara Laver, and featured updates from six 2013 and 2014 Jump In TOO/TWO initiative participants: Adrian Hanson (University of Georgia); Ashley Laine Taylor (University of Pittsburgh); Daniel Weddington (College of William and Mary); and Kristen Yarmey (University of Scranton). Two participants from last year's "Jump In" group gave an update on their efforts to address born-digital collections on legacy media: Ashley Todd-Diaz (Emporia State University) and Gloria Gonzales (UCLA Library Special Collections). UCLA provided a useful guide to online image collections, including how to browse or search through content made available by Flickr users who have chosen to offer their work under a Creative Commons license: http://guides.library.ucla.edu/content.php?pid=126509&sid=1116713. Finally, Laver announced book raffle winners, and Aaron Dix, who won the Jump In raffle for the free DAS workshop.

The final item on the program was a presentation by Megan McShea (Archives of American Art, Smithsonian Institution), *Putting Archival Audio-visual material in context*, on their strategies for un-hiding audiovisual material in manuscript collections and to minimize backlog. McShea described the Archives of American Art's project to develop planning tools and guidelines that will guide all processing archivists to process media-rich manuscript collections. This project is funded by a CLIR grant. Drafts are being shared online, and McShea invited attendees to visit their site and give feed-back: http://www.aaa.si.edu/collections/projects/clir

Concluding remarks were given by Chair, Tara Laver.

Completed projects/activities:

- SAA-RBMS Joint Taskforce Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections: Submitted a proposal to Council to develop a standard for quantifying materials in special collections and archives. In October 2013, Martha Conway, Director of Special Collections at the University of Michigan, contacted the section on behalf of RBMS to ask if the Manuscript Repositories Steering Committee would consider proposing the standard since SAA procedures require that requests for new standards come from a component group and we were a logical choice. The RBMS representatives had very helpfully already drafted the proposal, and in early November Chair Laver submitted it. Council approved the idea at its January meeting. The committee has been appointed and is proceeding with its work.

- Jump In, Two/Too: Last year the steering committee of the Society of American Archivists' Manuscript Repositories Section introduced the *Jump In* initiative, an effort to encourage and assist archivists and their institutions to stop waiting and "jump in" to managing born-digital content. The response to and interest in the project was so positive that we decided to organize a second round of the initiative, titled "Jump In, Too/Two." Participants were required to survey their selected collection(s) for legacy digital media and submit their survey, a 400-minimum word essay about the overall efforts, and findings and photographs of both the person who conducted the survey and the objects surveyed. Submitting the required documentation entered them in a raffle to win tuition to a one-day SAA Digital Archives Specialist (DAS) course or books donated by SAA. Twenty-six institutions participated. See minutes above for raffle winners and presenters.

Ongoing projects/activities: "Jump In III" (another iteration of the same project)

New projects/activities: To help provide some resources for archivists who are confronted with patrons for whom cursive handwriting is inscrutable, the section will be initiating a project to identify and compile existing resources about deciphering handwriting.

2010-2013 Strategic Priority – Technology Initiatives: Jump In, Two/Too discussed above.

2010-2013 Strategic Priority – Diversity Initiatives: n/a

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: n/a

Initiatives associated with the new 2013-2018 Strategic Plan: n/a

Questions/concerns for Council attention: N/A.

Compiled by Tara Laver, Immediate Past Chair

Museum Archives Section (Liaison: Huth)

No report received.

Oral History Section (Liaison: Kaplan/Hackbart-Dean)

Date: January 7, 2015
Officers:
- Bertram Lyons, Chair, 2014-2015
- Rachel Telford, Vice Chair/Chair-Elect, 2014-2015
- Cecilia L. Salvatore, Immediate Past Chair, 2014-2015
- Jules Bergis, Steering Committee, 2013-2015
- Sarah-Jane Poindexter, Steering Committee, 2013-2015
- Allison Schein, Steering Committee, 2014-2016
- Pamela Whitenack, Steering Committee, 2014-2016
- Michael San Filippo, Ex-Officio, Newsletter Editor/Web Liaison, 2014-
- Berlin Loa, Oral History Project Co-Coordinator – Post-processing/Custodian of Interviews), 2013-
- Kristi Young, Oral History Project Co-Coordinator – Onsite, 2012-

Report from annual meeting:
- Number of attendees: 80
- Election results:
    1. Rachel Telford, The Library of Congress, was elected Vice Chair/Chair
       Pamela Whitenack, Hershey Community Archives, was elected, member of the
       Steering Committee
    2. Allison Schein, Creative Audio Archive, was elected member of the Steering
       Committee

Summary of meeting activities:

Cecilia Salvatore:
1. Welcome remarks
2. Highlights of section activities, specifically the ongoing oral history project, the endorsement of session proposals for the annual meeting[3], and the identification of an editor for the section newsletter, *Dialogue*, in light of the resignation of Margaret Fraser. *See "Completed projects/activities" and "Ongoing projects/activities" below.*
3. Announcement of Election Results and Welcome to Vice Chair/Chair-Elect Rachel Telford and Steering Committee Members Pamela Whitenack and Allison Schein
4. Welcome to Newsletter Editor/Web Liaison Michael San Filippo
5. Solicitation of and discussion of potential projects and activities for the upcoming year that correlate with SAA's Strategic Priorities

Bert Lyons:
1. Introduction of Oral History Program.
   Presenters were:

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[3] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

Kate Stewart & Guha Shankar | American Folklife Center | Library of Congress:
Presentation on the Civil Rights History Project, an oral history project of 108 video interviews and transcripts. They showed a few clips from the interviews and the related nationwide survey database of oral history collections about the civil rights movement.

Jackie Burns | Office of the Historian | U.S. House of Representatives| Civil Rights Oral History Program: Jackie Burns described the redesign of the Civil Rights oral history page and the exhibit on the House and Civil Rights, which were part of the Civil Rights oral history project of the U.S. House of Representatives.

Jenny Kinniff | Johns Hopkins University: Jenny Kinniff discussed the creation of oral histories by high school and college students as part of a digital humanities project called DigitalDC. This project, the central assignment for an undergraduate history course, required students to identify primary sources and interview individuals associated with specific areas of Washington, DC.

Completed projects/activities:
- The section endorsed one session proposal for the CoSA/NAGARA/SAA Annual Meeting, which was subsequently selected for inclusion in the program. The session was titled, "Spreading the Word: Access to Oral History Collections in the Digital Age." [4]
- The section also sponsored a Brown Bag Lunch/Forum where participants discussed their oral history projects and issues related to oral history archives. Approximately 25-30 people attended this forum.
- At the CoSA/NAGARA/SAA Annual Meeting, work continued with the Oral History Project (co-coordinated by Kristi Young and Berlin Loa) with the oral history interview of Jackie Dooley, outgoing SAA President.
- Upon the resignation of Margaret Fraser in the spring of 2014, the section needed to find a replacement newsletter editor/web liaison. Michael San Filippo was selected as the new newsletter editor/web liaison.
- The Summer 2014 issue of *Dialogue: the Newsletter of the Oral History Section* was published.

Ongoing projects/activities: Continue with the final stage of the Oral History Project. Lauren Kata has the recordings and transcriptions from 2009-2011 and is coordinating the transfer of them to the University of Wisconsin – Milwaukee Libraries, which is the official depository of the archives of the SAA. Kristi Bell and Berlin Loa have the recordings and transcriptions from 2012-2014 and will transfer them to the University of Milwaukee Libraries as well.

New projects/activities:
- At the CoSA/NAGARA/SAA meeting, there was agreement that the section could showcase diverse collections in the section newsletter, *Dialogue.*
- At the CoSA/NAGARA/SAA meeting, there was agreement that the section could hold online workshops on various technology related to oral history.

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[4] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

Initiatives associated with the 2014-2018 Strategic Plan:
- At the CoSA/NAGARA/SAA meeting, there was agreement that the section could showcase diverse collections in the section newsletter, *Dialogue.*
- At the CoSA/NAGARA/SAA meeting, there was agreement that the section could hold online workshops on various technology related to oral history.

<mark>Questions/concerns for Council attention:</mark> [None submitted.]

Preservation Section (Liaison: Baxter/Vagts)

Date: 1/2/2015
Section Leadership as at Annual Meeting (2013/14)
Gina Minks, Chair
Katie Mullen, Vice-Chair/Chair-Elect
Aimee Primeaux, Past President/Nominating
Alix Bentrud, Outreach/Communications co-chair
Kate Elgavaya, Outreach/Communications co-chair
Rachel Onuf, Education co-chair
Jennifer Waxman, Education co-chair
Beth Joffrion, Member at Large
Tonia Sutherland, Member at Large
Dyani Feige, Nominating
Surpiya Wronkewizc, web-liason (Outreach committee)

Report from annual meeting:
- There were 97 confirmed (signed in) attendees at the annual meeting. The program proved so popular that it was standing room only in the session, and there were certainly more than the 97 we were able to capture.
- Election results: Elections were held for incoming chair and member at large prior to the 2014 annual meeting. The 2014/15 Section leadership is as follows:
  Katie Mullen, Chair
  Alix Bentrud, Vice-Chair/Chair-Elect
  Gina Minks, Past President/Nominating
  Gerald Chaudron, Steering/ Education Chair
  Craig Fansler, Steering/Outreach
  Dyani Feyge, Steering/Program and Nominations
  Rebecca Elder, Member at Large
  Beth Joffrion, Member at Large
  Rachel Vagts, Council Liaison
  Supriya Wronkiewicz, Outreach committee (Web Liaison)
- Meeting Program:
  Gina Minks (president at the time of the meeting) led a brief business meeting, followed by an update from Terry Baxter, our Council Representative. The rest of the program was as follows:

- o Bill Veillette, NEDCC, discussed IRENE project which is funded by both NEH and IMLS.
- o Karen Cariani, WGBH, discussed trends in preserving modern video/film related to an NEH grant to WGBH.
- o Carl Fleischauer, Library of Congress, discussing preservation of sound recordings, the FADGI program and Sound Directions
- o Holly Robertson presented on the new ALA revision of the former ARL preservation statistics, and how archives might best participate.
- o Robert Horton, IMLS, and Joel Wurl, NEH, will briefly discussed grant programs supporting preservation and the projects featured on the panel.

Completed projects/activities:
- Outreach -- Craig Fansler made a poster for Preservation Week that was shared on the Preservation Section Website
- Disaster relief fundraising - $133.90 raised from donations

Ongoing projects/activities: Listserv/ engagement with membership - This year we tried to revitalize the listserv.

New projects/activities:
- Address Bylaws: in particular, how record retention for the section is conducted & the role of the web liaison.
- Stabilize/ revise Disaster Relief Fundraising effort at Annual Meeting.
- Establish Routine (Monthly) Communication from chair & steering committee to section membership
- Establish projects for volunteers to engage with section work.
- Solicit input from members on annual meeting program presentations, and engage the audience with the presentations.

Initiatives associated with the 2014-2018 Strategic Plan: As mentioned above, two of the major areas of focus for the Preservation Section Steering committee – normalizing and scheduling communications from the leadership to the section and establishing volunteer projects to engage section members, correspond with "**Meeting Member Needs.**"

Our theme for the preservation week poster in 2015 – choosen by a vote of the membership – will be "Being a Preservation Advocate" – this corresponds with the strategic goal of "**Advocating for Archives**". This will be our fifth year producing a poster. Craig Fansler is soliciting section member stories to illustrate this theme. These stories will describe preservation advocacy within the realm of:
- finding and working with a local group
- enhancing a sense of community
- working collaboratively
- rescuing local treasures
- protecting memories of people, places or events
- education

Related to the goal of "**Enhancing Professional Growth**," our program chair is soliciting member feedback about presentations to be held during our business meeting which will best meet member's educational needs. We are also investigating format possibilities – such as lightning talks – which will allow the audience at our meeting to participate by sharing their tips or stories related to the educational needs identified.

<mark>**Questions/concerns for Council attention:**</mark> [None submitted.]

Reference, Access, and Outreach Section (Liaison: Baxter/Hackbart-Dean)

Date: November 12, 2014
Officers:
2013-2014
Chair: Mary Manning
Vice-chair/Chair Elect: Lisa Sjoberg
Immediate Past Chair: Jill Severn
Steering Committee Members: Rachael Dreyer, Matt Herbison, Jean Green, Jodi Allison-Bunnell
Communications Liaison: Greg Kocken
Web Liaison: Shaun Hayes

Report from annual meeting:
- Number of attendees: approximately 130
- Election results:
  - Vice chair/chair elect: Rachael Dreyer,
  - Steering Committee members: Alison Stankrauff, Erin Lawrimore

Summary of meeting activities:
- Mary Manning, chair and Program Committee chair, called the meeting to order
- Jill Severn, immediate past chair and chair of the RAO Nominations Committee, announced new steering committee members and vice chair/chair elect
- Audience directed to the RAO summer newsletter for reports on all the committee and working groups and information about how to get involved in them
- Lisa Sjoberg, vice chair and incoming chair, recognized current officers, steering committee, and committee chairs
- Outgoing members thanked
- New Access to Electronic Records Working Group shared their charge and made a call for membership
- Marketplace portion of the meeting introduced; it was an hour long and contained the following six booths, which were 20 minutes apiece, so each participant could choose three to attend.
  - Scaling the Ivory Tower: Faculty Outreach at Colleges and Universities
  - Broad Collaboration, Narrow Focus: Strategies for Effective Social Media Outreach
  - Oral History Core: Ensuring Access to Personal Narrative (Through Metadata)
  - Let's Get Digital: Providing Access to Born-Digital Records
  - How I Saved History (and Am Milking It for All It's Worth): Making Historic State Law Free Online
  - The Numbers Game: Tools for Tracking Reference Statistics

- o The Marketplace also included a virtual "Ideas Bar" via Twitter and a "Seed Swap," which allowed participants to put their name into envelopes labeled with topics that they were interested in learning more about.
- o Meeting participants were informed that a survey about the Marketplace would be distributed after the meeting. The survey was distributed via the RAO listserv and social media.
- o Facilitated Plus/delta activity

  Plus
  - ▪ Good number of vendors
  - ▪ Good variety of topics
  - ▪ Narrowness of topics helped people focus on their interest areas
  - ▪ Handouts/take-aways were helpful
  - ▪ Networking/discussion time was better than just a business meeting
  - ▪ Assessment of Marketplace was good
  - ▪ Strong presenters
  - ▪ Flexibility to come and go was appreciated

  Delta
  - ▪ Would like food and beverages
  - ▪ Make the subject matter/topics more obvious through signage or handouts
  - ▪ Have a directional handout available
  - ▪ Make sure there are enough chairs
  - ▪ Limit presenters to 5 minute intros and then open discussion
  - ▪ Space

Completed projects/activities: The Access to Electronic Records group was founded in the spring, and administrative sections for all committees, working groups, and task forces were added to the RAO microsite to provide a place to track our activities and share documents.

As most of RAO's projects/activities are completed through the work of our committees, liaisons, task forces, and working groups, the reports included below outline the work of our section and detail completed projects and activities.

The Program Committee Report, submitted by Mary Manning, chair
The program committee met throughout the spring and summer, calls for proposals for the Marketplace were coordinated through the Communications Liaison, proposals were collected and presenters selected by committee members. The meeting was very successful with approximately 60 more participants than last year (close to double). Unfortunately, we did not expect such a large crowd. Subsequently, although we ordered approximately 25 more chairs than last year, seating was inadequate. A report on the meeting is included in the "Report from the annual meeting" section of this annual report (above).Selected results from survey distributed in October 2014. The full results can be accessed on the RAO Program Committee Admin page on the RAO microsite and are available upon request.
- o The survey was completed by 14 people. 8 attended the Marketplace and 6 didn't.
  - ▪ Those who didn't attend cited the following reasons: were unable to attend SAA (4), schedule conflicts (1), the Marketplace topics did not appeal to me (1).

- ▪ Those who knew about the Marketplace in advance found out about it through the following sources: RAO newsletter (2), RAO listserv (3), upon arrival at the RAO Section Meeting (2), SAA Annual Meeting program description in onsite program (1).
- ▪ Asked to rate the program format "informative, effective, and dynamic" (on a scale of 1 to 5 with 5 being the highest rating), 5 participants rated the Marketplace with a 4, 2 participants ranted the Marketplace with a 3, and 1 participant rated it with a 2.
- ▪ Responses to "What aspects of the program worked well:"
  - ➢ Good diversity of topics, but there were not enough chairs to satisfy demand.
  - ➢ The topics were good.
  - ➢ That these were - by design - very interactive. The discussions were super.
  - ➢ Ability to join the meeting partway through because of the format.
  - ➢ I really loved the opportunity to break into small groups and discuss a specific topic.I liked the energy of the forums and the interest of those who came in discussing the different topics.
- ▪ Responses to "What parts of the program could the Program Committee improve?"
  - ➢ The space was much better than previous years, but there were not enough chairs.
  - ➢ An additional format worth considering is a "Hot Topics" Pecha Kucha. This way everyone gets a chance to hear from all the presenters, but the presentations are short and concise so as not to lose an audience. You could also build it so the presenter has 5 or 6 minutes to present and the audience has maybe 10 minutes to react (or if there is no reaction we move on).
  - ➢ A little better organization in the beginning and not asking people to change rooms. 5 more minutes in each booth would have made a difference.
  - ➢ Not enough time allowed at each booth to have a complete discussion.
  - ➢ I think it was confusing where to go and when. Particularly as the acoustics in the room were not conducive to hearing each other - within a group - let alone outside the group - well.
  - ➢ I am not sure. This was my first group meeting and I really got a lot out of it.
  - ➢ I thought that there was just a bit too much going on this year. I've participated in the marketplace before, both as a speaker and a participant. I feel like RAO is growing so much that maybe we could do an informal panel or something to capture the thoughts of the entire group instead of smaller discussions.

Nominations Committee Report, submitted by Jill Severn, chair
The nominations and elections committee began meeting in January 2014 to plan the RAO election for 2014. We set a timetable for the process and distributed the work tasks among ourselves. We advertised through the RAO listserv, the winter newsletter, and the RAO Facebook page for nominations for positions on the steering committee (two positions) and for Vice-chair/Chair-elect.

We received many nominations, and from this pool and verified nominees' membership in SAA and RAO and confirmed that nominees were willing to run. We had two candidates for vice-chair/chair-elect: Rachael Dreyer and Greg Kocken. We had seven candidates for steering committee: Lori Birrell, Rebecca Bizonet, Rebecca Petersen, Erin Lawrimore, Alison Stankrauff, Elizabeth Wilkinson, and Jennifer Mitchell.

The committee solicited bios, photos, and statements for all candidates and prepared an article for the summer RAO newsletter featuring this info and details about the voting process. I submitted the slate of candidates to SAA Information Systems Administrator Matt Black on June 13th and RAO Web Liaison Shaun Hayes mounted the supporting info on the RAO micro site. The election opened the first week in July and at that juncture, we sent a note to the RAO listserv encouraging rampant voting. Following the conclusion of the election, I report the results to the RAO chair and vice chair. Election results:

- o Vice chair/chair elect: Rachel Dreyer,
- o Steering Committee members: Alison Stankrauff, Erin Lawrimore

Web Liaison Report, submitted by Shaun Hayes, liaison

My main efforts over the past year have been updating the RAO microsite with recent committee reports, creating a candidates for those seeking a position on the Steering Committee and developing administrative pages for the various committees and working groups that RAO consists of. On a more general note, I have spent time more thoroughly familiarizing myself with the various intricacies such as Drupal and adding content to the RAO microsite.

Right now, I am in the process of determining the best way to give RAO's various committees and working groups the highest degree of administrative control over their committee pages. I will also be educating the various chairs on how to add content to their pages and other administrative tasks. This process will take time to complete, so I suspect it's something I will be working on for at least part of the next year.

It's difficult to tell what I will be doing with this position in the future, as it is largely a reactive job, by which I mean often times I only have things to do when people give me new things to post, etc. However, as I continue to familiarize myself with Drupal, I am hopeful that I will find new ways to improve the overall layout and navigational prowess of the RAO microsite and continue to provide quick and efficient responses to the section's needs as they arise.

Communications Liaison Report, submitted Greg Kocken, liaison

The RAO communications liaison is charged with communicating important RAO news and information with the section's membership. To accomplish this, RAO maintains a blog, listserv, Facebook account and publishes an online newsletter twice each year. The RAO communications liaison position is constantly evolving. Currently, many social media tools such as Facebook and the blog are managed by multiple individuals. Social media is an increasingly more effective and important tool for RAO.

Accomplishments: Shared news and other announcements regarding RAO activities via social media and listserv. Prepared and published the winter 2014 RAO newsletter in early 2014. Prepared the summer 2014 newsletter for publication in early July 2014.

Recommendations: In accordance with "Communications Strategy Recommendations for Sections and Roundtables" issued by the SAA Communications Task Force in August 2013, the following recommendations are presented:

First, we should be placing our meeting minutes onto our microsite page. This can be accomplished by coordinating with the RAO web liaison.

Second, we should evaluate our social media and listserv presence on a regular basis. As social media changes we need to remain certain that we are reaching our audiences through the channels they prefer. This will be accomplished by the communications liaison.

Third, I recommend we re-instate the RAO internship program. For RAO to strengthen and build its membership we need to increase our presence within social media. Maintaining an active social media presence requires regular contributions and regular contributors. A communications intern would help us to accomplish this goal. Support from the steering committee is necessary for this to be successful.

Goals and Objectives for 2014-2015: First, continue to monitor changes in the social media and communications landscape. Second, increase our presence on social media through a new social media campaign.

National History Day Report, submitted by Shaun Hayes, chair
Over the last year, the NHD has finished extensive edits to the text and layout of our Toolkit. We have also welcomed in new members to the committee. In addition, we have made plans to merge our content with the official NHD website in order to improve its visibility and general appearance.

As of now, we are waiting until the final stage of the NHD competition is over to begin working on moving the content of the Toolkit to the NHD page. This is something we are hopeful will be completed by the end of the year. We are also hoping to create webinars/screencasts to distribute to the state NHD coordinators in order to take additional steps to improve awareness of the information the NHD committee has assembled over the years. The Committee is planning on hosting one live webinar and distributing the screencast before the end of the year in order to take advantage of the time between NHD contests. However, to a certain degree, the timetable for these endeavors will depend on how quickly we can get the content merged on to the NHD website.

Our future plans include continuing to look for dynamic opportunities to promote National History Day, the archiving profession and the content we have created.

Teaching with and about Primary Resources Report, submitted by Jill Severn and Lisa Sjoberg, co-chairs
The RAO TPS committee is on fire with activity! The committee has organized itself around three major activities: establishing governance and leadership guidelines, participating in proposing and developing new standards for SAA, and establishing a blueprint for its future initiatives around the key findings of the major RAO survey and report of 2012/13.

The current co-chairs are Jill Severn and Lisa Sjoberg. Lisa has been collaborating with a small committee of TPS members to propose guidelines for membership and leadership roles in RAO. A preliminary draft is nearly complete, and our goal is to solidify this document by August 2014.

In addition, Lisa has been working with Anne Bahde and Heather Smedberg of the Rare Books and Manuscripts Section of ACRL to propose the creation of Primary Source Literacy Guidelines. A revised draft was be submitted to SAA's Standards Committee June 23, 2014. The goal of these guidelines is to develop a framework for archivists and special collections librarians to utilize in teaching with and about primary sources.

Jill has been coordinating the efforts to construct a blueprint for future TPS work. She sought volunteers for each of the four initiative areas from current TPS members and then invited RAO members who joined the TPS seed packet affinity group on TPS to also join the fun. From each of the four groups, she solicited a volunteer to coordinate and facilitate communication and work on the committee and provided a template for developing an initial proposal report. Four noble souls volunteered, and they and their teams dove into the work. Reports from each of the four groups were due by the first week in June. All reports have been received, and Jill will compile the reports and develop some questions to guide TPS members' feedback.

To make great progress and to allow for the serendipity of face-to-face interactions, Jill contacted SAA staff who very kindly arranged a meeting space for the four teams to gather and thresh the proposals with a goal of coming away with a rough but workable integrated plan that allows for collaboration, cooperation, and innovation among all four projects and their teams. This meeting took place at SAA on Wednesday, August 13th from 1-3pm.

Access to Electronic Records Working Group Report, submitted by Rachael Dreyer and Amy Schindler, co-chairs
Guiding principles for the working group, related to the governance and purpose of the group were drafted by founding group member Greg Kocken and approved by the RAO Steering Committee. The proposal has been reviewed and revised by the RAO Steering Committee. The working group held a virtual meeting after the revised version of the proposal was approved to start working on objectives and ways to move the group forward. We reached out to other SAA Roundtables and Sections to gain buy-in from interested parties and to see if they wished to appoint a member to the task force. Membership was solicited through announcements to the listserv and the annual meeting and through the "seed swap packets" at the Marketplace.

Navigating Minimal Processing and Public Services Report, submitted by Gregory Kocken, chair
Group Objective & Responsibility
To gather and share information on customized levels of processing with particular emphasis on public services. Responsibilities include:
- o Compile bibliography or literature review relevant customized levels of processing proposed by Greene and Meissner.
- o Solicit repositories for processing manuals and other relevant policies from institutions using these processing techniques.
- o Survey archivists regarding repositories' processing and public services practices as appropriate.
- o Summarize and synthesize survey results, processing manuals, literature, and other appropriate resources and information.

- o Propose assessment measures and models to judge the impact of customized levels of processing on users and public service archivists.
- o Offer models, workflows, or other means for public service archivists and other repository staff to benefit collections and users.
- o Ensure ongoing communication within the working group and the larger archival community while work is underway via appropriate means that allows and encourages communication, collaboration, and feedback.
- o Maintain a wiki, blog, Ning group, or other appropriate tool to document the working group's results and progress and encourage collaboration from outside of the working group. Actively participate in reviews of the group's progress and purpose and make recommendations for appropriate further actions.

Working Group's Role
The working group serves an advisory role with its products intended to benefit the larger archival community and users of repositories.

Anticipated Date of Resolution
At the summer 2013 annual meeting of the RAO steering committee this working group was placed into a state of semi-active dormancy. The liaison is responsible for reporting changes to the steering committee and making sure that all of the group's products remain viable.

History
Originally named the Reference/Processing Collaboration Group, the group began work in 2007 as the MPLP Task Force, a small committee of three members of the Reference, Access, and Outreach (RAO) section. The task force surveyed RAO members and found that there was great demand from members for more guidance regarding best practices in regards to minimal processing and public services. Since 2008, the group has slowly moved towards completing the objectives outlined in the group's charge. In 2010 the group's name was changed to "the Working Group for Data-Driven Decision Making in Archives." Following a period of inactivity, the group was reorganized in the spring of 2012 and adopted the working title of "Navigating Minimal Processing and Public Services." In August 2013 the group was placed into a state of dormancy, with a liaison assigned to monitor and update web resources accordingly.

Accomplishments
Over the past year the group has remained dormant. A list of new resources is compiled by the liaison and will be periodically submitted to the web resources site.

Recommendations
Continue in the current, dormant state.

23 Things Report, submitted by Rebecca Bizonet, chair
Since August 2013, our group has completed the following tasks:
- o One new "Thing" was created and posted by team members, a Thing for Pinterest. A few other Things were updated.

- We've confirmed team members' interest and availability in continuing on and have had monthly email discussions on "the State of the Things." There is continuing interest but limited availability.
- We decided to start a new phase that will focus on promotion of 23 Things: the first and main part of this promotional activity will be a "Thing of the Month" campaign.

Currently, we are in discussions about planning and launching "Thing of the Month," which will involve promoting 23 Things for Archivists and the existing "Things" on RAO's Facebook page (and Twitter, too, possibly). There are some concerns about the time and level of commitment involved, and we still have to work out the logistics, but we are on board to do this.

Future plans:
- Launch Thing of the Month by August-September. To this end, we'll work with the communications liaison on planning and coordinating communications for this.
- Review the site and make sure our links still work, especially for the Thing of the Month features.
- By the end of the year, we want to have contacted the Archival Technologies Resources Portal and discussed with them the idea of coordinating or cross-promoting our efforts.
- Continue to place an emphasis on promotion of the 23 Things for Archivists platform and the existing Things.
- Solicit feedback on user experiences with the "Things" (the technology and tools the Things describe).
- In promotion and outreach, focus on students, new archivists, and lone arrangers (those least likely to know about and most need this resource).
- Keep adding new Things, but probably at a slower pace, since we'll be focusing on promotion.
- Try to recruit new team members.

Ongoing projects/activities: Many ongoing projects/activities are detailed in committee reports above. Highlights include:
- The Program Committee will continue with its popular Marketplace of Ideas at its next annual meeting
- The Nomination Committee will continue to solicit a large number of candidates for officer and Steering Committee elections.
- The Web Liaison will continue to work with committee and working group chairs to add content to their administrative pages on the microsite.
- The Web Liaison will continue to find new ways to improve the overall layout and navigational prowess of the RAO microsite and continue to provide quick and efficient responses to the section's needs as they arise
- RAO officers, Steering Committee, and committee and working group chairs will continue to add content to their administrative pages to better document RAO's work.
- The Teaching with/about Primary Sources Committee (TPS) will continue to work with the RBMS Section of ACRL on a Primary Source Literacy Guide.

New projects/activities: Many new projects/activities are detailed in committee reports above. Highlights include:

- The new Access to Electronic Records Working Group will announce how results of the subgroups will direct the future work of the working group.
- 23 Things group will concentrate on promoting their group, particularly to students, new archivists, and lone arrangers (those least likely to know about and most need this resource) through the "Thing of the Month" campaign.
- The RAO National History Day Committee (NHD) will add its Toolkit to the National History website and hopes to host one live webinar.
- The Teaching with/about Primary Sources Committee will hold an "unconference" before next year's SAA annual meeting.

Initiatives associated with the new 2013-2018 Strategic Plan:
GOAL 1: ADVOCATING FOR ARCHIVES AND ARCHIVISTS
Society values the vital role of archives and archivists.
SAA will
o 1.1. Provide leadership in promoting the value of archives and archivists to institutions, communities, and society.
o 1.2. Educate and influence decision makers about the importance of archives and archivists.
o 1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.
o 1.4. Strengthen the ability of those who manage and use archival material to articulate the value of archives.

RAO initiatives that supported SAA Goal 1:
▪ Engaged with our membership, the archival profession as a whole, and society via our communications platforms to advocate for the value of archives.
▪ The RAO Teaching with Primary Sources Standing Committee focused on addressing 4 key findings from its survey on teaching practices with primary sources:
  ➢ Developing and/or identifying techniques for creating interactive instruction experiences.
  ➢ Developing and/or identifying strategies for connecting with faculty/instructors and engaging them in the instruction planning process.
  ➢ Advocating for instruction as a core component of archival work, given that the underlying barrier to successful instruction is lack of time, resources, and/or institutional support. While SAA cannot "wave a magic wand" and create more archivists, it can help archivists promote and demonstrate the value of instructional services to both internal and external constituents.
  ➢ Developing best practices for assessment.

GOAL 2: ENHANCING PROFESSIONAL GROWTH
Archivists have access to the professional resources they need to be successful and effective in their careers
SAA will
o 2.1. Provide content, via education and publications that reflects the latest thinking and best practices in the field.

- 2.2. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.
- 2.3. Support the career development of members to assist them in achieving their goals.

RAO initiatives that supported SAA Goal 2:
- RAO TPS worked on four directives outlined above.
- Expanded Marketplace for Ideas program format and the Idea Seed Swap as contexts for providing inclusive, effective venues for deliberation on the most relevant RAO-related issues of the day.
- 23 Things Initiative supported this standard by adding new descriptions of new Web 2.0 tools.
- Migrated content from external sources to RAO micro site to ensure longer-term sustainability and accessibility.

GOAL 3: ADVANCING THE FIELD
Professional knowledge expands to keep pace with an increasingly diverse archival record
SAA will
- *3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.*
- *3.2. Foster and disseminate research in and about the field*
- *3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge.*

RAO initiatives that supported SAA Goal 3:
- RAO contributed to the SAA-ACRL/RBMS Joint Task Force on the Development.
- RAO Marketplace of Ideas Program provided a venue for presenting and threshing new ideas and approaches in the field related to RAO work.

GOAL 4: MEETING MEMBERS' NEEDS
SAA is an agile association that delivers outstanding service and fosters a culture of participation
SAA will
- *4.1. Facilitate effective communication with and among members.*
- *4.2. Create opportunities for members to participate fully in the association.*
- *4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.*

RAO Initiatives that support SAA Goal 4:
- Marketplace of Ideas format for the program at the Section meeting depends on RAO member volunteers to propose and lead dialogue and deliberation or demonstration "booths," encourages small group deliberation and dialogue, and assesses participant feedback through an evaluation survey
- Use of the RAO listserv and Facebook for formal and informal input on professional and organizational matters as they arise.
- Added administrative pages to RAO microsite to internally document RAO processes for succession planning.

- Offered networking opportunities during the RAO Section Meeting to encourage career growth as well as involvement in RAO and SAA more broadly.
- Provided opportunities for RAO members to participate actively in defined, professional projects through RAO committees and working groups.
- Distributed widely the call for nominations for RAO leadership positions and committee/working group memberships to encourage involvement.

Questions/concerns for Council attention: None.

Visual Materials Section (Liaison: Light)

No report received.

Roundtable Annual Reports

Architectural Records Roundtable (Liaison: Mangiafico)

Date: 6 January 2015
Officers:
> Dana Lamparello, Co-Chair
> Katie Pierce Meyer, Co-Chair
> Sherrie Browser, Steering committee
> Wendy Hagenmaier, Steering committee
> Nathaniel Parks, Steering committee

Report from annual meeting:
Number of attendees: 48
Election results:
- Emily Vigor, Junior Co-Chair, 2014-2016, Collections Archivist, Environmental Design Archives at the University of California, Berkeley
- Suzanne Noruschat,Steering Committee Member, 2014-2017, Architectural Records Archivist in Manuscripts and Archives, Yale University Library

Summary of meeting activities: (Meeting minutes are attached)

The Architectural Records Roundtable meeting consisted of a business meeting where the co-chairs presented election results, announced endorsed sessions[5] or other sessions of interests to our members, the development of an auxiliary website space, and the steering committee's goals for the coming years. A representative from the SAA Program committee attended to update members on changes to the program for next year's annual meeting. The CAD/BIM Taskforce leaders provided an update on their work. The remainder of the meeting was open to an incubator session on born-digital design records, which resulted in a lively discussion. Nancy

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[5] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

Melley (NHPRC), Tom Rosko (MIT), and Inés Zalduendo (Harvard University Graduate School of Design) each discussed tools to use for born-digital design records. Chris Wood (Smith Group), an architect whose firm specializes in archives and libraries, discussed the reality of how design records are handled by architects. He provided practical advice that led to the realization that SAA needs to create guidelines for AIA (American Institute of Architects) to guide architecture firms on best practices for preservation.

Completed projects/activities: Completed mission statement for the Architectural Records Roundtable Steering   committee. Established roundtable goals for 2015, 2017, and 2019. Researched and began developing an interactive website for roundtable users.

Ongoing projects/activities: Development of auxiliary website that will allow for more interaction and collaboration between roundtable members and the broader community. Continue to support and, as necessary, help steer the CAD/BIM Task Force's work to research, innovate, and publish solutions for preserving born-digital   architectural records.

New projects/activities: Work with SAA and other architectural records partners to develop an educational opportunity on the subject of preserving born-digital architectural records. Provide training access to interested parties beyond the confines of the Roundtable and SAA.

Initiatives associated with the 2014-2018 Strategic Plan: Continue to cultivate partnerships with other key SAA sections and roundtables. These alliances will enable us to serve the needs of our increasingly diverse members in a more holistic way. Many of our members are responsible for collections other than architectural records and spend only a fraction of their time preserving architectural collections, so it will be crucial to provide integrated, well-rounded professional development opportunities, resources, and networks.

Establish alliances with architectural records partners outside of SAA (possibilities include: Society of Architectural Historians, American Institute of Architects (AIA), Committee for the Preservation of Architectural Records (COPAR), the Architecture Section of the Art Library Society of North America (ARLIS) , Association of Architecture School Librarians (AASL), and the International Confederation of Architectural Museums (ICAM)).

Questions/concerns for Council attention: [None submitted.]

Architectural Records Roundtable
Annual Meeting Minutes
Society of American Archivists Annual Meeting
Washington, D.C.

Date: Wednesday, August 13, 2014, 3:30pm - 5:00pm
Name of Section/Roundtable: Architectural Records Roundtable
Officers: Dana Lamparello and Katie Pierce Meyer, Co-Chairs
          Steering committee: Sherrie Browser, Wendy Hagenmaier, Nathaniel Parks
Report from annual meeting:
Number of attendees: 48

Election results: New Co-Chair, 2014-2016, Emily Vigor, Collections Archivist, Environmental Design Archives at the University of California, Berkeley. New Steering Committee Member, 2014-2017, Suzanne Noruschat, Architectural Records Archivist in Manuscripts and Archives, Yale University Library

Summary of meeting activities:

- **Welcome and Introductions**: Dana Lamparello and Katie Pierce Meyer
- **SAA Program Committee Reps**
    Group endorsements dropped for 2015
    No annual theme, but rather advocacy for collections
    Shorter sessions – 40-60 minutes
    Pop-up sessions on Thursday and Friday afternoons
    CFP out October 8, 2014
- **2014 in Review**

Developed / Endorsed[6] SAA 2014 sessions
Session 301: Software Preservation Networks: A Model for Long-Term Access to Proprietary File Formats
Friday, August 15 @ 9:15-10:15AM

Session 510: Frameworks for the Discussion of Architectural Digital Data
Friday, August 15 @ 2:45-3:45PM

Session 708: Archivist! Data Librarian! Asset Manager! Do the differences really matter?
Saturday, August 16 @ 10:00-11:00AM

Strategic Planning (missions, goals, duties)

Steering Committee's goals for the Architectural Records Roundtable, to be completed before the 2015 Annual Meeting:
- Create reliable archival supply vendor directory and add to new ARR website.
- Review, update and expand existing Resources list on SAA's ARR site and mirror on other ARR web components.
- Identify and compile current and/or relevant literature on the digital preservation of architectural records with a special focus on case studies and the practical implementation of these recommendations in "average" repositories. Publish findings to ARR web components.

Goals for 2017 and 2019 are also available on the ARR website:
http://www2.archivists.org/groups/architectural-records-roundtable/steering-committee Please take a look and feel free to get in touch with the Steering Committee with feedback, suggestions, and questions.

Auxiliary Website Progress
3 options have been evaluated: Wikispaces, Wordpress,   Google sites

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[6] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

A Google sites space is a work–in progress, as it seems to offer the most functionality we are seeking since it allows for collaboration, sharing of resources, and blogging

CAD/BIM Taskforce report
Taskforce has 28 members total. Co-Chairs: Aliza Leventhal : aliza.leventhal@gmail.com, Ines Zalduendo : izalduendo@gsd.harvard.edu
Bibliography on studies dealing with legal, technical, and curatorial issues related to born-digital architectural records.
http://www2.archivists.org/groups/architectural-records-roundtable/cadbim-taskforce

Advocacy:
Collaborative Preservation Efforts of CAD/BIM Files
Aliza Leventhal at the Society of Imaging Science and Technology Conference   (Washington D.C., April 2013)

Collecting and Archiving Design Materials in a   Born-Digital Landscape
Ines Zalduendo at the Royal Institute of British Architects (RIBA) *Archiving the Digital Conference* (London, October 2013)

Born-Digital Design Records Incubator Session
o   Nancy Melley (NHPRC - Director of Technical Initiatives)
  ▪   STEP Tools, Inc. - Standard for the Exchange of Product Model Data, ISO standard, creating open-source tools to describe how to represent and exchange digital product information(steptools.com/library/standard)
  ▪   FACADE Project (MIT) - facade.mit.edu
o   IAWA - Virginia Tech
  ▪   International Archives of Women in Architecture
  ▪   research prize offered each year
  ▪   provides a biographical database with 2,400 women
  ▪   focus has been on women pioneers, so collection is primarily analog
o   Tom Rosko - MIT, Special Collections/Archives
  ▪   FACADE Project (Future Proofing Architectural Computer-Aided Design)
  ▪   Workflow
  ▪   PIM (Project Information Model)
  ▪   Content Metadata (Curators Workbench Tool)
  ▪   open source
  ▪   describe large amounts of files, apply metadata and link
  •   Preservation (DSpace)
  •   Delivery (Exhibit and Timeline)
  ▪   issue of legality with access to contemporary files
o   FACADE 2
  ▪   MIT and Harvard
  ▪   osc.hul.harvard.edu/liblab/proj/facade2
o   Chris Wood, SmithGroup
  ▪   architect, firm specializes in archives and libraries
  ▪   spoke on difficulty of legally releasing files, technical responsibilities, end user concerns

- issue of needing to verify record formats at the point of acquisition
- need to work with firms to better understand CAD and Revitt
- clients are asking to see the design manual over the CAD/BIM files
- issue of losing the "vision" for a design because it doesn't exist in the model. Files get written over
- firms are PDFing entire projects in case they need to access files 10 years down the road
- SAA ARR should create guidelines for AIA to give to firms to help guide them on best practices for preservation
  - we need a task force to help figure out these guidelines
  - approach database vendors that work between architects and clients since this is where all files are loaded (in the cloud)

Archival Educators Roundtable (Liaison: Huth)

No report received.

Archival History Roundtable (Liaison: Smith)

Date: November 3, 2014
Officers:
> Chair: Melissa Gottwald
> Vice-chair: Cory Nimer
> Steering Committee: Alison Clemens, Eric Stoykovich, Keith Gorman

Report from annual meeting:
- *Number of attendees*: 25
- *Election results*: Vice-chair elect: Alison Clemens; Steering Committee elect: Lorraine Madway, Krista Oldham, Eric Stoykovich
- *Summary of meeting activities*: See attached minutes.

Completed projects/activities: Conducted survey of roundtable members to learn more about member interests and provide direction for roundtable activities

Ongoing projects/activities: [None submitted.]

New projects/activities:
- Sharing information on archival history with roundtable members and other interested parties through social media and other communications venues
- Developing a roundtable-maintained bibliography published histories related to archives

2010-2013 Strategic Priority – Technology Initiatives: [None submitted.]
2010-2013 Strategic Priority – Diversity Initiatives: [None submitted.]
2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: [None submitted.]
Initiatives associated with the new 2013-2018 Strategic Plan: [None submitted.]

==Questions/concerns for Council attention:== [None submitted.]

Archives History Roundtable Minutes
Annual Meeting, Aug. 13, 2014

Attending: Melissa Gottwald, Cory Nimer, Lorraine Madway, Keli Rylance, Kim Efird, Claudia Thompson, David Gracy, Tamara Livingston, Elysia Hamelin, Eric Stoykovich, Philip Eppard, Bob Sink, Jane Zhang, Kella A. Kolar, Rebecca Hankins, Diane J. Ducharme, Alison Clemens, Joel Horovitz, Sebastian Modrow, Pat Galloway, Sigrid McCausland, Robert Riter, Cara Griggs, John Fleckner, Katja Heizing

1. **Welcome and introduction of attendees**
2. **Roundtable business**
   a. **2014 election results**
   The results of the roundtable election were as follows --
   Vice-chair: Alison Clemens (Yale University Library)
   Steering committee member: Lorraine Madway (Wichita State University)
   Steering committee member: Krista Oldham (Haverford College)
   Steering committee member: Eric Stoykovich (Fold3)
   b. **Report on session endorsements for the 2014 Joint Annual Meeting (Melissa Gottwald)**
   It was reported that in fall 2013 the roundtable received five session proposals, and endorsed two of these to the Program Committee. Of these, one was accepted for the Joint Annual Meeting program: "Documenting the Epidemic" (Session 503) [7]
   c. **2015 Program Committee report (Carl Van Ness)**
   Next year's meeting will be held in the Cleveland Convention Center (Cleveland, Ohio), and there will be no theme for the conference. However, the committee is encouraging proposals related to advocacy, collections, and advancing the profession. They are also looking at creative approaches, including alternative session formats. The sessions will be shorter, ranging from 60 to 75 minutes. They also stated that group endorsements will not be available for next year, though component groups were encouraged to work with their members in developing proposals. The call for proposals had been released, with a deadline of October 8th.
   d. **News from SAA Council (Helen Wong Smith)**
   Recent work by the SAA Council was reviewed, including the adoption of best practice guidelines for volunteers and interns, preparing briefs on HIPAA, developing draft guidelines for proposing joint meetings, and updating policies for the A&A listserv. Wong Smith also noted that the Committee on Public Advocacy will be working on surveying and coordinating local activities, and that a joint SAA-RBMS Task Force is working on developing metrics for collections.
   e. **Preliminary report on member/participant survey results (Melissa Gottwald)**
   During July-August 2014 the roundtable conducted a survey of its membership, with 119 individual responses. The survey sought to identify topics of interest to the members, and to help plan out activities for the coming year. Preliminary results suggested that most members do not attend the meetings at the conference, but were interested in receiving information on archival history. Other findings included:
   - Most members were relatively new to the profession (59% < 3 years, 26% 3-5 years)

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[7] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

- Interested in roundtable projects (68% bibliography, 56% online discussions, 48% publishing venues, 33% newsletter, 29% social media)
- Topical interests were wide and varied (ancient archives, theory and practice, regions, repository types, relations to other topical areas, recordkeeping, archives and other cultural heritage professions, history of specific repositories, biography of archivists)
- Steering committee will begin prioritizing projects, developing plans following the conference.

3. **News from roundtable members** Jane Zhang announced that students at Catholic University of America are developing a project to documenting the archival history of institutions, with an initial focus on repositories in the Washington, D.C. area. Information is to be posted to a blog site.

4. **Discussion session (moderated by D. Claudia Thompson and David Gracy)** Gracy and Thompson led a discussion with the attendees about the history of archival repositories, suggesting the need to develop a research agenda that produces detailed histories of how things developed and why. As part of the discussion, vignettes on institutions in Texas, Louisiana, Australia, Wyoming, and elsewhere were presented. A number of research topics were also proposed, including biographical, prosopographical, and economic studies of the profession's development.

5. **Brainstorming for 2015 session proposals** At the conclusion of the discussion, David Gracy proposed that interested members of the roundtable develop a session proposal for 2015 on the history of archival advocacy. Melissa Gottwald suggested that other topics of interest can be circulated via the listserv.

Adjournment

Archives Management Roundtable (Liaison: Kaplan/Hackbart-Dean)

Date: November 26, 2014
Officers:

Sheryl Williams	Chair	8/16/2014 -8/15/2015
Linda Whitaker, CA	Vice Chair	8/16/2014 -8/15/2015
Ann Smith Case, CA	Secretary	8/16/2014 -8/15/2015
Mott Linn, CA	Immediate Past Chair	8/16/2014-8/15/2015
Katherine Crowe	Steering Committee Member	8/11/2012 -8/15/2015
Katie Nash, CA	Steering Committee Member	8/11/2012 -8/15/2015
Lynn Eaton	Steering Committee Member	8/17/2013 -8/15/2016
Caryn Radick	Steering Committee Member	8/16/2014-8/15/2016
Susan Malbin	Steering Committee Member	8/16/2014- 8/15/2017
Daria D'Arienzo, CA	Steering Committee Member	8/16/2014- 8/15/2017
Pam Hackbart-Dean, CA	Council Liaison	8/16/2014 - 8/15/2017
Kate Rogge, CA	Web Liaison	7/9/2008 - 8/15/2015

Report from annual meeting:
- Number of attendees: 45
- Election results: Sheryl was elected Chair, Linda was elected Vice Chair, Ann was reelected Secretary, Daria was reelected to the steering committee

- Summary of meeting activities: attached

Completed projects/activities: Passed along to the Standards Committee with comments "Best Practices for Volunteers in Archives."

Ongoing projects/activities: [None submitted.]
New projects/activities: [None submitted.]

2010-2013 Strategic Priority – Technology Initiatives: We will continue having online elections next year.

2010-2013 Strategic Priority – Diversity Initiatives: We will continue our work on accessibility issues in archives.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: Advocacy and public awareness of archives remains a significant concern to archives managers and, as a result, this roundtable. The program part of the roundtable's annual meeting this year was about advocacy.

Initiatives associated with the new 2013-2018 Strategic Plan: As archival managers we are particularly concerned with advancing the field. In the past few years we have been a part of the approval process for three standards or guidelines. We are very interested in advancing more standards because they guide managers of archives in making wise decisions. We are also interested in enhancing the professional growth of ourselves and those who report to us in our home archives. As a result, we see that as another important area.

<mark>Questions/concerns for Council attention:</mark> [None submitted.]

Archives Management Roundtable Annual Meeting
August 13, 2014, 5:15 pm

Preliminary to the beginning of the program, Mott Linn, Chair of the AMRT, introduced Pam Hackbart-Dean as our Council Liaison.

ADVOCACY FOR ARCHIVAL PROGRAMS - Approaches to Job Creation

Sasha Griffin, Interim College Archivist at Luther College, and coordinator for the Archives Leadership Institute.

Sasha related her own personal story about becoming an archivist, to give us some of the defining lessons that she has learned. In 2008, she began an unpaid internship at the state archives of Ohio, in local government records program. She saw a scholarship opportunity to go to State of Ohio Archivists 2009 spring meeting. She received the scholarship and financial assistance to attend the meeting, and there, she attended a session on digital projects at Ohio State University. She met Laura Kissel, the archival curator at the Byrd Polar Research Center, and the two discussed the possibility for a practicum project. Together they crafted a practicum project involving digitizing and describing artifacts, and the successful completion of the

practicum led to the creation of a part-time, nine-month contract position there at Ohio State. During this time period, she was learning how to do her tasks, but as importantly, she was making a network of professional contacts connections and building relationships.

While at the Byrd archives, she applied for a project position at Luther College. Sasha had a colleague who said that she would put in a recommendation to Rachel Vagts at Luther, and Sasha later learned that several of her acquaintances had put in a good word for her, which helped her application rise to the top of the applicant pool. A telephone interview and second interview followed, and ultimately in December 2010, Sasha began as project archivist at Luther, building the catalog through Archon for an NHPRC grant-funded project. This was a 2-year contract position, not a permanent position.

About this time, Sasha approached Rachel with the idea that perhaps Luther College could be the host for ALI. They worked on a proposal which would benefit Luther, but could also provide additional grant money to fund Sasha's position. Their proposal was accepted, and when Sasha's first grant had ended, the second grant started. It only funded her position for 40% of the time, but the college was able to hire her to start a digital curation program for an additional 35% of the time, thus bringing her to 75% FTE. In order to fill her empty time, Sasha cultivated one of her professional relationships to bring in a small private foundation grant to hire her as a contractor at Vesterheim Archives to continue their cataloging. This grant brought her to full-time, 1.0 FTE, and it helped them to provide better records to increase accessibility and visibility of their archives.

Lessons learned:
1) Have a strong professional network of "archi-friends"; you never know who is going to send you that next job description or grant opportunity
2) Recognize opportunities as they come - don't think of challenges as roadblocks, but as potential sources of inspiration
3) Don't be afraid to think big; ask for a second grant or go for that big project. It won't be a waste of time, and the worst that can happen is that you have gained experience
4) Be a good mentor to others, no matter the longevity of their position. Sasha has found that in addition to advocating for her, her mentors taught her how to advocate for herself, and that's been invaluable. As a mentor, you can give someone else the tools to succeed.

Chrystal Carpenter – Practical Approaches to Job Creation: Building and Sustaining an Archive in a Non-Traditional Setting
Chrystal is Director of Library and Archives at the J. Craig Venter Institute on Genomic Research

JCVI is a not-for-profit research institution focused on cutting-edge genomic research. Their Special Collections consists of personal papers of outside entities moreso than records management and corporate archives. The Special Collections archives has several affinity groups but some that are lacking. The organization has an Education department, a Library (which had been under the education department), Records Management (which really didn't exist), and the Archives.

The Archives started in 2005 when JCVI purchased records from a Nobel Prize winning scientist who discovered the structure of DNA. These were originally put under the purview of the Library, but the people in charge soon retired, so restructuring put the archives organizationally under the Educational Department. The archives was not the primary responsibility of the Educational Department, so for about eight years, not much was done with the materials. Finally, in 2013, they hired Chrystal to run the Archives. Her priorities have been to establish the archival repository, standardizing procedures, doing the nitty-gritty work, and using outreach to entice people to use the collections. She also needed to determine where the Archives department fit into the organization as a whole.

Chrystal undertook these main proactive steps:
1) Immersion in/observation of the organization to learn as much about them as possible. This period enabled her to gain her footing and build her confidence so that when opportunities presented themselves, she was able to communicate in a manner that she knew would be receptive to whomever she was interacting with. Regarding the problems of landing grant opportunities for the archives and hitting roadblocks because no granting agency wants to cover high indirect overhead costs, something that the owner of the company said struck Chrystal as a good mantra: 'a half-empty glass of wine is still a glass of wine." She learned that in order to sustain her archive, she needed to not only look outside at the people which the archive serves, but also to look internally, to fill an institutional need.
2) Advocate internally as often as possible by building relationships within the institution. Schedule and/or attend regular meetings and use the opportunity to talk about your needs. Also, use spontaneous interactions to promote reciprocal relationships.
3) Cultivate synergies and affinities within the organization. With relationships, you create synergies whereby you assist the organization and it benefits your repository as well. If possible, incorporate others' ideas into your projects, and let them know that they've helped you as much as you have helped the institution. Your relationships become inclusive rather than exclusive, supporting the institutional goal and your archive at the same time.

Chrystal told a bit about her job, concentrating on Records Management and the Library. When she was hired in 2013, she found that there was no systematic approach to Records Management, with only spotty participation based on legal necessity. So records management was one area where she saw some ability to sustain the archive, and also the Library. It was about aligning her knowledge and experience with cost savings for the institution, and the synergy that would come from doing that.

Her approach was to create a strategic plan to advocate for her archive, making sure to use language that would resonate with the institution, giving goals that they would like to see. She distributed it for comment, which was actually a good way to help get Development on board. With a records management program in place, Development could use the resulting current information to help support its mission with facts and figures to show the institution's impact. It was also the strategy that Chrystal used to bring in Library resources and to create another soldier in her "advocacy army." Library and archives are a logical fit.

Moving forward, she is going to try to look as challenges as opportunities, and to be optimistic about what can be done. A "half-empty glass of wine is still a glass of wine".

BUSINESS MEETING   5:45pm

Mott introduced Lynn Eaton, who is not just a member of AMRT's steering committee, but also co-chair of the Program Committee for Cleveland 2015 – "Cleveland Rocks". The program committee is very excited about the upcoming meeting. The regular proposal deadline is Oct. 8th. There is no theme, so any topic is fair game.

Kathleen Roe, incoming president for SAA, has a platform for "Advocacy and Awareness of Archives"; proposals dealing with this topic will get special consideration, but all topics, as well as presentation formats, will be considered. The time frames are 60 and 75 minute sessions; they have discontinued the 90-minute sessions.

There are no group endorsements from RTs or sections anymore, per SAA Council. Instead, creators of proposals that are not accepted for Cleveland programming will be encouraged to contact roundtables and sections which might provide an appropriate audience for their program.

One new feature for Cleveland: Pop-ups. The logistics haven't yet been worked out, but the idea is that time will be set aside on Thurs and Fri. at the end of the day to handle topics that come up between October and August, after the program has been set. This is an attempt to be responsive to membership, and to address issues that may crop up after the proposal deadline. Most likely, the procedure would be to contact the Programming Committee directly with a request to address these late-blooming ideas in a Pop-up session. Additionally, rooms will be available for scheduling spur-of-the-moment sessions that may arise out of a roundtable or session meeting, so that an idea may continue to be discussed after the close of the meeting in which it originated. This is in direct response to what the membership has requested in surveys, and is an attempt to be reflective and responsive to members' needs.

Lynn directed further questions to SAA or to herself and Carl Van Ness (the other committee co-chair).

Mott observed that the AMRT had actually gotten its programming for the past several years by contacting the organizers of non–selected program proposals, and inviting them to speak at our roundtable's annual meeting, so it is interesting to see that this will be the approach that SAA is taking, since they are no longer taking endorsements from roundtables and sections.

Mott introduced the new officers of the AMRT:

Leadership:

Sheryl Williams, Chair
Linda A. Whitaker, C.A., Vice-Chair
Ann E. Smith Case, C.A., Secretary
Daria D'Arienzo, C.A. and Susan Malbin, Steering Committee Members (three year terms)
Caryn Radick, Steering Committee Member (filling the last two years of a three year term)
Mott Linn, immediate Past-Chair

Mott announced that in the past few days, Council has approved new Standards and Best Practices for Internships. Our roundtable had approved the proposed standards and best practices.

AMRT then had a discussion to generate proposal ideas for next year. Mott reminded the group that both of the proposals that we had endorsed this past year had been accepted and were scheduled for this meeting. The first is on Thursday at 10am: "Leadership Lessons: Tools to Guide You and Words to Inspire You," and Friday at 2:45pm: "Taken for Granted: How Term Positions affect New Professionals and Repositories That Employ Them." He also pointed out that there are a number of management-related sessions being given this year, and he would love to generate some ideas for management-related session proposals in today's discussion.

One member reported that the Latin American/Caribbean Archives roundtable chair wants to collaborate with us or to have a joint session with us because they're international and perhaps underserved.

Another suggestion was to have a joint RT meeting with SNAP. Mott said that we discussed that last year and have tried to get together with them, but leadership changes led to the suggestion falling through the cracks. We have had a joint meeting before, with Lone Arrangers. Another member said that if we knew better what SNAP was thinking about, it would facilitate our collaborating with SNAP. Mott said that one of our members was currently sitting in on the SNAP roundtable meeting (which was running concurrently with ours) so she should return with a 'scouting report' which will aid us in determining areas best suited for collaboration. Sherry Williams said that at last year's meeting, we discussed internships and SNAP, so there is a lot of interest in working with them. Running a joint roundtable meeting is a fair bit of work, but it can be done.

Possible topics for program ideas #1:

Jordan Steele suggested a session on managing staff with multiple generations of experience. Because archival practice and skill sets have changed, how do you manage people with different skill sets and different approaches to archiving?

Mott noted that in the mid-1970s, most working staff had very little actual education in working with archives – something like only half of the professional archivists had had any training in archival management. In the past 25 years, the profession has improved greatly concerning education and continuing education. Reorganization, especially in libraries, has contributed to people coming into archives without archival experience and training, so managing so many different backgrounds and levels of education and experience is a difficult task.

Perhaps we could organize a session highlighting a few managers of archivists whose staff have come from a library program without archival training, and how best to bring them up to speed, compared with managing newly trained professionals with cutting-edge archival training, and of others with varying levels of backgrounds and education. Ann Hodges volunteered Brenda McClurkin, who is now overseeing librarians and archivists. David Ramsey said that he is in the same situation, with staff of various levels of archival experience. Stephen Logsdon added the

perspective of using different staff with different skill sets, e.g. librarians to help with archival projects.

Possible topic #2:

Conflict Management: difference in communications styles and between generations. One problem is that human resource issues are sometimes hard to talk about, due to anonymity issues and people feeling constrained to talk freely. You can bring in people to talk about these matters, do role play. Maybe a session could have a couple of archivists discussing problems that they face, and then have a professional moderator who wraps things up at the end. Program organizers could contact a Cleveland HR person or someone from a university HR office to be the moderator. Sam Rushay from Truman Presidential Library will work on developing this idea.

Possible topic #3:

Generational issues in general: different perspectives between intergenerational relationships and how people interact as they age. Sherry would like to see a panel where people talk about what it's like to be a younger person or what it's like to be an older person in a workplace, and how those experiences play out. Another conversation might include people who become archivists as a career change – so it's an older person who is new to the profession – this demographic is often ignored. Another conflict may be where newer professionals have knowledge about newer practices and techniques (e.g., digitization, e-records management) that the older professionals might not, so the situation may be one in which the younger professional has to teach 'up' to the older generation, and the older generation may not be receptive to that. Sherry will work on organizing this topic.

Mott encouraged everyone to take these ideas to the listserv to generate other participants and perspectives.

Another suggestion was to offer a Lightning Round on 'Things We Weren't Taught'?
- New managers
- Salary negotiations
- Conflict management
- Interviewing skills for managers
- How to deal with HR issues

Sandra Varry might look into developing a session themed around the hiring process.

Of course, if any of these ideas do not make it onto the SAA program, we would be interested in hearing about them as our roundtable meeting's programming.

The general ARMT meeting ended at 6:51.

Respectfully submitted, Ann E. Smith Case, Recording Secretary

Attended by:

Christina Bleyer, Southern Illinois University - Carbondale
Eric Bluhm, Crawford Media Services
Chrystal Carpenter, J. Craig Venter Institute
Ann Case, Tulane University
Jess Colati, Worcester Polytechnic
Donna Cooke, Colonial Williamsburg
Stephen Curley, University of Arizona Health Sciences Library
Beth Dodd, University of Texas – Austin
Liz Doubleday, Capital Group
John Gartrell, Duke University
Suzanne Gehring, Asbury University
Jon-Erik Gilot, DWC
Adam Gossman, Fuller Theological Seminary
Sasha Griffin, Luther College
E. Haven Hawley, University of Florida
Deborah Kloiber, St. Catherine University
Mott Linn, Clark University
Matt Logie, Colonial Williamsburg
Stephen Logsdon, Washington University St. Louis
Mary Ann Mattis, US Army Heritage Education Center
Donzella Maupin, Hampton University
Brenda McClurkin, UT Arlington
Katie McCormick, Florida State University
Christina Meninger, Pratt Institute
Lisa Mix, Weill Cornell Medical Center
Jenifer Monger, Rensselaer Polytechnic Institute
Katie Nash, Elon University
Marilyn Rackley, Atlas Systems
Caryn Radick, Rutgers University
David Ranzan, Adelphi University
Karen Rice-Young, York College of Pennsylvania
Dennis Riley, Brooklyn Navy Yard
Robert Rubero, Florida State University
Sam Rushay, Harry S. Truman Library and Museum
Stephanie Sapienza, University of Maryland
Jamie Smith, Gallaudet University
David Stanhope, Jimmy Carter Library
Laura Sullivan, Iowa State University
Rachel Vagts, Berea College
Sandra Varry, Florida State University
Susan Watson, American Red Cross
Linda Whitaker, Arizona Historical Society
Sherry Williams, University of Kansas
Kathy Young, Loyola University - Chicago

Archivists and Archives of Color Roundtable (Liaison: Light)

Date: November 6, 2013
Officers:
- **Chair**: Derek Mosley, Atlanta University Center Robert W. Woodruff Library (2012-2014)
- **Vice Chair/Chair-Elect**: Gabrielle Dudley, Emory University (2013-2015)
- **Newsletter Editor**: Raegan Stearns, Southern University-Shreveport (2013-2014)
- **Webmaster**: Harrison Inefuku, Iowa State University (2012-2014)

AACR History Taskforce Members: Rebecca Hankins, Barrye Brown, Jameatris Rimkus, Denise Villegas, E. Evan Echols,

Awards & Nominations Team: Jarrett Drake, Chair, Tammi Kim, Natalia Fernández

Special Projects Team: LaToya Devezin, Lisa Cruces, Aisha Johnson, Berlin Loa

SUMMARY OF BUSINESS MEETING:
Number of Attendees: 75-90

Meeting was convened by Chair-Derek Mosley at 3:30 PM
OFFICIAL ANNOUNCEMENTS
The Pinkett Award Recipients were recognized
- Allan Jason Sarmiento (bio)
- Raquel Flores-Clemons (bio)

The Mosaic Scholarship Recipients were recognized
- Maria E. Sánchez-Tucker (bio)
- Rebecca Nieto (bio)

ARL/SAA Mosaic Program Students were recognized (bios for all can be found here)
- Lauren Gaylord
- Yvonne Ivey
- Daniel Johnson
- Karen Karyadi
- Annie Tang

The 2014-2015 AAC Roundtable Officers were recognized
- Gabrielle Dudley, Chair
- Aaisha Haykal, Junior Co-Chair
- Sonia Yaco, Webmaster
- Amber Moore, Newsletter Editor (who was nominated at the meeting by Andrea Jackson and voted in at the meeting)

The work of the outgoing officers were recognized (Harrison Inefuku, Derek Mosley, and Stacie Williams)
REPORTS-See full reports in Appendix A
Michelle Light the AACR Council Liaison gave some updates including
- SAA Council adopted "Best Practices for Volunteers in Archives"

- Adopted an issue brief prepared by the Committee on Advocacy and Public Policy, in collaboration with the Science, Technology, and Health Care Roundtable, on the <u>Health Information Portability and Accountability Act</u>.
- Adopted revised "[Terms of Participation for the Archives and Archivists List](#)"
  - This was based on what people have been experiencing and on the assumptions of the SAA Council
  - The list serv will be open to all
  - The SAA Code of Conduct will apply to the list serv
  - The SAA Code of Conduct actually applies to all online spaces
  - The terms will be revised if more complaints come through
- Chris Prom, SAA Publications Editor, is working on Foundation Series 3
- Bob Horton spoke about collaborative conference education
- Bill Maher spoke about SAA Treaty on Copyright
- Lee White spoke about archival advocacy and legislation

2013-2014 SAA President Danna Bell said hello and that it was good to see a full house for the meeting. She encouraged those who want to be involved with SAA to volunteer to be on a committee in November/December Dennis Meissner will be sending out a call for various positions including interns. Bell stated that they want a diverse pool of candidates, but they cannot choose who does not apply. She indicated that her presidential address will not take place at Plenary 2, but will be on Thursday evening in Virginia A&B and will be [recorded and placed online on the SAA website](#).

Dr. Tywanna Whorley, Chair of the Diversity Committee gave updates including
- The committee now has a Vice-Chair Holly Smith, Spelman University
- Renewed call for Archival Record Case Studies: Diversifying the Archival Record--will be working with Publications Board to develop peer-review process.
- Develop an SAA Diversity Toolkit (based on the RBMS version of Toolkit)
- Develop a curriculum based on the recently published Diversity Reader (SAA, 2014)
- Develop internship program (for serving on SAA Committees/Roundtables/Sections)
- Revise HBCU (Historically Black Colleges and Universities) Institute and tie into 2016 Atlanta SAA meeting

Rebecca Hankins gave an update on the History Taskforce. A couple of things came out of the discussion after her report that if you want to join the effort, please do, but you will have to go through the Institutional Review Board process at your institution and then be added as team members to the Texas A&M documents. However, please do not let this discourage you.

LaToya Devezin gave the Outreach and Advocacy Task Force Updates. The task force jumped into action after the news about the Mary McCloud Bethune Archives in Washington, D.C. was going to be moved as it was not clear why this was being done and if this meant the collection would be inaccessible. However, after further research the task force found out that the collection was being moved because of facility issues.

Additionally, the task force is beginning to see how archives and archivists work with K-12 and undergraduate students in order to create awareness of what archives have and what archivists do

as a career. The task force also organized the evening's social/learning event at Ben's Chili Bowl (in collaboration with Bergis Jules)

A DIFFERENT WASHINGTON DC HISTORY: America's Black Mecca: First in Freedom, First in Leadership

- Before there was the Harlem Renaissance (1919-1935), there was the DC Renaissance (1910-1970).   Before there was the Apollo Theater (1932), there was the Howard Theatre (1910). Before there was the Emancipation Proclamation (1863), nine months before on April 16, 1862, Congress freed over 3100 enslaved persons in DC as a pilot to general emancipation. Dr. Bernard Demczuk, Ph.D., George Washington University, will deliver his popular lecture on the history of the African American experience in the nation's capital showing how DC emerged as the Black Mecca of America with early abolitionists and Howard University leading "a way out of no way."
- Aside from his many duties as the Assistant Vice President for District Relations at the George Washington University and Lecturer at the School Without Walls High School, Dr. Demczuk is the official historian of Ben's Chili Bowl where this event will be hosted. So come enjoy a chili half smoke and listen to some great history of African American's in DC, Ben's Chili Bowl and the U Street Corridor historic district. Afterwards we'll soak in our new knowledge with drinks from Ben's Next Door.
- FYI the Ben's Chili Bowl Papers were http://www.tbd.com/articles/2011/02/ben-s-chili-bowl-papers-photos-go-to-gw-library--53426.html to the Special Collections Research Center at the George Washington University.

Natalia Fernandez provided an update on the Nominating Task Force, which nominates members of the roundtable for various SAA Awards (people and projects).

- This year the task force nominated three projects/people for awards, unfortunately, none of them were selected awards. The three nominees were
  Advocacy Award: DOVE Project, Desegregation of Virginia Education, for the Philip M. Hamer and Elizabeth Hamer Kegan Award-main contact was Sonia Yaco
  Innovator Award: The Atlanta University Center's Robert W. Woodruff Library's Tupac Amaru Shakur Collection for the Archival Innovator Award; main contact was Andrea Jackson
  Writing and Publishing Award: *Perspectives on Women's Archives* for the Waldo Gifford Leland Award; main contact was Tanya Zanish-Belcher
- The hardest issue for the task force was to figure out who to nominate and then to follow through on all of the requirements for the award, including getting a letter of support for the potential awardee
- Although none were selected each of the nominated projects/people appreciated that someone recognized the work that they did.
- The task force members can only be members for one year so next year there will be new members so a call will go out soon.
- This is the second year the roundtable has done this process, last year we had more success as one of our nominees was selected.
- Fernandez stated that they did not know why they were not selected *(Steven Booth, who is on the award committee and former AACR Chair stood to say that you can ask the award committee for a reason/feedback on the award; and that the award committee would like*

more involvement from the roundtables and sections to nominate people as the nominations this year was down from last year; also he pointed out that we do not have to go for the "diversity" awards, but spread out to other categories including innovator, spotlight, and Emerging Leader.)

Barrie Howard from the Library of Congress National Digital Information Infrastructure and Preservation Program (NDIIPP), the Digital Preservation Outreach and Education (DPOE) Program was special guest and provided information on the following initiatives

- Informed people about and encouraged people to read/follow The Signal newsletter/blog about digital preservation issues as well as to be a guest blogger
- DPOE workshops, where it trains the trainer, most times the limit is 24 people. It is a 3.5 day workshop and is based on the OAIS reference model.
- NDSA Residency Program
  - o For post graduate students, who are no more than 2 years out
  - o Currently there is cohort of 10 located in the LOC (1) and other 9 other locations, including PBS, Smithsonian Museum and Garden, World Bank, and National Library of Medicine
  - o Planning 2 more cohorts in NYC and Boston
  - o Residents are placed in non-profit organizations, academic institutions, and governmental institutions
  - o Residents are awarded a stipend, but in most cases no moving expenses
  - o The institutions get collections processed
  - o From the first cohort they have had 100% job placement
  - o Generally, the host can be in any location, but are usually located in places where residents can gain enrichment and mentorship as well as public transit accessible
  - o The first round of applications was 12, but only 10 accepted

LEADERSHIP TRANSITION
Gabrielle spoke about her goals for the next year, which include Strategic Planning. She will be soliciting feedback on where the roundtable should go and what we should be doing. Look for this through the newsletter as well as the list serv

GENERAL ANNOUNCEMENTS
Tamar Evangelista-Dougherty, former AACR Chair, announced that the Schomburg Center will be having a conference entitled State of Black Research Collections October 30-31st in New York. The tickets are only $35.00 (plus convenience fee). The conference is being funded by an Andrew Mellon grant. Topics of discussion include money, generational shift, and recruitment.

Jennifer O'Neal from the University of New Mexico announced that she is undertaking a project to review the experiences of archivists of color in academic libraries/archives. This is important because often we work so much on recruitment, but we don't understand what happens afterwards. Currently, they are doing a literature review, and will be conducting focus groups and distributing a survey. At ACRL they will have first focus group and the second one will be at 2015 SAA annual.

Dr. Tywanna Whorley stated that the Diversity Forum has been moved from the scheduled room to Washington 3.

PRESENTATION
Gabrielle noted that a call went out to the membership to submit idea for the presentation, but only had a few submissions
Presentation by Lae´l Hughes-Watkins, Assistant Professor, University Archivist, Kent State University entitled Using Outreach in the Archives to Connect with Under-Documented Communities (see presentation on the AACR website)
At 4:49PM the meeting adjourned by chair, Derek Mosley.

COMPLETED PROJECTS/ACTIVITIES:
2014 Washington, D.C. Annual Meeting Endorsements: The AAC Roundtable received seven session proposals for endorsement[8]. The steering committee consisting of the chair, vice chair, newsletter editor and webmaster selected two proposals which were not selected by the Program Committee.

H.T. Pinkett Award Subcommittee: This year the selection committee publicized the award to over 90 library, archival, and history organizations. Over 20 applications were received, Allan Jason Sarmiento and Raquel Flores-Clemons were selected as the two 2013 recipients.
Newsletter: Newsletter Editor Raegan Stearns successfully published quarterly issues featuring articles written by the membership and participants. In addition to the AAC Roundtable, calls for content were distributed to and received from members of the Latin American & Caribbean Cultural Heritage Archives, Native American Archives, Students and New Archives Professionals, and Lesbian & Gay Archives Roundtable.
Website: Updates were regularly made in order to capture the ongoing and former business, history, and activities of the Roundtable from 2013-2014.

ONGOING PROJECTS/ACTIVITIES: [None submitted.]

==Questions/Concerns for Council attention:== NONE.

Appendix A-Full Task forces Reports: History Taskforce-Report, August 13, 2014
Submitted by Rebecca Hankins

AACR Co-chairs
Derek T. Mosley, derek.t.mosley@gmail.com
Gabrielle Dudley, gmdudley4@gmail.com

AACR History Taskforce Members:
Rebecca Hankins, Texas A&M University (rhankins@tamu.edu)
Barrye Brown, University of North Carolina at Chapel Hill (bb4997@gmail.com)
Jameatris Rimkus, University of Illinois at Urbana-Champaign (jyjohnso@illinois.edu)
Denise Villegas, Loyola Marymount University (Denise.Villegas@lmu.edu)
E. Evan Echols, University of Delaware (eeechols@udel.edu)

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[8] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

Our charge:

Gather the history of AACR through archival research and member interviews, plus find avenues to publish and share the rich history of the roundtable. We should have something to present by SAA Annual 2014.

Timeline: **on hold until IRB approval**

August 13-Preliminary report-brief

Initial Development

Contacted Karen Jefferson at Atlanta University Center regarding the substantial history of AACR she wrote, but was not published. Karen has given us permission to do with it whatever we like. It is a great start! Shared a copy of history with taskforce members to start reviewing and editing; what is missing and what needs further elaboration? We are also in touch with the people at Howard University about the project, for eventual deposit of the files and interviews. After an online discussion via Google Chat we had the division of labor decided. After developing a list of people to interview there was a clear need to see if IRB was necessary. It turned about to be necessary and has slowed the entire process. We have had 2 online discussions trying to resolve IRB issues.

So there are a number of tasks we began to consider that include the following:

1. Reading this aac history
2. Developing an outline for the publication
3. Who we should interview-creating a list of individuals
4. Accessing the archives for content
5. Publication outlets including SAA's American Archivist journal, Archival Outlook, AACR website or other publications
6. Editing/appending the manuscript based on publication guidelines

Additional Tasks:

1. The document Karen created needs a more simplified title, table of content, and conclusion.
2. History section-what's missing or how can this be restated (should it)?
3. Contact some of the early members of AACR-Diana Lachatanere, Carol Rudisell, Wilda Logan, Brenda Banks, John Fleckner, Ervin Jordan, Cliff Muse, Ann Allen Shockley, and a few others. Contact them for interviews, remembrances and quotes. Archie Motley and Harold Pinkett are deceased.
4. Information about the outreach and media tools (newsletter, website, directory, awards)
5. Ongoing activities and impact.

Evan #3 (with assistance from **Barrye**) will spearhead the oral history interviews. Google doc already developed.

- Develop interview permission forms
- Create a script for interviews
- Continue adding names, addresses, and questions.
- Feel free to add, comment, or share other information.
- If you know of someone that you can interview let Evan know in advance.

Rebecca #2 Work on the history part of the document/conclusion.

- What's new?
- What's missing?
- Accessibility issues?
- Metadata

- Digital divide-is it still an issue or has it morphed into something different?
- Women
- Radical archives

Barrye #4 Outreach and Media Tools information
- newsletter
- website
- directory
- awards

Denise #5 Ongoing activities and impact
- What has AACR meant to SAA?
- Leadership?
- Diversity of the historical record, profession, SAA?
- What has AACR meant to archives and the historical record?

Jameatris #1 title, table of content, and conclusion
- Title that is catchy, provocative, or simple?
- Table of contents based on the sections?
- Investigate publishing outlets, blog, wordpress, Open Access, or traditional publisher, SAA
- Work with Rebecca on conclusion

Issues: We ran into an issue with the oral histories and IRB, that has turned into a real nightmare. This has been a cautionary tale of trying to develop an important component of our history through oral interviews. We feel that this problem will be resolved, but it may be a few months before we can ever start the interviews due to IRB issues. Most of us, except for Barrye, have had a rough time dealing with our institutions' IRB processes and having multiple institutions dealing with this has been a problem.

IRB had to be sought, not because of the interviews themselves, but because the interviews and documentation would be housed in the AACR archive. This makes it much more than an oral history project because others will have access to the interviews and documentation unless we discard or return the interviews to the participants. We continue to try to work through these issues. We should have these issues resolved to begin work on the oral history in August.

Conclusion: We will have a thorough report of our work and we will have a preliminary history of AACR that will include our oral history objectives, avenues for dissemination, and next steps. Most of the sections have been written, but not edited. We continue to make edits to the introduction. We have also contacted Alex Poole about his article recently published in American Archivist titled "The Strange Career of Jim Crow Archives: Race, Space, and History in the Mid-Twentieth-Century American South". We plan to include some of what he mentions regarding the leadership of SAA and the problems of inclusion in the organization for people of color. We hope to have this finished, depending on IRB, by the end of the year, if not sooner.

SAA 2014, AACR, Outreach & Advocacy Task Force Report
Submitted by LaToya Devezin
The Outreach & Advocacy Task Force met monthly via conference call from November 2013 to August 2014 to discuss how the task force could best promote the archival profession and encourage AACR advocacy for issues affecting both archives and archivists of color.
O & A Task Force Members:

- Lisa Cruces
- Aisha Johnson
- Berlin Loa
- LaToya Devezin, Chair

Identified Issues of Concern for the Task Force:
- Employment opportunities
- Lack of public knowledge about the profession
- Importance of archival collections about people of color
- Using public programming to create an interest in archives and the archival profession at the K-12 and undergraduate age groups.
- Encouraging members of the roundtable to use outreach to become an advocate for the profession

For the SAA 2014 Annual Meeting, we initially planned to implement the following events:
- An AACR outreach program in an inner-city school to promote our profession to students of color
- An AACR meet up at a local bar to allow all members to introduce themselves and network
- A networking opportunity with a hiring manager to speak with members about employment opportunities

We were presented with an excellent opportunity to attend the event, "History and Half Smokes," organized by AACR member Bergis Jules and his colleague, Dr. Bernard Demczuk. The event took place on Wednesday, August 13th at 5:00 pm at the historic Ben's Chili Bowl in the U Street corridor of Washington, D.C. After the event, Dr. Demczuk gave us a tour of historical African American landmarks, including the first Prince Hall Mason Lodge, surviving African American businesses, and the African American Soldier Civil War Memorial. The description of the event is below:

Before there was the Harlem Renaissance (1919-1935), there was the DC Renaissance (1910-1970). Before there was the Apollo Theater (1932), there was the Howard Theatre (1910). Before there was the Emancipation Proclamation (1863), nine months before on April 16, 1862, Congress freed over 3100 enslaved persons in DC as a pilot to general emancipation. Dr. Bernard Demczuk, Ph.D., George Washington University, will deliver his popular lecture on the history of the African American experience in the nation's capital showing how DC emerged as the Black Mecca of America with early abolitionists and Howard University leading "a way out of no way."
Aside from his many duties as the Assistant Vice President for District Relations at the George Washington University and Lecturer at the School Without Walls High School, Dr. Demczuk is the official historian of Ben's Chili Bowl where this event will be hosted. So come enjoy a chili half smoke and listen to the story of African American's in DC, Ben's Chili Bowl and the U Street Corridor historic district. Afterwards we'll soak it all in with drinks from Ben's Next Door.
Current members of the Outreach & Advocacy Task Force are interested in continuing the work planned this year for the next year pending clarification on length of task force terms.

AACR SAA- Awards Nominating Task Force 2013-2014
Submitted by Natalia Fernández

Task Force Members
- Jarrett Drake, Chair
- Tammi Kim
- Natalia Fernández

Task Force Purpose

To nominate current AACR members for SAA awards to recognize and celebrate their work.

Task Force Activities
- Conducted research to develop a list of potential projects and individuals to nominate; determined which awards best matched what/who we selected.
- Decided upon 3 projects to nominate for 3 awards:
  - Advocacy Award: DOVE Project, Desegregation of Virginia Education, for the Philip M. Hamer and Elizabeth Hamer Kegan Award (this award recognizes an individual or an institution that has increased public awareness of a specific body of documents); main contact was Sonia Yaco
  - Innovator Award: The Atlanta University Center's Robert W. Woodruff Library's Tupac Amaru Shakur Collection for the Archival Innovator Award; main contact was Andrea Jackson
  - Writing and Publishing Award : *Perspectives on Women's Archives* for the Waldo Gifford Leland Award; main contact was Tanya Zanish-Belcher
- Compiled and submitted nomination packets (i.e. wrote mini-essays about the projects, solicited letters of support, and organized relevant project documentation) by the end of February deadline.

Timeline: The majority of the Task Force activities took place mid-October through December 2013 with meetings once a week or once every two weeks; some work continued on in January 2014. The team met via Google Hangouts and communicated via email.

Award Winners

Advocacy Award - The Philip M. Hamer and Elizabeth Hamer Kegan Award = Emma Goldman Papers Project ~ the project is a part of a national initiative to retrieve the papers of individuals whose life work has had a lasting impact on the course of American history; Goldman was an anarchist, feminist, and free speech advocate.

Innovator Award - Archival Innovator Award = Trevor Owens, National Digital Information Infrastructure and Preservation Program at the Library of Congress

Writing and Publishing Award - Waldo Gifford Leland Award = Ellen Gruber Garvey, *Writing with Scissors: American Scrapbooks from the Civil War to the Harlem Renaissance* (Oxford University Press, 2013)

Challenges and Lessons Learned
- The hardest part of the process was in the beginning, conducting the research to determine who to nominate.
- All the nominees/project contacts were very pleasant to work with, but in some cases it was challenging to compile all of the necessary nomination packet content.

- The task force started the process early and set various internal deadlines well before the actual SAA deadline; this was good planning as we ended up needing the buffer time due to last minute nomination packet additions.
- Although none of the projects nominated were selected, the nominees were very appreciative that their work was selected and recognized by the AACR.

Plans for 2014-2015: 2013-2014 Task Force members do not intend to serve on the Task Force again; there will need to be a call for volunteers. We now have two years of nomination documentation for the next task force.

Appendix B - Nominations submitted by the AAC Roundtable Awards and Nominations Team:

A. Fellow: Deborra Richardson, Smithsonian National Museum of American History
B. Distinguished Service Award: Black Metropolis Research Center
C. Spotlight Award: Margaret Jerrido, Mother Bethel A.M.E. Church
D. Diversity Award: South Asian American Digital Archive
E. Archival Innovator Award: Project Right Now Carolinas
F. Emerging Leader Award: Steven D. Booth, National Archives & Records Administration
G. Hamer-Kegan Award: Historical Puerto Rican Court Documents at the University of Connecticut, Marisol Ramos and Michael J. Bennett
H. C.F.W. Coker Award – Unknown No Longer, Virginia Historical Society

Collection Management Tools Roundtable (formerly Archivists' Toolkit™ / Archon™ Roundtable) (Liaison: Landis/Vagts)

Date: November 12, 2014
Officers:
● Sasha Griffin (Chair)	2013-2014
● Jillian Cuellar (Vice Chair)	2013-2014
● Michelle Belden (Web Liaison)	2013-2014
● Christine de Catanzaro (Steering Committee)	2013-2014
● Gordon Daines (Steering Committee)	2013-2014
● Nathan Tallman (Steering Committee)	2013-2014
● Brad Westbrook (Ex-Officio)	
● Scott Schwartz (Ex-Officio)	
● Bill Landis (Council Liaison)	

Report from annual meeting:
- Number of attendees: 190
- Election results:
  o Incoming officers:
    ▪ Vice Chair/Chair-Elect: Matt Gorzalski
    ▪ Web Liaison: Eric Milenkiewicz
  o Continuing officers:
    ▪ Chair: Jillian Cuellar

- ▪ Steering Committee members: Christine de Catanzaro, Gordon Daines, Nathan Tallman
- ● New Council liaison: Rachel Vagts
- ● Summary of meeting activities:
  - o Agenda and discussion notes available here: http://www2.archivists.org/groups/archivists-toolkitarchon-roundtable/annual-meeting-documentation
  - o Livestream video recording available here: http://www.ustream.tv/recorded/51330408

Completed projects/activities:
- ● ATART conducted a survey that was designed to get a broader picture of what archivists need from the roundtable. This survey was distributed to both ATART membership and to the Archives listserv in order to encourage participation from non-members. ATART leadership distributed the results of the survey via listservs and posted them on its microsite: http://www2.archivists.org/sites/all/files/ATART%20Survey%20Results%20-%20Website%20Jan%202014.pdf
- ● In light of these results, the Steering Committee made the following recommendations for the future of the ATART:
  - o Recommend changing to a neutral focus on collection management tools.
  - o Recommend focusing on a topic and research based orientation rather than product based orientation.
  - o Recommend that the ATART steering committee drafts a new missions/bylaws document that reflects these changes and proposes the adoption of a new name for the Roundtable (Collection Management Tools Roundtable) by July 2014 elections for distribution and voting by membership.
- ● Steering Committee members distributed the draft document for voting during July 2014 elections: https://docs.google.com/document/d/1hpPh4G-9DiZ8FnvhKKTRa8IlE2mr0PtTLsNuzUUZigE/edit. Membership was nearly unanimous in agreement to adopt the new mission/bylaws and name for the roundtable.

Ongoing projects/activities: Chair Jillian Cuellar worked with Council liaison Rachel Vagts and the SAA office to draft a report to Council that discusses the changes to the group's mission and bylaws and addresses the name change. The report was approved by Council during their November 2014 session.

New projects/activities:
- ● The Steering Committee would like to pursue creating a portal for collection management tool documentation on the ATART microsite. The Steering Committee will solicit from its membership any in-house manuals, guidelines, workflows, policies, and procedures that support implementing and working with collection management tools at archives institutions. These documents will serve as a resource for archivists seeking to establish or improve work with collection management tools at their home institution. The Steering Committee feels this would serve as a vital resource for users of tools that are no longer supported such as Archivists' Toolkit and Archon.

● In anticipation of this work, the Steering Committee will draft and distribute a membership survey to identify common challenges in implementing and using collection management tools. Data collected will help the Steering Committee assess member needs and devise a strategy for insuring the documentation portal is effective and useful.

● The Steering Committee plans to investigate options for hosting and/or facilitating distribution of webinars that will assist membership with issues and challenges relevant to collection management tools. A potential first case scenario is aiding in wide spread distribution of a webinar on Archivist's Toolkit-to-ArchivesSpace migration that will be led by the University of California in the upcoming months.

2010-2013 Strategic Priority – Technology Initiatives: Once again, the roundtable successfully livestreamed its annual meeting. This allowed for membership who were unable to attend the meeting in Washington DC to view and participate in the meeting remotely.

2010-2013 Strategic Priority – Diversity Initiatives: [None submitted.]

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: [None submitted.]

Initiatives associated with the new 2013-2018 Strategic Plan: The new focus of the Roundtable and the priorities the Steering Committee has set for 2014-2015 are aligned with the following strategies from SAA's 2013-2018 Strategic Plan:

Goal 2: Enhancing Professional Growth
Strategy 2.1. "Provide content, via education and publications, that reflects the latest thinking and best practices in the field."

The collection management tool documentation portal will provide in-house manuals, workflows, solutions, guidelines, policies, and procedures for archivists seeking to establish or improve collection management tools in their institution. Besides facilitating information sharing, access to this documentation will provide a method of continued support of legacy tools such as Archon and Archivist's Toolkit.

Strategy 2.2. "Deliver information and education via methods that are accessible, affordable, and keep pace with technological change."

The collection management tool documentation portal will be freely available via the ATART microsite.

Goal 3: Advancing the Field
Strategy 3. 1: "Identify the need for new standards, guidelines, and best practices and lead or participate in their development."

Broadening the scope of the roundtable will facilitate the development of standards, guidelines, and best practices for a more diverse set of collection management tools that are currently in use by the archives community or that may be adopted in the future. The Steering Committee also

recognizes the great need for sharing and preserving documentation that supports collection management tools for the archives community.

Goal 4: Meeting Members' Needs
Strategy 4.2. Create opportunities for members to participate fully in the association.

Though the Archivists' Toolkit™ and Archon are perhaps the most widely utilized programs for managing archival collections, there are several repositories who have adopted or built other collection management systems. In the coming years, many repositories will also be transitioning to using a new system, ArchivesSpace. The newly defined roundtable will invite and encourage participation from SAA members who use any kind of collection management tool, rather than the two specific software programs that previously defined the roundtable. It also anticipates the possibility of new collection management tools that may be developed in the future.

==Questions/concerns for Council attention:==
- Now that CMTRT's new governance documents have been approved, our group will need to work with SAA office to update the website and other relevant documentation to reflect our new name and scope.
- A major priority for this year's leadership is to create a portal on our microsite to share and preserve documents that support use of collection management tools. We hope to promote the portal as a way to encourage information exchanges among our membership. We will rely on our Council liaison and SAA office to guide us in this new venture and help insure we are working in tandem with the larger goals and priorities of the SAA community.

Congressional Papers Roundtable (Liaison: Landis/Roth)

Date: January 9, 2015
Officers:
Spindler, Robert, Chair, Arizona State University
Levitt, Marc, Chair-Elect, National Naval Aviation Museum
Pittman, Betsy, Immediate Past Chair, University of Connecticut
Coleman, Audrey, Steering Committee Member, Dole Institute of Politics
Davendonis-Todd, Debra, Steering Committee Member, Baylor University
Keough, Brian, Steering Committee Member, University at Albany, SUNY
Litwer, Laura, Steering Committee Member, Texas A&M University-Commerce
Fulgham, Matt, Ex Officio, National Archives at College Park
Paul, Karen, Ex Officio, United States Senate
Reeder, Robin, Ex Officio, US House of Representatives
D'Antonio, Sarah, Newsletter Co-Editor, Robert J. Dole Institute of Politics
Goolsby, Mary, Newsletter Co-Editor, Baylor University
Roth, James, Council Liaison, John F. Kennedy Presidential Library and Museum

Report from annual meeting:
- Number of attendees: ca. 80 at Business Meeting, 60 at Pre-Conference
- Election results:

- Summary of meeting activities: Page references below refer to Fall newsletter available here: http://www2.archivists.org/sites/all/files/cpr_newsletter_fallwinter2014.pdf

Agenda: Congressional Papers Roundtable Business Meeting
August 15, 2014 4:00p.m—5:30p.m.

- Welcome Betsy Pittman
- Introduction of Jamie Roth as SAA liaison
- Congressional Roll Call Photograph Collection presentation Kristen Sosinski
  Kristen Sosinski, Library of Congress, provided a detailed presentation about the work they've done in processing and making accessible the *Congressional Quarterly* and *Roll Call* photograph collection. (See article on page 6)
- Diversity Committee report/discussion Janet Bunde, (See article on pages 7-10)
- Electronic Records Committee Report, Jan Zastrow (See article on page 10-11)
- House of Representatives Liaison Heather Bourk, (See article on pages 2-3)
- Senate Liaison Karen D. Paul, (See article on page 12-13)
- Center for Legislative Archives Liaison, Matt Fulghum
- Association of Centers for the Study of Congress Liaison, Sheryl Vogt
  At the May 2014 ACSC annual meeting, the 50 individual and institutional members of ACSC heard the following reports:
  1. ACSC awarded a total of five grants to fund research at member institutions and graduate student travel.
  2. A plan to address ACSC's long-term sustainability by investing prudently in additional programs and member benefits
  3. A "branding" plan for Congress Week
  4. Increases in funding amounts for the current grants programs
  5. Continued support for Phase 2 of the Kettering Foundation project
  6. Evaluation of ACSC's social media and Web presence
- Chair's Report Betsy Pittman
  When requested or vacancies occurred, appointments to positions were made. No pre-conference or conference session proposals were submitted for review and endorsement from CPR for the 2014 program.   Letters went out, in collaboration with ACSC Chair, to repositories accepting congressional collections   whose institutions or staff were not members of CPR or ACSC outlining the assistance both organizations   could provide.
- Incoming Chair Rob Spindler
- Adjourn

Completed projects/activities: As above, plus description of CPR Pre-Conference available at Fall Newsletter on page 1 (linked above).

Ongoing projects/activities: Electronic Records Committee, Diversity Committee, planning for 2015 Pre-Conference at Cleveland.

New projects/activities: Steering Committee discussions regarding possible change to CPR By-laws to accommodate advocacy and programming for papers of stage legislators and political advocacy organizations. New Electronic Records Case Studies being published in SAA/CPR webspace.

Initiatives associated with the 2014-2018 Strategic Plan: [None submitted.]

None at this time.

Encoded Archival Description (EAD) Roundtable (Liaison: Landis/Roth)

Date: 2014 November 14
Officers:
Co-Chairs:
- Jodi Allison-Bunnell (2013-2015)
- Ruth Kitchin Tillman (2014-2016)
- Mark Custer (2012-2014)

Steering Committee:
- Regine Heberlein (2012-2014)
- Suzanne Maggard (2013-2015)
- Laura Starratt (2013-2015)
- Monish Singh (2014-2016)

Council liaison:
- William Landis (2011-2014)
- James Roth (2014-2017)

Report from annual meeting:
- Number of attendees: Approximately 80
- Election results:
  - Co-chair ballot (1 opening): Ruth Kitchin Tillman. Ruth Kitchin Tillman elected.
  - Steering Committee ballot (1 opening): Elizabeth Dunham, Monish Singh, and Claudia Thompson ran. Monish Singh elected.
- Summary of meeting activities:
  - Welcome and announcement of election results (5 minutes)
  - EAD3 update / Mike Rush (30 minutes)
  - EAD3 Study Group introduction and group reports (40 minutes)
    - EAD3 Study Group / Jodi Allison-Bunnell
    - Conversion and Migration subgroup / Elizabeth Dunham
    - Systems and Infrastructure subgroup / Adrian Turner
    - Discovery and Data Quality subgroup / Merrilee Profitt
  - TS-EAC update / Kathy Wisser (15 minutes)
  - SNAC update / Daniel Pitti (15 minutes)
  - Announcements from the floor (10 minutes)
  - Meeting wrap-up (5 minutes)

Completed projects/activities:

2014 Annual Meeting session endorsements:[9]
- Linked Archival Metadata: How to Get There from Here (Chair: Anne Sauer)
- Show me the Stuff: Integrating Digital Objects in Finding Aids (Chair: Laura Starratt)

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[9] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

Preparation for 2014 Annual meeting: Created and circulated agenda (as above).

Ongoing projects/activities:

Communications and Tools. EAD Roundtable site at SAA website (http://www2.archivists.org/groups/encoded-archival-description-ead-roundtable) maintained. Zotero site with EAD Bibliography (https://www.zotero.org/groups/ead_bibliography) maintained. Github site with EAD tools (https://github.com/saa-ead-roundtable) maintained.

EAD3 Seek clarity in relationship with the Technical Subcommittee on EAD (TS-EAD) and how we can work productively on the release of EAD3 this winter. Communication and lowering barriers to adoption the focus of this group. Assigned to this initiative: Ruth Kitchin Tillman, Suzanne Maggard

EAD3 Study Groups Link to groups: https://groups.google.com/forum/#!forum/ead3-study-group Part of laying groundwork for EAD. Priority project for fall-winter. Assigned to this initiative: Jodi Allison-Bunnell, Monish Singh

EAD3 FAQ Renamed from "EAD3 for Regular Humans." Preparation this fall so that we can launch as EAD3 is completed. Assigned to this initiative: Ruth Kitchin Tillman, Suzanne Maggard

New projects/activities: DPLA and EAD Follow up on conversations about EAD (2002 or 3) and possibilities for enhanced collaboration, harvesting, and contextualization of digital content metadata, place of the <relations> element. Assigned to this initiative: Monish Singh, Jodi Allison-Bunnell

Initiatives associated with the new 2013-2018 Strategic Plan:
Goal 1: Advocating for archivists and archives: EAD RT initiatives do not closely align with this goal.

Goal 2: Enhancing professional growth
2.1. Provide content, via education and publications, that reflects the latest thinking and best practices in the field.
2.2. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.
- EAD3 FAQ supports this initiative.
- Work with TS-EAD supports this initiative.

2.3. Support the career development of members to assist them in achieving their goals.
- EAD3 FAQ supports this initiative.
- Work with TS-EAD supports this initiative.

Goal 3: Advancing the field
3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.

- Work with TS-EAD supports this initiative.
- EAD3 FAQ supports this initiative.
- EAD Study Groups support this initiative.

3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge.
- Work with TS-EAD supports this initiative.
- Conversation with DPLA about EAD supports this initiative.

Goal 4: Meeting members' needs
4.1. Facilitate effective communication with and among members.
- Work with TS-EAD supports this initiative.
- EAD3 FAQ supports this initiative.
- EAD Study Groups support this initiative.

4.2. Create opportunities for members to participate fully in the association.
- Work with TS-EAD supports this initiative.
- EAD3 FAQ supports this initiative.
- EAD Study Groups support this initiative.

Questions/concerns for Council attention: TS-EAD and possible need for support beyond volunteers to support update and maintenance of standards.

Human Rights Archives Roundtable (Liaison: Baxter/Vagts)

Date: 10 November 2014
Officers (2013-14):
Senior Co-Chair: Beatrice Skokan
Junior Co-Chair: Theresa E. Polk
Web Liaison: Jasmine Jones

Report from annual meeting:
- Number of attendees: 35
- Election results:
    o Junior Co-Chair: Lisa Snider
    o Web Liaison: Emily Vinson
    o Ad Hoc Member: Emily Gibson
- Summary of meeting activities: The meeting opened with a thank you to the outgoing officers, and a call for participation for the upcoming year. Terry Baxter made a brief presentation, representing the SAA Council. We had two engaging presenters in Barbara Lewis, from the University of South Florida's Holocaust and Genocide Studies Oral History Project, and housing rights activist Max Rameau, organizer of Take Back the Land. Finally, Trudy Huskamp Peterson presented a working document from the International Council on Archives, "Basic Principles on the Role of Archivists in Support of Human Rights".

Completed projects/activities: Our work this past year focused on organizing the panel for the annual meeting, as well as our online outreach through our blog (especially the five questions series) and Twitter.

Ongoing projects/activities: We will continue to maintain and grow our social media outreach efforts, including the five question series.

New projects/activities:
1. HRART Meme Machine -- Building off the British Library's Victorian Meme Machine, we will launch this new Twitter-based initiative starting in January 2015 to highlight human rights archival collections.

2. TwitterChat – We will host a Twitter conversation between human rights practitioners and human rights archivists, most likely in February. This will serve as a platform to highlight the work, challenges, successes, and concerns, and explore ways to build stronger and mutually-beneficial connections.

3. Webinar -- Building off themes identified in the Twitter chat or suggested by HRART members, we plan to host a webinar in later spring 2015. One potential theme to explore is information security.

4. Collaborations – We are exploring ways that we can collaborate with LACCHA and the International Affairs roundtables over the coming year.

Initiatives associated with the new 2013-2018 Strategic Plan:
- Goal 1: Advocating for Archivists and Archives
  The February TwitterChat will raise awareness and promote understanding of archives with members of the broader human rights community.
  The HRART Meme Machine will promote human rights collections, not only to archivists but the broader public.
- Goal 2: Enhancing Professional Growth
  The webinar will offer an important skill-building opportunity to human rights archivists and others to better understand and respond to the information security concerns of human right organizations.
- Goal 4: Meeting Members' Needs
  Twitter, the blog, and the proposed webinar will provide new and ongoing platforms for communicating and engaging with members.

Questions/concerns for Council attention: [None submitted.]

International Archival Affairs Roundtable (Liaison: Smith)

Date: 10 September 2014
Officers:

Brad Bauer, Senior Co-Chair
Christian Kelleher, Junior Co-Chair
Danielle Scott, Member-At-Large
Ryder Kouba, Member-At-Large
Christopher Laico, Member-At-Large
Polina Ilieva, Web Liaison

Report from annual meeting:
- Number of attendees: 42+
- Election results: Danielle Scott was elected incoming Co-Chair; Katharina Hering was elected incoming Member-At-Large
- Summary of meeting activities: [attached]

Completed projects/activities: Roundtable members had identified communication on international archival affairs as a key need, so IAART established its blog at http://iaartsaa.wordpress.com/ and defined procedures and strategic goals for using the blog.

Ongoing projects/activities: [None submitted.]

New projects/activities: Junior Co-Chair Christian Kelleher and the members of the roundtable steering committee began planning with the Chairs of the Human Rights Archives Roundtable, Theresa Polk, and the Latin American and Caribbean Cultural Heritage Archives Roundtable, Natalie Baur, for a collaborative project to take place over the next 2 years that would involve organizing international travel for a group of archivists to do a service project and tour. Plans involved identifying an archive or organization for a service project, and institutions to tour; exploring past or similar initiatives; holding a joint meeting at the next SAA Annual Meeting; and exploring funding opportunities to support bringing a representative of the international organization to the SAA Annual Meeting and offering a formal training session during the trip abroad.

2010-2013 Strategic Priority – Technology Initiatives: [None submitted.]

2010-2013 Strategic Priority – Diversity Initiatives: A goal for the new project described above will be to try to identify an indigenous archive or organization for the service project and possible archival training workshop.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: The new project described above would achieve a number of advocacy and public awareness goals on an international level.

Initiatives associated with the new 2013-2018 Strategic Plan: The new project would address a number of SAA's strategic initiatives on North American and international levels—particularly in advocating for archivists and archives, enhancing professional growth, and advancing the field—by engaging North American archivists to become more active internationally, where the field is less established and supported, and building the tools and skills—and providing a public relations opportunity—for archivists abroad to accomplish archival programs.

IAART co-chair Christian Kelleher will be contacting Council to explore opportunities to provide SAA-supported workshop training in the country that the roundtable's collaborative new project identifies, and to tap into Council's experience for advice on making the initiative successful.

Attachment: International Archival Affairs Roundtable Meeting Report
Society of American Archivists Annual Meeting
Washington, DC, 13 August 2014

3:30 PM Business Meeting
Senior Co-chair Brad Bauer opened the meeting with a review of the goals and purposes of the Roundtable. The steering committee members were introduced, and meeting attendees introduced themselves around the room. There were 42 attendees.

Junior Co-chair Christian Kelleher announced election results for new steering committee members. Danielle Scott is the new incoming Co-chair, and Katharina Hering the new Member-at-Large.

SAA Council liaison Helen Wong Smith gave updates on recent adoptions by Council, including best practices for volunteers, Archives & Archivists Listserv terms of participation, advocacy, and metrics.

3:45 Speakers
Trudy Peterson of the International Council on Archives' Human Rights Working Group introduced the ICA draft "Basic Principles on the Role of Archivists in Support of Human Rights". Inspired by the words of Desmond Tutu, the draft describes principles for selecting and retaining archives, providing access to information in archives, special safeguards for human rights archives, qualifications and training, freedom and expression and association, and professional associations of archivists. The draft went out for public comment in June and will be revised by ICA Council's attention. Comments are encouraged.

David Leitch, Secretary General of ICA, gave updates on ICA activities. The International Archives Day (June 9) celebrations marked 100 years since the start of World War I; information technology developments continue, including AtoM, Access to Memory; work progresses on the Multilingual Archival Terminology translations; the International Fund for Archival Development was active in Cambodia, Cameroon, Guyana, and the Pacific region; and outreach activities grew for Latin America and Africa. Last year's ICA conference in Brussels had over 500 attendees from 100 countries. This year in Girona promises to be even larger!

Bill Maher, the SAA representative to the WIPO Standing Committee on Copyright and Related Rights, reported on progress toward the promulgation of an international copyrights treaty. He noted that every archive has unique holdings, and thus a potentially global audience, but that intellectual property regulations are outdated. Maher noted the importance of American contributions to the discussion and the difference between the American perspective and that of ICA. He noted resistance from content industries to open development opportunities, and called

for archivists to contact leaders to explain the need for archival exceptions to IP policy and gave an example of country specific barriers caused by varying IP regulations.

4:30 Open Floor
Brad Bauer discussed the Roundtables microsite and blog, including the contest to name the IAART blog. He encouraged session proposals for Cleveland 2015 to focus on international archives, and noted the proposal deadline of October 8.

Katharina Hering and Christian Kelleher announced an effort to document international archives related sessions at the conference through member-supplied reviews to be posted to the blog.

Emilie Gagnet Leumas of the Archdiocese of New Orleans and the ICA Section for Archives of Faith Traditions called for information resources in multiple languages to support international archives facing disaster and war.

Wanda Williams of NARA described resources available to remedy disaster damage at the National Archives at St. Louis's preservation program.

Barbara Mathe of the American Museum of Natural History in New York described collections of photographs of indigenous people that have been removed from indigenous communities and called for a turn-key application to help such communities regain their historical patrimony in a culturally appropriate way.

Christiana Dobrzynski described the Marcel Duchamp Research Portal project at the Philadelphia Museum of Art and inquired about examples of other international collaborative, post-custodial projects.

David Sutton of the Diasporic Literary Archives project reported on the project's international solidarity and capacity building work, with particular success in Trinidad and Namibia.

Theresa Polk, chair of the Human Rights Archives Roundtable, and Christian Kelleher related plans for a joint roundtable meeting at the next SAA conference, and called for ideas for collaborative projects with the two roundtables.

Zehao Zhou of York College, Pennsylvania, described the database project on the history of the People's Republic of China that was done by non-archivists, and the challenges brought to them by the Chinese government using IP to challenge the database's legality. He presented a professional poster at the conference.

5:00 IAART Meeting Adjourned

Issues and Advocacy Roundtable (Liaison: Mangiafico)

Date: November 18, 2014
Officers, 2013-2014:
- *Jeremy Brett*, Chair, August 14, 2013 – August 10, 2014, Texas A&M University

- *Sarah Quigley,* Vice-Chair, August 14, 2013 – August 10, 2014, Emory University
- *Allison Galloup*, Steering Committee Member, August 14, 2013 – August 10, 2014, Atlanta University Center
- *Christine George,* Steering Committee Member, August 14, 2013 – August 10, 2014, SUNY-Buffalo
- *Jasmine Jones,* Steering Committee Member, August 14, 2013 – August 10, 2014, UCLA
- *Erin Lawrimore*, Steering Committee Member, August 14, 2013 – August 10, 2014, University of North Carolina at Greensboro
- *Shawn San Roman*, Webmaster and Steering Committee Member, August 14, 2013– August 10, 2014, Credit Union National Association Inc.
- *Alison Stankrauff*, Steering Committee Member, August 14, 2013 – August 10, 2014, Indiana University South Bend
- *Lisa C. Mangiafico,* Liaison to SAA Council, August 14, 2013 – August 10, 2014, Soroptimist International of the Americas.

Report from annual meeting:
- Number of attendees: 20
- Election results:
  [Previously elected] Sarah Quigley will continue as Chair.
  Vice-Chair/Chair-Elect: Wendy Hagenmaier, Georgia Tech
  Steering Committee Member (incumbent): Alison Stankrauff, University of Indiana South Bend
  Steering Committee Member (incumbent): Christine George, University of Buffalo, State University of New York
  Steering Committee Member (newly elected): Gabrielle Dudley, Emory University
  Steering Committee Member (newly elected): Tammi Kim, University of Delaware
  Past Chair (ex-officio): Jeremy Brett, Texas A&M University
- Summary of meeting activities: Please see minutes:
  http://www2.archivists.org/sites/all/files/SAA2014AnnualMeeting_IssuesandAdvocacyRoundtableMeetingNotes_20140815.pdf

Completed projects/activities: The I&ART's major project for 2013-2014 was construction of an advocacy tool kit, which is now live on our website. The tool kit co-locates resources from past advocacy efforts, multiple archival organizations, and allied professions, for easy reference. The tool kit can be accessed here: http://www2.archivists.org/groups/issues-and-advocacy-roundtable/advocacy-toolkit-0

Ongoing projects/activities: The Roundtable will conduct an analysis of the Advocacy Tool kit and identify areas for improvement over the next year.

The Roundtable will continue to support local advocacy efforts as they arise and to speak publicly in support of archives and archivists when appropriate.

We will continue to support the survey work being conducted by Jeremy Brett, Jasmine Jones and Leah Edelman. Jeremy and Jasmine conducted a survey in 2012 to gauge professional

thoughts on the difference between outreach and advocacy; their results were published in *Provenance*'s 2013 special issue on advocacy. The next survey pertains to advocacy and graduate or other formal education.

The Roundtable will also continue its periodic Advocacy Blog on its website, including the Advocacy Stories series.

We will once again nominate a suitable candidate for the Jameson Award when the time comes.

New projects/activities: The Roundtable will adopt a Statement of Principles to guide our work and form the basis of more explicit guidelines directing our involvement in individual advocacy campaigns.

2010-2013 Strategic Priority – Technology Initiatives: N/A

2010-2013 Strategic Priority – Diversity Initiatives: N/A

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: See above. All our group initiatives are directed towards the strategic priority of advocacy.

Initiatives associated with the new 2013-2018 Strategic Plan: Although none of our initiatives are explicitly associated with the Strategic Plan, all our actions are directed with Goal 1: ADVOCATING FOR ARCHIVISTS AND ARCHIVES in mind, as well as Goal 4: MEETING MEMBERS' NEEDS. As far as Goal 4 is concerned, we work to respond to the membership's ongoing concerns about advocacy (both within and outside archival institutions).

Questions/concerns for Council attention: The Roundtable is interested in Council's thoughts on how the tool kit can be used more widely within the organization. During SAA, we heard that Council had tasked CAPP with a similar project and I&ART is eager to offer our tool kit as a basis for further development and to work with other affinity groups to promote the use of the resource.

Labor Archives Roundtable (Liaison: Pyatt)

Date: 2014 Annual Report
Officers: Catherine Powell, Conor Casey, Co-Chairs
Report from 2014 annual meeting:
- Number of attendees: [26 people]
- Election results: Catherine Powell was reappointed Co-chair for 2014-2016.
- Summary of meeting activities:
  - It was agreed to submit a LAR a least one or several sponsored proposals for the 2015 SAA annual program focusing on labor and civil rights.
  - LAR members agreed to collaborate on proposal submissions and host repository tours for the upcoming Labor and Walking Class History Association 2015 meeting.

- Discussion on how to handle sensitive material such as grievance files and arbitration records, balancing access and confidentiality issues. Members agreed to share policies and forms.
- Presentation on the historic transfer of the AFL-CIO Archives to the University of Maryland by Jennifer Eidson and Lauren Brown.

Completed projects/activities: A labor archives retreat was hosted by the Southern Labor Archives in April 2014**.** A labor archives repository map was completed and is hosted on the LAR and Labor Archives of Washington websites. http://www2.archivists.org/groups/labor-archives-roundtable/labor-archives-roundtable-directory-labor-archives-in-the-united-states-and-canada

Ongoing projects/activities: Labor archives directory update [http://www2.archivists.org/groups/labor-archives-roundtable/labor-archives-roundtable-directory-labor-archives-in-the-united-states-and-canada] Labor archives directory repository map update [http://www2.archivists.org/groups/labor-archives-roundtable/map-of-directory-of-labor-archives-in-the-united-states-and-canada] Labor archives portal.

New projects/activities: LAR now has a regular column in the Labor Online newsletter published by the Labor and Working Class History Association (LAWCHA). Regular contributions from LAR roundtable members have been being published. Collaborative History Pin project featuring labor history walking tours/maps from LAR members

Initiatives associated with the 2014-2018 Strategic Plan: [None submitted.]

Questions/concerns for Council attention: [None submitted.]

Latin American and Caribbean Cultural Heritage Archives Roundtable (Liaison: Zanish-Belcher)

Membership: 216 members on the roster
Officers:
Senior Co-Chair: Joel Blanco-Rivera
Junior Co-Chair: Natalie Baur
Online Communications Liaison (appointed): Margaret Leigh Díaz

2014-2015 Activities
- In September, 2013 the Co-Chairs appointed volunteers to an ad-hoc steering committee. The Steering Committee was charged with formulating a new bylaws draft document based on the LACCHA handbook in order to comply with SAA regulations regarding governance of roundtable groups. The committee was also charged with generating ideas for new projects and directions for the group in the next years.

  Ad-Hoc Steering Committee Members:
  Marisol Ramos

Béatrice Colastin Skokan
Margarita Vargas-Betancourt
Berlin Loa
Liz Kent Léon

In spring 2014, Steering Committee Members put forth their revisions and the Co-Chairs consulted with SAA to prepare the by-laws to go to a vote. The by-laws were passed by membership in July 2014 di SAA's online voting procedures.

- LACCHA Blog/online communications
  - o In fall, 2013 LACCHA launched its new multi-lingual publications platform, a Wordpress blog titled *Memoria*. The blog replaces the newsletter-based publication with the same name, to allow for more frequent updating and outreach to membership.
  - o Margaret Leigh Díaz was appointed to the Online Communications Liaison position
- International conference attendees
  - o 4 presenters from Honduras approached LACCHA in 2013 to present on their archives projects at various institutions in Honduras during the LACCHA annual meeting in 2014. We worked with the presenters during the year to develop English translations of their slides.
  - o We posted the translations to the LACCHA blog ahead of the meeting
  - o During the meeting, we found that the audience wanted a higher level of translation service, so a member volunteer and Sr. Co-Chair Joel Blanco-Rivera did live translation during the presentations and Q&A session.

<mark>Questions/concerns for Council attention</mark>: [None submitted.]

Lesbian and Gay Archives Roundtable (Liaison: Baxter/Hackbart-Dean)

Date: 10 November 2014
Officers:
Marika Cifor (2013-2015; female-identified co-chair);
Michael Oliveira (2012-2014; male-identified co-chair [out-going]).

Report from annual meeting:
- Number of attendees: 49
- Election results: Daniel DiLandro, SUNY Buffalo State, elected male-identified co-chair, 2014-2016.
- Summary of meeting activities: Meeting minutes:

Minutes of the Annual Meeting
15 August 2014, 4:00pm-5:30pm
Marriot Wardman Park; [Salon] Washington 5; Washington, D.C.

Officers:
Marika Cifor, 2013-2015 , female self-identified co-chair.
Daniel DiLandro, 2014-2016, incoming male self-identified co-chair.
(Michael Oliveira, 2012-2014, out-going male self-identified co-chair).

Steering Committee:
Marika Cifor (Co-Chair) <marikacifor@gmail.com)
Daniel DiLandro (Co-Chair) <dilanddm@buffalostate.edu>
Pamela Sue Hackbart-Dean (SAA Council Liaison) <phdean@lib.siu.edu>

James Cartwright <jasfcartw@gmail.com>
Doris Malkmus <djm51@psu.edu>
Michael Oliveria <michaelc.oliveira@gmail.com>
Deborah Richards <richards@mtholyoke.edu>
Franklin Robinson, Jr. <RobinsonF@si.edu>
Johanna Russ <johanna.russ@gmail.com>
Deborah Torres <datorres@stkate.edu>
Florence Turcotte <floturc@uflib.ufl.edu>

The LAGAR annual meeting began at 4:09pm EDT, 15 August 2014, at the Marriott Wardman Park Hotel, Washington, D.C.

Old Business: Michael Oliveira, out-going male self-identified co-chair welcomed the assembly and opened the LAGAR annual meeting at 4:09pm, introducing several business-related motions: Bylaws-oriented revisions comprised eliminating the Newsletter Committee (see LAGAR By-Laws, Art. 4; para. D2) and the need for electronic voting (see Art. 5; para. C). Both motions were approved by present membership; and the Steering Committee will continue to codify these amendments with SAA Council. In addition to electronic voting, it was also agreed to increase the use of the listserv for business-related communication.

The 2013 LAGAR meeting minutes were approved with no revisions.

New Business: Oliveira noted that SAA was looking at Affinity Groups and examining the structure of the various Sections and Roundtables. While there exists no threat to the continuation of LAGAR, some flattening of the committee structure may take place. It was discussed and decided that LAGAR ought to be pro-active in increasing collaborations with other like groups; and this initiative will begin with the LAGAR Steering Committee seeking input from the LAGAR membership.

Oliveira asked if we should continue LAGAR as an SAA-sponsored Roundtable. Jim Cartwright spoke eloquently in support of the importance of the continued existence and presence of our Roundtable, based on continuing SAA support, to the enthusiastic response of the assembly. A motion was presented to continue LAGAR, and it passed with unanimous support.

Several motions related to the internal structure of LAGAR followed:

1. A motion was presented to end the LAGAR blog. Marika Cifor clarified that this in no way meant the end of sharing germane information via our listserv, but that the blog itself need not be updated. The motion was passed.

2. The Queer History Social Media (see: http://www2.archivists.org/groups/lesbian-and-gay-archives-roundtable-lagar/queer-history-social-media-project) project was examined. Over the years, LAGAR has encountered some difficulty in maintaining this initiative within Wikipedia. A motion was introduced to replace the approach of developing specific standards and authorities vis-à-vis individual wiki-pages with developing guidelines so that LAGAR members may edit and maintain pages according to Wikipedia's standards. The motion passed. Additionally, there was discussion that a workshop on this new initiative and/or an "Editathon" may take place at SAA 2015.

3. The future for the Information for Community Archives (see: http://www2.archivists.org/groups/lesbian-and-gay-archives-roundtable-lagar/information-for-community-archives) was examined. Links on this site are sometimes broken, and there was a need for constant revision and updating of the site, its links, and details. Further actions on this issue were tabled; Cifor and Cartwright will examine the structure of the site and the project.

4. The "Lavender Legacies" (http://www2.archivists.org/groups/lesbian-and-gay-archives-roundtable-lagar/lavender-legacies-guide) resource was similarly examined. Like other web-based initiatives, "Legacies" requires immense amounts of data to be collected and updated to the site. Oliveira noted that the American Library Association utilizes a (non-searchable) Google Map for LGBTQIA+ repositories, and will investigate how the ALA is utilizing this resource. It was made clear that the "Legacies" page is archived; and discuss ensued to verify that the information was available even in its archived form. It was suggested to link the archived data from the LAGAR website, noting that the information was current as of a particular date. A motion was introduced to collapse the pages and simplify the link. The motion passed.

5. Future discussions asked about outreach to institutions and individuals who cannot attend the annual meeting or who may be unable to fully embrace the principles of LAGAR. The Steering Committee will work to create an all-inclusive platform and Roundtable for all members and potential members.

The election of the new male self-identified co-chair ensued, with Dan DiLandro being elected with majority approval.

Marika Cifor introduced herself as the current female self-identified co-chair and asked, What is the future of LAGAR? Where do we want to go? Referencing the previous discussion about the "Lavender Legacies" as well as the structure of the ALA's LGBT Roundtable, she solicited the assembly for thoughts. The membership will work this year to concretize the direction and initiatives of LAGAR for the future.

Other Business: Cartwright asked after the progress of the resolution to honor Susan von Salis, one of the leading forces behind the development of the LAGAR Roundtable. The resolution was not received by all members, so Cartwright would resend it. (Secretary's note: The resolution was resent, and Co-chair DiLandro is working with SAA Council to pass this resolution through SAA channels.)

Speakers: The impressive array of LAGAR speakers began with Megan Springate, speaking on the National Park Service's very recent initiative to include LGBTQIA+ sites on their registers. Through her graduate work, Springate identified several ways to increase and explore the diversity of the American heritage experience regarding "Q" individuals and sites. She noted that we must encourage NPS-affiliated areas to promote and research their GLBT-centric locales; increase the number of LGBTQIA+ properties in the National Register of Historical Places and the National Historic Landmarks Program; and the creation of guidelines to aid potential registrants. Springate specifically cited the NPS' Lesbian, Bisexual, Gay, and Transgender Heritage Initiative for information and helpful links at http://www.nps.gov/heritageinitiatives/lgbthistory/.

Drew Bourn, speaking on his work with the Department of the Interior, further noted the importance of the Landmark and Historic Places statuses. Ironically, he noted that some current owners of specific properties may not be amenable to local initiatives to promote the registration of these buildings or neighborhoods to NPS Q-themed databases. He highlighted the essentiality of increasing the number of and awareness regarding GLBTQIA-based historic venues on the Department of the Interior's rolls, and expressed the government's desire to highlight "queer" content in their public programming, building databases and other resources to codify and disseminate information on such sites. Bourn asked if we fellow archivists would circulate details on the NPS' LBGT+ initiatives.

Carl Foote, independent web developer, followed, speaking on his experiences using the (free, open source) Omeka content management/publishing system for collection-based research. Foote described the searching, indexing, and links possible within Omeka, and explained the fluid formats and formatting as well as the functionality of controlled vocabularies and other features. He especially focused on his work with an Omeka-based site that detailed the 1973 New Orleans' Upstairs Lounge fire (http://exhibits.lgbtran.org/exhibits/show/upstairs-lounge-fire). (Secretary's note: The Upstairs Lounge Fire also figured prominently in our 2013 speaker's chronicle of gay New Orleans.) Foote asked us to think about presentation and what we as educators want to focus attention on. This speaker emphasized that Omeka may be an excellent choice for smaller institutions with moderate to little internal expertise but some internal technical support.

The final speaker, Sarah Prager, detailed her creation of the "Quist" LGBTQ history mobile app (http://www.quistapp.com/). Already with more than 800 "moments" (as of the LAGAR meeting) in the "quistory" (that is, "Q" history) of world-wide events, Prager noted that the content is growing exponentially, often with crowd-sourced input. She noted that this app makes quistory more accessible for teaching purposes, but can also help LGBTQIA+ youths in environments where they may not receive access to Q histories or where they may simply feel unsafe. Indeed the name "Quist," explained Prager, is a rather generic title – there is no mention of "queer" or "gay" -- that should attract no unwanted notice on students' mobile devices…. This crowdfunded mobile app continues to expand; and LAGAR members were encouraged to submit GLBT+ "moments" for inclusion into this teaching tool.

The Q&A period followed, during which Prager reemphasized that Quist specifically avoided "self-identifying" terms for privacy issues. Further, the assembly learned that there exist National Park Service webinars to further explain their LBGT+ initiatives and, it was hoped, to focus on topics such as available grants, specific theme studies, owner consent, etc. Consultants must complete a programmed course, but the webinars are freely available to any interested individuals or applicants (http://www.nps.gov/nhl/learn/webinars.htm). Other facts came to light, such as how a simple majority of owners in historic areas must agree to apply and become a National Heritage Area; how gentrification can sometimes paradoxically and adversely affect community bias again registering; how protections as landmarks can trigger local ordinances; etc.

The Lesbian and Gay Roundtable of the Society of American Archivists adjourned its annual meeting at 5:32pm EDT, 15 August 2014.

(End meeting minutes.)

Completed projects/activities: Bylaws changes have been completed and approved (see minutes, above).

Ongoing projects/activities: LAGAR voted to streamline its committees and task forces in a number of ways: Elimination of the Newsletter Committee and blog, in favor of electronic sharing of information; increased roundtable participation in the evolution of the Queer History Social Media webpages; static links to "Lavender Legacies" repository information pages.

New projects/activities: LAGAR seeks to increase participation and knowledge-sharing among its and SAA's overall membership (most recently evidenced by LAGAR participation in "Ask an Archivist Day"). Additionally, the roundtable will further "right-size" its various outreach initiatives in favor of targeted information sharing.

2010-2013 Strategic Priority – Technology Initiatives: Johanna Russ is updating the LAGAR webpages. All links and information will be checked for accuracy; and roundtable webpages, such as "Legacies," etc. (see above), will be reformatted and made available.

2010-2013 Strategic Priority – Diversity Initiatives: LAGAR's two co-chairs will work with and on the Diversity Committee: Co-chair DiLandro is chairing the Diversity Forum, 2015. Additionally, the Steering Committee will work with other similar roundtables and groups for collaborative initiatives (see minutes).

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: Increase LAGAR visibility in public programs such as "Ask an Archivist Day" and SAA annual meeting sessions; foster communication among membership; engage in collaboration within SAA and other organizations, as seen in the modification of "Information for Community Archives," etc. (see minutes).

Initiatives associated with the new 2013-2018 Strategic Plan: Increased collaboration with similar SAA roundtables; increased inclusiveness regarding membership.

None at this time.

Local Government Records Roundtable (Liaison: Huth)

No report received.

Lone Arrangers Roundtable (Liaison: Kaplan/Roth)

Date: September 15, 2014
Officers:
Chair : Michelle Ganz Lincoln Memorial University Archives (2012- 2014)
Vice Chair / Chair-Elect : Ann Kenne, University of St. Thomas (2012 – 2014)
Report from Annual Meeting:
Election Results: Ann Kenne, University of St. Thomas, takes over as chair for 2014 – 2015
Rebecca J Altermatt, HSBC North America Archives, was elected vice chair/chair-elect

Lone Arrangers Steering Committee for 2014 - 2015: The Steering Committee for 2014 –
2015 consists of the following:

      Alexis Braun-Marks, Eastern Michigan University
      Colleen Cook, Agua Caliente Band of Cahuilla Indians
      Eleanor M. Friedman, Hackley School
      Russell Gasero, Reformed Church in America (Newsletter Editor)
      Michelle Ganz, Lincoln Memorial University (immediate past chair)
      Carolle R. Morini, Boston Athenaeum (new)
      Abigail Nye, Carthage College/Univ. of Wisconsin – Milwaukee
      Deb Schiff, Chester Library (new)
      Leslie Schuyler, Lakeside School (new)
      Alison Stankrauff, Indiana University South Bend

      Roundtable Webmaster:
      Eddie Woodward,Norfolk Public Library (continuing)

Summary of Meeting Activities: The Lone Arrangers Roundtable held a joint meeting with the
SNAP Roundtable with over 100 people in attendance.

Report from Council Liaison: Lisa Mangiafico: The council has approved best practices for
Volunteers in Archives, approved advocacy agenda on HIPAA, reviewed principles for future
joint meetings, and made a decision to keep hosting the A&A List as a general, open list as long
as participants agree to the SAA Code and Terms of Participation. SAA will review the A&A
List next May to decide on the long-term viability of the list.

Program Committee update: Lynn Eaton: SAA 2015 will be in Cleveland. There is no theme,
but special consideration will be given to proposals that focus on advocacy and ways to advance
the profession. Group endorsements have been dropped, but component groups have the

opportunity to invite un-accepted proposers to present at roundtable and section meetings. Proposal deadline is October 8.

Report from Lone Arrangers: The leadership for the 2014 -2015 LRT roundtable was introduced. Rebecca J. Altermatt was congratulated on winning the election as Vice President/Chair Elect for the group. Michelle Ganz was thanked for her leadership as chair. Outgoing Steering Committee members were recognized.

Year in review
- Website content has been reorganized and updated
- The regional representatives network is looking for volunteers
- The newsletter is under discussion and Russ will send an email out about the best format going forward

Two panel discussions were held after the SNAP business meeting – one on consulting and a second on Mentorship. Russell Gasero taped both sessions and will be uploading them to the web so LART members not in attendance can view the sessions.

Completed Projects/Activities
- The roundtable endorsed two sessions for the 2014 annual meeting[10]
- The Lone Arrangers Roundtable by-laws were revised and approved by the Roundtable. They have been forwarded to SAA Council for approval.
- The regional contacts list was updated and revised information was added to the LART website.
- The website was redesigned to provide a cleaner look. Broken links were deleted and new content was added.

Ongoing Projects/Activities [None submitted.]

New Projects/Activities: The roundtable will discuss best practices for communicating with our members (Example: LART listserv, redefined newsletter, revived Facebook page)

==Questions/Concerns for Council Attention:== There are none that arose from either the Roundtable's past year or from the annual meeting in Washington DC.

Metadata and Digital Object Roundtable (Liaison: Smith)

Date: 2013-2014 (submitted November 10, 2014)
Officers
- Jody DeRidder, University of Alabama (Co-Chair)
- Sarah Dorpinghaus, University of Kentucky (Co-Chair)
- Helen Wong Smith, University of Hawai'i (Council Liaison)
- Mikki Macdonald, Massachusetts Institute of Technology (Web Liaison)

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[10] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

- Amy Rushing, University of Texas at San Antonio (Intern Coordinator)
- Heather Fox, University of Louisville (Volunteer Coordinator)

Steering Committee Members
- Sherri Berger, California Digital Library
- Riccardo Ferrante, Smithsonian Institution Archives
- Jacqie Ferry, National Archives and Records Administration
- Cristela Garcia-Spitz, University of California, San Diego

Intern: Julie Seifert, University of North Carolina at Chapel Hill

Report from Annual Meeting:
Number of attendees: Approximately 115
Election results:
- co-chair: Kari Smith, Massachusetts Institute of Technology
- steering committee members: Rebecca Goldman, Drexel University; and Arcadia Falcone, Yale University
- intern: Jasmine Burns, University of Wisconsin- Milwaukee
- Bylaw changes were approved (see Appendix C)

Summary of meeting activities: The 2014 MDOR annual meeting commenced with a brief business meeting to review election results, including bylaw changes. This was followed by six lightning-style presentations on the popular themes of metadata and management. Over 100 members were in attendance, and those unable to attend in person were encouraged to follow the meeting in real-time via Twitter (#mdor14) and Google Docs. Please see **Appendix A** for more details.

Completed Projects and Activities {with themes}
> *MDOR Activity Themes*
>> **Outreach**: *activities that aim to inform and engage MDOR membership*
>> **Technology**: *activities that utilize technological tools*
>> **Administrative**: *activities required to continue basic functionality of the Roundtable*

- Appointed new social media coordinator {Administrative, Technology}
- Tabled discussion on whether to convert the MDOR RT to a Section until the Affinity Groups Task Force has made recommendations to the SAA Council {Administrative}
- Solicited volunteers for steering committee membership and held a member vote {Administrative}
- Solicited metadata samples from members' institutions {Outreach}
- Updated MDOR Metadata Directory {Outreach}
- Continued the internship program by appointing an intern coordinator and selecting a new intern {Administrative, Outreach} (See Appendix D)
- Considered alternative formats for annual meeting and solicit ideas from membership; include membership in selection of presentations (if we continue presentations) {Outreach} (See Appendix B)
- Improve and increase our use of MDOR volunteers {Outreach} (See Appendix F)

- Explored options for expanding MDOR presence to regional and possibly state archival organization meetings {Outreach} (See Appendix F)
- Evaluated current social media tools to see which are the most effective/active; explore ways to boost membership interaction {Outreach, Technology} (See Appendix E)
- Explored Google website possibilities to engage membership {Outreach, Technology} (See Appendix G)
- Investigated and implemented tools to provide online access to the 2014 annual MDOR meeting for members unable to attend {Outreach, Technology} (See Appendix A)
- Developed list of upcoming events of potential interest to membership, to share via website and social media; developed MDOR Calendar of Events using Google calendar tool to share related events {Outreach, Technology}

Ongoing Projects and Activities {with themes}
- Organize the annual MDOR meeting at the annual SAA conference {Outreach, Administrative}
- Update the MDOR website as needed {Technology, Outreach, Administrative}
- Elect MDOR Steering Committee members {Administrative}
- Maintain the MDOR listserv, Twitter, and LinkedIn accounts to share resources and generate discussion on related topics {Technology, Outreach}
- Assign and carry out Steering Committee roles {Administrative}
- Continue communications with related sections and roundtables as needed {Outreach}
- Continue to update the Google MDOR calendar {Outreach, Technology}
- Expand and increase our use of volunteers {Outreach}
- Continue the internship program {Outreach}
- Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers {Outreach}
- Consider alternative formats for annual meeting and solicit ideas from membership; include membership in selection of presentations (if we continue presentations) {Administrative, Outreach}

New Projects and Activities {with themes}
- Update MDOR bylaws to reflect changes voted in July 2014 {Administrative} (See Appendix C)
- Generate and distribute a biannual online newsletter to membership {Outreach, Technology}
- Curate/organize a spring webinar on Google Analytics {Outreach, Technology}
- Assess outcome/success of Google Analytics webinar and potentially plan additional webinars {Outreach, Technology}
- Develop a statement of purpose of the MDOR Internship program that outlines goals and objectives {Outreach, Administrative} (See Appendix D)

2014-2015 Steering Committee Roles

- MDOR co-chairs: Sarah Dorpinghaus, Kari Smith
- Volunteer co-coordinators: Heather Fox, Rebecca Goldman
- Intern coordinator: Amy Rushing

- Newsletter co-coordinators: Sherri Berger, Jasmine Burns, Mikki Macdonald
- Webinar co-coordinators: Sherri Berger, Sarah Dorpinghaus, Heather Fox
- Web liaison: Mikki Macdonald
- Social media coordinator(s)(Twitter and LinkedIn): Arcadia Falcone (Twitter) and Amy Rushing (LinkedIn)

Strategic Priority – Technology Initiatives:
- Update the MDOR website as needed
- Maintain the MDOR listserv, Twitter, and LinkedIn accounts to share resources and generate discussion on related topics
- Continue to update the Google MDOR calendar
- Generate and distribute a biannual online newsletter to membership
- Curate/organize a spring webinar on Google Analytics
- Assess outcome/success of Google Analytics webinar and potentially plan additional webinars

Strategic Priority – Diversity Initiatives:
- Expand and increase our use of volunteers
- Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers

Strategic Priority – Advocacy/Public Awareness Initiatives:
- Organize the annual MDOR meeting at the annual SAA conference
- Update the MDOR website as needed
- Maintain the MDOR listserv, Twitter, and LinkedIn accounts to share resources and generate discussion on related topics
- Continue communications with related sections and roundtables as needed
- Expand and increase our use of volunteers
- Continue the internship program
- Generate and distribute a biannual online newsletter to membership
- Curate/organize a spring webinar on Google Analytics
- Assess outcome/success of Google Analytics webinar and potentially plan additional webinars
- Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers

Initiatives associated with the new 2013-2018 Strategic Plan:

Goal 1: Advocating for Archivists and Archives
- Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers

Goal 2: Enhancing Professional Growth
- Organize the annual MDOR meeting at the annual SAA conference
- Maintain the MDOR listserv, Twitter, and LinkedIn accounts to share resources and generate discussion on related topics

- Expand and increase our use of volunteers
- Continue the internship program
- Continue to expand MDOR's presence at regional, state, and local archival organizational meetings through volunteers
- Generate and distribute a biannual online newsletter to membership

Goal 3: Advancing the Field
- Organize the annual MDOR meeting at the annual SAA conference
- Generate and distribute a biannual online newsletter to membership
- Curate/organize a spring webinar on Google Analytics

Goal 4: Meeting Members' Needs
- Maintain the MDOR listserv, Twitter, and LinkedIn accounts to share resources and generate discussion on related topics
- Continue to update the Google MDOR calendar
- Consider alternative formats for annual meeting and solicit ideas from membership; include membership in selection of presentations
- Curate/organize a spring webinar on Google Analytics
- Assess outcome/success of Google Analytics webinar and potentially plan additional webinars

Appendix A-MDOR Roundtable 2014 Meeting
Wednesday, August 13, 5:15-7:15pm
Washington 3, Marriott Wardman Park, Washington, DC

Over 100 MDOR members were in attendance in meeting room Washington 3. Those unable to attend in person were encouraged to follow the meeting in real-time via Twitter (#mdor14) and Google Docs. We tweeted and posted highlights from the meeting as well as took questions.

5:15-5:45 pm: Business Meeting
1. Updates
    a. SAA 2015 Program Committee report (Kim Sims)
    b. Council liaison comments (Helen Wong Smith)
    c. OCLC Research update (Jackie Dooley)

2. Election results (Sarah Dorpinghaus)
    a. MDOR Steering Committee members rotating off
        i. Jody DeRidder
        ii. Cristela garcia Spitz
        iii. Jacqie Ferry (requested to rotate off early)
        iv. Julie Seifert (intern)
    b. New MDOR Steering Committee members
        i. Kari Smith, Massachusetts Institute of Technology (Co-Chair)
        ii. Rebecca Goldman, La Salle University
        iii. Arcadia Falcone, Yale University
        iv. Jasmine Burns, University of Wisconsin Milwaukee (intern)

3. Bylaws update
   a. Added a clause stating that MDOR co-chairs may be nominated from the general membership as well as the steering committee
   b. Added a clause stating that both co-chairs and steering committee members will be elected by general MDOR membership
   c. Defined that our leadership roles within the steering committee (like social media coordinator, intern coordinator, etc.) have one-year renewable terms.

4. Sneak peak of 2014-2015 year
   a. newsletter
   b. webinars
   c. increasing volunteer and membership involvement

5:50-6:30 pm: Metadata Presentations (introduced by Amy Rushing)
"What are We Thinking? Using Faceted Classification and Tagging to Enhance Subject Access to the Public Mind" by *Elise Dunham*, Metadata Production Specialist, Roper Center for Public Opinion Research, University of Connecticut

> *Abstract:* The Roper Center for Public Opinion Research collects, preserves, and makes available data generated in the public opinion survey research industry. We are enhancing subject access to our data by transitioning from a static topic-assignment system to one that employs faceted classification and tagging. This presentation will provide an overview of the technical and conceptual challenges the Roper Center has faced in developing and implementing a subject taxonomy for the diverse and inherently controversial public opinion domain, as well as offer tips for anyone thinking about embarking on a taxonomy project of their own.

"What do Users Want: Enhancing Metadata Using Google Analytics" by *Jackie Couture*, Eastern Kentucky University Special Collections and Archives

> *Abstract:* This talk will discuss a project that we are working on to improve access to manuscript collections by enhancing the metadata based on actual search terms. We have used Google Analytics to pull actual search terms from our Archon database and analyzed the searches based on the number of hits. We then compared the terms with no results to collections that we own to determine where we should add language to enhance search results. In some cases this was done through the addition of subject headings and in some cases language was added to the scope and content note to include specific wording, such as 'westward expansion."

"Encoded Archival Context – Challenges, Possibilities, and Future (EAC-CPF)" by *Iris Lee*, Project Metadata Analyst, American Museum of Natural History Library & *Nick Krabbenhoeft*, Project Data Specialist, American Museum of Natural History Library

> *Abstract:* EAC-CPF (Encoded Archival Context - Corporate Bodies, Persons, and Families) is an established archival standard with emerging practices. The American Museum of Natural History is creating EAC-CPF records as part of a Hidden Collections grant describing expeditionary collections and their creators. In this talk, we will discuss the evolution of our solution from custom Excel sheets to xEAC, a generalized xForms-

based service. We will also present challenges we face in understanding and adopting the standard.

Q & A (Moderated by Heather Fox)

6:30-7:15 pm: Management Presentations (introduced by Sherri Berger)
"The Blue Devil is in the Details: Digital Collections Workflows at Duke University Libraries" by *Molly Bragg*, Digital Collections Program Manager, Duke University Libraries
> *Abstract:* Digital collections projects can be as unique as special collections themselves. At Duke University Libraries, digital collections projects are managed by several cross-departmental teams who propose, evaluate, implement, and manage digital collections throughout their lifecycle. Molly will share an overview of their workflow as well as speak to some of the challenges experienced in creating and managing a successful collaborative model.

"Versioning in Digital Archives: A Workflow" by *Laura Alagna*, Digital Accessions Specialist, University of Chicago Library
> *Abstract:* Technology makes it easy to create many different versions of digital objects, but this presents unique challenges to the archivist: how are digital objects in permanent storage replaced? What happens to the previous versions? What is the best method of communicating what changes have occurred? In this presentation, I will discuss the development and describe the steps of the "versioning" workflow in use at the University Chicago Library.

"An Institution-Wide Approach to Digital Preservation" by *Rachel Jaffe,* Metadata Librarian, University of California, Santa Cruz *& Edward M. Corrado*, Director of Library Technology, Binghamton University Libraries
> *Abstract:* Binghamton University is working to preserve digital assets using an institution-wide approach. Assets from the Libraries' Special Collections, University Archives, and other units on campus are being deposited into the campus's digital preservation system. Owing to the diverse needs of various stakeholders, we decided to deploy a project management based approach. This approach brings together the activities of librarians, archivists, academics, and professional staff. We will describe how we coordinate this digital preservation effort and our workflows will be shared.

Q & A (Moderated by Heather Fox)

Appendix B
In December 2013, the steering committee surveyed MDOR members on preferred meeting formats and topics. The following email was sent to the MDOR listserv December 19, 2013.

The Metadata and Digital Object Roundtable (MDOR) Steering Committee would appreciate your input on our roundtable meeting at the SAA 2014 Annual Meeting in Washington, DC. We've created a short survey to gauge interest in a variety of meeting formats and topics. The survey takes less than 5 minutes to complete, and your feedback will help us plan a meeting that reflects the interests of our membership.

You can find the survey here:
https://docs.google.com/forms/d/1EiFcTDBRLlVl_DL8quItL3TDLIXlF2RZdCyhrGj97RM/viewf orm
The survey will be open through Friday, January 11th.
Thank you!

Summary of MDOR 2014 Meeting Poll Results
January 14, 2014

Format of Roundtable Meeting
Lightning rounds are the preferred format for the meeting. Traditional sessions are the second choice for meeting format, and jam sessions are the least preferred format.

Summary of Responses

	Traditional Sessions	Jam Sessions	Lightning Rounds	Total
First Choice	55	41	58	154
Second Choice	50	49	54	153*
Total	110	90	112	N/A
Weighted Total	160	131	170	N/A

*One respondent did not select a second choice topic
Weighted Total = (First Choice x 2) + (Second Choice x 1)

Content of Roundtable Meeting
Metadata enhancement through crowdsourcing, tagging, or transcription is the topic with the most votes, followed closely by project management/workflow management, linked open data, and ArchivesSpace with a focus on digital objects within ArchivesSpace (in that order). The four topics with the least number of votes are user experience/user interface design, interdepartmental/interinstitutional collaboration, user/usability studies, and web usage and metrics (in that order).

Summary of Responses

Topic	Number of Votes
Metadata enhancement through crowdsourcing, tagging, or transcription	86
Project management/workflow management	85
Linked open data	83
ArchivesSpace with a focus on digital objects within ArchivesSpace	78
User experience/User interface design	64
Interdepartmental/interinstitutional collaboration	56

User/usability studies	51
Web usage and metrics	33

Additional Topics Suggested by Respondents: Nineteen respondents identified additional topics they would like to learn about or discuss at the meeting. There were several similar topics suggested, including EAD and EAC, other metadata and description standards (e.g. MIX, DFXML, BibFrame, DPLA data model), and audiovisual materials.

Topics Suggested:
- Working w/ IT
- Metadata for digital objects(not descriptive, but technical like MIX and DFXML)
- Metadata languages and BibFrame
- Intersection of EAC and EAD
- DAM software solutions
- EAC implementation and integration with EAD
- Digital forensics
- Description standards across GLAMS
- Successful grant writing
- EAD3 for audiovisual materials
- Taxonomy/ontology
- DPLA data model (and EDM) and what it/they mean/s for archives
- Harvesting metadata
- Born digital content workflows
- It would be nice if it wasn't at the same time as the Description Section or EAD roundtable meetings, since there is substantial overlap.
- Metadata and digital object management strategies for small repositories without a CMS or IT staff. Realistic goals and strategies for lone arrangers without resources. How to install ArchivesSpace without IT staff.
- Social media - relevance and metrics
- Audiovisual materials, both those that are born digital and those that are digital surrogates. Also studies of usage rather than usability.
- Semantic web implementation

We used these results in planning for our 2014 annual meeting. The following call for proposals message was sent to the MDOR listserv on January 16, 2014.

The MDOR steering committee invites proposals for our annual meeting at SAA 2014. The survey results regarding meeting format provided us with some interesting information. The Lightning Round format proved to be most popular by a slim margin. As a reminder, the Lightning Round will consist of 8-10 5-minute talks on topics relating to metadata and digital objects, including but not limited to case studies, workflows, tools, and demonstrations.

Proposals relating to topics of interest that received the highest votes in our survey will be given preference. The most popular topics were: linked open data, metadata

enhancement through crowdsourcing, tagging or transcription; project management/workflow management; and ArchivesSpace with a focus on digital objects within ArchivesSpace. The time limit will be enforced so please make sure you boil down your talks to the bare essentials and aim for leaving the audience with a useful takeaway.

Please submit proposals to co-chairs Jody DeRidder (jody@jodyderidder.com) and Sarah Dorpinghaus (sarah.dorpinghaus@uky.edu) via email. Proposals should include:

- *Name*
- *Institution*
- *Paper/talk title*
- *Brief description*
- *The general topic of your proposal*

Proposals will be accepted until Tuesday, January 28th 5:00pm PST. All proposers will be notified by February 6th. Those selected will be asked to confirm their ability to present.
Thank you for your participation in planning and providing content for the 2014 MDOR meeting. We look forward to hearing from you.

Appendix C
The following document outlining the MDOR bylaws changes (approved by MDOR membership in July 2014) was sent to Council Liaison Helen Wong Smith for Council action.

Society of American Archivists
Council Interim Action
November 2014

Proposed Change in Metadata and Digital Objects Roundtable (MDOR) Bylaws

(Prepared by Roundtable Chair Sarah Dorpinghaus)

BACKGROUND

During its annual review of the Metadata and Digital Objects Roundtable bylaws in the summer of 2014, the MDOR Steering Committee (Jody DeRidder, Sarah Dorpinghaus, Mikki Macdonald, Sherri Berger, Riccardo Ferrante, Heather Fox, Amy Rushing, Cristela Garcia-Spitz, and Jacqie Ferry) identified several areas for revision, including clarifying language where it was confusing, and most importantly, proposing new language to clarify the election process of co-chairs as well as the steering committee leadership roles (strikethrough = deletion, underline = addition):

Section IV. Governance, C. Nominations: The Chair shall issue a call for nominations, including self-nominations, for Chair/Co-Chair and other Steering Committee positions as needed, every

June, to all roundtable members via the roundtable's official email discussion list and website. MDOR Co-Chairs may be nominated from the general membership or the steering committee. A slate of candidates shall be established by the officers and announced to roundtable members no later than July 15.

Section IV. Governance, D. Elections: …The Co-Chairs and Steering Committee members are to be elected annually by the membership in an electronic election. MDOR shall comply with the SAA's criteria and rules for Section elections.

Section IV. Governance, E. Appointments: Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, Internship Program Coordinator, Social Media Coordinator, etc.) by majority vote of the Steering Committee. These leadership roles shall have one-year (renewable) terms, as decided by a majority vote of the Steering Committee. Further descriptions of these roles may be found in the Metadata and Digital Object Roundtable Leadership Handbook.

MDOR members were given appropriate notice of the proposed revisions to the bylaws and bylaws referendum was conducted in conjunction with the 2014 election process. MDOR members approved the revised by laws. Beaumont was not asked to review the proposed revisions prior to conduct of the bylaws referendum.

DISCUSSION

The current MDOR bylaws adopted in October 2013 do not specify key details, and the lack of specificity caused confusion during the most recent call for nominations. MDOR steering committee members were unsure of the following because it is not clarified in the current bylaws.

·   Whether or not MDOR Co-Chairs may be nominated from the general membership or if only members of the MDOR Steering Committee may be nominated. [Emphasis added.]

·   Whether or not open Steering Committee positions could be elected annually by the membership in an electronic election or if the open Steering Committee positions were to be elected annually by only members of the Steering Committee. [Emphasis added.]

·   The term length of Steering Committee leadership roles, such as Web Liaison, Internship Program Coordinator, and Social Media Coordinator. [Emphasis added.]

We propose to rectify the lack of specificity of *Section IV. Governance, C. Nominations; D. Elections; and E. Appointments* by adding additional text to the bylaws that clearly detail the following.

a.   MDOR Co-Chairs may be nominated from the general membership as well as from the Steering Committee membership.
b.   Steering Committee positions, as well as the Co-Chairs, may be elected by the general MDOR membership.

c.   MDOR leadership roles shall have one-year (renewable) terms, as decided by a majority vote of the Steering Committee membership.

The proposed revisions to the bylaws and bylaws referendum was conducted in conjunction with the 2014 election process, and the revisions were approved by MDOR members.

<mark>RECOMMENDATION 1</mark>

THAT the MDOR Bylaws, Section IV. Governance, C. Nominations, be revised as follows (strikethrough = deletion, underline = addition):

Section IV. Governance, C. Nominations: The Chair shall issue a call for nominations, including self-nominations, for Chair/Co-Chair and other Steering Committee positions as needed, every June, to all roundtable members via the roundtable's official email discussion list and website. MDOR Co-Chairs may be nominated from the general membership or the steering committee. A slate of candidates shall be established by the officers and announced to roundtable members no later than July 15.

Support Statement: The proposed change eliminates confusion and uncertainly in MDOR's bylaws regarding the nomination of MDOR Co-Chairs. The added text clarifies that MDOR Co-Chairs may be nominated from the general membership as well as from the Steering Committee members.

Impact on Strategic Priorities: This action is related to:
·   Goal 4.1. Facilitate effective communication with and among members,
·   Goal 4.2. Create opportunities for members to participate fully in the association, and
·   Goal 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: None.

<mark>RECOMMENDATION 2</mark>

THAT the MDOR Bylaws, Section IV. Governance, D. Elections, be revised as follows (strikethrough = deletion, underline = addition):
Section IV. Governance, D. Elections: …The Co-Chairs and Steering Committee members are to be elected annually by the membership in an electronic election. MDOR shall comply with the SAA's criteria and rules for Section elections.
Support Statement: The proposed change eliminates confusion and uncertainly in MDOR's bylaws regarding the election of MDOR Steering Committee members. The added text clarifies that the general member elected MDOR Steering Committee members.

Impact on Strategic Priorities: This action is related to:
·   Goal 4.1. Facilitate effective communication with and among members,
·   Goal 4.2. Create opportunities for members to participate fully in the association, and

·   Goal 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: None.

<mark>RECOMMENDATION 3</mark>

THAT the MDOR Bylaws, Section IV. Governance, E. Appointments, be revised as follows (strikethrough = deletion, underline = addition):

Section IV. Governance, E. Appointments: Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, Internship Program Coordinator, Social Media Coordinator, etc.) by majority vote of the Steering Committee. <u>These leadership roles shall have one-year (renewable) terms, as decided by a majority vote of the Steering Committee.</u> Further descriptions of these roles may be found in the Metadata and Digital Object Roundtable Leadership Handbook.

Support Statement: The proposed change eliminates confusion and uncertainly in MDOR's bylaws regarding the length of term of MDOR Steering Committee leadership roles. The added text clarifies that MDOR Steering Committee leadership roles shall have a one-year (renewable) term.

Impact on Strategic Priorities: This action is related to:
·   Goal 4.1. Facilitate effective communication with and among members,
·   Goal 4.2. Create opportunities for members to participate fully in the association, and
·   Goal 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: None.

Appendix D

Metadata and Digital Objects Roundtable (MDOR) Steering Committee
Internship Goals & Objectives
The purpose of the SAA MDOR Internship Program is to provide students and new archives professionals with the opportunity to help advance the work of MDOR, SAA, and the profession. The program aims to facilitate professional development, to offer opportunities to develop new skills, and to enhance interns' leadership abilities through the observation of and participation in committee work. The goals of the MDOR Internship are:
Goals:
● To provide the opportunity to work on projects that advance the work of MDOR and SAA, thereby advancing the archival profession
● To develop the leadership skills of students and new archives professionals, by giving them the opportunity to participate in consensus building, program planning, and project management

- To provide an avenue for students and new archives professionals to build relationships with archivists and metadata experts across the country
- To develop metadata and digital objects expertise within the next generation of archives professionals

Intern Report
Julie Seifert, University of North Carolina Chapel Hill, 2013-2014 MDOR Intern
Amy Rushing, Intern Coordinator

Intern Projects:
-Post relevant news and informational items to the MDOR Twitter account
-Compile and keep current a list of MDOR-related events, conferences, and workshops for the MDOR website. Promote list on Twitter and LinkedIn.
-Solicit MDOR-related events from constituents via Twitter and LinkedIn.

Appendix E
Metadata and Digital Objects Roundtable (MDOR) Social Media Report
Submitted by Amy Rushing and Sarah Dorpinghaus

Amy Rushing manages the MDOR LinkedIn group, which was launched in May 2013. Various MDOR members contributed to the MDOR Twitter account (@mdor_tweets), which was launched prior to 2012. Most information that is shared via these social media tools were also shared over the MDOR listserv. Summaries of the social media activities are below.

Twitter
- Currently have 476 followers, which is an increase of 185 followers in the past 12 months
- Approximately 2-4 tweets per week, typically Monday through Friday
- Approximately 10 interactions per month (includes mentions, re-tweets, favorites), except for August, when we had 80 interactions during or related to the SAA annual conference

LinkedIn
- 73 discussions August 2013-August 2014
- 152 members (up from 109 members counted in August 2013)
    Position Levels
        45% Entry
        18% Senior
        16% Manager
        11% Director
        1% Owner
        1% Partner

    Institution types
        48% Libraries
        14% Higher Education
        13% Information Services
        8% Museums

8% Information Technology and Services
3% Government Administration

APPENDIX F
Metadata and Digital Objects Roundtable (MDOR) Steering Committee
Volunteer Coordinator Report

Two related goals articulated in the 2013-2014 MDOR tactical plan were to "improve and increase our use of MDOR volunteers," and "explore options for expanding MDOR presence to regional and possibly state archival organization meetings." The volunteer coordinator contacted MDOR members who had expressed an interested in volunteering on a 2012 survey, asked if they were still interested, and what other professional archival organizations they belong to. Sixteen members expressed interest and identified the regional, state and local professional archival groups they belong to.

Representatives from SRMA and SGA agreed to try and organize meet ups at their meetings. The SRMA volunteer successfully organized a meet up. Here is his report:

Determined to generate ideas for MDOR through lunch brainstorm at spring meeting of Society of Rocky Mountain Archivists
Emailed SRMA list ahead of time to announce lunch brainstorm – received 4 interest responses
Announced at meeting—during the lunch hour (which competed with host library tours) we had ~20 participants in the brainstorm (out of 57 attendees).
The various archives worlds that were represented included, Academic, Public Library, Government, Museum, and other special collections.
The **goal** was to develop ideas to send to the SAA Metadata and Digital Object Roundtable steering committee as to how they (MDOR) might help facilitate local training opportunities with regard to MDOR subjects.
Thoughts that were generated at brainstorm:
1.   Two main forums for information delivery were preferred --
a.   Free in-person presentations with live feed to online community (including ability to virtually Q&A as well as access to archived presentation)
b.   Hands on, product/experience oriented workshops
2.   More clearly defined levels of 'difficulty' for existing workshops – e.g. Beginning, Intermediate, Advanced
3.   More offerings of intermediate to advanced workshops/presentations
4.   Laundry list of workshops/presentations requested --
a.   Basics of System Administration for Archivists
b.   Training in interdepartmental communication (specifically to and from IT)
c.   Local metadata implementation and how to measure impact
d.   Specific metadata systems training, e.g. METS and what is needed to implement (and whether or not should)
e.   Metadata migration

After the brainstorm, interest was expressed in continuing this conversation by email; ~45 minutes was enough to get the ball rolling, but further discussion was needed to develop and refine what the community wants/needs, and get to an actionable place.

Follow up email to SRMA list sent with above information disseminated, the below goals to achieve, and solicitation ongoing participants—received 10 interest responses

Goals to achieve
1.   Continue developing the laundry list
2.   Identify groups or local experts that could host workshops or give presentations
3.   Develop some strong recommendations to give the national table as to how we would like to leverage their capacities to meet our regional needs

Email to SRMA MDOR group #1 requested feedback on goals #1 & 2.

There was one response from the group that identified the following:

Laundry List
1.   "'CDP Best Practices' are online at www.lyrasis.org. I think there could be discussion of best practices on an advanced level, facilitated by MDOR, or locally."
2.   "I found out that Wyoming State Library is using Portfolio, which is the software we are using. There's a SIRSI users' group, but it's not geared to archives. Is anybody else using Portfolio? I could see some kind of 'mentoring' depending on the software people were using."

Local Experts
1.   Liz Bishoff – http://digitalpioneers.library.du.edu/lizBishoff.php
2.   Software 'mentors' drafted from our own ranks

Email to SRMA MDOR group #2 followed up on the single response, developing the ideas and soliciting further input from group—to date there has been no further response.

I think the idea of connecting software application users with each other is a good way to facilitate education within in the community with very little expense of energy. Currently, the only way to identify other local users of software is to find them through software vendor held lists, or by direct request through the SRMA listserv.

SRMA could host such a list locally, though a national list could make archives to archives communication much more productive, especially where different combinations of software in use can make the local pool a very small one.

I will continue to pose questions to the group to elicit response, but so far facilitation of conversation by email is a fairly difficult. I am considering pulling together an occasional face to face lunch meet-up instead.

APPENDIX G

This year we explored the idea of using a Google Site to supplement the information posted to the official MDOR micro-site. The Google Site would provide a way to share a calendar and collaborative documents among the MDOR community – both features which are lacking from the current MDOR site. Google offers an easy to implement solution for a collaborative space and can connect with the various MDOR outreach and social media initiatives.

The decision was made not to move forward with the Google Site at this time. Among the reasons for this decision were the storage limitations of the free Google Site; the concern for

privacy and security of information; and the need to maintain both a Google Site and the MDOR micro-site.

We did move forward with the implementation of a Google Calendar, which has been embedded in the MDOR site. All MDOR members are welcome to contribute events to the calendar. The calendar is for members to share metadata related events going on around the world. An event can be anything metadata related that our membership may find interesting - a workshop, a webinar, a conference, or a talk. The events added to the calendar can be repurposed as Twitter announcements or Newsletter stories.

Military Archives Roundtable (Liaison: Landis/Roth)

No report received.

Native American Archives Roundtable (Liaison: Zanish-Belcher)

No report received.

Performing Arts Roundtable (Liaison: Kaplan/Vagts)

Date: November 17, 2014
Officers: Stasia Karel, Chair
          Rachel Rosenfeld, Co-chair
Report from annual meeting:
• **Number of attendees:** 71
• **Election results:** Katherine Crowe elected co-chair/chair for 2014-2016. Karla Irwin and Elizabeth Surles elected to the steering committee for 2014-2016
• **Summary of meeting activities:**
1. Introduction and updates by Rachel Rosenfeld
2. Update from Natalia Fernandez, Oregon State University/Oregon Multicultural Archives, on the American Theatre Archive Project
3. This year our meeting included a panel discussion of archivists that have worked with collecting and curating collections about subculture and fringe movements, namely Punk Music and Culture (since the meeting is DC, we felt this was an appropriate topic).

Our panelists included:
 -Caroline Partamian - Assistant to the Director at Eva Dean Dance; Former Archivist/Graduate Assistant at NYU Fales Library and Assistant to Visual Director/Archival Material Researcher for the documentary THE PUNK SINGER (2013)
-Vin Novara - Curator, Special Collections in Performing Arts, Michelle Smith Performing Arts Library, University of Maryland
-John Davis - Manager, Special Collections in Performing Arts, Michelle Smith Performing Arts Library, University of Maryland
-Michele Casto - Special Collections Librarian, Martin Luther King, Jr. Memorial Library, DCPL

The discussion was moderated by Rachel Rosenfeld and included a lively Q&A with the audience/roundtable members. The issues surrounding building archival punk collections, such as, buy-in from administration, gaining trust from donors, and conservation concerns were discussed. Feedback was very positive.

Completed projects/activities: Behind-the-scenes tour of the Smithsonian Center for Folklife and Cultural Heritage's Ralph Rinzler Folklife Archives and Collections August 13, 2014

Ongoing projects/activities: Semiannual newsletter

New projects/activities: Creation of a Facebook group page for the roundtable

 2010-2013 Strategic Priority – Technology Initiatives: n/a

2010-2013 Strategic Priority – Diversity Initiatives: n/a

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: n/a

Initiatives associated with the new 2013-2018 Strategic Plan: The Performing Arts Roundtable is geared towards Goal #4, Meeting Members' Needs. Our annual meeting serves as a place for informal networking, and we strive to create additional opportunities for roundtable members, such as touring a local repository each year.

==Questions/concerns for Council attention:== None at this time.

Privacy and Confidentiality Roundtable (Liaison: Pyatt)

January 8, 2015
Officers 2013-2014:
    Chair: Menzi Behrnd-Klodt, Klodt and Associates
    Vice Chair/Chair-Elect: Amy Fitch, Rockefeller Archive Center
    Immediate Past Chair: Elena Danielson, Hoover Institution Archives, Stanford University (retired)
    Steering Committee Members:
    Nancy Kaiser (2013-2015), University of North Carolina at Chapel Hill
    Erin O'Meara (2012-2014), Gates Archive
    Ryan Speer (2012-2014), Virginia Tech University
    Web Liaison (2012-2014): Anne Graham, Kennesaw State University
    Representative to the Standards Committee (2013-2016): Ryan Speer, Virginia Tech University
    Council Liaison (2013-2016): Tim Pyatt, Penn State University
    Previous Past Chair: Phoebe Letocha, Johns Hopkins Medical Institutions

Report from annual meeting:
- Number of attendees: 70

- Election results: Valerie Gillispie, Duke University, incoming Vice Chair/Chair-Elect for 2014-2015; Meg Tuomala, Gates Archive, incoming Steering Committee member for 2014-2016; Lorain Wang, Getty Research Institute, incoming Steering Committee member for 2014-2016
- Minutes are included below

Minutes of the Privacy & Confidentiality Roundtable
Society of American Archivists Annual Meeting, Washington, DC
August 15, 2014, 4:00-5:30 p.m.

Menzi Behrnd-Klodt, P & C Roundtable Chair for 2013-2014, called the meeting to order at 4:00 p.m. and welcomed the members who were in attendance (approximately 70).
Menzi introduced Amy Fitch, Vice Chair/Chair Elect for 2013-2014; Elena Danielson, immediate past chair; Valerie Gillispie, incoming Vice Chair/Chair Elect for 2014-2015; Meg Tuomala, incoming Steering Committee member for 2014-2016; and Lorain Wang, incoming Steering Committee member for 2014-2016. Other officers include Nancy Kaiser, Steering Committee member, 2013-2015; Erin O'Meara, Steering Committee member, 2012-2014; and Ryan Speer, Steering Committee member, 2012-2014.

Menzi summarized the news featured in the recent Roundtable newsletter *The Keyhole*. She then presented the actual keyhole and key, a tradition since 1999, to Amy Fitch as incoming Chair. Five speakers made timely presentations to the RT:
1. **Trudy Peterson** gave a report on the Human Rights Working Group of the International Council on Archives (ICA), since privacy is an important issue in this regard. The working group has prepared a draft document of 23 principles for the role of archivists in support of human rights. The document will be open for comments through December of this year. It is available on the first page of the ICA website, www.ica.org.
2. **Tim Pyatt**, SAA Council Liaison for P & C, summarized the Council's recent deliberations on August 11 and 12, including best practices for interns and volunteers, advocacy for HIPAA, principles for joint meetings, international rules governing intellectual property for WIPO Copyright, and the A & A Listserv hosted by SAA.
3. **Jackie Esposito** and Christian Dupont gave presentations on "Access, Privacy, and Security in the Collection of Archival Patron Registration Data." Jackie looked at a specific, anonymized case study. She detailed the documents and principles used to keep patron registration information private in the face of intense pressure from attorneys. She found the SAA Code of Ethics, the ALA Library Bill of Rights, and their Privacy Tool Kit useful
4. **Christian Dupont**, looking at the issue of user records in general, emphasized the three functions of maintaining privacy, managing security, and enhancing service. Policies need to be carefully formulated to regulate personally identifiable information (PII) in the process of data collection and use. Policies may need to be tailored to meet the respective state laws.
5. **Frank Boles** reported on the recent case of massive data collection by the National Security Agency. The leadership of the Committee on Archives and Public Policy (CAPP) and the P & C and Issues & Advocacy Roundtables (specifically Menzi Behrnd-Klodt, Jeremy Brett, Amy Fitch, and Sarah Quigley) had sent a request on April 30, 2014, to Council that SAA review certain specifically archival aspects of the controversial NSA mass surveillance program. Frank Boles, representing CAPP, came before the P & C Roundtable to discuss the

resulting undated draft document that outlines a possible response by SAA to issues raised by the NSA controversy.

This draft document was created at the request of SAA President Dana Bell. It was written with the assistance of the P & C Roundtable and the Issues & Advocacy Roundtable as a response to the April 30 memo the two Roundtables had sent to Council. It was circulated to the Roundtable via its list prior to the annual meeting. Conversation at the meeting indicated a general concurrence with the draft document. The one procedural issue that was raised was the best way the profession could engage with NARA regarding the appraisal of the records gathered via the NSA program.

The final version of the document will be edited for grammar and perhaps to reflect a change in the procedure used to engage NARA on the subject of appraising these records, while preserving the content of the draft. It's expected to be presented to Council at its November meeting with a recommendation from CAPP that it be adopted as a formal statement from the Society.

Following a lively discussion, Menzi adjourned the meeting on schedule.

Completed projects/activities: The Roundtable issued its newsletter ("The Keyhole"), endorsed SAA sessions, and updated the webpage with information about past activities and election results.

New and ongoing activities: As noted above, the Roundtable Chair and Vice Chair, together with the Co-Chairs of the Issues & Advocacy Roundtable, formed a working group that investigated and reviewed NSA records issues and prepared a draft document to SAA Council, as described above. Additionally, the two immediate-past chairs of the Roundtable are considering how to help further the development of a survey of privacy practices in archives, initiated by Mark Greene.

Respectfully submitted, Menzi L. Behrnd-Klodt, 2013-2104 Chair, P&C Roundtable

Questions/concerns for Council attention: [None submitted.]

Public Library Archives and Special Collections Roundtable (Liaison: Huth)

No report received.

Recorded Sound Roundtable (Liaison: Light)

Date: 2014-11-12
Officers:

•	Robin C. Pike (Chair)	2014-2015
•	Sarah Cunningham (Vice-Chair/Chair-elect)	2014-2016
•	Jolene Beiser (Web Liaison)	2014-2015
•	Jack Falk (Newsletter Editor)	2014-2015
•	Steering Committee	2014-2015

- Eric Cartier
- Rebecca Chandler
- Shannon Erb
- Susan Hooyenga

Report from annual meeting:
Number of attendees: 66
Election results reported (Elections completed online):
Robin Pike, Chair, Start: 8/13/2014 End: 8/22/2015
Sarah Cunningham, Vice-Chair (Rising Chair), Start: 8/13/2014 End: 8/22/2015
Jolene Beiser, Web Liaison, Start: 8/13/2014 End: 8/22/2015
Jack Falk, Newsletter Editor, Start: 8/13/2014 End: 8/22/2015
Eric Cartier, Steering Committee Member, Start: 8/13/2014 End: 8/22/2015
Rebecca Chandler, Steering Committee Member, Start: 8/13/2014 End: 8/22/2015
Shannon Erb, Steering Committee Member, Start: 8/13/2014 End: 8/22/2015
Susan Hooyenga, Steering Committee Member, Start: 8/13/2014 End: 8/22/2015

Summary of meeting activities: Complete minutes here:
http://www2.archivists.org/groups/recorded-sound-roundtable/annual-meeting-minutes-2014

Jolene Beiser, outgoing Chair, opened the meeting and welcomed the attendees.

Library of Congress staff Gene Deanna, Caitlin Hunter, Karen Fishman, and Brian Hoffa presented on the Library's audio holdings, catalog, and services.

SAA Council Representative Michelle Light gave the Council's report, highlighting documents the SAA Council and working groups have created. Bob Horton (IMLS) gave a special report regarding a coalition to advance learning in archives, libraries, and museums, and Bill Maher gave a special report on perspectives on international copyright.

Jolene announced the online election results and introduced the new RSRT leaders. Over 100 people voted in the elections this year.

General discussion was held on the continued developments for the National Recording Preservation Plan, including new resources currently in development.

Attendees who were to present at SAA announced their sessions to the other attendees. Encouragement was given to propose sessions for the 2015 Annual Meeting.

Robin Pike adjourned the meeting.

Completed projects/activities: Over the course of the year, the Roundtable leadership responded to several inquiries concerning the management of recorded sound collections, including questions from SAA members, researchers, and the general public.

The RSRT voted to endorse two proposals for the 2014 Annual Meeting[11]. In accordance with the new SAA policy, the Roundtable will not be endorsing proposals for the 2015 SAA Annual Meeting.

2014-2015 elections were conducted successfully online.

Ongoing projects/activities: Jack Falk collected stories from the membership and compiled the 2014 newsletter: http://www2.archivists.org/groups/recorded-sound-roundtable/newsletter-spring-2014-recorded-sound-roundtable.

The Recorded Sound Roundtable newsletter will continue with Jack Falk as the editor. The newsletter provides an opportunity for members to share challenges and successes encountered in their work with recorded sound, and to share thoughts about archival audio issues.

New projects/activities: There was general discussion on how the RSRT will be able to assist with or promote the resources created around the National Recording Preservation Plan (NRPP).

The Roundtable will plan a program for the roundtable meeting in Cleveland, OH in 2015.

Strategic Priority - Technology initiatives: Enhancing our resources list, especially including the new resources coming out of the work driven by the NRPP.

Diversity initiatives: None

Strategic Priority - Advocacy/Public Awareness initiatives: Promoting new audio preservation resources to archivists without audio expertise.

Questions/concerns for Council attention: None.

Records Management Roundtable (Liaison: Smith)

Date: 1/9/15
Officers: Chair: Beth Cron
Vice Chair: Christie Peterson
Newsletter Editor: Lorette Weldon
Steering Committee: Matthew Farrell, Brad Houston, Matt McClelland, Jenny Mundy, Eira Tansey

Report from annual meeting:
- **Number of attendees**: 50
- **Election results**: Chair: Beth Cron, Vice chair: Christie Peterson will serve as interim vice chair, Steering Committee: Lorette Weldon, Brittany Turner, Matt McClelland, Jenny Mundy, Matthew Farrell, Christie Peterson, Eira Tansey
- **Summary of meeting activities:** The RMRT meeting started with a lively discussion of

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[11] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

some proposed bylaws changes for the roundtable (read more about them on this blog's previous post). After the business portion of the meeting, we shifted the format to small group discussions around a few topics. Full notes (taken by participants) are compiled into this document.

Completed projects/activities:
- Coordinated four Google Hangouts on Records Management issues. Topics included NARA's Email Capstone Policy, Web Archiving (joint presentation with Web Archiving Roundtable), Archiving Email, and Getting to Know the Steering Committee of the RMRT. See more about this in the Strategic Priorities section, below.
- The RMRT Steering Committee posted 36 posts on The Schedule blog in 2014. This content was viewed about 7,800 times in 2014. The busiest day of the year was February 7th with 309 views. The most popular post that day was Capturing Executive Email at the University of Michigan - Campus Case Studies.

Ongoing projects/activities:
- Continued work on the Functional Thesaurus. Progress on the Functional Thesaurus halted mid-year and the steering committee is making plans for transitioning leadership of the project.
- Put out four issues of *The Records Manager*, the RMRT newsletter. Following a discussion at the annual meeting, the steering committee conducted a survey of membership to ask what they would like to see in a newsletter. They responded that the RMRT should continue to have a newsletter, but in a shorter format with summaries of blog posts from The Schedule.
- Scheduling future Google Hangout sessions on records management topics.
- Brad Houston held a webinar on records management through the SAA education committee. The first session received positive feedback and future events will be planned for 2015.

New projects/activities: Conduct a formal survey of our membership as part of an effort to gather information on how we can better serve our membership. .

Initiatives associated with the new 2013-2018 Strategic Plan: Many, if not most, of our planned activities for the 2014-2015 session are educational in nature, which nicely complements Goals 2,3, and 4 of the 2013-2018 Strategic Plan. We would like to be able to provide resources that grow both the profession and the relevant skillsets of our membership and SAA as a whole.

2014-2018 Goal: Advocating for Archivists and Archives: We are interested in helping SAA advocate the value of Archives and Archivists, especially as this goal relates to reestablishing a formal relationship with ARMA International.

2014-2018 Goal: Enhancing Professional Growth: As noted, RMRT has continued efforts to maintain our social media presence, most prominently in the form of our blog, Google+ account, and our Google Hangouts available on YouTube. These venues are intended to bring educational material and other items of interest to a wider audience than we can achieve through the listserv alone. In particular, by recording our Hangouts, we are able to provide asynchronous

professional development to our membership. During the Hangouts we have conducted thus far, we have been monitoring social media and blog comments to give membership the opportunity to ask questions of the presenters and get answers in a prompt manner. Our goal in this area for next year is to improve the consistency of Hangout frequency and to work out the technical and procedural glitches that have impeded the full potential of this powerful tool.

2014-2018 Goal: Advancing the Field: See above. Additionally, we looked to build additional awareness of the concerns of archivist/RM hybrids outside the profession this year; we are discussing how to better work with ARMA and how to discuss archives in the records management community.

2014-2018 Goal: Meeting Members' Needs: Our educational initiatives are intended to bring low- or no-cost training resources to members, including our student members. In particular, the development of the "Records Management for Archivists" webinar through SAA created an opportunity for new archivists/records managers to get an introduction to records management basics without having to pay the entire cost of a two-day workshop (currently the main RM training on offer through SAA). Both of the publications on which the RMRT is working or has completed this year are or will be free-to-access, ensuring that as many professionals as possible can benefit from our work.

Questions/concerns for Council attention: We would appreciate any guidance as to how the roundtable could help SAA with its stated goal to "Participate actively in relevant partnerships and collaborations to enhance professional knowledge," especially with rebuilding a relationship with ARMA International. Many of our members are also ARMA members, or even hold positions with ARMA or local chapters, and so we are in a good position to help bridge the gap. Ideally, we can help communicate to ARMA the value of working with Archives professionals (and vice versa).

Research Libraries Roundtable (Liaison: Light)

Name of Roundtable: Research Libraries Roundtable
Date: November, 2014

Officers:
- Stephanie Kays (Chair)   Term 2014-2015
- Jennifer Meehan (Vice Chair/Chair Elect)   Term 2014-2015
- Lisa Carter (Steering Committee)   Term 2014-2015
- Ben Goldman (Steering Committee)   Term 2014-2015
- Erik Moore (Past Chair/Steering Committee)   Term 2014-2015
- Merrilee Proffitt (Steering Committee)   Term 2014-2015
- Thomas Rosko (Steering Committee)   Term 2014-2015
- Michelle Light (Council Liaison)

Report from annual meeting: Research Libraries Roundtable, SAA 2014, Wednesday, August 14 from 3:00-5:00pm

Number of attendees: Approximately 60
Election results: Jennifer Meehan, Emory University, was elected as Vice Chair/Chair Elect; 2014-2015.
Summary of meeting activities: Stephanie Kays opened the meeting with a brief overview of the meeting's agenda, which was followed by the business meeting. The business meeting included a report on the two sessions that were endorsed by the Roundtable for the 2014 annual meeting[12] and the goals of the Steering Committee, one of which was to learn more about what members desired from this Roundtable and to find ways to move in that direction. The Roundtable did not have candidates for the online election in June/July 2014, therefore, the business meeting also included a paper ballot election. The rules of the election were stated at the beginning of the meeting, the ballots were counted, and winner announced at the end of the meeting. The business meeting also included announcements from OCLC Research (Merrilee Proffitt) and a report from our Council liaison, Michelle Light. Members were then given the opportunity to make announcements.

The business meeting was followed by the Roundtable program, which considered the many ways our members were "Un-hiding Collections" within their institutions.

Speakers: Katie McCormick, Florida State University; Erik Moore, University of Minnesota; Silvia Barcellos Southwick, University of Nevada, Las Vegas; Michael Szajeski, Ball State University

Katie McCormick is the Associate Dean of Libraries for Special Collections & Archives at The Florida State University. In this capacity she manages the rare book, manuscript, and archival collections of FSU as well as their cataloging and digitization. Her professional interests include community engagement, preservation, digital access, audio/visual archiving, and teaching. She holds an M.L.I.S. Simmons College, and a M.A. in English, with a focus in Irish Literature and Culture, from Boston College.

"Order out of Chaos: Uncovering Hidden Collections through Collaboration & Enhanced Discovery" In early 2013, FSU Libraries determined that, despite previous efforts, a significant portion of the archival collections were difficult or impossible to discover online or that the information that was available was inconsistent, and sometimes incorrect, across different systems. After a broad collections review, specific issues were identified, addressed, and new workflows were created. Katie McCormick will discuss the collections review process, priorities realignment, new workflow considerations, and project outcomes. She will also touch on collections issues encountered along the way and strategies for resolving them.

Erik Moore is the University Archivist and Co-Director of the University Digital Conservancy, the University of Minnesota's institutional repository for administrative records and scholarly research. Moore leads the archival operations of the University's official collecting repository that maintains and provides access to 18,000 cubic feet of records originating from campus administrators, colleges, departments, and faculty. Moore currently serves on the Research Libraries Roundtable and Electronic Record Section steering committees as well as SAA's

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[12] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

Membership Committee. He has advanced degrees in Library & Information Science and Historical Studies.

During a 12 month digitization project, the University of Minnesota Archives converted nearly 250,000 items related to various natural history collections. As the scanning progressed, it became evident that a portion of the material was not Minnesotan in origin, but rather documented a First Nation 1,800 miles away on Vancouver Island. Learn more about how digitizing deep into collections helped archives staff digitally repatriate another community's cultural heritage.

Silvia Southwick is the Digital Collections Metadata Librarian at the University of Nevada, Las Vegas. Her main responsibilities include designing and maintaining an application profile for UNLV digital collections, defining metadata elements and creating index guidelines for each digital collection, designing and implementing metadata quality control processes, managing the implementation of the UNLV's Linked Data Project. Silvia's research interests are in the areas of metadata management and linked data. Silvia received a Ph.D. in Information Transfer and a Masters in Library Science from the Syracuse University School of Information Studies.

"Exploring the Application of Lessons Learned from the UNLV's Linked Data Project to Metadata for Archives" The University of Nevada, Las Vegas (UNLV) Linked Data Project provides a case study of the complex topic of linked open data: from emerging concept in librarianship to practical outcome. The project began with a small academic library study group created in April 2012 that comprised of professionals from various functional areas. The initial goal was to better understand Linked Data concepts and potential benefits to the Libraries. In October 2012 after reviewing literature, attending presentations, and discussing concepts, UNLV Digital Collections designed an exploratory project. Because there was very little in the literature about "how" to practically implement linked data in digital collections, the team decided to focus on the transformation of typical digital collections metadata. The project made significant progress outlining technologies, tools, and models that can be implemented by librarians; and experimented with visualization tools to show the linked data produced by this project. This presentation covers basic concepts of linked data, models and tools used for transforming metadata into linked data and ends with an overview of our first efforts toward applying lessons learned to generate linked data for archives.

Michael Szajewski has served as Archivist for Digital Development and University Records at Ball State University since 2011. In this position, he develops and promotes digital collections, manages digitization projects, develops instructional content, and oversees Ball State's university records collection area. He earned a Bachelor of Arts degree in history and communication studies from Northwestern University in 2009 and a Master of Library Science degree from Indiana University in 2010 with a concentration in archives and records management.

"Using Google Analytics Data to Expand Discovery and Use of Digital Archival Content" The strategic use of web analytics data allows archivists and digital librarians to gain insight into the process of un-hiding digital collections. This talk will discuss the ability of Google Analytics, a popular and freely available web analytics tool, to provide information professionals with valuable data regarding users of digital archives collections, the content with which they

engage, and their means of discovering this content. Access to this data allows archivists and digital librarians to both maximize the impact of digital collections and document the value of digital projects.

Completed projects/activities:
Monthly Topics:
In January 2014, the RLRT Steering Committee introduced *Monthly Topics*. The point of *Monthly Topics* was to propose a topic/question/issue for discussion on this listserv each month to encourage a dialogue within the membership. We hoped institutions would share practices, thoughts and questions about the topic. Unfortunately, *Monthly Topics* did not take off and those who participated were members of the steering committee or steering committees' departmental colleagues. One SC member noted that people already have too much email to handle and aren't likely to engage in a discussion through the listserv unless they have an immediate issue/question they need addressed. The steering committee agreed to consider other ways to engage the Roundtable throughout the year that would be useful to its members.

Membership:
An annual meeting schedule guide was created through Sched online schedule/mobile app to help members navigate the 2014 annual meeting. The schedule included sessions and meetings that might be of concern to research libraries. These were selected mainly based on the survey findings from the RLRT 2010 survey, which included topics on born digital records, AV, digitization, and multilingual collections.

Ongoing projects/activities:
Membership: The RLRT Steering Committee will continue to develop actionable goals for increasing both the level of member involvement in the Roundtable and value of the Roundtable for its members. This includes strategizing ways the Roundtable can reach out and collaborate with other roundtables and sections, surveying the membership to identify their major needs and expectations of the Roundtable and continuing to reach out to new members through SNAP.

Website/Microsite and Listserv: The RLRT Steering Committee will continue building the Roundtable's microsite by providing accurate and complete information and documentation of its actives, including bylaws, agendas, meeting minutes, annual reports, and other resources. It will continue to use the listserv to communicate with members about issues of concern to research libraries as well as communicate pertinent messages from SAA council and leadership.

New projects/activities:
2015 Annual Meeting: The RLRT Steering Committee aims to better involve its membership regarding programing and addressing core issues of concern and excitement for its membership. This year we will send out a survey to membership calling for ideas and interest areas for our 2015 topic/theme. In March of 2015, we will send a call for involvement (presentation, discussion, etc.) to membership based on the agreed theme.

Communications: The RLRT Steering Committee will explore new ways to communicate with members and to provide programing for members throughout the year. The RLRT listserv

appears to get very little use. Indeed, when members were asked at the 2014 annual meeting if they read and or utilize the RLRT listserv, a very small fraction of attendees raised their hands. It is a goal of the Steering Committee to explore other avenues of communication and engagement that are exciting to its members.

Initiatives associated with the 2014-2018 Strategic Plan:
Goal 2: Enhancing Professional Growth & Goal 3: Advancing the Field: During the 2014 annual meeting, we invited four individuals to speak about projects that they participated in at their institutions. The topic was "Un-hiding Collections". For those who had a paper associated with their presentation, we published or linked to those on the RLRT meeting minutes posted to our microsite.

Goal 4: Meeting Members' Needs: See Membership, Microsite and Communications above.

Questions/concerns for Council attention: No immediate questions/concerns.

Science, Technology, and Health Care Roundtable (Liaison: Zanish-Belcher)

November 12, 2014: The Society of American Archivists' Science, Technology and Healthcare (STHC) Roundtable is a forum for archivists with interest and/or holdings in the natural and social sciences, technology, and health care.

Roundtable Officers, 2013-2014
Co-Chairs
Melanie Mueller, Senior Co-Chair (American Institute of Physics)
Dawne Howard Lucas, Junior Co-Chair (University of North Carolina at Chapel Hill)
Newsletter
Elizabeth Phillips, Editor (University of California – Davis)
Webmaster
Polina E. Ilieva (University of California, San Francisco)
Steering Committee
Chrystal Carpenter (J. Craig Venter Institute)
Janice F. Goldblum (The National Academies)
Joan Echtenkamp Klein (University of Virginia Health System)
Charlotte (Shelley) Erwin (California Institute of Technology)
Jodi Koste (Virginia Commonwealth University)
Nora Murphy (Massachusetts Institute of Technology)
John Rees (National Library of Medicine)
Judith A. Wiener (Ohio State University)

2014 SAA Annual Meeting Report: The STHC Roundtable's annual meeting was held at the Marriot Wardman Park in Washington, DC on August 15th from 4:00 to 5:30PM. 46 people attended. Meeting proceedings outlined below; see meeting minutes for full proceedings (Appendix A).

Introductions: Round robin of introductions of all meeting attendees; many new members and first-time attendees of the roundtable meeting.

Speaker presentations: The meeting began with a program of four invited speakers presenting on topics such as challenges in processing medical illustrations, access issues for large medical collections, collaboration between archivists and scientists, the creation of linked data to enrich digital access, and documenting the foundations of Silicon Valley.

Business meeting: Announcement of the STHC Steering Committee's formal approval of the 2013 annual meeting minutes.

Reports
- Annual Meeting Task Force: Jodi Koste
- HIPAA regulatory update: Pheobe Evans-Letocha
- Newsletter report, *Archival Elements*: Liz Phillips (Liz not present, report filed via email and presented to attendees)
- Website update: Polina Ilieva
- Listserv subscription and activity: Melanie Mueller
- Election results (for role of incoming junior co-chair): Melanie Mueller
- Election process and reminders regarding co-chair nominations and Steering Committee service
- Old business: approval of 2013 meeting minutes; 2014 minutes will be posted to the STHC website in September
- New business from the floor: announcement of SAA Committee on Public Awareness (COPA); congratulations to new SAA Fellow, Steve Novak
- Session and program ideas for the 2015 annual meeting

STHC Activities (addressing SAA Strategic Priorities, 2014-2018)
Goal 1: Advocating for Archivists and Archives
Our newsletter, Archival Elements, continues to be a quality vessel for reporting our actions and successful projects as science, technology and healthcare archivists.

Goal 2: Enhancing Professional Growth
The speaker presentations during the roundtable annual meeting represented all aspects of the scope of the STHC roundtable, and were well-received and generated good discussion by attendees. Our speaker presentations have always been the star of our annual roundtable meeting, and we will continue to solicit speakers with relevant topics, with an attempt to keep our speaker presentations in line with the theme of the SAA annual meeting or within some theme that encompasses all aspects of our STHC membership.

Goal 3: Advancing the Field
STHC members were instrumental in developing the HIPAA Resource Page and continue to be a resource for issues specific to science, technology and healthcare.

Goal 4: Meeting Members Needs

STHC leadership remains dedicated to increasing new membership and encouraging participation from long-time members by encouraging newsletter articles, speakers during our annual meeting, and service in roundtable leadership. This was illustrated by the larger-than-average attendance at the roundtable meeting, and our first-ever contested election for incoming co-chair. The STHC leadership has had considerable discussion regarding ways to encourage participation on our listserv (listserv traffic remains static but subscribers are way up!) and to remind our members that the listserv is a place for discussion as well as announcements.

<mark>Questions/concerns for Council attention</mark>: [None submitted.]

Respectfully submitted, Melanie Mueller, Co-Chair (American Institute of Physics) and Dawne Lucas, Co-Chair (University of North Carolina, Chapel Hill)

Appendix A: Minutes of the 2014 Science, Technology, and Health Care Roundtable annual meeting

Welcome and introduction of meeting attendees (46 attendees)
Welcome and introduction of speakers (Melanie Mueller, Dawne Lucas, co-chairs)

SPEAKER PRESENTATIONS (4:00-5:00)
- Eric Boyle, *National Museum of Health and Medicine,* "Illustrating the History of Medicine"
- Ashley L. Taylor, *University of Pittsburgh,* "Cutting Edge: Combining Access and Best Practice in a Large Medical Collection"
- Heather Yager, *California Academy of Sciences,* "Digital Preservation, Mobile Access, and Interdisciplinary Collaboration"
- Paula Jabloner, *Computer History Museum,* "Acquiring the Founding Documents of Silicon Valley"

BUSINESS MEETING (5:00-5:30)
  1) Approval of 2013 minutes and old business
     a. 2013 minutes were approved informally and posted to website.
     b. 2013 minutes unanimously approved during Steering Committee meeting.

REPORTS
1) Council Representative announcements (Tanya Zanish---Belcher)
   a. Zanish---Belcher not in attendance.
2) Annual Meeting Task Force (Jodi Koste)
   a. Task force has done its work and has been disbanded.
   b. Next year's meeting will be in Cleveland ("mid---major" city)
   c. Free Internet access was provided at this meeting for the first time.
   d. Other modifications to annual meetings will occur over time.
3) HIPAA regulatory update (Phoebe Evans Letocha)
   a. SAA Council has approved the issue brief drafted by Phoebe Evans Letocha and Lisa Mix.

b. SAA will work with the Council of State Archivists to advocate for the standardization of state medical laws.

c. SAA sections and roundtables should work with researchers to look at and revise best practices for accessing protected health information.

4) Archival Elements (Liz Phillips)

a. Phillips not in attendance. Report emailed to the Steering Committee: After a minor dry spell last year, this year's Archival Elements is once again robust and diverse! This year's issue includes four articles: Kate Tasker of UC San Francisco tells us about processing psychiatry pioneer Eric Berne's papers; Shaula Stephenson of the Hammer Museum at UC Los Angeles and the Skirball Cultural Center wrote a case study on digital initiatives in cultural heritage centers; Michelle Wirth of the Cincinnati Children's Hospital Medical Center describes bringing together the institution's hidden archives; and Matthew Law of the National Archives at Riverside tells us about the records of the Atomic Energy Commission. There is also one shorter contribution: Maurita Baldock submitted a piece on the University of Arizona's processing of the Gerard Kuiper Papers. It's a great group of articles and I encourage you to settle in with the newsletter and find out what your colleagues have been up to.

b. So, read, enjoy, and please feel free to contact me (Liz) with any ideas you have for next year's issue – all submissions are considered and early submissions are particularly welcome.

5) STHC website (Polina Ilieva)

a. STHC Roundtable had contested elections for the first time. Candidate biographies and statements were added to the website.

b. Some information has been rearranged on the website

6) STHC listserv (Mueller)

a. There are about 100 more subscribers to the listserv this year than at this time last year. Mueller not sure where the jump came from.

b. Despite this jump in subscribers, the listserv still has very low traffic. Members are encouraged to use the listserv for making announcements, etc.

7) Steering Committee and STHC leadership (Mueller)

a. The Steering Committee has two member---at---large openings, each for three years. Interested members should contact Melanie, Dawne, or Nora.

8) Election results, incoming junior Co---chair (Mueller)

a. Nora Murphy (MIT) and Eleanor Brown (North Carolina State University) ran for junior co---chair. Murphy was the winner.

b. The number of people participating in online voting is up from last year, but the number of people who vote still make up a small percentage of the Roundtable membership.

9) Election process and nominations (Mueller). Nominations for incoming co---chair will occur in the spring.

10) Old business, approval of 2013 meeting minutes

a. 2013 minutes were approved informally and posted to website.

b. 2013 minutes unanimously approved during steering committee meeting.

c. Minutes from 2014 meeting will be posted on the STHC website within the next month.

11) New business from the Floor

a. Scott Grimwood made an announcement about the new SAA Committee on Public Awareness (COPA). This committee will help to define "what is an archivist?"; will help members of the profession advocate for themselves; will create strategies and public awareness for SAA.

b. Lisa Mix congratulated Steve Novak for becoming a new SAA Fellow.

12) Session and program ideas for the 2015 annual meeting

a. Focus on WWI.

b. Centennial of 1918 flu pandemic.

MEETING ADJOURNED

Security Roundtable (Liaison: Baxter/Hackbart-Dean)

Date: 2015/01/06

Officers: Daniel Hammer (Senior Co-Chair, August 2014 – August 2015), Rachel Seale (Junior Co-Chair, August 2014 – August 2015), Bryan Whitledge (Secretary, August 2014 – August 2015)

Report from annual meeting:

- Number of attendees: 14
- Election results: Per the Roundtable bylaws, Junior Co-Chair for 2013-14, Daniel Hammer is the Senior Co-Chair for 2014-15. Rachel Seale is the Junior Co-Chair for 2014-15. Bryan Whitledge is the Secretary for 2014-15.
- Summary of meeting activities: Please see minutes below and posted to roundtable microsite.

Completed projects/activities: In 2013-2014, the Security Roundtable completed a survey of its membership to determine the needs and expectations of the membership and inform Roundtable priorities moving forward. The survey results are posted to the microsite.

Ongoing projects/activities: The Roundtable will be working to implement some ideas raised by members in the survey. The focus will be on being a resource to members for their questions and thoughts about security. We will continue working to make the microsite a source security-related resources, tools, and templates, as well as links to related organizations and examples of best practices.

Questions/concerns for Council attention: None.

Security Roundtable Minutes
August 13, 2014
3:30 pm – 5:00 pm
Marriott Wardman Park – Washington, D.C.

Present:
Fred Augustin, Library of Congress
Mimi Bowling, Consultant
Richard Dine, National Archives and Records Administration

Ryan Hendrickson, Boston University
Matt Logie, Colonial Williamsburg
Kara McClurken, University of Virginia
Mary Morganti, California Historical Society
Tim Murray, University of Delaware
Naomi Nelson, Duke University
Kim Sims, William and Mary
Brian Tilley, National Archives and Records Administration
Gregor Trinkaus-Randall, Massachusetts Board of Library Commissioners
Bonnie Weddle, New York State Archives
Bryan Whitledge, Central Michigan University

1.   **Welcome** No current officers present, one incoming officer present. Kara McClurken, former chair of the Security Roundtable presiding in place of absent officers.
2.   **SAA Council Liaison Report** Terry Baxter, SAA Council Liaison for the Security Roundtable reported highlights of the Archives-Record 2014 SAA Council Meeting.
        Revised best practices for volunteers
        Adopted points of consideration for joint meetings in the future
        Adopted recommendations for how SAA interacts with Archives and Archivists listserv
        Bob Wharton from IMLS spoke about new grant initiative
        Bill Maher spoke about WIPO and ICA
        Pam Hackberg Dean will be the new SAA Council Liaison for the Security Roundtable
3.   **Introductions** Participants introduced themselves and their organizational affiliation.
4.   **SAA Program Committee Update** Kim Sims from the Program Committee updated the Security Roundtable about the 2015 SAA meeting
        No theme for 2015
        SAA-only meeting
        Convention center will be the venue rather than a conference hotel
        Proposals focusing on advocacy or those featuring opposing views are sought
        All session formats welcome
        No group endorsements (Roundtables / Sections) for 2015
        Unstructured sessions formats to be encouraged
        October 8 is the deadline for proposals
5.   **2014 Security Roundtable Election Results** Per the Roundtable bylaws, Junior Co-Chair for 2013-14, Daniel Hammer is the Senior Co-Chair for 2014-15. Rachel Seale is the Junior Co-Chair for 2014-15. Bryan Whitledge is the Secretary for 2014-15.
6.   **Approval of 2013 Security Roundtable Minutes** Minutes approved
7.   **Round Table Discussions**   Informal discussion among the entire group about a variety of topics. Topics included:
        An example from Mary Morganti of the California Historical Society (CHS) re: the return of materials that had been stolen by Barry Landau. Lessons learned from the incident were discussed, which included new policies limiting staff duties while researchers are present in the reading room. Another issue touched upon was how the CHS has worked to check the returned items against those in their holdings and how they are working to return materials that were not taken from the CHS to their rightful institutions, especially considering many of the materials are not labeled.

Further questions about the limiting of staff duties was discussed

Further discussion focused on changes made at institutions in reaction to unfortunate incidents. Some changes included using a buddy system for accessing the stacks (i.e. no staff allowed to be alone). This prompted a discussion on budget constraints vs. appropriate staffing to ensure protection of materials.

Question of effectiveness of CCTV monitors vs. human presence – is there is a study about the effectiveness of one vs. the other.

Discussion of how to patrol a reading room, how to patrol the stacks, and monitoring employees who have access to materials.

Discussion of damage and defacement of materials, particularly controversial materials in one's holdings.

A suggestion was made for further discussion and study of the protection of digital archives. With the increase of born-digital materials being held by archives and special collections libraries, there is a need for protection of those materials. This protection is, in part, from theft if the information held in the archives is sensitive. Mostly, the concern is that born-digital documents could be hacked and altered to change the historical record.

8. **Meeting Adjourned** At 5:00 pm the meeting adjourned and all attendees were thanked for attending and for the engaging discussion.

Minutes prepared by Bryan Whitledge, SAA Security Roundtable Secretary, 2014-25.

Students and New Archives Professionals Roundtable (Liaison: Mangiafico)

Date: November 16, 2014
OFFICERS
- **Chair:** Melissa G. Gonzales
- **Vice Chair/Chair-Elect:** Liza Booker
- **Secretary:** Susan Kline
- **Web Liaison/Coordinator:** James Northway
- **Blog Coordinator:** Lisa Huntsha
    - **New Professionals Blog Editor:** Gloria Gonzalez
    - **Student Blog Editor:** Samantha Winn
- **Social Media Coordinators:** Helen Schubert (last term); Susan Kline (first term)
- **Steering Committee Members:**
    - Steve Ammidown (Student Chapter Liaison)
    - Lisa Huntsha
    - Caitlin Wells (SAA Standards Committee Liaison)
- **SAA Council Liaison:** Lisa Mangiafico

REPORT FROM THE ANNUAL MEETING
- **Number of attendees:**
- **Election results:**
    - **Incoming Chair:** Caitlin Wells
      As in the 2013-2014 Elections, the current Vice Chair/Chair-Elect declined the position of Chair for the 2014-2015 term. Since Caitlin Wells was elected to serve as Vice

Chair/Chair-Elect, she agreed to take on Chair duties for the next term to fill the void, and the roundtable will hold a special election after the annual meeting to elect a Vice Chair/Chair-Elect for the upcoming term.

- ○ **Vice Chair/Chair-Elect:** Samantha Winn (by special election)
- ○ **Secretary:** David McAllister
- ○ **Web Liaison/Coordinator:** Colin Post (appointed Nov. 2014)
- ○ **Blog Coordinator/Steering Committee member:** Samantha Winn
- ○ **Social Media Coordinator/Steering Committee member:** Susan Kline (second term); Ariadne Rehbein (first term, appointed Nov. 2014)
- ○ **Student Blog Editor:** Holly Croft (appointed Nov. 2014)
- ○ **Steering Committee members:**
  - ■ Roxanne Dunn
  - ■ Dan Johnson
  - ■ April Sparks
- ○ **SAA Council Liaison:** Lisa Mangiafico
- **Summary of meeting activities:** See attached addendum for meeting minutes.

COMPLETED PROJECTS/ACTIVITIES

- Special Election resulted in Liza Booker as Vice Chair/Chair-Elect.
- Ten sessions were sent for SNAP endorsement:
  - ○ The following sessions were endorsed[13]:
    - ■ *Taken for 'Grant'ed: How Term Positions Affect New Professionals and the Repositories That Employ Them*
    - ■ *Archival Internships: Expectations, Disappointments and Responsibilities*
  - ○ The second session was not accepted. They accepted an invitation to do a mini-panel version at the annual meeting roundtable meeting.
  - ○ A second mini-panel consisting of archival consultants was created for the annual meeting roundtable meeting.
- Gloria Gonzalez integrated the newsletter, *Snapshots*, into the blog.
  - ○ She served as our New Professionals Blog Editor.
  - ○ A new position of Student Blog Editor was created, and Samantha Winn was elected into that position.
  - ○ The blog's name was changed to *SNAPshots*.
- It was decided the role of Social Media Coordinator requires two people in staggered terms, so the coordinator serving a second term can train the person serving the first term.
- Communications Subcommittee created to develop a communications survey.
  - ○ Steering committee members worked collaboratively to develop the survey and add comments. Survey to be sent out during 2014-2015 year.
- SNAPpy Hour at Society of Southwest Archivists Annual Meeting
  - ○ Approximately 20 archivists attended event on May 29, 2014, at Hyatt French Quarter Hotel in New Orleans, LA.
- Annual Meeting
  - ○ First-Timers Guide for Annual Meeting and Lunch Buddy Program set up again for the annual meeting.
  - ○ Archival Education & Employment Forum at the annual meeting.

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[13] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

- ■ Archives Educators Roundtable co-sponsored this forum with SNAP. It was well-attended and some great ideas came out of it that will be pursued by Melissa Gonzales, Samantha Winn, and others.
    - ○ SNAP "Oh, SNAP!" ribbons for the annual meeting.
    - ○ Held a joint roundtable meeting with the Lone Arrangers Roundtable at the annual meeting

ONGOING PROJECTS/ACTIVITIES
- ● SNAP blog: *SNAPshots*
    - ○ Solicit more blog support
- ● #snaprt Twitter chats
    - ○ Ongoing

New projects/activities:
- ● Chris Prom approached the roundtable chair regarding more SNAP participation in SAA publications. This should be followed up.
- ● Communications survey for SNAPpers.
- ● Work with Archives Management Roundtable to develop possible webinars about management, not just archival but personnel.

After our SNAP Council Liaison sent us the Internship Best Practices draft, we sent it out to the membership via the listserv to receive feedback for her and the other council group liaisons working on the draft.

Working with Membership Committee members on a possible silent auction to take place at annual meeting to raise money for scholarship endowment.

2010-2013 Strategic Priority – Technology Initiatives: The SNAP roundtable's use of social media and our upcoming supports Desired Outcome #3 by making use of current and emerging technology to enhance communication with internal and external audiences. The roundtable steering committee is reevaluating its communication efforts to appeal to the widest possible audience of new and future archives professionals via venues such as our blog, Twitter "SNAPchats," and Facebook.

2010-2013 Strategic Priority – Diversity Initiatives: The roundtable continues to promote the Mosaic scholarship and other diversity initiatives via the SNAP listserv and social media.

2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives: The roundtable provides a venue for new and future archivists to learn more about SAA's advocacy and public awareness efforts via our social media and listserv.

Initiatives associated with the new 2013-2018 Strategic Plan: [None submitted.]

Questions/concerns for Council attention: There have been concerns regarding the SNAP discussion list regarding its limited use. The steering committee thought that perhaps we should conduct a communications survey to see how our membership uses the discussion list and if there are alternative means of communication (i.e. social media) that they use more frequently. It

has also been noted that some SNAPpers don't feel comfortable using the list because those members who sometimes make the A&A discussion list awkward are also contributors to the SNAP list.

ADDENDUM - MEETING MINUTES

SNAP Steering Committee Meeting Minutes
September 8, 2013
Location: Google+ Hangout
Time: 7-8:30 pm EST
In Attendance: Melissa Gonzales (chair), Susan Kline (Secretary), Steve Ammidown (SC), Gloria Gonzalez (SC/Newsletter Coord.), Caitlin Wells (SC), Helen Schubert (Social media)
Not in attendance: Lisa Huntsha (SC), Lisa Mangiafico (Council Liaison), James Northway (web liaison)

1. Special Election for Vice Chair/Chair-Elect
   ● Steve will tweak the election nomination form used for past elections
   ● An announcement will be sent to the full membership. Additionally, Melissa will email vice chair/chair-elect candidates who ran in the past and encourage them to nominate again.
   ● Goal is to send election form by end of the week and solicit appointed members
2. Newsletter (Gloria Gonzalez)
   ● Gloria reported on the history of the SNAPshots newsletter, how it relates to the SNAP blog, and challenges related to running the newsletter
   ● Need for SNAP members to be mentored in terms of publishing was raised
   ● Discussion of possible ways to collaborate with American Archivist for a publishing venue for SNAP members or have mentoring related to publishing through the SAA Mentoring Subcommittee
   ● Communication survey of SNAP members proposed, similar to SAA's larger communication task force and survey
   ● Decision made to solicit more blog support, with two editors, one to focus on new professionals and one to focus on students
3. Steering Cmte members/Appointed positions
   The SC agreed to solicit members to serve in the following roles:
   ● Social media (2 year optional service; rotating position)
   ● Student chapter liaison
     ○ Steve will work on this and help develop this position as it moves forward. The student chapter liaison can also work with student groups to connect them with regional organizations. The blog can also do outreach to student chapters.
   ● Web editor (?)- need to check with James about interest in continuing
   ● 2 blog editors (1 for students, 1 for new professionals)

Other discussion:
   ● Gloria is interested in continuing her work with SNAP communications, and will provide blog support for development.

- Helen will continue with social media and someone new will assist amount of work required by blog, website, Twitter and social media
  - logistics of the Twitter chats- specifically how to develop more questions, encourage participation, get more experienced archivists involved, and dates and times

4. Future Meetings
- Steering committee meetings will be held bi-weekly on Wednesdays at 9pm EST.
- Next meeting is September 18th.

5. 2014 SAA Annual Meeting Session Proposals
- We will use the same form from last year and send an email out to the membership once it the link to the form goes live.
- The deadline for submissions will be September 27th so we have time to convene and decide which session will be sponsored by SNAP.

SNAP Steering Committee Meeting Minutes
September 18, 2013
Location: Google+ Hangout
Time: 9:00-9:45 pm EST
In Attendance: Melissa Gonzales (chair), Susan Kline (secretary), Steve Ammidown (SC), Gloria Gonzalez (SC/Blog Editor), Caitlin Wells (SC), Lisa Huntsha (SC/Blog Coordinator), James Northway (Web Coordinator)
Not in attendance: Helen Schubert (Social media), Lisa Mangiafico (Council Liaison)

1. Special Elections
- Steering committee reviewed procedure for special elections
- Nomination form and position descriptions were approved
- Nomination form is being sent out immediately with a 2 week deadline
- Entire process will take about a month before positions are filled
- SC will review nominations at next meeting

2. New Appointees
- Web Coordinator
  - James Northway has agreed to stay on in this capacity for the coming year.
- SAA Standards Committee Liaison
  - Caitlin Wells has volunteered for this position. There is a commitment of three years.
- Student Chapter Liaison
  - Steve Ammidown has agreed to take this on for the next year while we figure out the definition of that role.
- New Professionals Blog Editor
  - Gloria has agreed to support the integration of *Snapshots* content and transition from newsletter/blog to blog through this position, with a commitment of one year.
- Social media
  - Susan has agreed to fill social media coordinator role with a 2 year commitment. Helen will stay on for year two.

3. Annual Meeting Session dedicated to SNAP

- SAA cannot allow SNAP to have a special session dedicated to its members because other roundtables and sections do not have this
- Discussion of additional ways for the SNAP roundtable to have a presence at the SAA meeting

4. ADDENDUM: SNAPshots and blog transition
- Gloria explained the usefulness of the SNAP calendar on the blog and having steering committee members contribute profiles and blog posts
- Discussion of how much content should be contributed by SNAP members and more experienced archivists
- Idea to ask student chapter leaders to write about their chapters' activities
- The blog will be renamed SNAPshots

SNAP Steering Committee Meeting Minutes
October 14, 2013
Location: Google+ Hangout
Time: 9:00-9:45 pm EST
In Attendance: Melissa Gonzales (chair), Susan Kline (secretary), Steve Ammidown (SC), Caitlin Wells (SC), Lisa Huntsha (SC)
Not in attendance: Helen Schubert (Social media), Gloria Gonzalez (SC/Newsletter Coord.), James Northway (web liaison), Lisa Mangiafico (Council Liaison)

1. Session endorsements[14]: Ten proposals were submitted for SNAP endorsement. Two were selected for endorsement.
2. SAA Annual Meeting 2014
- Consulting and mentoring discussed as possible topics for SNAP roundtable meeting at the annual meeting
- Steering committee decided to contact the SAA Education Committee about having a forum on archival education at the annual meeting on an ongoing basis
3. Appointed positions and special election: The student Blog Editor appointment will be announced with the results of the vice-chair election.
4. SNAP blog: Bios and photos of the steering committee members will be posted on the SNAP blog.

SNAP Steering Committee 2013-2014 Meeting Minutes
March 6, 2014
Location: Google+ Hangout
Time: 9:30-10:00 pm EST
In Attendance: Melissa Gonzales (chair), Susan Kline (secretary), Helen Schubert (SC/social media), Caitlin Wells (SC), Lisa Huntsha (SC/blog editor), Samantha Winn (blog editor)
Not in attendance: Liza Booker (vice chair), Gloria Gonzalez (SC/Newsletter Coord.), Steve Ammidown (SC), James Northway (web liaison), Lisa Mangiafico (Council Liaison)

Agenda items
1. Possible SNAP Listserv/communications code of conduct

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[14] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

- Steering committee decided to form a communications subcommittee to work on communications survey and listserv code of conduct
- Opportunity to get more SNAP members involved

2. Survey to see how SNAPpers communicate best
- Survey will be overseen by new communications subcommittee (see item #1)

3. Work with Archives Management RT about potential management webinars
- the idea is to help SNAP members learn management skills and how to handle personnel
- discussion of SNAP's role in this project
- could be a good project to ask SAA for funding
- Melissa will contact Mott Linn (chair, archmgt roundtable) about this

4. Summit for new archivist groups at SAA (recommended by Rebecca Goldman)
- Steering committee attempted to clarify what exactly was proposed. Are we talking about leaders of groups for new archivists and student groups?
- Decision made to ask Rebecca to clarify the idea
- Steering committee will discuss this via email and see if this is feasible for SAA 2014

5 and 6. First-Timers Guide for Annual Meeting / Lunch Buddy Program @ Annual meeting
- SNAP will take lead role in facilitating lunch buddy program
- Last year's lunch buddy program description will be edited to add that all attendees of SAA 2014 are welcome
- Sam will revise this year's spreadsheets
- Melissa will update Nancy Beaumont on the descriptions

Other business Update on mini panels at SNAP's roundtable meeting
- some changes to speakers are being made
- Melissa has found 3 archival consultants and will try to contact a 4th.

Lone Arrangers/SNAP Joint Roundtable Meeting at the SAA Annual Meeting (DC)
Date: August 13, 2014
Location: Washington 4, Marriott Wardman Park
Time: 5:15 pm - 7:15 pm
Schedule:
5:15-5:30 - Welcome from the LA and SNAP Chairs
- Council Liaison: Council Report [Lisa Mangiafico]
- [Pending: Program Committee update given by representative]

5:30-5:45 - Lone Arrangers Business Meeting
- Call to Order [Michelle]
- Introduction of new and existing Board members, new VP/Chair elect, and new Chair [Michelle]
- Review of past year's work [Ann]
  - Revision of website content [Michelle]
  - Regional representatives [Ann]
  - Newsletter [Russ]
  - Anything else?

5:45-6:00 - SNAP Business Meeting
- Introductions and Announcements [Melissa Gonzales]
- Announcement of new Steering Committee members and Council Liaison [Melissa Gonzales]

- Information about upcoming special election [Melissa Gonzales]
- Announcement of SNAP *Provenance* issue [Melissa Gonzales]
- Any suggestions from membership? [Melissa Gonzales]

6:00-6:30 - Archives Consulting Mini-Panel Description: Given the current education and employment issues archivists are faced with, many are turning towards archival consulting as an alternative to traditional employment. How does one begin working as a consultant? What does it involve? How do you find employment, and is it consistent? These are just some of the questions our participants will address during this mini-panel. [20 minutes for panelists; 10 minutes for discussion] **Speakers:** Rachel Binnington, Elizabeth Keathley, Danielle Cuniff Plumer

6:30-7:00 - Internships/Mentoring Mini-Panel Description: As the archives profession becomes more competitive, it is critical that the archives internship for graduate-level academic credit is practical and applicable for future responsibilities. Institutions expect interns to perform productively, archival program curriculum should prepare students with a working knowledge of archival practices, and students should expect to receive professional level guidance from their host site. A carefully planned internship may help with an intern who has yet to decide their direction in the field. For others, it is simply a matter of locating the best possible location from which to learn. Collaboration during the interview process is essential in determining the right fit for both intern and organization. This panel seeks to advise students and young professionals to become advocates for their professional education. In addition, a member of SAA Council will discuss the development of "Best Practices for Internships as a Component of Graduate Archival Education." [20 minutes for panelists; 10 minutes for discussion] **Speakers:** Susan Malbin, Director of Library & Archives-American Jewish Historical Society, Nicole Menchise, Archivist/Librarian-Oyster Bay Historical Society, Gerrianne Schaad, Director, Dickinson Research Center @ The National Cowboy & Western Heritage Museum, Tanya Zanish-Belcher, Director, SPCO & University Archivist-Wake Forest University

7:00-7:15 Further discussion; Wrap-up

Visual Materials Cataloging and Access Roundtable (Liaison: Huth)

No report received.

Web Archiving Roundtable (Liaison: Light)

No report received.

Women Archivists Roundtable (Liaison: Baxter/Hackbart-Dean)

Date: 2014 November 12
Officers:
- Co-Chairs:
  - Alexandra Orchard, alexandra@wayne.edu

- o Leslie Van Veen McRoberts, lmvanveen@salisbury.edu
- Steering Committee Members:
  - o Bethany Anderson, bgandrsn@gmail.com
  - o Heather Dean, heather.dean@yale.edu
  - o Christine Anne George, cgeorge3@buffalo.edu
  - o Carrie Hintz, ceh2148@columbia.edu
  - o Helen Kim, helen.a.kim@gmail.com
  - o Elizabeth Myers, emyers@smith.edu
- Council Liaison:
  - o Pam Hackbart-Dean, phdean@lib.siu.edu

Report from annual meeting:
- **Number of attendees**: 43 recorded names—although several known attendees did not sign in; actual attendance that was counted was approximately 50.
- **Election results**: The following officers were elected:
- o Leslie Van Veen McRoberts, Co-Chair
- o Carrie Hintz, Steering Committee Member
- **Summary of meeting activities:** WAR Business meeting: Please see attached minutes.

WAR Program: Our program focused on professional development and further explored the themes WAR discussed over the past year in our live-tweet sessions and "three questions" posts on our blog, including writing and publishing, presenting and proposing sessions, and salary negotiation and self promotion. The program began with brief presentations from each speaker (below) and was followed by concurrent breakout sessions where attendees asked questions and participated in discussion lead by the speakers. The program was preceded by our business meeting and was followed by a happy hour meet-up.

Speakers: Writing and Publishing: Jeannette Bastian, Associate Dean for Academic Affairs, Professor, and Director, Archives Management Concentration at Simmons University; former *American Archivist* Reviews Editor. Presenting and Proposing Sessions: Arlene Schmuland, Head, Archives and Special Collections at University of Alaska Anchorage; Co-Chair for the 2014 SAA Program Committee. Salary Negotiation and Self Promotion: Beth Myers, Director of Special Collections at Smith College, WAR Steering Committee Member

Completed projects/activities:
- **Social Media:** Setting up our Facebook and Twitter presences.
- **Blog**:
  - o **Feature Reviews**: Reviews of monographs, thus far written by Caryn Radick, Elizabeth Novara, and Rachel Dreyer.
  - o **Steering Shares**: Brief interviews with WAR's Steering committee members, so WAR members can get to know us better. So far: Beth Myers, Helen Kim, and Christine Anne George
  - o **Three Questions**: Brief interviews with prominent women in the profession. So far: Jackie Dooley, Ellen Swain, Kate Theimer, and Kathleen Roe.
  - o **Member Presentations**: Periodic blog posts listing upcoming presentations by WAR members and then retained in the Member presentations section in the blog.
  - o **Member Publications**: Like Member presentations, but posts listing publications by our members.

- **Live Tweets**: Lean In, Scholarship + Professional Development, and Women + Tech
- **Child Care Initiative**: Steering Committee and WAR members were interested in having WAR explore annual meeting childcare options. This led to Steering Committee member Heather Dean writing a blog post for the SAA Local Arrangements blog as well as writing a proposal for SAA Executive Director Nancy Beaumont. Nancy and SAA then evaluated and reaffirmed the current childcare practice for this year. Nancy passed along that many parents were grateful to SAA (including WAR) for looking into the issue. WAR will stay involved, especially because parents have expressed an interest at looking into childcare co-op for Cleveland next year.
- **Meet-ups**: SAA 2013, MAC 2014, and SAA 2014

Ongoing projects/activities: WAR will continue to engage in the following areas, as these were indicated as the top five areas of interested of our members in the 2012-2013 membership survey: Women and leadership, Salary equity, Career advancement, Mentoring and internships, Work-life balance
- Social Media: WAR Twitter Account: @WomenArchivists; WAR Facebook page: https://www.facebook.com/WARchivists
- WAR Blog: (all areas as noted above) http://womenarchivistsroundtable.wordpress.com/
- Live Tweets: Additional live tweets TBD
- Child Care Initiative

New projects/activities:
- Live Tweet: Lean In II: Diversity and Inclusion
- Women's Employment Survey
- Notable Women Archivists Blog Series
- WAR Internship: This year WAR began sponsoring an internship. Our first intern is Rachel Panella (rachel.panella@utexas.edu).

WAR Projects Associated with 2010-2014 SAA Strategic Priorities

2010-2014 Strategic Priority – Technology Initiatives: New Projects: **Women's Employment Survey** This initiative seeks to begin to fill the gap in knowledge related to women archivists' employment statistics. Potential subject areas may include pay, type of employment (contract/permanent, private/public, etc.), years of employment/experience, areas concentration, etc. Specifically tied to the Technology Initiative, this initiative will help to determine how involved (or not) women archivists are in technology positions, and potentially identify in problems surrounding women and technology.

2010-2014 Strategic Priority – Diversity Initiatives: New Projects: **Live Tweet: Lean In II: Diversity and Inclusion** There has been plenty of discussion concerning the positive messages from *Lean In*, but one major criticism has been the lack of diversity of perspective. Now's your chance to break *Lean In* wide open. Can it apply to all? Does it simply reinforce existing structures of privilege? Can it be adapted to more effectively speak to the needs of minority groups in the archives profession and beyond? What can we do to contribute towards more equitable workplaces? (Took place on 2014-09-26)

Intern Program By hosting an internship, WAR seeks to foster diversity in the archives profession by providing a position within the roundtable for a student or new archival professional. The position description is as follows: This position has an expected time commitment of approximately 3-5 hours per month. The internship begins September 2014 and runs through August 2015. The intern will increase and maintain the roundtable's social media presence and update the SAA microsite and blog as needed. The intern will also occasionally provide support for the official communications and initiatives of the roundtable, such as assistance with WAR's "Three Questions" blog posts. The intern will work closely with the co-chairs and steering committee members and will be responsible for staying current with the roundtable's activities.

2010-2014 Strategic Priority – Advocacy/Public Awareness Initiatives: New Projects: **Women's Employment Survey** This initiative seeks to begin to fill the gap in knowledge related to women archivists' employment statistics. Potential subject areas may include pay, type of employment (contract/permanent, private/public, etc.), years of employment/experience, areas concentration, etc. Specifically related to the Advocacy/Public Awareness Initiative, this project will identify areas where women archivists could benefit from additional advocacy. **Notable Women Archivists Blog Series** This initiative is still in development but will focus on highlighting women archivists in the profession, similar to ALA's Feminist Task Force's Women of Library History tumblr. Potential topics include an historical theme, focus on current women archivists who are mentors/protégés, current women archivists who are leaders in the profession, or a combination of all three.

WAR Projects Associated with the SAA 2014-2018 Strategic Plan: New WAR Initiatives:
Live Tweet: Lean In II: Diversity and Inclusion
- SAA Strategic Plan goals addressed:
    - Goal 1: Advocating for archivists and archives
    - Goal 2: Enhancing professional growth
    - Goal 4: Meeting members' needs
- WAR 2014-2015 initiative areas addressed:
    - Women and leadership
    - Career advancement
Intern Program
- SAA Strategic Plan goals addressed:
    - Goal 1: Advocating for archivists and archives
    - Goal 2: Enhancing professional growth
    - Goal 4: Meeting members' needs
- WAR 2014-2015 initiative areas addressed:
    - Women and leadership
    - Career advancement
    - Mentoring and internships
Notable Women Archivists Blog Series
- SAA Strategic Plan goals addressed:
    - Goal 1: Advocating for archivists and archives
- WAR 2014-2015 initiative areas addressed:
    - Women and leadership

- ▪ Mentoring and internships
Women's Employment Survey
- ▪ SAA Strategic Plan goals addressed:
  - ▪ Goal 1: Advocating for archivists and archives
  - ▪ Goal 3: Advancing the field
  - ▪ Goal 4: Meeting members' needs
- ▪ WAR 2014-2015 initiative areas addressed:
  - ▪ Women and leadership
  - ▪ Salary Equity
  - ▪ Career advancement

<mark>Questions/concerns for Council attention:</mark> [None submitted.]

WAR Business Meeting Minutes, 2014 August 13

Welcome (5 min) (**Alexandra**)
Brief Meeting Overview Alexandra Orchard, WAR's Co-Chair thanked everyone for attending WAR's Annual Business Meeting and program. She indicated that the session would begin with the business meeting which should only last about 30 minutes, and then launch into the program, with the meet up to follow. Orchard stated that the Steering committee members would be live tweeting throughout so that people not in attendance can participate and that everyone can join in using #SAAWAR.
Sign In Sheet
Officer Introductions Orchard said that WAR was really active year over the last year and she wished to recognize and introduce the WAR officers who have worked hard to make it happen:

> Rachael Dreyer, WAR Co-Chair- she could not make it to SAA this year, but is coordinating our live tweet offsite.
> Our Steering Committee Members:
> - Bethany Anderson
> - Maija Anderson
> - Heather Dean
> - Christine Anne George
> - Helen Kim
> - Beth Myers
> - Mona Vance
> - And our Council Liaison Terry Baxter

2015 Program Committee Presentation (5 min) (Lynn Eaton, Co-Chair Archives 2015 Program Committee) Orchard introduced Lynn Eaton, Co-Chair of the Archives 2015 Program Committee who came to speak about the changes in store for Archives 2015, including:
- There will be a Thursday reception at the Rock and Roll Hall of Fame
- Themes will focus around Advocacy and Awareness
- Multiple types of session including lightning, shorter sessions, traditional sessions, pop-ups, and proposers will be able to suggest variations
- Session proposals due on October 8, 2014

- The group endorsement has been dropped, instead those sessions not accepted but of potential interest to groups should contact session and roundtable groups directly

Old Business (5 min) (Alexandra)
Overview of past year's themes/accomplishments: Orchard provided an updated discussing WAR's work during the 2013-2014 year:
Topics covered during the last year: scholarship and professional development and Cheryl Sandberg's Lean In, childcare, technology, raising WAR's profile within SAA and the profession.
Accomplishments:
- **Social Media:** Facebook, Twitter
- **Blog**:
  - **Feature Reviews**: Reviews of monographs, thus far written by Caryn Radick, Elizabeth Novara, and Rachel Dreyer.
  - **Steering Shares**: Brief interviews with WAR's Steering committee members, so members can get to know us better. So far: Beth Myers, Helen Kim, and Christine Anne George.
  - **Three Questions**: Brief interviews with prominent women in the profession. So far: Jackie Dooley, Ellen Swain, Kate Theimer, and Kathleen Roe.
  - **Member Presentations**: Periodic blog posts listing upcoming presentations by WAR members and then retained in the Member presentations section in the blog.
  - **Member Publications**: Like Member presentations, but posts listing publications by our members.
- **Live Tweets**: Lean In, Scholarship + Professional Development, and Women + Tech
- **Child Care Initiative**: Steering Committee and WAR members were interested in having WAR explore annual meeting childcare options. This led to Steering Committee member Heather Dean writing a blog post for the SAA Local Arrangements blog as well as writing a proposal for SAA Executive Director Nancy Beaumont. Nancy and SAA then evaluated and reaffirmed the current childcare practice for this year. Nancy passed along that many parents were grateful to SAA (including WAR) for looking into the issue. WAR will stay involved, especially because parents have expressed an interest at looking into childcare co-op for Cleveland next year.
- **Meet-ups**: SAA 2013, MAC 2014, and SAA 2014

New Business (15 min) (Alexandra / New Officers / Helen) And now onto our new business for the upcoming 2014-2015 year.
- **Newly elected officers** (5 min) **(Alexandra / New Officers)**
  Orchard presented the newly elected officers, Co-Chair Leslie Van Veen McRoberts, and Steering Committee Member Carrie Hintz, each of whom briefly introduced themselves.
  - Co-Chair - Leslie Van Veen McRoberts
  - Steering Committee Member - Carrie Hintz
- **Projects In-Progress** (5 min) **(Helen Kim)**
  Orchard introduced Helen Kim, who briefly spoke about current project in progress, the Women's Employment Survey, which she conceived.
  - Women's Employment Survey
- **Projects for the Upcoming Year** (5 min) **(Alexandra)**

Orchard discussed the projects currently in the works for the next year:
- o **Topics for upcoming live tweets:** Last year's live tweets were so successful, that WAR plans to continue them for the upcoming year. Orchard invited audience members who have ideas for topics, to email the WAR Co-Chairs or Steering Committee members, or post them directly to the WAR Twitter of Facebook page.
- o **WAR Internship**: WAR is hosting an internship, in the spirit of helping students and recent graduates participate in the profession. The intern will assist with WAR's social media presence and provide support for WAR's official communications and initiatives.
- o **Additional**: Finally, last year, Orchard indicated that she was sure that WAR would continually identify additional projects as the year progresses. She encouraged the audience to contact WAR leadership if anyone had projects that they were interested in having WAR tackle.

Orchard concluded the business portion of the meeting by thanking the audience for attending the business portion of the meeting and that the program portion would begin shortly at 4:00pm. The business portion of the meeting adjourned at 3:49pm.

Minutes by A. Orchard

Women's Collections Roundtable (Liaison: Mangiafico)

Date: November 12, 2014
Officers:
Tali Beasley, Co-Chair
Helice Koffler, Co-Chair
Stephanie Bayless, Vice Co-Chair
Leslie Fields, Vice Co-Chair

Report from annual meeting:
- Number of attendees: 41 people attended the meeting, an increase of 46% from the previous year.
- Election results:
  - o Rachel Appel, Vice Co-Chair
  - o Rachel Grove Rohrbaugh, Vice Co-Chair
  - o Summary of meeting activities: See attached meeting minutes

Completed projects/activities: The WCRT successfully completed the election of two vice co-chairs for the 2014-2015 year. Seventy-three members voted in the online election. The WCRT planned the annual meeting program and solicited a guest speaker. We explored the possibility of a joint meeting with the Women Archivists Roundtable, but eventually decided against as the envisioned programs were not compatible. The WCRT blog was given a new streamlined design to increase its professional appearance.

Ongoing projects/activities: The WCRT continued to provide women's collection news, resources, and roundtable information through the Drupal website, the WCRT Facebook page (https://www.facebook.com/WomensCollectionsRoundtableOfSaa), the WCRT blog (http://wcrt-saa.blogspot.com/), and the listserv. We increased solicitation of posts and news from roundtable members and other interested parties. Several new resources were added to the women's collections bibliography (http://www2.archivists.org/groups/womens-collections-roundtable/wcrt-bibliography).

New projects/activities:
- The WCRT endorsed one session for the 2014 meeting. "Editathon: You Have One Hour to Increase Access to Archival Science Info on Wikipedia...Go!" was the Society of American Archivist's first on-site Wiki Editathon[15]. While not expressly women's collections related, the session fit with SAA's technology initiatives and possible future activities of the WCRT. Session description: Come sharpen your wiki-skills (or acquire brand new ones) at this interactive new session format: the Wikipedia editathon. This is a unique opportunity to work side-by-side with colleagues and Wikipedia experts in a collaborative learning environment as we expand encyclopedia articles related to archival science. Attendees will learn Wikipedia best practices and gain knowledge about how to host an editathon at their own institutions. Note: Attendees should bring their own laptop or tablet.
- The WCRT leadership raised the possibility of a future women's collections Wikipedia Edit-A-Thon. Feedback seemed positive, but the discussion was tabled until the annual meeting and an opportunity to gauge member interest. As shown in the annual meeting minutes, the response was favorable and this activity will continue during the 2014-2015 year.
- The WCRT leadership raised the possibility of creating a Tumblr account. Membership response was favorable and this activity will continue during the 2014-2015 year.

2010-2014 Strategic Priority – Technology Initiatives: The WCRT annual meeting program focused on the benefits and challenges of web-archiving, specifically archiving online ephemera using the Internet Archive's Archive-It. This program was well-attended. The WCRT explored developing a Wikipedia Edit-a-Thon information packet to provide institutions directions on holding their own event. The WCRT continued to support member collaboration through the listserv, website, blog, and social media outlets.

2010-2014 Strategic Priority – Diversity Initiatives: The WCRT continued to support exposure for women's collections related to underrepresented groups and otherwise "undiscovered" collections.

2010-2014 Strategic Priority – Advocacy/Public Awareness Initiatives: The WCRT continued to support increased collections access and archival advocacy activities using Women's History Month (March) as a jumping-off point.

<mark>Questions/concerns for Council attention:</mark> None.

MEETING MINUTES
Women's Collections Roundtable

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[15] *Staff note: The Council suspended the endorsement process for the 2014 Annual Meeting.*

August 13, 2014, 5pm-7pm
Washington DC

Officers:
Helice Koffler | Co-Chair
Tali Beesley | Co-Chair (absent)
Stephanie Bayless | Vice Co-Chair
Leslie Fields | Vice Co-Chair (absent)
Rachel Appel | Incoming Vice Co-Chair
Rachel Grove Rohrburgh | Incoming Co-Chair

Welcome/Introductions/Installation of New Officers Officers began the meeting with a general welcome and asked all attendees to sign in. We went around the room for brief introductions and introduced the new officers during this process.

The meeting was well-attended - 41 attendees total, but only 26 signed-in as requested. Attendees hailed from institutions across the United States, including American Folklife Center, Rutgers University, National Archives and Records Administration, Tulane University, University of California Berkeley, and the Radcliffe Institute for Advanced Study, Harvard University.

Presentation *Online Art Ephemera: Web Archiving at the National Museum of Women in the Arts and Beyond* Heather Slania, National Museum of Women in the Arts
     Artist archives usually contain important primary source materials such as brochures, catalogues, checklists, artist statements, and dairies—but what happens when this ephemera is only online? The National Museum of Women in the Arts has been web archiving art-related online ephemera using the Internet Archive's Archive-It since November 2011. Heather Slania presented the considerations and challenges of archiving this material and discussed how arts institutions are beginning to work together for more collaborative web archiving.
     Slania's presentation was well-received. During the questions and discussion period, attendees asked about tools to use for web-archiving, social media archiving, and coordinating with other institutions to avoid duplication of effort.

Old Business
- WCRT Bibliography: We reminded members about the WCRT bibliography, which is a selection of published works that discuss archival theory and practice in relation to women's archives/collections. We invited attendees to submit new additions to the blog whenever possible and asked for volunteers to read through the document and make sure all information was correct.
- WCRT Blog
  o We discussed the progress of growing the blog's readership and the need for member post contributions. We discussed what has been posted and what the group would like to see posted in the future.
  o We encouraged attendees to send any press release or official news they wanted to share to the WCRT email address, even if the news had already been posted on their own social media sites.

- o We send around a sign-up sheet allowing members to volunteer to write a post of pick a specific month to search for women's collections related news to share.

New Business

Wiki-Edit-A-Thon

- o We discussed the possibility of sponsoring or facilitating a nationwide Women's History Month Wiki Edit-A-Thon in March 2015.
- o Attendees discussed the pros and cons of attempting this kind of event in their institutions. Those attendees who had held an event like this before shared their experiences.
- o Overall, attendees were unsure if they would hold an Edit-A-Thon, but were interested in the WCRT exploring the possibility of providing a "How to Host a Wiki-Edit-A-Thon" information packet.

Tumblr

- o We discussed the possibility of starting a WCRT Tumblr. Attendees were very much in favor of Tumblr.
- o We discussed having leadership set up the Tumblr then having one or more members take over as admin to prevent confusion during turnover periods. Helice Koffler volunteered to be one of the admins. Mark Vassar from the Schlesinger expressed a desire to contribute many of their posts created for other media outlets.
- o WCRT will move forward with setting up a Tumblr page.

Program Committee Report

- The meeting concluded with a report from the SAA Program Committee about the 2015 meeting and call for presentations.
- The 2015 meeting will be held in a convention center instead of a large hotel. Sections and roundtables will no longer be endorsing presentations, but are encouraged to facilitate coordination between members with possible related topics.
- The program committee is encouraging proposals in a number of new formats and is introducing free form pop-up sessions to encourage continued discussion of popular topics during the conference.

Sixteen attendees continued the discussion and networking at a scheduled dinner at the nearby Lebanese Taverna.