

**Society of American Archivists
Council Conference Call
January 20, 2016
2:00 pm – 4:00 pm EST**

2014–2015 Section / Roundtable Annual Reports (Compiled)
(Compiled by SAA Governance Program Coordinator Felicia Owens)

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Section Annual Reports

Acquisitions and Appraisal Section (Liaison: Mangiafico)

Date: November 19, 2015

Officers:

Laura Sullivan (chair)
Jaimie Quaglino (vice chair)
Virginia Hunt (immediate past chair)
Heather Soyka (steering committee)
Bethany Anderson (steering committee)
Cliff Hight (steering committee)
Mat Darby (steering committee)
Lily Troia (social media intern)
Denise Rayman (web liaison)
Lisa Mangiafico (council liaison)

Report from annual meeting:

- Number of attendees: approximately 60
- Election results:
 - Bethany Anderson (vice chair/chair elect)
 - Heather Soyka (steering committee)
 - Marcella Wiget (steering committee)
- Summary of meeting activities: see attached minutes

Completed projects/activities:

- **Section meeting program:** In addition to the business meeting, presenters for the Section's annual meeting program discussed the ethical concerns and other complexities involved with purchasing collections, donor requirements and restrictions, and transparency with the collecting processing. The topic of the Section program presentations was chosen in conjunction with a number of archival acquisitions related stories in the news at the end of 2015.
 - **Presenters:**
 - Thomas Hyry spoke about his experience working as the former Director of the UCLA Special Collections and his involvement in the appraisal and acquisition of the Susan Sontag Papers. He focused on aspects related to the collection's born-digital content.
 - Virginia Hunt spoke about her experiences working in her position at the Harvard University Archives to appraise and acquire the Richard Greener Papers, which included appraisal negotiations and managing relationships with the donor, Harvard leadership, and the press.
 - **Social media sub-committee:** This past year, the Steering Committee focused on developing the Section's blog and other social

media efforts. In order to have designated leadership in these efforts, it was decided to form a social media sub-committee. Bethany Anderson and Mat Darby volunteered to be on this committee, along with the Section's social media intern.

- **Filled position for social media intern:** Our social media intern position was vacant after Toni Rhorer's term ended in 2014. The social media sub-committee reviewed the social media intern applications, and recommended Lily Troia for the appointment. Lily was appointed to the social media intern position in January, and has spearheaded the Section's efforts to increase its communications via social media to the membership.
- **Section blog:** The social media sub-committee oversaw a variety of posts to the Section's blog, *Assigning Value*. In addition to announcements, and the "valuable inquiry" posts which had been used in the past to help initiate conversion amongst Section membership, other blog post formats were also tried. Two interviews with archivists involved in the acquisition and appraisal of collections were posted: "The Changing Nature of Acquisitions at Schlesinger Library" and "Web Archiving: Capturing the Human Experience." A total of five blog posts were written for the 2014-2015 year. Anyone can access and submit ideas for posts and discussion here:
<http://appraisalsaa.wordpress.com>.
- **Facebook page:** We currently have 97 members of our Facebook page. We started discussions on whether or not to switch the page to a group. Since more focus was given to the Section's new Twitter account, we did not have many posts to our Facebook page this past year.
- **Twitter:** Under the leadership of our social media intern Lily Troia, the Section started a Twitter account. The section currently has 860 followers. Over the past year, 2,105 tweets were posted. Tweets were a combination of related archives news and announcements, and Section announcements.

Ongoing projects/activities:

- **Section bylaw revisions:** The Section subcommittee began revising and updating the Section bylaws at the end of last year, and continued and finalized this work for the 2014-2015 year. The Section Steering Committee approved the proposed bylaws changes, and they were submitted to SAA executive director Nancy Beaumont in August.
Changes included:
 - Updating, clarifying, and consolidating language describing information streams (using different communication strategies instead of/in addition to newsletters to communicate with members)
 - Clearing up inconsistencies in language
 - Clarifying and addressing concerns about elections
 - Formally sharing Section duties across the leadership for greater results and growth
 - Formalizing the Section web intern position duties
- **Section microsite updates:** The Section's new website liaison, Denise Rayman, updated and revised Section's microsite so that it was easier to for members to navigate and find resources.

- **Assisting with updating and reviewing Guidelines for Reappraisal and Deaccessioning:** The Section's Chair acted as the ex-officio member on the Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning, and updated the Section and Steering Committee on the subcommittees' activities.

New projects/activities:

- In order that the projects and activities carried on from previous years could be given more focus and be completed, it was decided not to take on or start significant new projects activities for this year.
- Steering committee members Cliff Hight and Heather Soyka began drafting ideas for a Best Practices and Standards Subcommittee, which included a vision, framework, and goals for the subcommittee. Planning for and work on the subcommittee will continue in the next year.

Initiatives associated with the 2014-2018 Strategic Plan:

- **Section blog:** Goal 1 Advocating for Archives and Archivists (1.3), Goal 2 Enhancing Professional Growth (2.1, 2.2); Goal 4 Meeting Members' Needs (4.1, 4.2)
- **Updating and revising Section bylaws:** Goal 2 Enhancing Professional Growth (2.1, 2.2), Goal 4 Meeting Members' Needs (4.1, 4.2)

Questions/concerns for Council attention: If approved by the Section's membership this year, the bylaws will be sent to Council for approval.

Meeting Minutes:

SAA Acquisitions and Appraisal Section Annual Business Meeting

Thursday, August 20, 2015

Agenda

- Panel Discussion (3:00-4:00 pm)
- Business meeting (4:00-5:00 pm)

Chair Laura Sullivan called the meeting to order at 3:00pm. Approximately 60 attendees were in attendance.

Panel Discussion

Vice-Chair/Chair Elect Jaimie Quaglino introduced panelists Thomas Hyry (Florence Fearrington Librarian of Houghton Library, Harvard University) and Virginia Hunt (Associate University Archivist for Collection Development and Records Management, Harvard University Archives).

Thomas and Virginia spoke about their unique experiences working with ethical and other responsibilities involved with purchasing collections, donor requirements and restrictions, and transparency with the collecting process. Thomas spoke specifically about his experience working as the former Director of the UCLA Library Special Collections, during which he was involved in the appraisal and acquisition of the Susan Sontag Papers including born-digital (email) content. Virginia spoke to her experience working in her position at the Harvard University Archives to appraise and acquire the

Richard Greener Papers, which included appraisal negotiations and managing relationships with Harvard leadership, the Donor, and the press.

This presentation was followed by a short Q&A with attendees.

Business Meeting

Following the panel discussion, Laura Sullivan called the business meeting to order at 4:05. Approximately 30 attendees remained for this section of the agenda.

Active leadership

Leadership for this past year included:

Laura Sullivan, Chair
Jaimie Quaglino, Vice Chair/Chair
Bethany Anderson, Steering Committee Member
Matthew Darby, Steering Committee Member
Cliff Hight, Steering Committee Member
Heather Soyka, Steering Committee Member
Virginia Hunt, Immediate Past Chair
Denise Rayman, Web Liaison
Lily Troia, Social Media Intern

Current Projects

Laura provided an overview of three main activities: a refresh and reorganization of the A&A SAA microsite, update to the section bylaws, and the section's social media efforts over the past year. The social media efforts in particular were called out as the section's largest focus for the year, with the creation of a Social Media Subcommittee (co-chairs Bethany Anderson and Mat Darby) whose efforts to strategically increase awareness around acquisitions and appraisal efforts, increase engagement with the membership, and raise visibility to section activities paid off significantly.

Social Media Initiatives

Social Media Intern Lily Troia was introduced, and spoke about some of the efforts to-date and underway for the Social Media Subcommittee.

Twitter: Lily discussed the targeted identification and implementation of Twitter as an effective tool for communication. An A&A twitter account was launched in January 2015, and used to publicize general acquisition and appraisal related communications as well as Section-specific activities and announcements. It was also noted that the A&A twitter account currently has the second-largest following of all other affinity groups, following SNAP. New activities proposed include a live tweet session (in collaboration with another affinity group TBD).

"Valuable Inquiries" blog: Discussion highlighted the two interviews posted to date ("Changing Nature of Acquisitions at the Schlesinger Library" and "Web Archiving: Capturing the Human Experience"), as well as the announcement

of an upcoming interview with Adriana Cuervo regarding Jazz archives at Rutgers. Planning for a schedule of recurring articles and interviews is underway for 2016.

Facebook: this was discussed as another opportunity for continued outreach, with the potential for a change from a group-only to more publicly accessible page. The discussion closed with a callout of additional new tools (TBD for 2015-2016), such as Instagram and Tumblr, and the observation that an effective social media program requires a programmatic and sustained effort to ensure continued presence and interest from followers. This will be considered for ongoing planning efforts.

Remarks from Council Liaison

Lisa Mangiafico first spoke to the Section about two key proposals underway: an increase in membership fees (noted was that membership will be able to vote on this proposed increase) and the move to eliminate distinctions between affinity groups such as sections and roundtables (noted was that this proposal would result in the potential elimination of non-members from such groups, and the creation of a virtual group(s)).

A report of additional organizational activities was provided, including a new Arrangement and Description certification program (similar to the DAS track), assessment of the listserv, and an update on the motion to eliminate the NHPRC (has been pulled back, but the program is still at risk of zero funding).

Remarks from Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning

Laura Uglean Jackson provided update on new guidelines, which are up for review with feedback due 12/15, and outlined ways to provide feedback directly in Google document or by emailing Laura or Chela Scott Weber directly.

Election results

Past president Ginny Hunt provided an update on election results:

Vice chair/chair elect: Bethany Anderson

Steering committee members: Heather Soyka and Marcella Wiget

Outgoing officers

Laura Sullivan provided a report on outgoing officers. Outgoing Steering Committee members Bethany Anderson and Heather Soyka were elected to the position of Vice Chair / Chair-Elect and (re-elected) to a second term on the Steering Committee, respectively.

New Business

The floor was opened to the audience for suggestions / input into future section projects, and announcements/motions.

One audience member suggested additional social media outreach, building on existing efforts underway.

The meeting was adjourned at 4:30pm.

Archivists of Religious Collections Section (Liaison: Mangiafico)

The Archivists of Religious Collections Section (ARCS) published two newsletters in the past year, December 2014 and July 2015. Contributors shared news from the section and their repositories including ...

- Minutes from the section meeting in Washington, D.C.
- Section participation in the SAA Community Service Project.
- Preservation and collection care issues at small religious archives.
- New Sisters of Saint Joseph Research Center.
- Profile of the Payne Theological Seminary (A.M.E. Church) digital archives.
- Announcement of the program for the section meeting in Cleveland on data-driven decision making for digital projects.

ARCS held several steering committee meetings to plan for the annual meeting and fill open positions on the committee. Two new steering committee members and a new chairman and vice-chairman were elected. Ideas for the program for the section meeting at SAA, Atlanta were discussed including one on religious archives and their ties to their communities. A session proposal discussion was also held during a steering committee meeting. A location for the section's annual reception was discussed, but no decision was made. The difficulty of travel in Atlanta is a major obstacle to finding a religious archival repository or religious site to host the reception. Potential sites are often too far from the SAA site and even locations nearby are separated from the site by freeways. Further discussions will be necessary to arrive at a final decision.

Business Archives Section (Liaison: Vagts)

Date: January 2016

Officers:

- Chair: Bill Jackson
- Vice Chair/Chair Elect: Jamie Martin
- Immediate Past Chair: Jamal Booker
- Secretary: Shaun Kirkpatrick
- Editor: Sarah Wagner
- Vice Editor: Angelique Richardson
- Member-at-large: Tracey Panek

Report from annual meeting:

Number of attendees: 91

Election results:

- o Vice Chair/Chair Elect: Jamie Martin

- o Secretary: Shaun Kirkpatrick
- o Vice Content Editor: Angelique Richardson
- o Member-at-large: Tracey Panek

Summary of meeting activities: Annual Meeting Minutes for August 21, 2015, are attached.

Completed projects/activities:

The topic of the 2015 Business Archives Section Colloquium at the 2015 SAA Annual Meeting in Cleveland was Gamification of Archives. With great assistance from Amy Stevenson at Microsoft, Ross Smith (principal Director of Engineering on Microsoft's Skype team) led 70 attendees in a lively and interactive session. Smith's career has included involvement in the use of games as a means of educating, outreach and engaging professionals with their audiences. It was not strictly limited to technological avenues of communication. A few of the included topics covered the ways people engage games, whether it is competing with each other, trying to top their own previous efforts or simply using their own knowledge (as with trivia contests, etc.). Group exercises led to ideas for "gamifying" archival work to more actively engage our organizations and audiences. Some efforts might include "games" that convince records creators to seek possible archival transfers. Others included games in which company employees or private enthusiasts of our collections might help with identifying unknown elements of a photo or artifact. For some, these have been known methods to work in helping business archivists do their work; when people feel more a part of the processes we employ, they are more likely to increase their participation. Informal feedback from BAS attendees was entirely positive. The BAS thanks Amy and Ross for their efforts.

Bylaws were revised for the positions of content editor, member-at-large, and immediate past chair. Other revisions included elimination of reference to the long-dormant "content committee," and other minor changes.

The always-popular "Establishing a Business Archives" workshop was offered in June, led by Bruce Bruemmer and Phil Mooney and hosted by the P&G Archives in Cincinnati.

Ongoing projects/activities:

For the second straight year, there was a strong effort to get BAS members to draft and submit session proposals for the next annual meeting (2016 in Atlanta). Last year, Paul Lasewicz offered help to anyone in either crafting a session or finding speakers. As a result, five sessions with business archivists were part of the 2015 Annual Meeting in Cleveland. Lasewicz again offered to lead the effort this year. However, no known proposals were submitted for the 2016 meeting. Through mostly informal feedback, the general challenge proved to be finding speakers who could commit to participate.

The framework for a BAS Advocacy Committee was developed in February. Bylaws proposed in August would assign oversight for the committee to the immediate past chair.

In May, BAS content editors unveiled a new monthly e-newsletter via MailChimp, with positive feedback. This represents the most visually impressive BAS newsletter since the PDF-based format ceased distribution in 2011.

New projects/activities:

Editor Sarah Wagner offered to begin adding a Business Archives Spotlight in the Section newsletter. The first two, published in the October and November newsletters, focused on the corporate archives of ACE Group (Philadelphia) and Levi Strauss & Co. (San Francisco).

Questions/concerns for Council attention:

Some business archivists reached out to Bill Jackson following the statement from SAA about the Trans Pacific Partnership Agreement. There was a concern that the BAS was not contacted for input at any time. In the past, SAA has at times addressed such issues without fully considering the perspective of business archivists. While no specific points were contested by any members of the steering committee or other BAS members, Rachel Vagts and Tanya Zanish-Belcher of the Intellectual Property Working Group had offered us the opportunity to respond. Jackson merely made them aware that it should be entered in the Council Record that the BAS was not included in the process of drafting the statement.

Meeting Minutes:

2015 SAA Business Archives Section (BAS)
Annual Business Meeting
Friday, August 21, 2015, 1 p.m.
Cleveland Convention Center
Cleveland, Ohio

Chair Jamal Booker welcomed the group. Introductions took place among present members and attendees.

Jamal Booker provided an overview of business archives activities in 2015. He reported that the BAS microsite is the most popular of all SAA microsites, and that the *Business Age* article on corporate archives (published earlier this year) increased site traffic by 115%. He noted the new format for BAS newsletters and messages from the steering committee, and encouraged sharing the newsletter with members' management. He recognized the BAS's better representation in SAA sessions this year. He thanked Amy Stevenson and Ross Smith for this year's Colloquium, and called for help for next year's event. Finally, he noted that Twitter was added to the BAS's social media presence this year.

Bill Jackson provided the election results (only the offices in italics were elected in this year's election):

- Chair: Bill Jackson
- *Vice Chair/Chair Elect: Jamie Martin*
- Immediate Past Chair: Jamal Booker
- *Secretary: Shaun Kirkpatrick*
- Editor: Sarah Wagner
- *Vice Editor: Angelique Richardson*
- *Member-at-large: Tracey Panek*

Greg McCoy provided an update on the Directory of Corporate Archives, encouraging members to send changes (even if just a new social media site) to bascontent@gmail.com. He also called for newsletter content. He reported that due to privacy rights, SAA turned off the ability to get e-mail, and suggested that if members were not receiving BAS e-mail they could follow the link posted on the BAS home page and elect to get it. Finally, he encouraged members to subscribe to our social media sites (Twitter, Facebook, etc.).

Becky Tousey provided an update on the SAA Foundation, a newly formed 501c3 to give money to archival projects in a way SAA cannot do. She encouraged members to think about it for their contributions.

Paul Lasewicz renewed his call for session proposals for 2016, reminding members that BAS had great participation for this year, but no proposals in the previous year. Several members provided immediate ideas or proposals:

- Scott Grimwood mentioned the plenary and Dennis Meissner's need to think about our role in world, to start measuring community impact.
- Jennifer Johnson brought up business as an undocumented community (corporate archives are an anomaly), although repositories such as Duke, Harvard, and the Minnesota Historical Society document businesses. She suggested bringing in other professionals, with actual statistics and studies. How do we encourage SAA to notice BAS more?
- Sarah Wagner – How do you deal with non-document collections that you are now responsible for (product containers, etc.)? Linda Edgerly indicated that there is plenty of knowledge within BAS and with many other archivists. Lisa Schell (Allied Vaughn) suggested that the challenge is what do you do with your DAM system (possibilities, enterprise wide, etc.)? How can archivists influence development, or deal with getting stuck in one you didn't develop?
- Eric Chin – From NBC Universal's experience moving their storage facility: a session on the challenges, risks, and pitfalls of moving.
- An unknown member – Community campaigns: What were the results? Some things work, some don't. SC Johnson, for example, has active tour program.

Margery Sly reported on the work of the Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning. SAA passed the current standard in 2012, but it is always being re-evaluated. She suggested that the guidelines can be a good tool to take to management. The subcommittee would like BAS feedback: Are the guidelines easily understood? Can we add experience? They are also looking for case studies for those who did it. Feedback is due by December 15.

Several members led a panel discussion on the Archives Leadership Institute:

- Scott Grimwood did it in 2009. He called it an excellent opportunity to interact with colleagues, including socially. It helped take down barriers, and has a great amount of value, but it can be tough to get a week out of one's schedule.
- Jennifer Johnson attended in 2011, and mentioned others who attended. You get to know your colleagues better, she said, and indicated that ALI is trying to be diverse, wants people like us. Good coverage on presenting a business case.
- Jennifer read a statement from Jamie Martin, who did it in 2013 and came away with great ideas. She was the only business archivist in the cohort, and spent a fair amount of time educating what was done in our world.
- Jessica Farrell (McDonald's) just did it this year. ALI reenergizes you, she said; you get to know yourself better. She advised that the application is very, very long: start early.
- Another member offered that ALI is full of great ideas and inspiration, such as how to address feelings of not being heard at work (e.g., born-digital collection policies).
- Jennifer Johnson asked Rachel Vagts what they look for in a candidate. Rachel said they are looking for aspiration. ALI is great if you are feeling stuck, or you are new and want to get in a new role, etc. Rachel says it is very competitive, but please keep applying. The steering committee consists of six people, who choose the candidates with metrics and a score. Feedback is written. Committee really wants to understand why applicant wants to be there.
- A BAS member said it does not end with the week. You have a mentor, and support.
- Rachel Vagts mentioned they are moving through a new grant cycle, and are now also doing a self-funded alumni event.

Rachel Vagts also described the practicum project that applicants are required to propose in the application (it is now part of the grant metric). As one example, Jessica Farrell is working on acquiring born-digital materials within the company and making relationships.

- Bill J. asked, what if your leadership is apathetic about you going to ALI? Scott Grimwood replied that he got good support. Jessica Farrell reported a bit of apathy, but there was support.
- Rachel noted that ALI has tried to create spaces within the day for attendees to connect with their day jobs.
- Jessica suggested that the ALI had a retreat kind of feel in Decorah, Iowa. (Upcoming year will be in Berea, Kentucky.)

Jamal Booker reported on proposed bylaws changes (see attachment). He also reminded members that SAA is changing the affinity group structure. Rachel Vagts provided updates, but indicated that it won't affect our bylaws changes very much. She noted that the proposed changes will be part of the online election. The current proposal to make changes to the affinity groups (sections and roundtables) is intended to streamline the process and make leadership more transparent. The proposal is out for comment to membership until Dec. 1. If affinity group membership drops below 4% of SAA membership (about 6,200), you have one year to improve it. It is not intended to get rid of groups, she said; if you want to be a virtual group, you can do it.

Jamal Booker introduced Bill Jackson for comments from the incoming BAS chair. Bill briefly addressed the group. He thanked Amy Stevenson and Ross Smith for their colloquium help and

asked that the BAS keeps moving out of our comfort zone from time to time. He also thanked the BAS steering committee for their patience and help and gave free Harley-Davidson motorcycles to Greg McCoy and Jamal Booker.

The meeting was opened for other comments:

- Amy Stevenson reminded the group that Ross Smith reminded us to not hesitate to ask him for help.
- Lee Leumas, on executive board for ICA, reminded BAS that the next ICA Congress is in September in Seoul, Korea.
- Linda Edgerly asked, do we need someone from BAS to run for SAA leadership? We can be visible in this association. She observed that only two members serve on council. It's time to get business archivists on council. Elizabeth Adkins endorsed this, as did Jenny Johnson and Scott Grimwood.

The meeting adjourned.

Attachment to Annual Business Meeting Minutes:

“Outdated Bylaws” document distributed at meeting

Outdated Bylaws

- Content Editor – currently: calls for “content committee”, mentions “Section Newsletter” and “regional editor volunteers”
 - Proposal: responsible for “preparing, publishing, soliciting and moderating content for BAS newsletters and online presences”
- Past Chair – currently: “provides continuity for the section”
 - Proposal: Head up Advocacy Committee (to advocate on behalf of Section membership)
 - Serve as primary liaison on Advocacy Toolkit
 - New Archives Starting Up
- Member-At-Large – currently “serve a one year term”
 - Proposal: Outreach to Students/Education groups, Assist with Colloquium and Mixer Planning

College & University Archives Section (Liaison: Jules)

No report received.

Description Section (Liaison: Kiesling)

Date: 24 August 2015

Officers:

- | | |
|---|-----------|
| • J. Gordon Daines III (Chair) | 2014-2015 |
| • Jennifer Mitchell (Vice Chair) | 2014-2015 |
| • Katrina Windon (Secretary) | 2014-2016 |
| • Kira Dietz (Immediate Past Chair) | 2014-2015 |
| • Javier Ruedas (Web Liaison) | 2014- |
| • Alexandra Orchard (Newsletter editor) | 2015-2018 |
| • Tracy Jackson (Member-at-Large) | 2014-2016 |
| • Audra Eagle Yun (Member-at-Large) | 2013-2015 |
| • James Roth (Council Liaison) | 2014-2017 |

Report from annual meeting:

- Number of attendees: 88 attendees
- The online election had 128 participants. Election results:
 - Vice-chair: Molly Marcusse
 - Steering Committee: Meghan Lyon
- Appointments:
 - Alexandra Orchard as Newsletter editor
- Summary of meeting activities:
http://www2.archivists.org/sites/all/files/2015_Description_Section_Minutes.pdf

Completed projects/activities: The Description Section conducted a survey in the fall of 2014 to learn more about the arrangement and description practices and cataloging practices of archivists. There were 114 respondents to the survey. The results of the survey were shared with the Section via the section listserv and as part of the annual meeting program.

Ongoing projects/activities:

New projects/activities: As a result of the survey, Section leadership is investigating the possibility of creating a processing manual portal where archivists can share their process manuals with one another.

Initiatives associated with the 2014-2018 Strategic Plan: The processing manual portal project lines up with strategic initiatives 2 (Enhancing Professional Growth) and 4 (Meeting Members' Needs).

Questions/concerns for Council attention: None.

Electronic Records Section (Liaison: Pyatt)

Date: 12/01/2015

Section Officers:

Martin Gengenbach, chair
Dan Noonan, vice-chair/chair elect

Steering Committee:

Seth Shaw
Nat Wilson
Becky Schulte
Mark Matienzo
Erik Moore
Wendy Hagenmaier
Lawrence Giffin
Lynda Schmitz Fuhrig

Report from annual meeting:

Number of attendees: 100+

Election results:

Chair-elect:

- Kyle Henke

Steering Committee:

- Ann Cooper
- Carol Kussmann

Summary of meeting activities: *Annual meeting presentation:*

<http://www2.archivists.org/groups/electronic-records-section/2015-electronicrecords-section-annual-meeting-presentation>

Annual meeting session description (from SAA annual meeting program):

The Electronic Records Section hosts a panel discussion on implementing digital preservation tools and systems. Archivists, product managers, and technologists lead a lively conversation on lessons learned through the planning, development, testing, and production of digital preservation applications, followed by time for questions and answers.

Completed projects/activities:

Revision of ERS bylaws

One of the major accomplishments of the Electronic Records Section steering committee this year was an update of the section bylaws, which had not been revised since the formation of the section in the 1990s. The steering committee has updated the policies and procedures of the section regarding online elections and the term length and responsibility of the chair, as well as providing additional opportunities for general ERS member participation by clarifying the process by which the steering committee makes position appointments from the larger membership.

Ongoing projects/activities:

ERS blog, Facebook, and Twitter

Through the Electronic Records Section blog, [bloggERS!](#), the ERS has continued its engagement with its membership and the archival community at large. The section has expanded its presence in 2015 by adding a facebook page and twitter account, and plans to work in 2016 to further develop its online presence through these tools.

Student poster presenter mentorship program at SAA annual meeting

The ERS collaborated with the SAA Mentoring Program subcommittee, finding new ways for ERS members to interact with student poster presenters at the annual meeting. The program identified students whose posters featured work with born-digital materials, and attempted to connect them to ERS members with expertise or interest in similar areas of practice. The ERS looks forward to teaming up with the Mentoring Program subcommittee next year, and is taking steps to promote this opportunity more widely to students prior to their poster submission deadline.

Digital preservation drop-in center

For the second year, the ERS worked with a host of roundtables (including the Women Archivists Roundtable, Students and New Archives Professionals Roundtable, and the Metadata and Digital Objects Roundtable) to provide a digital preservation drop-in center at the annual meeting. This volunteer-staffed table is offered to provide digital preservation guidance to all annual meeting attendees. The response to the digital preservation drop-in center has been largely positive, so it is likely to be carried on in the future.

New projects/activities:

The ERS is in the process of formulating its agenda for 2016.

Initiatives associated with the 2014-2018 Strategic Plan:***Goal 2: Enhancing professional growth***

Through its blog, the ERS has delivered information and education via methods that are accessible and affordable to the archival community. Expansion into social media platforms demonstrates the ERS commitment to keeping pace with technical change. The digital preservation drop-in center and student poster presenter mentorship activities reflect our dissemination of the latest thinking and best practices in digital preservation, and our support for career development in archivists with an interest in electronic records.

Goal 3: Advancing the field

The ERS blog has promoted new scholarship in electronic records and has served as host to online discussions of best practices in working with digital materials.

Goal 4: Meeting members' needs

The ERS has focused on facilitating effective communication through its blog, as well as through its SAA microsite, which has undergone significant revision.

Meeting minutes have been uploaded to the microsite for most 2014-2015 ERS meetings, allowing greater transparency into steering committee activities and

providing opportunities for member engagement. Revision of the ERS bylaws for the first time in almost twenty years has explicitly documented additional opportunities for member participation.

Questions/concerns for Council attention:

Government Records Section (Liaison: Wong Smith)

Date: August 25, 2015

Officers:

Chair, Dennis Riley, Brooklyn Navy Yard Development Corporation
Vice-chair/Chair Elect, Casey Coleman, National Archives and Records Administration
Immediate Past Chair, Dave Evans, Liquor Control Board of Ontario

Steering Committee Members:

Jennifer Day, Oklahoma City Clerk's Office (2014-2016)
Dorothy Fouche, Alabama Department of Archives and History (2014-2016)
Sara Grimm, Wisconsin Historical Society (2013-2015)
Dawn Youngblood, Tarrant County (Texas) Archives (2014-2016)

Web Liaison:

Dorissa Martinez, Richard Nixon Presidential Library (2014-2016)

Report from annual meeting:

- Number of attendees: 42 members attended.
- Election results: We had two candidate for two vacant seats. The new members of the GRS steering committee are:
 - Laura Saegert, Texas State Library and Archives
 - Tony Wright, Grand Rapids (Michigan) City Archives

Also, in the tradition of the GRS, by which the individual with the most overall votes is chosen as the Vice-Chair/Chair-elect, Laura Saegert will assume that position.

- Summary of meeting activities: See meeting minutes below.

Completed projects/activities: In response to requests from Council and the SAA President, the section provided input on issues related to the Freedom of Information Act (FOIA) as well as NARA's draft guidance on managing electronic messages.

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: Working with SAA's Publication Board, the section launched a call for case studies related to government records which will be published on the SAA website. While

this will be an ongoing initiative, the goal is to have 3-5 case studies published by the next annual meeting.

Initiatives associated with the 2014-2018 Strategic Plan: The above mentioned case studies initiative aligns with Goals 2, 3 and 4 of SAA's current strategic plan, in particular by providing content via publications that reflect current practice in government records via an affordable and accessible model. Furthermore, these case studies will enhance professional knowledge and create opportunities for more members to participate in the activities of the organization.

Questions/concerns for Council attention: n/a.

Meeting Minutes:

Government Records Section

Annual Meeting Minutes

August 21, 2015

1. The opening remarks were given by the outgoing GRS chair Dennis Riley, with a summary of Section activities over the past year, including the election of new members to the steering committee. Notice was also reiterated of Council's request for input on proposed changes to affinity groups and the proposed dues increase.
2. Local Archival Government Repositories Directory & Survey
 - a. John Slate gave an overview of the directory project
 - b. The overall results indicate that the majority of individuals responsible for local government records still lack professional training and/or credentials.
 - c. The full set of results will be posted to the GRS microsite
3. Presentation – “Government Records – Not Just for Bureaucrats”
 - a. Diana Banning of the Portland (Oregon) City Archives presented a case study on how government records were used to bring together a community and reach a new level of mutual understanding, as well as an ongoing artists in residency program.
4. CAPP Draft Issue Briefs: Privacy and NARA/Federal Records Management
 - a. The floor was opened for general discussion and feedback on these two draft issue briefs.
 - b. Concern was raised regarding the privacy issue brief that standards between jurisdictions was so diverse that setting out a blanket standard was unrealistic.
 - c. The rejoinder to this was given that the issue briefs are meant to be aspirational and reflect general consensus of best practices among archives and records management professionals with a realistic understanding that various legislative and executive bodies may enact different standards.
5. Proposed Changes to Affinity Groups
 - a. A general discussion from the floor about the proposed changes was initiated.
 - b. The general sentiment expressed concern regarding the changes, especially regarding not allowing non-SAA members to participate in round tables.

- c. Others expressed general frustration that Council did not allow more lead time for discussion and consideration of these proposed changes.

Manuscript Repositories Section (Liaison: Cooper Cary)

Date: November 12, 2015

Officers:

Elizabeth Wilkinson, Chair (2014-2015)
Anke Voss, Vice Chair/Chair-Elect (2014-2015)
Tara Laver, Immediate Past Chair (2014-2015)
Joseph Anderson, Steering Committee Member (2013-2015)
Cheryl Oestreicher, Steering Committee Member (2013-2015)
Laura Starratt, Steering Committee Member (2013-2015)
Jennifer Cole, Steering Committee Member (2014-2016)
Elizabeth Novara, Steering Committee Member (2014-2016)
Ashley Todd-Diaz, Steering Committee Member (2014-2016)
Laura Carroll, Web Liaison (2012-2015)

Report from annual meeting:

- Number of attendees: approximately 77
- Election results:

Vice-Chair/Chair-Elect Jackie Dean (UNC-Chapel Hill) (2015-2016)

Steering Committee Members:

Sean Benjamin (Tulane) (2015-2017)
Alison Clemens (Yale) (2015-2017)
Elisa Ho (Jacob Rader Marcus Center of American Jewish Archives) (2015-2017)

- Summary of meeting activities: (or attach minutes or newsletter accounts)

Minutes of the Manuscript Repositories Section Meeting

Society of American Archivists

Cleveland, OH

Friday, August 21, 2015, 1:00-3:00 pm

I. Welcome

Section chair Elizabeth Wilkinson welcomed everyone and introduced the section leadership: Vice-Chair/Chair-Elect Anke Voss; Steering Committee Members Joseph Anderson, Jennifer Cole, Elizabeth Novara, Cheryl Oestreicher, Laura Starratt, and Ashley Todd-Diaz; Immediate Past Chair Tara Laver; and Web Liaison Laura Carroll. Wilkinson acknowledged those rotating off: Anderson, Oestreicher, Starratt, and Laver.

II. Nominations

Laver gave a report of the Nominations and Elections Committee. The election was held online and conducted by SAA. New officers are Vice-Chair/Chair-Elect Jackie Dean (UNC- Chapel Hill) and Steering Committee Members Sean Benjamin (Tulane), Alison Clemens (Yale), and Elisa Ho (Jacob Rader Marcus Center of American Jewish Archives in Cincinnati).

Continuing are Anke Voss, Jennifer Cole, Elizabeth Novara, and Ashley Todd-Diaz.

Laver thanked Cole, Novara, and Todd-Diaz for their service on the committee.

III. **Report from Council** (Amy Cooper Cary for Council Liaison Jim Roth)

A. Sections and Roundtables.

The Council-appointed Task Force on Member Affinity Groups has made the following recommendations, and members and affected groups are encouraged to provide comments by September 1.

a. **Affinity Groups:** Remove the distinction between sections and roundtables.

All sections and roundtables would maintain their identity and come under the broader term “affinity groups.” One result of this change is that a members will be able to join as many affinity groups as opposed to the previous two section limit. The group’s status in the organization and established modes of communicating needs and concerns to Council and working within the organization would not change. Non-members will not be able to join. Affinity Groups would be required to have as members at least 4% of the total membership of SAA (currently 6,201) and would have two years to reach that threshold if they are shy of it now. The Council would refine this threshold membership level as needed in the future. Affinity groups that cannot meet the threshold would be permitted to continue as Virtual Community Groups.

b. **Virtual Community Groups** would be created as a means of lowering the barriers to participation and involvement in networks of shared professional interest. Non SAA members would be allowed to participate. These groups would receive SAA technology support but not be allocated space at annual meetings or be required to submit annual reports or have bylaws. Minimum requirement of 50 SAA members to form a Virtual Community, and if it meets the 4% membership requirement may petition to become an Affinity Group. (Additional information available at <http://www2.archivists.org/news/2015/council-seeks-comment-on-proposed-changes-in-member-affinity-groups>.)

B. Council Policy on Advocacy Statements

Council has approved a statement drafted by the Executive Committee about when SAA will put out Advocacy Statements, the gist of which is that since the organization as a whole does not have the resources or knowledge of a consensus to comment or act on every social issue that emerges SAA will take a position, make a statement, or take other action only on issues that are related directly to archives and archival functions.

C. Arrangement and Description Certificate

Council approved the adoption of an Arrangement and Description Curriculum and Certificate that is based on the Digital Archives Curriculum and Certificate program. That will be coming online soon.

D. Archives and Archivists List-serv

Look for the release of new terms of participation.

E. Standards Subcommittees Combined

The Technical Subcommittee on Encoded Archival Description (TS-EAD), the Technical Subcommittee on Encoded Archival Context-Corporate Bodies, Persons, and Families (TS-EAC-CPF), and the Schema Development Team (SDT) have been combined into one group, the Technical Subcommittee on Encoded Archival Standards.

F. Proposed Dues Increase

Council discussed the briefing paper on a proposed dues increase of 3% over three years. The increase would allow SAA to grow in support of the organization's technology infrastructure, like a content management system for education offerings and advocacy activities. There will be discussion at the business meeting on August 22 and a referendum in the fall in which the entire membership will be able to participate.

IV. Reports from Affiliated Groups

A. National Historical Publications and Records Commission (Kathleen Williams)

- i. NHPRC is drafting a new strategic plan so be on the lookout for that and the opportunity to comment.
- ii. In terms of annual funding, it seems disbanding NHPRC is no longer a possibility.

B. OCLC Research (Jackie Dooley)

- i. ArchiveGrid: working on refining ways to determine relevant results and have added a contributor's page. They are also doing an experiment with linked data for named entities in ArchiveGrid. Jackie is looking at field occurrences in 4 million MARC records to review commonly accepted ideas about how we describe materials, which she expects to debunk.
- ii. Open Finding Aids: Merrilee Proffitt is leading an effort to establish recommendations that will result in promoting a culture of sharing finding aid metadata that would allow the use and re-use of that metadata by patrons, consortia, aggregators, etc. See <http://www.oclc.org/research/themes/research-collections/finding-aid-metadata.html> for additional information.
- iii. Wikipedia: Merrilee Proffitt is also looking at developing better relationships between Wikipedia and cultural heritage institutions, to allow archivists to add links to from Wikipedia articles to their relevant collections.

V. Program

The program was a combination of reports from the third go-round of the section's "Jump In" initiative and topics identified via an online survey of the membership.

A. “Jump In/Third Time’s a Charm”

- i. Wilkinson reported that eleven institutions had participated in this year’s effort to encourage members to begin dealing with born-digital records in their repositories by making survey of such materials in a collection or collections and submitting a short report about their results. Wilkinson recognized those institutions by name and those in attendance received initiative-themed buttons. Incentives to participate included a raffle for a scholarship to attend a DAS workshop and for SAA publications. Wilkinson announced the recipients: Sarah Pinkard (SUNY Buffalo, scholarship) and Lynn Moulton (Northern Kentucky University), Samantha Crips (Augustana College), and Adrienne Pruitt (Boston College, now at Tufts).
ii. A panel discussion by the following participants was followed by Q and A:
Kimberly Anderson, Iowa State University (III)
Samantha Crisp, Augustana College (III)
Aly Jabrocki, Colorado State Archives (III)
Kristen Yarmey (Jump In Two/Too), University of Scranton (II)
Melanie Wisner, Harvard (I)

B. Subject presentations

- i. Herbert Hartsook, South Carolina Political Collections, University of South Carolina, “Fund Raising with a Development Officer”
- ii. Sarah J. Bost, Center for Arkansas History and Culture, University of Arkansas- Little Rock, “A Learning Pass to the Past: Introducing Archives to Middle School Students”

Completed projects/activities:

Two years ago 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 third round of the initiative, titled “*Jump In Three: Third Time’s the Charm.*” 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. Eleven institutions participated. See the annual meeting minutes above for raffle winners and presenters. After this round, the Steering committee has decided to end this activity and focus on other initiatives.

Ongoing projects/activities: n/a

New projects/activities:

We are exploring partnering with the RAO’s Teaching with Primary Sources Committee in two areas. The first would be to sponsor a cursive handwriting workshop for assisting in the teaching of patrons in how to decipher cursive in 2016. The second is to consider a panel of

active practitioners of TPS with consecutive presentations for the first half of the annual section meeting, then have break out discussion groups for the second half of the meeting.

Initiatives associated with the 2014-2018 Strategic Plan:

GOAL 1: ADVOCATING FOR ARCHIVES AND ARCHIVISTS: n/a

GOAL 2: ENHANCING PROFESSIONAL GROWTH: Jump In Three

GOAL 3: ADVANCING THE FIELD: n/a

GOAL 4: MEETING MEMBERS' NEEDS: Conducted a survey of the Section membership in the spring of 2015 in order to bring them programming at the 2015 Section meeting in which they were most interested.

Questions/concerns for Council attention: n/a

Museum Archives Section (Liaison: Kiesling)

Date: February 18, 2015

Officers:

Co-Chairs Heidi Abbey, The Pennsylvania State University, and Jennie Thomas, Rock and Roll Hall of Fame and Museum

Vice Chair/Chair-Elect Lorraine Stuart, Museum of Fine Arts

Newsletter Editor Madeleine Thompson, Wildlife Conservation Society

Recording Secretary Rachel Chatalbash, Yale Center for British Art

Web Liaison Supriya Wronkiewicz, Museum of Performance + Design

Report from annual meeting:

Number of attendees: Approx. 120-125

Election results:

- Vice-Chair/Chair-Elect: Barbara Mathé
- Recording Secretary: Rachel Chatalbash
- Newsletter Editor: Madeleine Thompson
- Web Liaison: Supriya Wronkiewicz

Summary of meeting activities:

- The 2014 annual meeting included an update from SAA Publications Editor Chris Prom; a presentation by outgoing Co-Chair Heidi Abbey on the MAS member survey results; election results and officer introductions; a statement of goals for 2015 by incoming Chair Lorraine Stuart; an update from SAA Council Liaison Geof Huth and from Maygene Daniels on the CALM meeting; reports from Newsletter Editor Madeleine Thompson (in absentia) and Web Liaison Supriya Wronkiewicz; a presentation by the Co-chair of the Standards and Best Practices (S&BP) Working Group Susan Hernandez

on the group's progress; an update from Rebecca Bizonet on behalf of the Program Committee; questions and announcements from the floor; and brainstorming for 2015 session ideas. The MAS meeting closed with a meeting led by Rachel Chatalbash and Susan Hernandez of the S&BP Working Group for those interested. See attached for full meeting minutes.

Completed projects/activities:

- Survey of MAS membership was completed in 2014 to better identify our membership in order to improve the communication tools available to MAS members, facilitate networking opportunities for members, and explore methods for archival advocacy within our institutions. The results of the survey are included in the attached meeting minutes and appear on the MAS microsite in more detail:
http://www2.archivists.org/sites/all/files/PowerPoint%20Survey%20Results%20July%209%202014_Final.ppt
- Content from our former website was migrated to a SAA microsite.
- The S&BP Working Group continues to do amazing work for the section and the profession. In 2014 they worked to gather resources and interview practitioners, resulting in an erecords symposium and additions to the Standards and Best Practices section of the MAS microsite.

Ongoing projects/activities:

- Two Newsletter issues went out this year, featuring the performing art archives at the New Museum and the work of the S&BP Working Group.
- The S&BP Working Group continues its work by adding additional policies to the microsite regarding records management.

New projects/activities:

- 4 webinars per year for Section members.
- Reach out to CALM and AAM. Many, including Lorraine, feel that we need to have more of a voice with AAM. AAM has new accreditation guideline but archives are no longer included; we need to voice concern. Maygene Daniels went to the CALM meeting and will be liaising. After an initial conversation with Geof Huth, our SAA liaison, he agreed to approach Council about Section representation on CALM.
- Look at our archives. Could we digitize records and put them on our microsite? We need to know more about the Museum Archives Section's history.
- Establish a Twitter account and look into a live streaming solution for the next meeting.
- Bump up our timeline regarding discussion of session proposals; perhaps discussing them in May and June rather than waiting until the meeting to discuss.

Initiatives associated with the 2014-2018 Strategic Plan:

Advocacy:

- There were no advocacy initiatives undertaken by the Section in 2014.

- A goal for 2015 is for the Section to provide up to 4 webinars, more than one of which will be about advocacy.
- One of the goals for 2015 is to also reach out to CALM and AAM for the purposes of advocacy and representation in those groups.

Enhancing Professional Growth:

- The Standards and Best Practices Working Group provided a pre-conference symposium on electronic records.
- A goal for 2015 is to provide up to 4 webinars for members.
- MAS Newsletter continues to provide information on our members, repositories, collections, and the work we do.

Advancing the Field:

- The Standards and Best Practices Working Group continues to work on the portion of our microsite that provides our members with just that: the standards and best practices of our profession. In 2014 the group completed the portion on electronic records.

Meeting Members' Needs:

- The main purpose of the 2014 member survey was to better identify who our members are and how best to reach them and facilitate networking opportunities.
- As the majority of the more than 1,000 members of the section are unable to attend SAA meetings we wanted to be able to reach a wider audience at the meeting, so we investigated live streaming. We were unable to make the necessary arrangements to live stream the MAS meeting; however, we did live Tweet the event in order to reach more of our members.
- MAS Newsletter continues to provide information on our members, repositories, collections, and the work we do.
- A goal for 2015 is to create a MAS Twitter account.

Questions/concerns for Council attention: The MAS Steering Committee would like at least one member from MAS to serve as a SAA representative on CALM.

Meeting Minutes:

Society of American Archivists Museum Archives Section Business Meeting

Friday, August 15, 2014 at 12:30PM (Marriott Wardman Park, Washington D.C., Room Washington 2 [Exhibition Level])

Minutes submitted by Rachel Chatalbash, Recording Secretary

Greeting and Introductions

Outgoing Co-Chairs Heidi Abbey and Jennie Thomas welcomed everyone to the meeting and expressed their thanks.

Chris Prom, SAA Publications Editor

Prom introduced Section members to an initiative to help members publish papers through the SAA Publications Program. Any group within SAA can issue a call for papers related to a particular theme and then work with the SAA Publications Board for peer review and subsequent publishing. This is a new way for Sections to get involved with the creation of professional literature.

Heidi Abbey on survey results: During the 2013 Museum Archives Section (MAS) Business Meeting in New Orleans, Section members shared the following three suggestions for the Section:

- 1) improve communication tools available to MAS members,
- 2) facilitate opportunities to network with other members, and
- 3) explore methods for archival advocacy within our institutions.

As a result, MAS conducted a survey of members to address these concerns as well as collect feedback that may be used to guide future MAS initiatives. Heidi presented a summary of the survey results. The complete PowerPoint of Heidi's presentation can be found on the Museum Archives Section microsite:

http://www2.archivists.org/sites/all/files/PowerPoint%20Survey%20Results%20July%209%202014_Final.ppt

The highlights of her presentation are described below:

- There are 1,300 members and the survey received 215 responses
- Some main challenges for museum archivists include insufficient funding and space and lack of travel funds to attend SAA
- 64% of Section members have never attended an SAA meeting. The main barrier to attendance has been insufficient funds
- Section members are interested in the Section for professional development and networking
- The email listserv, newsletter, website are all valued; members are potentially interested in attending Section-sponsored webinars, and support the creation of a Section Facebook page, blog, twitter feed, and LinkedIn group

Section member Jonathon Lill asked: in comparison to the previous Section survey, how have the needs of Section members changed? Past Co-Chair Francine Snyder replied that the previous survey was focused on best practices and it established the foundation for the Section's Working Group. Heidi replied that this survey focused more on communications needs.

Ballot Results and Officer Introductions from Incoming Chair Lorraine Stuart

Election results:

Vice-Chair: Barbara Mathé – Museum Archivist and Head of Library Special Collections, American Museum of Natural History; she is working on a 5 year grant from CLIR and IMLS; she is interested in EAC and Linked Data

Recording Secretary: Rachel Chatalbash – Senior Archivist, Yale Center for British Art; she has been leading our Standards and Best Practices Working Group

Newsletter Editor: Madeleine Thompson – Institutional Archivist and Digital Resources Manager at the Wildlife Conservation Society; she has produced two wonderful newsletter issues

Web Liaison: Supriya Wronkiewicz – Project Archivist, Museum of Performance + Design, San Francisco; she did a great job transferring our microsite to the Drupal site for us. SAA is going to be crawling the site each year so our work will be archived

Lorraine also thanked Gerrianne Schaad, Melissa Gonzalez, and Hillary Bober for running in the election as well as the Standards and Best Practices Working Group members for their service.

Lorraine provided some information about herself. She works at the MFA Houston. Her focus this year at work will be implementing a digital preservation system. She is interested in the Section focusing on advocacy this year. Advocacy is something that you have to do throughout your career.

Lorraine thanked Heidi and Jennie for their work on the survey. What Lorraine learned from the survey is that there is a large percentage of us that don't have sufficient funds to come to meetings, don't have sufficient staff, and don't have sufficient space. Yet somehow members indicated that they feel supported. If we don't have all these things, what form is this support coming in?

Actions she would like to take:

- We can have webinars for Section members. Barbara Mathé will give a webinar on linked data and EAC. Lorraine would like to schedule 4 of these this year. She hopes that a few will be about advocacy.
- She wants to reach out to CALM. Many, including Lorraine, feel that we need to have more of a voice with AAM. AAM has new accreditation guideline but archives are no longer included; we need to voice concern. Maygene Daniels went to the CALM meeting and will be liaising. After an initial conversation with Geof Huth, our SAA liaison, he agreed to approach Council about Section representation on CALM.
- She would like someone who lives in Wisconsin to look at our Archives. Could we digitize records and put them on our microsite? We need to know more about the Museum Archives Section's history.
- We will plan to establish our Twitter account and look into live streaming before our next meeting.
- We need to bump up our timeline regarding discussion of session proposals. Maybe we could talk about them in May and June rather than waiting until the meeting to discuss.

Geof Huth, SAA Council Liaison

This is Geof's favorite Section. SAA Council is going through evaluations of Sections and Roundtables. Francine Snyder is on a task force that is looking at how to make them more effective. Geof said to look at MAS as a model. In order for a section to be valuable, it has to serve people outside this meeting.

What has Council been doing on your behalf?

- Released guidelines on best practices for volunteers, including how to ethically use volunteers
- Committee on Advocacy and Public Policy is putting out issue briefs. They are going to outline various interests so when an issue comes up, we know what we want to say
- A document was put together outlining principles for future joint meetings. This is the biggest meeting in SAA's history. We need to look at the possibility of having joint meetings with associations that are not focused on records, like a museum association
- Agreed to have a joint working group on issues with COSA, NAGARA, and SAA
- Interesting discussion items – Intellectual Property Working Group member Bill Maher is out there fighting for archives on the international level so we can make more of our materials available; National Coalition for History Executive Director Lee White presented to Council on the current status of archives-related legislation and funding
- The SAA A&A listserv will have a stated policy regarding list conduct
- For Cleveland, there won't be an opportunity for Section/Roundtable endorsement

Maygene Daniels on CALM

CALM (ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums) has two functions: to serve as a clearinghouse of information and to pick a topic and have themed program sessions related to it at each of the three meetings (ALA, SAA, and AAM). The good news is that in our associated organizations, there are a lot of shared interests.

The bad news is that there is currently no one from the museum world on the Committee (AAM representation is vacant). Also, there is no official representation for the MAS on the Committee. With SAA, we could consider how to have our voice heard since it is important that people in the MAS community be on that group and take an active role.

However, CALM may not be the best way for us to engage with particular issues. There may be other ways to advance our interests.

Heidi Abbey on behalf of Newsletter Editor Madeleine Thompson: Report

The Section published two great issues this year. The issues included features on performing art archives at the New Museum and on the Standards and Best Practices Working Group. We also had updates from numerous repositories. If Section members have any interest in writing a feature article or would like to send news updates, please contact Maddie.

Web Liaison Supriya Wronkiewicz: Report

We have gone from our old website based in html to the new Drupal site. The old site will be taken down in the next week. Supriya welcomes feedback on the site. Additionally, she will be working with Lorraine to see what else can be done in terms of electronic communications.

Standards and Best Practices Working Group Co-Chair Susan Hernandez: Report (see the attached appendix for the full PowerPoint presentation)

- Recognized Rachel Chatalbash as Co-Chair
- The Working Group spent the year investigating museum archives and electronic records
- Work Completed: Interviews; developed a resource guide; e-records symposium
 - The guide is available on the Standards and Best Practices microsite page:
<http://www2.archivists.org/groups/museum-archives-section/standards-best-practices-resource-guide>

Soon, there will be additional policies related to records management uploaded to our standards portal

All Working Group members were recognized and thanked! --Barbara Austen, Melissa Bowling, Holly Deakyne, Ryan Evans, Eden Orelove, Dawn Sueoka, Jennifer Whitlock, and Brian Wilson

The Working Group will meet during the last 30 minutes of the Section meeting. Any Section member is welcome to join us for the meeting

Rebecca Bizonet on behalf of the Program Committee

Next year's meeting will be at the Cleveland Convention Center. The convention center model will allow SAA to go to cities that previously were not an option. There will not be a theme. However, proposals that speak to advocacy and ways to advance the profession will be given preference. Consider creating sessions that include people with opposing views. Be creative in content. Whatever format you choose should be justified, however, all formats are welcome, including traditional ones. Sessions will continue to be shorter; sessions are 60 and 75 minutes, with more 60 minute sessions than 70. Group endorsements have been dropped but Sections should be involved in creating sessions and discussing ideas. Pop-ups, one hour open sessions on Thursdays and Fridays where people can gather on short notice through social media, will be provided. The pop-ups will not appear on the program and there will be additional information as we move forward. The call for proposals is out and the deadline is 10/8. The deadline will not be extended this year.

Questions and announcements from the floor

- Deb Wythe is working on a collaborative writing project sponsored by AAM and Indianapolis Museum of Art. It's going to address topics such as copyright, rights and reproductions, and intellectual rights. Since it's broadly addressing cultural institutions, if you have any project where you have been involved, Deb would like to hear from you. She is looking for good case studies.
- Deb Wythe posed a question: The Brooklyn Museum's Chief Conservator is retiring and he is looking for a repository where he can donate his conservation records from his personal practice. If anyone knows about an appropriate repository, let Deb know.
- Joyce Ray from Johns Hopkins Museum Studies program has been involved with CALM in the past. Through CALM, she has learned about task forces that involve RBMS and SAA. One is on metrics for collections and one was on evaluation of public services. She understands that CALM may not be the only source for exchange of information, however, how else can we share information and connections among libraries, museums, and archives? Lorraine Stuart responded, mentioning shared cataloging – is that something that we would be interested in exploring more as a group?

- Lorraine Stuart asked: How many people feel a need to advocate for their programs externally? Internally? In terms of internal needs, are they financial? What percentage of an operating budget do you get? What can we do to develop some tools and models? How can we approach our management? Should we have a session on making a case for museum archives or archives in general?
- Multiple Section members discussed Twitter. If we get a Twitter account, could we get members to tweet exciting things they did for their institution this year? People don't realize our skill sets. There is someone on Twitter who posts under the handle of "museum documentation" who has been promoting their work. Samantha Norling believes Twitter is not the best place to capture people. The Committee on Public Awareness and the I&A Roundtable both have blogs that include stories; perhaps stories should be the focus.
- Barbara Mathé has been speaking with people from the world of natural science museums. They have gotten together to talk about forming their own group because of the incredible intersections between specimens, objects, and archival collections. She and her colleagues share an affinity with the collections managers who take care of the objects but who also tend to take care of the archives. She is working on an EAC name authority project with the scientists at her institution. Email her if you are interested in the discussion.
- Linda Whitaker is an archivist who comes from an academic library but now works in a museum. She is trying to reconcile the results of the survey, mainly that museum archivists feel they aren't valued. In order to get parity with other departments that are object-driven, she suggests that archivists think about reorganizing within their institutions so there is equal access to the CEO. A member responded that one of the issues regarding not having enough funding is that no one is funded adequately.
- Question from audience: is there anyone else here from an interpretative center rather than a museum? The answer was no.
- Do we have a committee on social media? It might be a good idea. See Supriya Wronkiewicz with social media ideas.

Brainstorming for 2015

- A member said they took the SAA advocacy workshop on Monday; perhaps SAA could offer a webinar on it
- Perhaps there could be a session on "making the case"
 - If we could make the case, what would we say for ourselves?
 - When you submit to NSF, you have to submit a data management plan--this is a great inroad for us.
 - What do you explain to your trustees?
 - Instead of coming up with a session about how to make the case, maybe have a brainstorming session or get 5 people to come and give their pitch using a "shark tank" model; with shark tank, you go in and pitch an idea. For example, if you gave us the resources we asked for, this is what we could do for your institution.
- One issue that a lot of us have been talking about is being a leader; maybe we should have leadership training. How do you activate change? We might think about getting leadership training internally or from outside.

S&BP Working Group Meeting Led by Rachel Chatalbash and Susan Hernandez

Members and potential new members introduced themselves.

Rachel Chatalbash provided a brief overview of the year's focus on museum archives and electronic records and the Working Group's activities.

The discussion turned to next year's focus.

- Could we look at advocacy?
 - Are people represented in HR orientations?
 - Are archives mentioned in museum studies programs?
 - Advocacy comes in the form of education and outreach with, faculty, curators, education departments, communications departments.
- Should we collaborate with museum studies programs?
- Partnering with IT: archivists need to learn how to communicate; how to partner with other departments so we are stronger.
- Marketing: what can you do to promote with other departments?
- Take a break from e-records; maybe hear updates at the end of the year, perhaps in written form. State archives are having an e-records day in October.
- Our best practices resource guide can still be updated. We can still send out another call for sample policies and procedures. We can remind people that the resource is there.

Meeting discussions concluded at 2:15 pm.

Oral History Section (Liaison: Hackbart-Dean)

Date: 11/14/2015

Officers:

Rachel Telford, Chair, 2015-2016

Mary Larson, Vice Chair/Chair-Elect, 2015-2016

Bertram Lyons, Immediate Past Chair, 2015-2016

Ellen Brooks, Steering Committee, 2015-2017

Talya Cooper, Steering Committee, 2015-2017

Allison Schein, Steering Committee, 2014-2016

Pamela Whitenack, Steering Committee, 2014-2016

Report from annual meeting:

- Number of attendees: 70
- Election results:
 - Mary Larson was elected Vice-chair/Chair elect
 - Ellen Brooks and Talya Cooper were elected to the steering committee, 2015-2017
- Summary of meeting activities:

Chair's welcome
Introduction of current and incoming officers
Old Business
 Newsletter - how can we infuse life into the newsletter?
 SAA 2015 sessions related to Oral History
SAA Oral History Project
 Project coordinator Lauren Kata provided a history of the project, shared a brief clip of Frank Boles' interview, and discussed recent developments, including successful component group funding request for a year-long internship at the University of Wisconsin, Milwaukee Libraries to complete post processing of the interviews.
New business
 Thoughts on what we want to take on as new projects? Section leadership invited members to share ideas via the section email list or with leaders directly.

Following the business meeting, the section held an open forum. Members discussed Institution Review Boards, including best practices and resources available from SAA and the Oral History Association; transcription processes and procedures; guidelines and responsibilities relating to redactions; working with collections that lack proper releases; and use of the Pathways to Oral History Access Decision Tree.

Completed projects/activities:

Section leadership and the oral history project coordinator continued work on the SAA Oral History Project, reviewing transcripts in preparation for transfer to the University of Wisconsin, Milwaukee (UWM) Libraries. The section worked with UWM Libraries staff to plan and create an internship to handle post processing of the interviews, and began the process of transferring responsibility for the interviews from the Oral History Section to UWM.

Ongoing projects/activities:

The section will continue to monitor the progress of the SAA Oral History Project, providing support to the project coordinator and UWM Libraries as needed.

New projects/activities:

At the annual meeting, there was agreement that the section would return to a regular publishing schedule for the newsletter, *Dialogue*, and would explore the possibility of new formats, including an audio-based newsletter.

Initiatives associated with the 2014-2018 Strategic Plan:

At annual meeting, there was agreement that the section could showcase diverse collections in the section newsletter, *Dialogue*.

Questions/concerns for Council attention: None.

Preservation Section (Liaison: Vagts)

Date: 11/20/2015

Officers:

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 Liason
Supriya Wronkiewicz, Web Liaison/Outreach committee

Report from annual meeting:

- Number of attendees: 75 signed in as attending the meeting
- 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:
 - Alix Bentrud, Chair
 - Frances Harrell, Vice Chair/Chair Elect
 - Katie Mullen, Past President/Nominating
 - Jill Sweetapple, Steering/Nominating
 - Dyani Feyge, Steering/ Program
 - Eve Neiger, Steering/Outreach
 - Craig Fansler, Steering/Outreach
 - Rebecca Elder, Member at Large/STASH liaison
 - Beth Joffrion, Member at Large
 - Rachel Vagts, Council Liaison
 - Supriya Wronkiewicz, Web Liaison
- Summary of meeting activities:
 - Katie Mullen – Greetings & Election Results
 - Elizabeth Sheppard - SAA Preservation Publication Award to DigitalPOWRR
 - Joel Wurl – National Endowment for the Humanities briefly discussed grant programs supporting preservation activities
 - Karl Blumenthal – “Devising preservation metadata standards and defining archival storage procedures for the New York Art Resources Consortium (NYARC)” from his 2014-2015 National Digital Stewardship Residency project hosted at the New York Art Resources Consortium
 - Lightening session presentations on “Housings for non-standard archival objects”

- Fletcher Durant – New York University
- Emily Shaw – Ohio State University
- Patti Gibbons – University of Chicago
- Julie Ludwig – The Frick Collection
- Rachel Penniman – Duke University
- Jayme Jamison – IAC Art Conservation
- Ashley Greek – Library of Congress
- Rebecca Elder – presented on the National Disaster Recovery Fund for Archives

Completed projects/activities:

- Fundraiser for NDRFA - Silent Auction with items donated by members of the SAA Preservation Section & Leadership raised \$1,185
- Reviewed and updated Preservation Resources on microsite
- Preservation Week Poster - Craig Fansler made a poster for Preservation Week that was shared on the Preservation Section Website using input from section members to select topic for poster – solicited input of graphics, anecdotes.

Ongoing projects/activities:

Get minutes from past annual and steering committee meetings onto microsite, for records management as well as transparency

Revisit the NDRFA fundraiser – perhaps another silent auction.

Establish Routine (Monthly) Communication from chair & steering committee to section membership

New projects/activities:

Creation of educational/informational materials related to preservation of collections and preservation management using the knowledge of the Preservation Section and by reaching out to other round tables and sections. These materials will be in a variety of forms; web based, handouts, and potentially webinars.

Initiatives associated with the 2014-2018 Strategic Plan:

Our new project goal of creating informational and education materials to share with SAA members we feel speaks to the goals of “enhancing professional growth” and “meeting members’ needs.” We also believe that our ongoing effort to communicate preservation news and issues through the list serve and our microsite also speaks to the goals just mentioned, but to “advocating for archives and archivists.”

Questions/concerns for Council attention: None.

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

Date: November 19, 2015

Officers 2014-2015

Chair: Lisa Sjoberg

Vice-Chair/Chair Elect: Rachael Dreyer

Immediate Past Chair: Mary Manning

Steering Committee Members: Jodi Allison-Bunnell, Matt Herbison, Erin Lawrimore, Alison Stankrauff

Communications Liaison: Greg Kocken

Web Liaison: Shaun Hayes

Report from Annual Meeting

Number of attendees: Approximately 150

Election results:

- Vice-chair/Chair Elect: Su Kim Chung
- Steering Committee Members: Rebecca Peterson May and Jennifer Hecker

New appointed positions:

- Communications Liaison: Rebecca Bizonet
- 23 Things Committee Chair: Josh Hager
- TPS Committee Co-Chair: Lori Birrell
- Electronic Records Working Group Co-Chair: Stacey Lavender

Summary of meeting activities:

- Brief business meeting:
 - Welcome and introduction from the Chair
 - Pam Hackbart-Dean, SAA Council representative, provided updates and answered questions about affinity groups and dues increases
 - Frank Boles, CAPP committee representative, spoke about the SAA Statement on Privacy Confidentiality of Private Information held in Public Records
 - Introduction of RAO leaders, welcome to incoming leaders, and farewell to outgoing leaders
 - RAO Committee reports
- Marketplace of Ideas: This event provided attendees an opportunity to network while engaging with topics of interest to RAO members. During the hour-long Marketplace, attendees had time to visit booths (see list below), drop their business card in the inventor's corner to volunteer for RAO committees/task forces, and participate in the

Virtual Idea Bar via Twitter. These are the topics that were covered in the 2015 Marketplace of Ideas:

- An Inside Job: Leveraging CRM Tools to Build Stronger Relationships with an Internal Donor Base”
- 23 Things...and Counting: Online Learning Platform as an Outreach Tool for Archivists
- Reference Goes Electric: Dispatches from the Virtual Reading Room
- Special Collections and Archives Class Request Tool
- The Historical Society of Pennsylvania’s Small Archival Repositories Project: A New Approach to Enhancing Access
- ‘Can I Steal that Idea?’: Tips and Tricks for More Effective Social Media

The RAO Steering Committee invested a great deal of time and effort into developing the Marketplace of Ideas. Much thought and discussion went into figuring out ways that we could make the Marketplace available to the members who were not able to attend SAA in person. To do so, we had one steering committee member sustain the Virtual Idea Bar by posing questions and prompts about the Marketplace vendor topics. In addition, a series of Google docs were created where attendees could take shared notes about the vendor topics. Unfortunately, neither of these virtual components were heavily used during the Marketplace.

Completed Projects/Activities

- RAO leaders conducted strategic planning to outline goals for 2014-2015. These goals are available in Appendix A.
- The RAO Steering Committee actively participated in #AskAnArchivist Day on October 30, 2014. Together, RAO Steers kept the RAO Twitter feed engaged and participating in the activities throughout the day.
- RAO submitted a joint proposal (with RBMS) to the SAA Standards Committee to develop Primary Source Literacy Guidelines. This proposal was approved. Two members of the RAO TPS Committee were appointed to the joint task force.
- RAO Program Committee developed an engaging section meeting that incorporated new virtual components (see above).
- RAO Nominating Committee solicited a top-notch slate of candidates and facilitated a successful election process.
- RAO Communications Liaison & Web Liaison:
 - Implemented a “RAO Hot Topics” blog series featuring a monthly post from an RAO leader.
 - Collaborated with 23 Things for Archivists Committee to create

- a “Thing of the Month” on RAO’s Facebook page.
- Communicated the section’s good work to the RAO membership through two newsletters, listserv messages, and website updates.
- RAO Teaching with Primary Sources Committee:
 - Developed a survey to investigate the curriculum at graduate schools focusing on teaching with primary sources. This survey was distributed in the spring of 2015.
 - Created and sponsored a very successful preconference workshop/unconference about TPS at the Cleveland Public Library during the 2015 SAA Annual Meeting.
 - Investigated the creation of a TPS resource bank.
- Electronic Records Working Group:
 - Conducted initial research about electronic records.
 - Compiled a bibliography of key resources, available on the RAO microsite.
 - Conducted a survey of archival professionals focused on current practices and attitudes about access to born-digital and electronic records.
- 23 Things for Archivists Committee:
 - Added two new “Things” to and updated two existing “Things” on the 23 Things for Archivists website.
 - Launched a “Thing of the Month” campaign on the RAO Facebook page.
- National History Day Committee:
 - Updated NHD wiki to reflect current year’s theme.
 - Investigated new host options to make the wiki more attractive and user friendly.

Ongoing Projects/Activities

Many of the activities noted above will continue:

- The RAO Program Committee will review the feedback about the 2015 Marketplace of Ideas to determine the content for the 2016 section meeting.
- The Nominations Committee will strive to solicit a large pool of candidates to stand for election.
- The Web Liaison will continue to update the website, specifically working with RAO leaders to populate their administrative pages for succession planning purposes.
- The RAO TPS Committee will:
 - Evaluate the success of the TPS Unconference to make refinements for its 2016 TPS Unconference in Atlanta.
 - Continue to explore and develop the resource bank project and will

focus on building a prototype. The TPS resource bank team will also update the RAO TPS bibliography on the microsite and will share the content on the RAO bank prototype.

- Review and compile a report on its survey of TPS content in U.S. graduate programs.
- The RAO NHD Committee will investigate more options for the NHD wiki platform.
- The RAO 23 Things for Archivists Committee will add more content to the website.

New Projects/Activities

All of the RAO committees and working groups have created multi-year plans for their individual groups. Whether it be collating survey results, designing online tools, or leading workshops, they each will be working on subsequent phases of the work described above.

Initiatives associated with the 2014-2018 Strategic Plan

Please refer to Appendix A.

Questions/Concerns for Council Attention: None at this time.

Meeting Minutes:

2014-2015 RAO Section Goals

The Reference, Access and Outreach Section is committed to SAA's strategic plan. As a planning exercise for the 2014- 2015 year. RAO steering committee members along with working group and committee chairs, identified initiatives that support SAA's strategic goals. The following paragraphs identify these initiatives.

SAA GOAL 1: ADVOCATING FOR ARCHIVISTS AND ARCHIVES

Society values the vital role of archivists and archives.

SAA will

- 1.1. Provide leadership in promoting the value of archives and archivists to institutions, communities, and society.
- 1.2. Educate and influence decision makers about the importance of archives and archivists.
- 1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.
- 1.4. Strengthen the ability of those who manage and use archival material to articulate the value of archives.

RAO Initiatives that support SAA Goal 1:

1. Participate in #AskAnArchivist Day as a section.
2. Propose primary source literacy guidelines, in collaboration with ACRL RBMS, to set benchmarks and guidelines for the use of primary sources in instruction.
3. Investigate the potential creation of a resource bank focused on teaching with primary sources.
4. Engage with our membership, the archival profession as a whole, and society via our communications platforms to advocate for the value of archives.

GOAL 2: ENHANCING PROFESSIONAL GROWTH

Archivists have access to the professional resources they need to be successful and effective in their careers.

SAA will

- 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 support SAA Goal 2:

1. Develop program content for our annual section meeting that allows attendees to engage with cutting-edge concepts and perennial issues associated with reference, access, and outreach.
2. Explore possibilities of webcasting the RAO Section Meeting to make it accessible to all members.
3. Create tools, bibliographies, guidelines, etc. (e.g., teaching with primary sources resource bank, teaching with primary sources preconference, electronic records bibliography, 23 Things website) that archivists can utilize in their careers.
4. Regularly disseminate content about current trends, best practices, latest developments, and news related to RAO matters through our communication platforms.

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 support SAA Goal 3:

1. Finalize a proposal for primary source literacy guidelines in collaboration with ACRL RBMS.
2. Disseminate research and tools about RAO related topics.
3. Collaborate with SAA component groups and leaders to disseminate RAO information throughout SAA.

GOAL 4: MEETING MEMBERS' NEEDS

SAA is an agile association that delivers outstanding service and fosters a culture of inclusiveness and 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:

1. Ramp up the RAO microsite to better disseminate information to RAO members and internally document RAO processes for succession planning.
2. Increase efforts to solicit feedback and conversation amongst RAO members through social media and the RAO listserv.
3. Offer networking opportunities during the RAO Section Meeting to encourage career growth as well as involvement in RAO and SAA more broadly.
 4. Provide opportunities for RAO members to participate actively in defined, professional projects through RAO committees and working groups. Distribute widely the call for nominations for RAO leadership positions and committee/working group memberships to encourage involvement.

Visual Materials Section (Liaison: Cooper Cary)

Date: October 19, 2015

Officers

(For 8/17/2013 - 8/16/2014 unless otherwise noted)

Chair: Matthew Daniel Mason
Beinecke Rare Book and Manuscript Library, Yale University

Vice Chair / Chair-Elect: Paula Jeannet Mangiafico

	David M. Rubenstein Rare Book & Manuscript Library, Duke University
Immediate Past Chair:	David Haberstich, Smithsonian Institution, National Museum of American History
Communications Liaison:	Tim Hawkins (8/15/2009 - 3/1/2014) Bessemer Historical Society Kimberly Andersen (Appointed 5/12/2015) North Carolina State Archives
Newsletter Editor:	Anne Salsich (8/11/2012 - 5/12/2014) Oberlin College Deborah Rice (Appointed 8/16/2014) Wayne State University
Web Administrator:	Lisa Snider (3/15/2010 - 5/11/2015) Harry Ransom Center- Univ. of Texas at Austin Alan Renga (Appointed 5/12/2015) San Diego Air and Space Museum
Members-at-Large:	Kimberly Andersen (8/11/2012 - 8/15/2015) North Carolina State Archives Irlanda Jacinto (8/15/2014 – 8/15/2017) University of New Mexico Mary Samouelian (8/17/2013 - 8/15/2016) Duke University

Election Results

The election for the Section took place in July 2014. Resulting new leadership for the Section:

Chair-Elect: Gerrianne Schaad, Florida Southern College (8/21/2015-8/21/2016)

Member-at-Large: Laura Treat, University of North Texas Libraries (8/21/2015-8/21/2018)

Midwinter Meeting

During the last weekend of February 27-28, 2015, archivists congregated physically and virtually in Ansonia, Connecticut, for the midwinter meeting of the Section. Over two days, attendees participated onsite and via teleconferencing in focused conversations about graphic resources administered in museums, libraries, and archival repositories, as well as the opportunities for the Section to support this work. For an outline of the meeting, please refer to **Appendix 1**, Matthew Daniel Mason, "Chair's Corner: Colleagues on Connecticut and Beyond: Recap of the 2015 Midwinter Meeting," *Views: Newsletter of the Visual Materials Section* 29:1 (March 2015): 1-4.

Minutes from 2015 Annual Meeting:

Number of attendees: 70 members

The annual Section meeting was held on August 20, 2015, from 3:00-4:00 pm. Institutions represented by the group included many top university libraries; smaller colleges and schools

(Simmons, Westminster Schools); municipal and state archives; friends from the Library of Congress and the Smithsonian; and members from unique organizations such as the American Institute of Physics, the Fashion Institute of Kent State; the Museum of Modern Art; Ringling Museum of Circus Art Archives, History San Jose, Rockefeller Archive Center, GLBT Historical Society, Philadelphia Museum of Art, American Dance Festival, and the Wildlife Conservation Society.

VM membership as of August 2015: 651 members, including 90 students

Announcements:

1. Chair Matthew Daniel Mason opened the meeting, reviewed the agenda, and asked the Election Committee, Brett Carnell and David Haberstitch, to report on the results of the election of officers.
2. Mason introduced the following new leaders/appointments: Paula Jeannet Mangiafico as incoming Chair for 2015-2016; *Views* newsletter editor (Deborah Rice, Wayne State University); Communications Chair (Kim Andersen, North Carolina State Archives); Website Administrator (Alan Renga, San Diego Air and Space Museum); and social media coordinators (Anna Raugalis, Stephanie Caloia, Kait Dorsky). Recognition and thanks went to the outgoing Communications Chair Tim Hawkins for his long-term support, particularly of the VM website.
3. Incoming Chair Paula Jeannet Mangiafico, announced that 2016 is the year to review the VM Section by-laws, and reviewed that procedure. She also announced that 2016 appears to be the 25th anniversary of the Section! [Although the exact year of our founding is still being investigated – it's complicated!] The group discussed ideas for either a preconference or special programming before or after the annual meeting.
4. The SAA Liaison, Michelle Light, came forward and described several new initiatives by SAA: the dues increase and the proposal to eliminate the current section/roundtable structure. She invited SAA members to comment on both.
5. Finally, the incoming Chair announced that the 3-year plan for 2015-2018 has been sent to the outgoing Chair for review, and will be voted on at the Section meeting (we ran out of meeting time - it will be put to an online membership vote of approval in October).

Reports from Committees:

Communications Committee (Kim Andersen, North Carolina State Archives)

Big changes came about in 2014-2015 due to the efforts of everyone on the committee: Kim Andersen was appointed as Communications Coordinator; outgoing Coordinator Tim Hawkins redesigned the VM Section website <http://saavms.org> and transitioned it to a Wordpress platform; Alan Renga took over as web administrator and is continuing the work begun by Tim, the result being a more attractive and modern interactive web presence for the section; and the VM newsletter, *Views*, is now headed by Editor Deborah Rice. A big thank-you went out to

outgoing editor Anne Salsich. In addition, new media allies Stephanie Caloia, Anna Raugalis, and Kait Dorsky have worked hard to expand VM's use of Facebook, Twitter, and Instagram, respectively.

Education Committee (Ricardo Punzalan, University of Maryland)

The Education Committee is currently pursuing research on the academic preparation and training of photo archivists. Early this year, the Committee concluded its interviews of photo archivists working in various repositories. The goal of these interviews was to gather perspectives on the nature and context of learning in the field. The next stage of the study involves conducting an online survey. The Committee is currently developing the questionnaire using a web-based survey software, Qualtrics. The target release of the survey instrument is December 2015. The Committee will present the results of the survey at the SAA meeting in 2016.

Meeting Program: Break-out sessions

The approximately 70 attendees were asked to break out into six interest groups:

- Accessioning Issues
- Audiovisual Materials (Film, Video, etc.)
- Born-Digital Visual Materials
- Digitization of Visual Materials
- Privacy Issues
- 2016 Preconference Planning

The groups were almost evenly divided and held lively conversations about their topics. Following the sessions, the group facilitators were asked to send a summary of the discussions to the Chair for posting to the Section website. One group's notes ended up generating a new VM website post for tips on handling born-digital materials, and members are planning to develop a fully-formed guide for archivists handling these kinds of image files.

Completed projects/activities:

Between September 23 and October 3, 2014, Section leadership conducted a survey of Section membership that identified issues important to it. This survey served as a guide for Section initiatives throughout the year, especially information discussions during the midwinter meeting and crafting the three-year plan. For a discussion of the survey, see **Appendix 2**, Matthew Daniel Mason, "Chair's Corner: Getting to Know You: Results from a Survey of Visual Materials Section Members" *Views: Newsletter of the Visual Materials Section* 28:3 (November 2014): 1-7.

Chair-Elect Paula Jeannet Mangiafico and the Members-at-Large prepared a new three-year plan for the Section, outlined in **Appendix 3**, Visual Materials Section of the Society of American Archivists, Three-Year Plan, 2015-2018.

Ongoing projects/activities:

Under the leadership of lead editor, Deborah Rice, the Section continues to produce its ternary newsletter, *Views*. The newsletter now enjoys a large body of editorial volunteers, and thus has expanded its content and improved its visual appeal.

http://saavms.org/wp-content/uploads/2015/07/Views_July_2015_final.pdf

New Projects/Activities:

The next Section Midwinter Meeting will take place February 26-28, 2015 in Durham, North Carolina, arranged by Section Chair Paula Jeannet Mangiafico. During this meeting, online and onsite attendees will conduct business of the Section and work toward accomplishing its goals. The meeting will include discussion and planning related to the upcoming anniversary of the Section, by-laws review, expanded communications outreach, 2016 programming, new proposed working groups, and education initiatives. During free time, the attendees will visit several sites of interest to visual materials archivists.

2015 initiatives associated with SAA's 2014-2018 Strategic Plan:

In connection with the Society of American Archivists' strategic plan, 2014-2011, "Goal 4: Meeting Members' Needs," the Section leadership accomplished increased communication and transparency through a survey of its membership and report of its results as well as consistent communication throughout the year.

Roundtable Annual Reports

Architectural Records Roundtable (Liaison: Mangiafico)

Date: August 20, 2015

Officers

Co Chairs: Emily Vigor, Aliza Leventhal

Steering Committee: Joanna Groberg, Suzanne Noruschat, Wendy Hagenmaier, Tim Walsh

Report from annual meeting:

Number of attendees: 36

Election results:

Aliza Leventhal

Junior Co-Chair, 2015-2017

Archivist

Sasaki Associates

Joanna Groberg

Steering Committee Member, 2015-2018

Archivist, Design and Construction

Georgetown University

Tim Walsh

Archivist, Digital Archives

Canadian Centre for Architecture

Web Liaison

Summary of meeting activities:

The Architectural Records Roundtable meeting consisted of a business meeting where the co-chairs presented election results, presented the development of an auxiliary website space, and brainstormed the best ways to explore standards for born-digital architectural records over the next year. The remainder of the meeting consisted of several brief presentations from members on topics of interest, including a celebration of the 25th anniversary of the Architectural Records Roundtable.

Completed projects/activities:

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.

Ongoing projects/activities:

Continue to build and support the development of the auxiliary website space with blog postings, a discussion forum, and updates on SAA happenings.

New projects/activities:

The Architectural Records Roundtable is devoting much of its energy to addressing digital records issues; an initiative the CAD/BIM Taskforce is spearheading. After surveying the larger Roundtable membership for interest to actively participate in research and guidelines drafting, the CAD/BIM Taskforce developed a first set of initiatives to investigate and address the difficulties with CAD/BIM records. These tasks include:

- Survey repositories with born-digital architectural holdings to determine what file formats institutions have, what software they are using to view them, and what (if any) preservation actions they are taking.
- Create a shared resource listing commonly encountered CAD file formats and software that is available for viewing and transforming them.
- Gathering of sample files to submit to the UK National Archives to be added to PRONOM for their file format database
- Develop a lobbying strategy and international partnerships to jointly lobby software vendors for open preservation licenses to software.
- Reach out to non-archivist groups that are also working on CAD preservation (such as LOTAR) to share knowledge.

These efforts are predominantly focused on preserving older technology/software, though we expect to expand the focus of this working group to tackle issues related to researching trends/future technology and software used by design disciplines, as well as engaging design professionals to establish proactive partnerships with records creators.

Several of the initiatives are presently underway, beginning with building international (Canada and United Kingdom) counterparts and hopefully formal partnerships. With about 20 Roundtable members contributing to these efforts, we expect to have significant progress to share in the coming year. Most notably, the outcome from the survey of repositories and initial conversations with software vendors will shape further efforts.

Initiatives associated with the 2014-2018 Strategic Plan:

Continue to cultivate partnerships with other key SAA selections and roundtable. These alliances will enable us to better serve the needs of our increasingly diverse members. 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 (includes: 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:

The Architectural Records Roundtable is concerned over the Council proposal to turn all sections and roundtables into affinity groups. As a smaller group, we run the risk of being terminated if we cannot maintain the proper percentage of members. The possibility of non-members being excluded from the SAA supported listserv would greatly deter our ability to reach out to one another and share relevant knowledge just as the field is working to properly preserve and provide access to complex digital design records. Our business meeting is an extremely important component of the annual meeting as well, and losing SAA's support to congregate in a conference space would be a great lose.

Archival Educators Roundtable (Liaison: Cooper Cary)

Date: August 19, 2015

Officers: Cecilia L. Salvatore, Chair
Beth Davis-Brown
Carolyn Hank
Kelvin White
Donald Force

Report from annual meeting:

- Number of attendees: 42
- Election results: Beth Davis-Brown was elected Chair; Carolyn Hank and Seth Shaw were elected to the Steering Committee
- Summary of meeting activities:
 1. Announcements

Election Results:

Cecilia L. Salvatore announced that Beth Davis-Brown (Library of Congress) was elected Chair, and Carolyn Hank (University of Tennessee) and Seth Shaw (Clayton State) were elected to the Steering Committee.

AERI:

Kathy Carbone (UCLA) reported on AERI 2015 which took place on the campus of the University of Maryland, July 13-17, 2015. AERI drew emerging scholars, doctoral students, faculty, and other researchers and scholars from the United States as well as from other countries, such as Denmark, Sweden, China, Thailand, etc. for several days of dialogue, presentations, workshops, and conversation about archives and recordkeeping topics.

AERI 2015 was the last year of the yearly institutes that were funded by IMLS. There was discussion about what would take place now without IMLS funding. There was general consensus that AERI needed to continue, even it meant that people would have to pay to attend. The week ended with Kent State University agreeing to host the next AERI in 2016. Details would be forthcoming. For more information about AERI, see: aeri.website

SAA Arrangement and Description Certificate:

Cecilia Salvatore reported that Solveig De Sutter of SAA contacted her about the Arrangement and Description Certificate that was proposed by SAA's Committee on Education. The certificate would be similar to the DAS Certificate currently offered by SAA. The SAA Council had already approved the certificate, but the Committee on Education would still like feedback from the roundtable. SAA also suggested that perhaps the certificate courses could be coordinated at any of the schools represented in the roundtable. Cecilia L. Salvatore would send the certificate curriculum through the AERT discussion list.

iPRES (International Conference on Digital Preservation):

Helen Tibbo announced that for the first time in quite some time, iPRES would be held in the United States and it would be held at the University of North Carolina – Chapel Hill, November 2-6. She also reported that registration would be fairly affordable, ranging from \$250 to \$650. Anyone interested should contact Helen or Cal Lee.

2. Presentations

The following panelists presented on online delivery of archival education at their respected institution (the panelists were selected from a Call for Panelists):

Seth Shaw (Clayton State University)
Lori Lindberg (San Jose State University)
Joyce Ray (Johns Hopkins University)

Issues presented included: 1) teaching archives and technology online. A virtual tool box was presented as an example for doing this. 2) the call, particularly from administration, to move towards more asynchronous and less synchronous delivery of curriculum. There was discussion about ways to continue to be effective in the delivery of curriculum.

Completed projects/activities: *None*

Ongoing projects/activities: *None*

New projects/activities: *None*

Initiatives associated with the 2014-2018 Strategic Plan: *None*

Questions/concerns for Council attention: *None*

Archival History Roundtable (Liaison: Wong Smith)

Date: 8/19/2015

Officers:

Alison Clemens, Chair

Eric Stoykovich, Incoming Vice Chair/Chair Elect

Kelly Kolar, Steering Committee Member

Lorraine Madway, Steering Committee Member

Robert Riter, Steering Committee Member

Report from annual meeting:

- Number of attendees: 21
- Election results:
 - Eric Stoykovich elected Incoming Vice Chair/Chair Elect
 - Kelly Kolar elected Steering Committee Member
 - Lorraine Madway elected Steering Committee Member
 - Robert Riter elected Steering Committee Member
 - Proposal for bylaws change passed:
 - In order to expand the recruitment and nomination period for roundtable officers, it is proposed that section IV.D of the bylaws be changed as follows:
 - The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice-chair and Steering Committee member every ~~June~~ May to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.
- Summary of meeting activities:
 - Agenda:
 - Welcome and introductions (~5 min.)
 - Announcements (~15 min.)
 - Presentations (~45 min.): Steve Fischer and John Grabowski presented on the history of the archival profession in Ohio and the influence of Ruth W. Helmuth, archival educator
 - Presentation of AHRT bibliography (Eric Stoykovich; ~15 min.)
 - Open discussion of projects (up to 15 min.)
 - Closing/open networking until 7 p.m.

Completed projects/activities:

- AHRT's Bibliography of Archival History (compiled and edited by Eric Stoykovich and the Steering Committee) now available: <http://www2.archivists.org/groups/archival-history-roundtable/bibliography-of-archival-history-now-available>
- AHRT's Twitter account launched: <https://twitter.com/archivalhistory>

Ongoing projects/activities:

- Ongoing work on bibliographies, including a new Select History of the World's Archives, 1588-1898 bibliography
- Maintenance of Twitter account

New projects/activities; Initiatives associated with the 2014-2018 Strategic Plan:

- New Select History of the World's Archives, 1588-1898 bibliography
 - Goal 3: Provides resources for advancing scholarship in the field of archival history
 - Goal 4: Meets members needs in finding sources pertaining to archival history
- Exploring the option of creating a publication venue for short studies in archival history
 - Goal 2: Provides publication opportunities for archivists, thus enhancing professional growth
 - Goal 3: Advances the field of archival history by providing publication opportunities
 - Goal 4: Provides a platform for publications by archivists, thus meeting member needs
- Exploring the possibility of doing a Wikipedia edit-a-thon
 - Goal 1: Advocates for archives and archivists by expanding awareness of their activities and value on Wikipedia
 - Goal 4: Provides members with ready online resources pertaining to archival history

Questions/concerns for Council attention:

- **Ensuring that proposal for bylaws change is accounted for (duplicated from above):**
 - Proposal for bylaws change passed:
 - In order to expand the recruitment and nomination period for roundtable officers, it is proposed that section IV.D of the bylaws be changed as follows:
 - The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice-chair and Steering Committee member every June May to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

Archives Management Roundtable (Liaison: Hackbart-Dean)

Date: December 21, 2015

Officers:

Sheryl Williams	Chair	8/16/2014- 8/6/2016	University of Kansas
Jelain Chubb, CA	Vice Chair	8/22/2015- 8/6/2016	Arizona Historical Society at Papago Park
Ann E. Smith Case, CA	Secretary	8/11/2012- 8/6/2016	Tulane University
Mott Linn, CA	Immediate Past Chair	8/16/2014- 8/6/2016	Clark University
Daria D'Arienzo, CA	Steering Committee Member	8/11/2010- 7/29/2017	Archives Consultant
Lynn Eaton	Steering Committee Member	8/17/2013- 8/15/2016	James Madison University
Tamara Livingston, CA	Steering Committee Member	8/22/2015- 8/18/2018	Kennesaw State University
Susan Malbin	Steering Committee Member	8/17/2013- 7/29/2017	American Jewish Historical Society
Caryn Radick	Steering Committee Member	8/16/2014- 8/15/2016	Rutgers University
India Spartz, CA	Steering Committee Member	8/22/2015- 8/18/2018	Union College

Report from annual meeting:

- Number of attendees: 33
- Election results: Sherry Williams was reelected chair, Jelain Chubb was elected vice chair, Ann Case was reelected as secretary, Tamara Livingston, and India Spartz were elected to the steering committee.
- Summary of meeting activities: Attached

Completed projects/activities: Planning the program component for the 2015 roundtable meeting

Ongoing projects/activities: Planning the program component for the 2016 roundtable meeting

New projects/activities: As discussed in the minutes of the 2015 meeting, we want to offer a webinar on a management topic (yet to be determined) in order to reach a broader segment of our membership.

2010-2013 Strategic Priority – Technology Initiatives: We are planning to offer a webinar as a pilot project. The exact topic is yet to be selected.

2010-2013 Strategic Priority – Diversity Initiatives:

Accessibility issues in archives continues to be an area of interest

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

Our program for the roundtable meeting in 2015 “Better Together? Institutional Affiliation and Archival Advocacy: Challenges and Opportunities” highlighted this area.

Initiatives associated with the new 2013-2018 Strategic Plan:

Our webinar offering will advance goals 2 and 4 of the strategic plan.

Questions/concerns for Council attention:

Meeting Minutes:

Wednesday, August 19, 2015

Chair Sherry Williams called the meeting to order at 5:00 p.m. She introduced Susan Malbin, who described the presentation being given by herself, Tamara Livingston, and Linda Whitaker, entitled “Better Together? Institutional Affiliation and Archival Advocacy: Challenges and Opportunities.”

Susan welcomed everyone to the Archives Management roundtable program and introduced the other panelists, Tamara Livingston and Linda Whitaker. The scheduled moderator, Daria D’Arienzo, unfortunately couldn’t attend for family health reasons.

Susan said that this collegial discussion grew out of a search for concrete information about what impact organizational placement has on archival effectiveness, particularly on advocacy efforts. It was no surprise that the search did not yield very much. A better understanding of the challenges and opportunities that archival affiliation has for archival advocacy can make us better advocates and thus better leaders.

Archives have a range of affiliations, including history centers, libraries, museums, and businesses and religious organizations. Placement of archives within an institution can be all over the map: as separate entities, in libraries, in special collections, in academic alumni offices, under institutional Secretaries or Presidents, as units of marketing departments, as parts of Town Clerks offices or incorporated into local history collections, among others. Even independent archival repositories can have affiliations within their communities and with other cultural entities. And it is clear that where an archives is placed in a larger organization or institution has

significant impact on the archives in terms of mission, collection development, resources, and patrons.

What does that all mean in terms of advocating for an archives and for getting the job done? Is there an ideal organizational placement that will help you to get to be a model archives? The documentation void raised several questions, which led to the idea for this session as focus-on-the-problem discussion between colleagues.

These were the questions that were put on the table to consider:

1. Where are your archives/department placed in your institution?
2. Does this placement support your work and allow you to get your job done?
3. In what ways does it not work or hinder your work?
4. What are you doing about it?
5. How can we, in this roundtable, collectively help each other?

A number of thoughts emerged from pre-AMRT talks and Susan offered a few as context for the discussion.

1. The critical perspective in advocating for your archives is that your archives is essential to your institution's mission and can advance that mission and enable the institution to do lots of other things.
2. It is important to find inclusive and cooperative partners. Collaboration, whether with other segments of your own organization or with similar and complementary corresponding groups in your own community, really depends on individual relationships and relationship tending. In practical terms, personalities and flexibility can be key -- the "how well you play in the sandbox" thing. For many, the perspective, "help other collaborators because in the long run it helps you" is critical.

Susan returned to the original question: what impact does organizational placement have on archival effectiveness? The panel's conclusion is that one size does not fit all. One way to look at it is to find placement where you have the ability to reach your resource allocator easily. Look for the most direct relationship possible.

Each panelist began her presentation by listing three statements or strategies that she has used to make her archives as strong as possible, and then described her own work environment, talking about her experience and providing practical tips and creative strategies.

Tamara Livingston

Tamara is Executive Director of the Department of Museums, Archives & Rare Books and founder of the Kennesaw State University Archives. There she is also an adjunct lecturer in Public History and offers a course on Archives and Records Management for undergraduates. Dr. Livingston holds a PhD in Ethnomusicology.

At Kennesaw State University, Tamara's department is Museums, Archives, Rare Books and Records Management, established in 2004. Just to clarify the affiliation and organizational

placement, MARB reports directly to the Chief Information Officer/Chief Business Officer/Operations, not through the Library. This has been the constant in the growth of the archives from a one-person shop back in 2004 through merger with Bentley Rare Books in 2009 (moved from Library to Archives/RM), and other cultural assets at the university, such as the archives, the art collection, a museum program, a holocaust education program. This placement has been very beneficial.

Tamara's remarks refer to the top-level affiliation – KSU Archives and KSU Records Management. These were her top three strategies:

- 1. Understand how your resource allocators work, and connect them with your collections in personal and public ways.*

Example: The KSU Archives was founded as an institutional repository for the university but interestingly it was the acquisition of their first major collection from the community, the historical records of the Cobb County Branch of the NAACP, that gave them a significant reason to bring together senior administration with prominent members of the black community and the media together to celebrate it as an historic moment for KSU. Now their President reminds Tamara of this collection if she neglects to mention it as one of their resources.

The partnership between the Cobb County Branch of the NAACP and the archives represents the university's emphasis in community collaboration and engagement. The partnership, along with other active living partnerships with non-KSU, regional collections, also ensures the continued existence of the archives. It is important for the university as well.

- 2. Do not assume anyone understands what archives do or how they operate - even your own institutional colleagues. Take every opportunity to educate up (to the Administration), down and laterally, inside and outside the institution.*

Tamara uses the records management program as a means of educating KSU folks, dispelling their notions of what is worthy of inclusion in the KSU Archives and reminding them that the archives doesn't have something if it's not given to the archives. They send out a records management/archives SWAT team to do records consults, especially those resulting from consolidation.

She also uses the lack of records that people are looking for as an opportunity to educate WHY archives matter, especially for the details of institutional history (i.e. lists of Chairs, Deans, etc.). For example, the archives may not have records from the 1980s from a particular department because nobody from that department saved them and sent them to the archives. At a state university, records retentions schedules need to be followed; people don't get to pick and choose what they send to be preserved, and when.

- 3. Partner with key stakeholders so that they cannot imagine a world without your archives.*

Tamara's department carried the institution's 50th anniversary celebration by creating an exhibit, website, and book. Nothing was being done to mark the celebration until her department pushed

to get the ball rolling. They did something good for the university and for the President, and hopefully he'll remember them for it.

So - because of the institution's interest in community engagement, doing things internally for the university, and pairing with the records management program – these three things have helped enormously within the institutional environment.

Tamara then described the benefits of her MARB department being situated in a non-library environment reporting directly to the CIO, as:

- Maintain direct line to VP for Operations (one step under the President)
- Benefit from FT graphic designer (hired for Museum of History and Holocaust Education, now heavily used by Zuckerman Museum of Art), and PR specialist (same)
- Benefit from internal collaboration with MHHE/ZMA on exhibits allowing greater exposure and awareness of Archives
- Benefit from colleagues who understand collections management and care

Challenges:

- Internally and externally, they have different ways of assessing value (ZMA emphasizes modern curated exhibits of materials; number of people served as a museum facility; MHHE has no objects, just panel exhibits but does lots of programming and has a museum facility – again, number of people served); MARB success rate is more of a community engagement component and records management service than a number of people served
- MARB value is harder to express in terms of a dollar amount or number of people served as it is NOT a museum facility (but working to make the Rare Book room just that!)
- They are often viewed, even within MARB, as ONLY a place to park things, and are often contacted once a project is completed, rather than as an active project partner.

For KSU archives, though, this arrangement has benefitted MARB greatly, and Tamara has had to work hard to keep all of the units together.

Linda Whitaker

Linda serves as the Director of the Library and Archives Division of the Arizona Historical Society, where she is responsible for the library and archives branches statewide. She is the Vice Chair of the Archives Management Roundtable. She is a certified archivist with a master's degree in library science.

Linda's perspective was quite different than Tamara's and Susan's, and she has seen it from both sides. For three and a half years, she has been working in the Arizona Historical Society, a mid-sized historical society with a \$4M operating fund, 80% public, 20% private, 21 historic properties, 4 branches of libraries and archives. She has served twice as the interim museum director (16 months). The three statements that she submitted to the other panelists were:

- 1) If I can change archival practice at a 150 year old institution, you can, too.
- 2) Don't be afraid of an amicable divorce for a better placement within the organization.

3) Always make more political capital than you spend.

#1 -- Archival practice is different from library practice is different from museum practice. The library and archives in Tucson reported to a Museum director and curator. When she was put in charge as interim museum director, she found that, essentially, there was almost no archival presence in that organization. The archival practice across the museums and libraries was thin. Only some things were cataloged, and most of that was in Tucson. The emphasis was on item-level cataloging of books. The access and reference services focused on the Tucson branch. Linda had to start from the ground up, rewrite everyone's job description, and then eventually, she had to ask for everyone to become certified archivists. That changed policies and procedures, and the whole dynamics.

#2 – An earlier 35% reduction in staff had resulted in a closure of the Tempe Library and Archives. In renegotiating its reopening, Linda and two others stood up for Library and Archives, demanding that the four branches be united into their own division which would have parity with the Museums with respect to access and distribution of resources. Their goals were to have equitable distribution of resources in space, standardize and implement policies and procedures, fill in the gaps in the record, with no duplication between and non-compete between branches, and standardize internal and external access to materials. These policies and procedures served to democratize the library and archives collections so that the rules that applied to external researchers would now apply to internal researchers as well. So the ‘amicable divorce’ of Library and Archives’ from under the ‘Museums’ umbrella worked to the ‘Library and Archives’ benefit.

#3 – Political capital: Archivists bring a lot to the table, and they could fill in gaps that the agency didn’t have: IT, IT infrastructure, and IT savvy. Archivists could broaden their reach statewide, illustrating sustainable software and hardware, and reasonable digital projects that were sustainable. Linda’s group generated revenue, and they shared revenue for improving specific projects. They were the only grant writers in the organization, and their success rate is almost 100%. They also increased state and regional connections. They forged new partnerships, being entrepreneurial with targeted outreach. They created a new catalog with new web content, have become active participants in social media, and have experienced concrete outcomes in the last three and a half years.

As a result, some of their best work is not centered in Tuscon anymore. The Library and Archives group has processed over a thousand linear feet in Yuma, and have partnered with a public library. The bottom line is that they made the most of an opportunity to change something. They exploited an organization’s weaknesses to the betterment of the entire organization, and they put libraries and archives as players at the table. If they can do it, anyone in the roundtable can do it as well.

Susan Malbin

Susan is the Director of Library & Archives, American Jewish Historical Society. She was a Senior Program Officer at the IMLS for the National Leadership Program and served as Chief of

the Washingtoniana Division of the District of Columbia Public Library. She is also adjunct faculty in the Pratt Institute SLIS graduate school. Under her leadership, the American Jewish Historical Society is at present building a Portal to American Jewish History, now in its beta phase.

Susan described herself as the archives director of a small ethnic historical society. She said that her group is generally underfunded, overworked, and probably underpaid, compared to university archivists or corporate archivists.

Her statements were:

1. Collaboration is key to getting some things done in small/smallish non-profit agencies.
2. I have a permanent staff of 3 and project staff of 5. Partnering, trade-offs, collaborating and ‘networks’ are all part of what makes it possible to get more things done
3. Personal relationships go a long way to building inter- and intra- institutional operations

American Jewish Historical Society is one of five independent 501c3 cultural heritage partners housed in the Center for Jewish History complex. *Contributors to the Cause* was a flat panel exhibit called the Cultural History of Jewish Philanthropy in America, an overview that went on display in Oct. 2013 and came down in Feb. 2014, sponsored by Center for Jewish History. The exhibit displayed 200 onscreen images of archival material dating from the 1700s through the 20th century. Originally, all five partners were supposed to participate and share images, but only American Jewish Historical Society cooperated easily and made their images readily available. They have standard forms, so they just loaned things to the building, just the same as sending it outside the building. In the end, all of the images came from American Jewish Historical Society, which is how they had an exhibit that didn’t cost their agency anything.

Another example is the Portal to American Jewish History, which is a web aggregator that they developed. They work with a large variety of partners on adding metadata records to the portal, from university-sized special collections departments like Temple University’s Jewish History Collection, and UC Berkeley, to very small rural historical societies, like a lone arranger shop with little technical knowledge who may need help entering data into a CSV spreadsheet. They work with the Center archivists who go out and help collect data. There are eleven partners represented in the portal.

In drawing an end to the panel presentations, Susan hoped that hearing from the panelists would help the Archives Management Roundtable members to:

1. Advocate for a strategic move within their institution, if that seems best for their archives
2. Take actions to help strengthen their archives where they are, if that is their best placement
3. Dispel the notion that change is not possible
4. Recognize that they are not alone—we all face these challenges—and can offer support and sounding boards as they think things through

5. Take away some concrete solutions—that will make a difference in advocating for their archives, and, provide additional means to engender respect for their archival work.

Audience Participation

At this point, the audience was invited to contribute their observations, remarks, and details on their particular circumstances.

One commentator mentioned that she has an archives with a records management component, and while the business side of her university understands what she's doing, she is located within a library setting, and they don't understand what she is doing or why. This is a critical time for her to hear this discussion, as she was traveling back to her university to make a recommendation that the archives be moved out of the library after the weekend. When asked where she was going to recommend that the archives be moved, she said that the records management portion should be moved to the finance and business offices, so that they would be under ethics, compliance, and risk management. The library just can't support the needs of the archives.

Within the world of records management, there needs to be a clear chain of authority. Placement is critical.

Records and archives are institutional assets. With having to 'value your archival collection' now, now we can talk about assets, risk management, and liability. Resource allocators really understand that language.

One member was from the Texas State Library Archives Division. The Archives and Information Services holds the state archives, the manuscripts collections, and all of the publicly accessible materials (three reading rooms) in the information services area: state and federal depository materials, the genealogical collection, and state records materials on Texas. The archivist also has a regional facility in Liberty, Texas, with library materials and historic buildings. She cannot determine how she can separate out functions and collections. The libraries have been going through a valuation in which assets are being entered into a state assets database, and she's being asked to put a price on her archival collections. Individual items may be able to be appraised, but how do you put a dollar value on a whole collection of records? How can you monetize the historical research value of a collection? It's been a constant fight with the auditors.

One member asked the panel, "How does placement of archives affect outreach, access and usage, and who are your best partners in your institutions for those kinds of consortia?"

Linda answered that her best partners have been found externally in departments in other organizations, such as academic campuses and public libraries. It's been a real disappointment that her partners have not been internal.

Others concurred that most of their outreach has been outside of the institution or outside of the library. They have had to separate their catalog outside of the library's catalog, because it wasn't allowing them to get the description of their collections into the proper format. They had to have an 'amicable divorce', and have now gone into ArchivesSpace.

One member from ACLU talked about transferring her records from one vendor to another, and the insurance company only wanted to pay insurance on the value of the box, not the contents, since they couldn't tell what was in the box! The archives had to pay the insurance on the contents. Regarding the placement of her archives, the archives are under Administration and Finance Management, with good financial support for hiring and systems. ACLU has many legal programs, and the archivists and records managers have had to define procedures for how to handle the legal files, which is difficult when they are not lawyers.

One member from NARA mentioned having gotten away from the GSA 30 years ago, and that it was an important historic move that SAA helped to make happen.

Tamara mentioned that it is frustrating that so many places still have such a disconnect between thought and action. She knows of one place that offers a Masters in Archival Studies program, yet their archives is a lone arranger. She wished that as a profession, we would have instilled in our archivists, ‘this is where you should be, and where you need to, if you can, ask to be’.

One member said that she was at a small university, and in that environment, she could not be a stand-alone department. Having to deal with all of the political wrangling would take up too much of her time. She sees her department’s placement as directly related to how she defines the priorities and the mission. For the university, the top priority is education. If they are not serving the university curriculum and faculty and students, then she is not serving the mission. Records management is an increasingly important part of her role, so she works closely with IT because they control a lot of the tools that are needed for her to be able to do her work as well. Partnering with them, even though they may have different points of view and different lines of reporting, furthers everyone’s progress.

With that final thought, the general meeting ended. Susan solicited comments from the audience, saying that they were going to put together a panel for next year’s meeting.

Business Meeting

Sherry joined the audience in thanking the panel for their presentations, and began the business portion of the meeting at 6:08 p.m. by announcing the results of the recent election:

Sherry Williams, Chair
Jelain Chubb, Vice-Chair
Ann Case, Secretary
India Spartz, Steering Committee
Tamara Livingston, Steering Committee

Sherry also thanked those who are stepping down from service:

Linda Whitaker is leaving as Vice-Chair
Kate Crowe is leaving the Steering Committee
Katie Nash is leaving the Steering Committee

Lynn Eaton, from the Program Committee, talked about the Pop-Up sessions that are new offerings for this year. She said that five programs were pre-selected for Thursday, and that other proposals will be put on the board by the Registration Desk for members to vote on for Friday and Saturday. There are five slots to be filled.

Sherry said that she had expected to a plea for someone to fill the position of web liaison, the person who keeps the AMRT microsite up-to-date with the minutes of the meetings and other reports and pieces of information that we want to share, but that Ann Case had volunteered before the beginning of this meeting to serve in that capacity.

Shortly after last year's meeting, AMRT leaders had an email exchange with the steering committee members regarding ways to engage and to serve our members more directly by use of social media. Caryn Radick had spearheaded this discussion and she talked in greater detail about her ideas to reach more of our members.

Caryn said that idea this ties in with the membership affinity groups topic that is in discussion, because part of it does talk about structural issues between sections and roundtables, and one part talks about what value people get from roundtables – what happens between the annual meetings that make the roundtables and sections worthwhile. The annual meetings are great, the presentations and discussions are wonderful, but we only get together once a year, and there are only about 30 people here in the room, whereas there are about 1500 people signed up as members in the group. Other avenues need to exist for us to have these discussions throughout the year. This past year, we tried to ask, "What do you want to do to further communication, twitter, facebook, blogs, or something else?" but no one seems to have an answer. So – is the best thing just to pick something and go with it and see how it goes?

Another ideas that came up to increase engagement across the roundtable is the possibility of hosting webinars for facilitating learning (possible topics: promotion skills, security refresher course, how to deal with donors), having people provide a resource list of books that has helped them as managers, or offering their experiences in other roundtables. These are perhaps the types of ongoing interaction that SAA is expecting to see within a roundtable.

When Caryn was asked what other roundtables do vis-à-vis social media and website, she reported that different roundtables have wildly different levels of ongoing communication. Some are very active, others are just beginning. Linda Whitaker asked if SAA is looking at Google Analytics to see how many hits the microsites are getting; we don't know, but that would be a really good way of finding out how active microsites are on a regular basis.

Jelain Chubb asked about the availability of specific tools or programming for management problems in archives, such as how to make archival material available to blind and physically handicapped people.

When one member said that project management tools and budget management tools are needed, another member said that the California State Historical Records Advisory Board is putting the finishing touches on a workshop on Managing Archival Repositories, offered live and in

webinar, that touches on all of these ideas (budget, personnel), and the consultant is Tom Wilsted. So be on the lookout.

SAA's Committee on Education has plans to work on a new certificate program on Management of Archives. It will follow the roll-out of the next certificate program already in progress, which is the Arrangement and Description Certificate. The creation of the Management of Archives curriculum and certificate program provides an opportunity for this roundtable to have greater visibility and input.

The Business Archives Section is very active in sharing information and resources throughout the year, so they would be a good model for continued interaction.

One observation was that 'management' is a part of everything. Most roundtables and sections represent archival groups that relate to a specific topic, e.g. college and universities, business, government, digital, paper, manuscripts, records management, audiovisuals, women ... but all of them are managed by someone. It's not an 'either...or' situation, but an 'and' situation. Therefore, you're going to have a huge number of people who are associated with management issues to some degree.

There was a suggestion that we might partner with the Women Archivists roundtable.

Another suggestion was that someone be tasked with monitoring the other roundtable's websites and would report on the listserv what was going on around the SAA.

Sherry proposed that the Steering Committee consult about next steps and formulate a pilot to test the waters. We do need to find a way to reach more people as we move forward.

Management is something that we care passionately about, and the comments and questions raised at this meeting demonstrate that there is a really need for a roundtable like this.

Regarding the affinity report, the question was raised whether our sheer numbers will secure us as a roundtable, or are we at risk? Do we need to demonstrate our viability? Caryn said that there are a large number of very small, very active groups, so numbers alone shouldn't define a group. There are people out there who are tired of large groups that do very little for much of the year but who want the space at the annual meeting. We don't want to become the model for that group. But these proposed changes won't happen quickly, so there is time for people to comment and to make suggestions.

Thanks to all who attended and participated today.

The meeting was adjourned at 6:30 p.m.

Attendees:

Ann E. Smith Case, Tulane University

Nicole B Casper, Stonehill College

Jelain Chubb, Texas State Library and Archives Commission

Richard Dine, NARA
Evan Earle, Cornell University
Lynn Eaton, James Madison University
Christine Engels, Cincinnati Museum Center
Jackie Esposito, Penn State University
Rosemary Flynn, University of North Dakota
Jennifer Ford, University of Mississippi
Anne Jenner, University of Washington
Sarah Keen, Colgate University
Dina Kellams, Indiana University
Tyson Koenig, Southeast Missouri State University
Beth Lathrop, The Strong
Nancy Lenoil, California State Archives
Mott Linn, Clark University
Tamara E. Livingston, Kennesaw State University
Susan Malbin, American Jewish Historical Society
David H. Mangold, University of Akron
Lisa Mix
Sean Noel, Boston University
Marilyn Rackley, Atlas Systems
Caryn Radick, Rutgers University
Nick Richbell, University of Waterloo
Christopher Ryland, Vanderbilt University
Shelby Sanett, NARA
India Spartz, Union College
Matt Strauss, Heinz History Center
Nathan Troup, Missouri Secretary of State
Christina Vignone, Tiffany & Co. Archives
Linda Whitaker, Arizona Historical Society
Sherry Williams, University of Kansas
Elizabeth Wittman, Chicago City Clerk's Office
Snow Zhu, American Civil Liberties Union

Archivists & Archives of Color Roundtable (Liaison: Jules)

Date: November 9, 2015

Current Roundtable Leadership (2014-2015)

Senior Co-Chair: Gabrielle M. Dudley, Emory University (2013-2015)

Junior Co-Chair: Aaisha Haykal, Chicago State University (2014-2016)

Newsletter Editor: Amber Moore, Emory University (2014-2015)

Webmaster: Sonia Yaco, University of Illinois at Chicago (2014-2016)

Incoming Roundtable Leadership

Senior Co-Chair: Aaisha Haykal
Junior Co-Chair: Harrison Inefuku*
Newsletter Editor: Micah Broadnax *
Webmaster: Sonia Yaco
*denotes those elected at the Annual Business meeting

Archivists and Archives of Color Roundtable
Business Meeting Minutes
Cleveland Convention Center – Room 26B
Wednesday, August 19, 2015
3:00-4:30 PM
Submitted by: Aaisha Haykal

Call to Order

Gabrielle Dudley, Senior Co-Chair called the meeting to order at 3:09pm. Dudley asked those in the audience who served as chairs to stand and be recognized as well as those who worked in other capacities for the roundtable.

Announcements

Pinkett Award Recipients

The two Harold Pinkett Awardees were recognized:

Talia Guzman-Gonzalez, a student the University of Maryland –College Park is one of two recipients awarded the 2015 Harold T. Pinkett Minority Student Award. Established in 1993, this award recognizes and acknowledges minority students, such of those of African, Asian, Latino or Native American descent, who, through scholastic and personal achievement, manifest an interest in becoming professional archivists and active members of the Society of American Archivists. In addition to her pursuit of an MLIS degree, Talia holds a PhD in Portuguese with a minor field in Latin American Literature. She currently works at the Smithsonian Latino Center in Washington, DC where she is involved with the Latino GLBT History Project. As an archivist, Dr. Guzman-Gonzalez states that she wants “to advocate for the presence of minorities as user, but also make sure that their contributions to our society are part of archival repositories.” In her past experiences as a teacher and current work in Washington, DC she is committed to raising awareness about the histories of communities of color. Taila was recently recognized by the Association of Research Libraries (ARL) as a 2014 Career Enhancement Program fellowship.

Rachel Winston, a student at the University of Texas at Austin is one of two recipients awarded the 2015 Harold T. Pinkett Minority Student Award. Established in 1993, this award recognizes and acknowledges minority students, such of those of African, Asian, Latino or Native American descent, who, through scholastic and personal achievement, manifest an interest in becoming professional archivists and active members of the Society of American Archivists. As a student, Rachel has been committed to making herself “more capable to advocate for and work with collections and materials related to the African American and Black Diaspora experience.” Her interest, dedication, and enthusiasm for documenting the Black Diaspora is seen in her work with

UT-Austin's Domestic Slave Trade Database. Rachel recently completed ethnographic research and multi-lingual course work in Black Diaspora Studies at a local university in Rio de Janeiro, Brazil to further define and improve her knowledge of Afro-Brazilian communities and history. Rachel is active in many local organizations and serves as the secretary of the student SAA chapter at the University of Texas at Austin.

Mosaic Scholarship Recipients

The two Mosaic Scholars Programs were recognized:

- a. SAA Mosaic
 - i. Desiree Alaniz (Simmons College)
 - ii. <http://www2.archivists.org/governance/handbook/section12-mosaic>
- b. ARL/SAA Mosaic
 - i. http://www.arl.org/leadership-recruitment/diversity-recruitment/arlsaa-mosaic-scholarship-program/3125-current-fellows#.Vdv_f_lViko

2015-2016 Roundtable Officers

- Aaisha Haykal will move into the role of Senior Co-Chair and Sonia Yaco will continue as Webmaster for 2015-2016. Both Haykal and Yaco will continue as members of the steering committee.
- Gabrielle Dudley (Senior Co-Chair) and Amber Moore (Newsletter Editor) have completed their terms in the Roundtable Leadership.

Junior Co-Chair and Newsletter Editor Election

- Holly Smith (Spelman College) and Cheryl Ferguson (Tuskegee University) served as tellers for the election.
- Gabrielle read the two candidate statements for Lisa Cruces and Barrye Brown as candidates for Junior Co-Chair.
 - Harrison Inefuku was nominated from the floor.
 - Ballot: Lisa Cruces, Barrye Brown, and Harrison Inefuku
- Micha Broadnax was nominated from the floor for the office of Newsletter Editor
- Election Results
 - ii. Junior Co-Chair: Lisa Cruces, Barrye Brown, and Harrison Inefuku
 - iii. Newsletter: Micha Broadnax
 - iv. Total 48 Ballots: Inefuku (22), Brown (15), and Cruces (11); Broadnax (43)

Reports

- History Task Force Report was submitted by Rebecca Hankins and given by Evan Echols (See Appendix A)
- Outreach/Advocacy Task Force was submitted by LaToya Devezin and given by Gabrielle Dudley (See Appendix B)

- Nominating Task Force was submitted by Agnieszka Czeblakow and Angel Diaz and given by Diaz (See Appendix C)
- Academy of Certified Archivists Report: Louis Jones
 - Discussed the benefits of becoming a Certified Archivists as well as the eligibility for taking the test
 - Raffled off one free exam to an attendee
 - Offering an early bird special \$25 if you have three people who want to take it as opposed to the \$50 price
 - For more information visit their site: <http://www.certifiedarchivists.org/>
- Umbra: Search African American History Report -Cecily Marcus
 - Provided information on the Umbra Project, which aims to create a portal to African American collections/images. They are seeking partnerships with libraries as well as beta testers for the portal. So far they have 430,000 records.
 - For more information see here: <https://www.lib.umn.edu/about/digitalgivens/>
- SAA Council Report was submitted by and given by Michelle Light (See Appendix D)

2014-2015 Roundtable Activity Recap (Gabrielle M. Dudley)

Harold T. Pinkett Minority Student Award

This year the Pinkett Award committee publicized the award to over 90 library, archives profession and history organizations. The committee received 12 applications this year which is down significantly from past years. Talia Guzman-Gonzalez and Rachel Winston were selected as the two 2015 recipients.

The committee consisted of myself as chair along with Aaisha Haykal and Elizabeth Wilkinson.

Award Recipients

Talia Guzman-Gonzalez
Rachel Winston

Committee Members

Gabrielle M. Dudley, Chair
Aaisha Haykal
Elizabeth Wilkinson, Georgetown University

Newsletter & Webmaster

Newsletter Editor Amber Moore successfully published quarterly issues of the newsletters and featured articles written by the membership. Amber designed a template for the newsletter that can be used by subsequent editors, if they choose. Over the past year, 5 Roundtable members (Natalia Fernandez, Jarrett Drake, T. Kay Sangwand, Dominique Luster, and Aaisha Haykal) were featured in the newsletter as Member Spotlights. The membership has expressed interest in getting to know members outside the annual meeting and this is one of the ways that was possible.

Social Media

Ardra Whitney as Social Media Coordinator for the Roundtable, has created a stronger online presence for the Roundtable via Facebook and Twitter. She has posted daily articles and information relevant to the issues and concerns of archivists and archives of color. In February 2015, she solicited feedback about the Roundtable's social media presence via an online survey.

Over the past year, Ardra has hosted various #AACR Twitter Chats:

- Access, Reference & Outreach and SAA 2015 – Aaisha Haykal, July 2015
- Social Justice/ Activism in Archives – Aaisha Haykal and Skyla S. Hearn (UIC Library Special Collections), April 2015
- #AACR Inaugural Twitter Chat – Gabrielle M. Dudley, October 2015

Outreach/Meetup and Advocacy Activities

Meetup Activities

Membership has expressed interest in coming together and getting to know one another outside of the annual meeting. Several meetups were hosted by AACR members across the country.

- Washington, DC (December 2014 and April 2015)
 - Hosted by Steven Booth and Anu Kasarabada
- Atlanta (December 2014)
 - Hosted by Gabrielle M. Dudley and Derek Mosley
- Los Angeles (March 2015)
 - Hosted by Angel Diaz in conjunction with the Los Angeles Archivists Collective
- Chicago (April 2015)
 - Hosted by Aaisha Haykal
- New York (June 2015)
 - Hosted by Ardra Whitney in conjunction with the Archivists Roundtable of New York

Advocacy Activities

The membership responded to one major advocacy issue: news that Johnson Publishing Company planned to sell the entire *Ebony* magazine photo archives by the Johnson Publishing Company.

Items to note:

- On January 23, 2015 *The Chicago Tribune* reported that Johnson Publishing planned to sale the entire photo archive of *Ebony* magazine for \$40 million.
- Roundtable chairs immediately approached the Outreach and Advocacy task force (Latoya Devezin, Berlin Loa and Lisa Cruces) to gather information about the situation and solicit information from the membership.
- On January 28th, Kathleen Row began a series of conversations with Roundtable chairs (Gabrielle and Aaisha) and asked that we gather information about the sale of the photo archives and share our results/recommendations with SAA Council.

- Together, the Outreach and Advocacy Task Force, Aaisha and I drafted a letter to be sent to Johnson Publishing regarding the sale of the *Ebony* photo archive. Once we had a draft of the letter we sent it to Kathleen Roe (SAA President) and Michelle Light (AACR Council Liaison) for comment.
- On February 20, after receiving comments and support of Kathleen Row and Michelle Light, Aaisha and I submitted a physical and email letter to Linda Johnson Rice of Johnson Publishing. The letter was distributed to the AACR Membership and other venues via SAA. Kathleen Roe and Nancy Beaumont (SAA Executive Director) were copied to the correspondences.
- Key items from the letter include:
 - Acknowledged the history, legacy, and impact of *Ebony* magazine in documenting the lives of African Americans.
 - Recognized the breadth of the 5 million images in the photo archives, including the Pulitzer Prize winning photo of Coretta Scott King at the funeral of Dr. Martin Luther King, Jr.
 - Urged the company to consider working with institutions like the Library of Congress or Schomburg Center for Research in Black Culture.
 - Offered the opportunity to create a dialogue about the sale and offer alternative for the company.
- The letter met with positive feedback and suggestions by AACR members and the larger SAA membership. Other roundtables like Issues and Advocacy offered their support and requested to be kept abreast of developments in the situation.
- As of 8/18/2015, we have not received a response or acknowledgement of receipt for the letter and continue to monitor the situation.

Announcements

- LAACHA Meeting Time and Place
- Diversity Committee
 - Pilot Internship Program will be starting this Fall for people to intern on roundtables, committees, and sections
 - Submit Diversity Case Studies

Business Meeting Reports

Appendix A: History Taskforce-Report Submitted by: Rebecca Hankins

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 Blanchet, Loyola Marymount University (Denise.Blanchet@lmu.edu)

E. Evan Echols, University of Delaware (eechols@udel.edu)

Yvonne Ivey, ypivey@gmail.com

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. **Update: Continued to Fall 2015**

Timeline:

August 19-Preliminary report-brief **Update: Report August 19, 2014-Cleveland OH**

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 out 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.

Update: We have done some revisions to the introduction and some of the content. This will be the major focus over the next couple of months. Integrating what we have found in the oral histories.

2. History section-what's missing or how can this be restated (should it)?

Update: More definitive timeline of the early history that changes the narrative of Karen Jefferson's work. There needs to be more on how the inclusion of minorities made a difference in who and what is archived. Was there a difference or do we as AACR members continue to collect the known and celebrated? What about those who are the unknown and those that challenge the narrative? Need to discuss the concept of *collective memory* that serves to unify a group of people and provide a group identity. Discuss the concept as a positive, when the need to identify persons within a photograph or when an event takes place in the past, collective memory can help to discover that missing data. However, on the negative side, there can also be collective amnesia when the memory of something is so horrific people choose to remove it from their memory as a protection such as the case of many interned Japanese during WWII and some Holocaust survivors. This has also occurred more recently with Hurricane Katrina survivors. There can also be contested or competing memories that often are difficult to discern what is accurate or not, but these are all important for archivists, especially archivists of color, to capture because they provide a fuller picture of events with all of its inherent flaws.

Denise pointed out that there needs to be more information on minorities in the field as leaders in the profession. More is needed on women's roles/influence in the profession.

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. **Update:** We have made contact, interviewed, and working on transcribing the interviews with Thomas Battle (Evan Echols), Karen Jefferson (Barrye Brown), Ervin Jordan (Evan Echols), Diana Lachatanere (Rebecca Hankins), and Carol Rudisell (Evan Echols). We also have consent forms for Brenda Banks and Wilda Logan is on its way. We also have two other individuals we want to interview, John Fleckner, Joellen ElBashir and Clifford Muse. Most of the people we have interviewed are the early founders; those we haven't heard from are mostly in the "secondary" group. We have decided that if we can't get interviews by the end of September we will close out the oral history portion and concentrate on finishing up the transcriptions and integrate what we have into the narrative.

4. Information about the outreach and media tools (newsletter, website, directory, awards)

Update: We

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.

Update: Done!

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

Update: Ongoing

Barrye #4 Outreach and Media Tools information

- newsletter
- website
- directory
- awards

Update: Ongoing

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?

Update: Ongoing

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

Update: Ongoing

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.

Update: The IRB was approved last year and the extension for this year was approved.

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.

Update: Let me first say that this has been a wonderful and collaborative group of individuals and they have done so much of the heavy lifting of this Taskforce. They should be commended for their stellar and generous work to get this history done. We have encountered so many obstacles that would test anyone's commitment, but we have all forged ahead because we understand the importance of doing this work right. We hope it will serve as a model for others and provide some strategies and guidelines that help others to avoid some of the problems we faced. Contacting, interviewing, and transcribing the oral histories proved much more time consuming than we originally assumed. Trying to locate, provide consent forms prior to conducting the interviews, interviewing, then transcribing are steps that we have documented and will be a part of the archival record. We are capturing not only the content of the interviews, but also the metadata about the processes that should be of value to future researchers. We are in the home stretch and the history will be the better for it. More importantly we now have interviews with the early founders of AACR that will be available for anyone to hear and learn, housed in the AACR archives at Howard University's Moorland-Spingarn Library.

Appendix B: Outreach & Advocacy Task Force Report

Submitted by: LaToya Devezin

Task Force Members:

Lisa Cruces, Berlin Loa, and LaToya Devezin (Chair)

Synopsis:

The year began with a busy start for members of the Outreach & Advocacy Task Force, and we were overwhelmed with national issues about people of color. We drafted a letter for AACR to submit to Johnson Publishing regarding the selling of its historic photo archive, referred to as "the African American Getty." Lisa also led an initiative to follow up with the University of Texas Austin to discuss the controversy, ethical issues, and how SAA could respond to the university's acquisition of the Marquez archive. UT eventually disclosed that it paid \$2.2 million for Gabriel Garcia Marquez's papers. One of our goals this year was to diversify the Task Force's advocacy initiatives.

Projects this year:

- Immigration- "Sons of Zapata," exhibit and papers about a farm workers' strike
- Literacy- recovering the literary heritage of the United States' Hispanic population
- #BlackLivesMatter- compiling police statistics and inaccuracies in demographics
- Charting Black Flight- Austin's Black Exodus
- Confederate Monuments in TX- explaining the history and responding to public requests
- Grass Roots Initiatives
 - Visiting City Council meetings
 - Attending community events and meetings
 - Information tables so that people know more about our profession and our organization

Goals for next year:

- More activity and engagement with the AACR listserv and social media discussions
- More task force members to focus on different areas, such as African American archives, Asian archives, Hispanic archives, and Native American archives
- More outreach activities for SAA 2016. We apologize for our absence at this year's SAA.
- Advocate for archivists to become more politically involved.
 - Going to City Council Meetings
 - Becoming more engaged with their communities

Appendix C: Nominating Committee Report
Submitted by Angel Diaz and Agnieszka Czeblakow

- The goal of the Nominating Task Force is to nominate AAC members and institutions for SAA awards. We prepared and submitted the nominations for awards that we deemed applicable.
- The task force was charged in selecting nominations in the spirit of "living dangerously" advocated by the 2014-2015 SAA president, Kathleen Roe and thinking outside of the box when coming up with nominations.
- The task force selected 5 nominees for the 2015 SAA Awards cycle.

- 2 individuals and 3 institutions/digital entities in 3 categories: Advocacy and Public Awareness, Description, and Diversity Award.
- All individuals and institutions showed great enthusiasm for the nominations and accepted the nominations
- None of our nominations were selected for the awards.
- List of nominees:

<u>Nominee</u>	<u>Category</u>	<u>Award</u>
Fred Willson (https://en.wikipedia.org/wiki/Fred_Wilson_(artist))	Advocacy and Public Awareness	J. Franklin Jameson Archival Advocacy Award
History Pin (https://www.historypin.org/)	Advocacy and Public Awareness	J. Franklin Jameson Archival Advocacy Award
University of California's Calisphere (http://www.calisphere.universityofcalifornia.edu/)	Advocacy and Public Awareness	Philip M. Hamer and Elizabeth Hamer Kegan Award
Digital Library of the Caribbean (University of Florida and others, http://dloc.com/)	Description	C.F.W. Coker Award
Alex H. Poole	Diversity Award	Diversity Award

Appendix D: Council Report
Submitted by: Michelle Light

As your SAA Council Liaison, I will provide an update on Council activities at the upcoming meeting, but for those who can't make it, I'm sharing it on the listserv as well. Read more about the SAA Council meeting here (<http://www2.archivists.org/groups/saa-council/august-17-18-2015-council-meeting?>).

I'd like to call attention to two issues we are seeking feedback on:

1. There's a proposal to simplify the structure for roundtables and sections, and also support virtual groups as an alternative way of organizing within SAA. Please see the website for recommendations for Member Affinity Groups and comment by Sept. 1: <http://www2.archivists.org/news/2015/council-seeks-comment-on-proposed-changes-in-member-affinity-groups?>. Under the proposed changes, new affinity groups will be for SAA members only, but SAA members may join any number of affinity groups. Non-SAA members may join the virtual groups.

2. Council is recommending a modest dues increase so that we can continue to pursue a growth strategy and support innovative educational programs, publishing programs, an expanded information technology infrastructure, and growing advocacy efforts. At the business meeting on Saturday, you can provide your comments. There will be an online referendum 60-90 days after this. More information is here: <http://www2.archivists.org/news/2015/council-proposed-motion-on-dues-increase-to-be-discussed-at-membership-meeting?>

Other highlights of the Council meeting:

- Council approved criteria for official SAA statements that emphasize SAA will only take a position, make a statement, or take action on issues directly related to archives and archival functions.
- Council approved a document outlining qualities for a successful candidate for the new Librarian of Congress that will be issued jointly by SAA, the Council of State Archivists, and the National Association of Government Archives and Records Administrators.
- Council agreed that the SAA Committee on Education proceed with implementation of an Arrangement and Description program that includes a certificate component.
- Council approved new terms of participation for the A&A listserv and will do an annual assessment.
- Council approved the Standards Committee's recommendation that 3 technical subcommittees (TS-EAD, TS-EAC-CPF, and TSSDT) be merged into a single Technical Subcommittee on Encoded Archival Standards (TS-EAS).
- Council met with NHPRC Executive Director Kathleen Williams to discuss the new NHPRC strategic plan: <http://www.archives.gov/nhprc/about/strategic-plan.html>.
- Council met with Aprille McKay, Chair of SAA's Intellectual Property Working Group to discuss recent developments in copyright. Read more about important recent developments here: <http://www2.archivists.org/groups/intellectual-property-working-group/shared-links-intellectual-property-news-related-to-archives>. Also read about the group's advocacy activities here: <http://www2.archivists.org/groups/intellectual-property-working-group/advice-and-advocacy>.

Last month, Council also approved the revision proposal for Encoded Archival Description (EAD3) submitted by the Standards Committee.

My term on Council concludes in a few days, and your new Council Liaison will be Bergis Jules.

Collection Management Tools Roundtable (Liaison: Vagts)

Date: November 21, 2015

Officers:

Jillian Cuellar (Chair)	2014-2015
Matt Gorzalski (Vice-chair)	2014-2015

Eric Milenkiewicz (Web Liaison)	2014-2015
Nathan Tallman (Steering Committee)	2014-2015
Christine de Catanzaro (Steering Committee)	2014-2015
Gordon Daines (Steering Committee)	2014-2015
Rachel Vagts (Council Liaison)	2014-2015

Report on the SAA 2015 Annual Meeting:

Election Results

- Incoming Officers
 - Jasmine Jones (Vice-chair/Chair-elect)
 - Martha Conway (Steering Committee)
 - Daniel Weddington (Steering Committee)
 - Caitlin Wells (Steering Committee)
- Continuing Officers
 - Matt Gorzalski (Chair)
 - Eric Milenkiewicz (Web Liaison)
 - Rachel Vagts (Council Liaison)

Summary of Annual Roundtable Meeting

August 19, 2015, 3 to 4:30 pm -- Room 25 A at the Cleveland Convention Center

The Collection Management Tools Roundtable (CMTRT) hosted 4 speakers from various institutions to speak on “simple solutions” to data migration and management. The agenda, which outlines the speakers, their affiliated institutions, and a short description of their presentation, may be found in the appendix. The presentations were streamed via Google Hangouts for members who were unable to attend the annual meeting. That stream has also been made available on YouTube: <https://www.youtube.com/watch?v=mHNQ9cooST0>.

Completed Projects and Activities:

This year saw the implementation of a Collection Management Tools Documentation Portal. CMTRT leadership pursued an idea, brought forth by the CMTRT membership at the SAA 2014 Annual Meeting, to create a portal of user-generated documentation, manuals, and guides to assist users in sharing, preserving, and accessing documentation and support resources for collection management tools. The CMTRT leadership then conducted a survey of the membership to plan for the portal. This survey prompted answers for the following topics: 1) which tools are being used; 2) how long institutions plan to use these tools; 3) issues encountered in implementing these tools, and 4) to identify most desired support documentation for specific tool functions. A summary of the survey may be found in the appendix.

In March 2014, the roundtable leadership issued a call for documentation. The CMTRT membership was invited to submit documentation to designated folders on Google Drive. The steering committee then wrote short descriptions for each submission, in order to facilitate portal browsing. Web liaison, Eric Milenkiewicz, designed and uploaded documentation to the portal on the CMTRT microsite: <http://bit.ly/CMTRT-documentation-portal>.

Ongoing Projects and Activities:

The CMTRT leadership will continue to grow the Collection Management Tools Documentation Portal. Leadership will issue a second call for submissions around March 2016. In the meantime, leadership will create guidelines for submissions with regard to file formats of documentation submitted to the portal, as well as a file-naming convention. Roundtable leadership will investigate if and how Google Analytics is used to gather data on portal usage and will move submitted documentation off of Google Drive and onto the CMTRT microsite.

New Projects and Activities:

CMTRT had, in the past, gathered repository profiles, which showcased early adopters of Archivists' Toolkit and Archon. Roundtable leadership will revamp a new iteration of this project, which will have ArchivesSpace users answering questions about tool assessment, planning, functionality, and problem-solving. Roundtable leadership will issue a call to the membership, asking for volunteers to submit a repository profile. Leadership will also contact the ArchivesSpace team about the possibility of providing a link to these profiles from the list of membership institutions: <http://www.archivespace.org/members>.

Initiatives associated with the 2014-2018 Strategic Plan:

Goal 2: Enhancing Professional Growth

2.1: Provide content, via education and publications, that reflects the latest thinking and best practices in the field.

The Collection Management Tool (CMT) Documentation Portal provides in-house manuals, workflows, solutions, guidelines, policies, and procedures for archivists seeking to establish or improve the use of collection management tools in their institution. Besides facilitating information sharing, access to this documentation provides a method of continued support of legacy tools, such as Archon, Archivists' Toolkit, Past Perfect, and others.

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

The CMT Documentation Portal is freely available via the roundtable microsite. The roundtable's live stream of presentations at its meeting at the 2015 annual meeting allowed for members, who were unable to attend the meeting, to participate in learning about collection management tools and migration. Accessibility of those presentations on YouTube has extended that opportunity for the roundtable membership, as well as others interested in these topics.

2.3: Support the career development of members to assist them in achieving their goals.

The roundtable's meeting at the 2015 SAA Annual Meeting provided members with an opportunity to present to their professional colleagues.

Goal 4: Meeting Member's Needs

4.1: Facilitate effective communication with and among members.

The CMT Roundtable streamed its meeting at the 2015 SAA Annual Meeting using Google's Hangouts on Air, which unlike the previous streaming service, will not expire after a determined amount of time and will, therefore, be available for the foreseeable future.

4.2: Create opportunities for members to participate fully in the association.

The CMT Documentation Portal was an idea spawned by the roundtable membership, and members submitted documentation that made the portal possible.

The roundtable meeting at the 2015 annual meeting invited roundtable members to give presentations on creative uses of collection management tools.

Questions and Concerns for Council attention:

- None.

Congressional Papers Roundtable (Liaison: Wong Smith)

Date: October 23, 2015

Officers:

Levitt, Marc	Chair	8/22/2015 - 8/6/2016	National Naval Aviation Museum
Emerling, Danielle	Chair-Elect	8/22/2015 - 8/6/2016	West Virginia University Library
Spindler, Robert	Immediate Past Chair	8/22/2015 - 8/6/2016	Arizona State University
Davendonis-Todd, Debra			
Steering Committee Member		8/16/2014 - 8/6/2016	Baylor University
Delacenserie, Katie			
Steering Committee Member		8/22/2015 - 8/29/2017	United States Senate
Kim, Tammi			
Steering Committee Member		8/22/2015 - 8/29/2017	University of Delaware Library
Litwer, Laura			
Steering Committee Member		8/16/2014 - 8/6/2016	University of South Carolina
TBA	Ex Officio		National Archives at College Park
Paul, Karen	Ex Officio		United States Senate
Reeder, Robin	Ex Officio	11/3/2014	US House of Representatives
D'Antonio, Sarah	Newsletter Co-Editor	6/1/2013 -	Robert J. Dole Institute of Politics
Goolsby, Mary	Newsletter Co-Editor	8/16/2014 -	Baylor University
TBA	Council Liaison	8/16/2014 - 8/15/2017	

Report from annual meeting:

- Number of attendees: ca. 25 at Business Meeting, 60 at Pre-Conference
- Election results: Presented above
- Summary of meeting activities:
(or attach minutes or newsletter accounts)

Page references below refer to Fall newsletter available here:

http://www2.archivists.org/sites/all/files/cpr_newsletter_fallwinter2015.pdf

Business Meeting Agenda **Congressional Papers Roundtable**

Friday August 21, 2015 4:30pm - 6:00pm

Room 21, Cleveland Convention Center

4:30	Welcome, Report of the Chair (Spindler)
4:40	Group/Liaison Reports: <ul style="list-style-type: none">- Nominations and Elections Committee (Pittman)- Electronic Records Committee (Zastrow/Levitt)- Diversity Committee (Tammi Kim)- Center for Legislative Archives (Fulgham)- United States Senate (Paul)- US House of Representatives (Reeder)- Association of Centers for the Study of Congress (TBA)
5:00	Presentation: <i>Preserving a Montana Senator's Image: The Lee Metcalf Photograph and Film Collection Project</i> Matthew M. Peek, State Archives of North Carolina
5:20	SAA Draft Issue Statements on NARA Authority and Privacy - Discussion
5:50	CPR By Laws Revision Task Force Charge Discussion
5:55	Introduction of incoming CPR chair Marc Levitt
6:00	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, ad hoc ByLaws Review Task Force, planning for 2016 Pre-Conference at Atlanta.

New projects/activities: CPR By-laws Review Task Force to accommodate advocacy and programming for papers of state legislators and political advocacy organizations, increased activity on Outreach around Diversity Committee recommendations, Electronic Records Case Studies program being moved to new [Wordpress site](#), will be linked from SAA/CPR webspace.

Initiatives associated with the 2014-2018 Strategic Plan: Several CPR Diversity Committee initiatives, the By-laws Review Task Force and the related initiative re: Outreach address SAA objectives.

Questions/concerns for Council attention: New Council liaison needs to be appointed.

Encoded Archival Description (EAD) Roundtable (Liaison: Kiesling)

Date: 2015 December 2

Officers

Co-Chairs

Ruth Kitchin Tillman (2014-2016)

Elizabeth Dunham (2015-2017)

Jodi Allison-Bunnell (2013-2015)

Steering Committee

Laura Starratt (2013-2015; 2015-2017)

Monish Singh (2014-2016)

Adrian Turner (2015-2017)

Council Liaison

James Roth (2014-2017)

Report of Annual Meeting

Held on 2015 August 19 from 5.00-7.00pm with about 70 attendees. Full minutes are available at <http://www2.archivists.org/groups/encoded-archival-description-ead-roundtable/2015-ead-rt-annual-meeting>.

Election Results

- Co-Chair (1 position open)
Elizabeth Dunham and Melissa Wisner ran; Elizabeth Dunham was elected.
- Steering Committee (2 positions open)
Benjamin Johnson, Laura Starratt, and Adrian Turner ran; Laura Starratt and Adrian Turner were elected.

Summary of Meeting Activities

- Opening/Introductions (5 minutes)
 - Introduction of current RT leadership: Senior Co-Chair Jodi Allison-Bunnell, Junior Co-Chair Ruth Kitchin Tillman, and Steering Committee Members Laura Starratt, Monish Singh, and Suzanne Maggard.
 - Council liaison greetings (James Roth)
 - Requests for meeting agenda additions (new business)
- EAD3 Update (60 minutes)
Theme of this portion: What does this RT need to do in the next year to support the community around EAD3?
 - EAD3 Unveiling, Presentation, and Q&A (Michael Rush, TS-EAD)
 - EAD3 FAQ (Ruth Kitchin Tillman and Suzanne Maggard)
 - EAD3 and Available Tools
 - ArchiveGrid (Merrilee Profitt, OCLC Research)

- ArchivesSpace (Brad Westbrook, ArchivesSpace)
 - AtoM (Courtney Mumma, AtoM)
 - EAD3 Study Groups (Jodi Allison-Bunnell and Monish Singh)
 - Study Group on Implementation (Mark Custer; Adrian Turner, Chair)
 - Study Group on User Needs for Discovery (Merrile Profitt)
 - Study Group on Migration (Elizabeth Dunham)
 - EAD3 Training (Kris Kiesling for SAA)
 - EAD RT and 2015-16 Work (New Business)
-
- Stretch Break (5 mins)
 - Post-break fun (10 minutes)

Members of TS-EAD and others are invited to do two-minute presentations on their favorite EAD3 tag or attribute and way. Why does it matter? Why does it make you smile?
 - Related Standards/Business (20 minutes)
 - EAC-CPF Report (Kathy Wisser and Anila Angjeli)
 - SNAC update (Jerry Simmons)
 - EGAD update (Aaron Rubinstein)
 - Open Finding Aids (Jodi Allison-Bunnell, Mark Matienzo, and Gretchen Gueguen)
 - DPLA and EAD (Gretchen Gueguen)
 - Closing (5 minutes)
 - Election Results and leadership transition

Completed Projects and Activities

Preparation for 2015 Annual Meeting

Created and circulated agenda (as above)

EAD3 Study Groups

Study Group for Systems and Infrastructure (Nicole Blechynden, Mark Custer, and Adrian Turner, Chair) completed its work and submitted its final report. This report may be accessed at

http://www2.archivists.org/sites/all/files/implementing_ead3_study_group_report_0.pdf

EAD3 FAQ

This document was completed and published on the Roundtable's SAA microsite in 2015. It is available at <http://www2.archivists.org/groups/encoded-archival-description-ead-roundtable/frequently-asked-questions-about-ead-and-ead3>.

DPLA and EAD

Jodi Allison-Bunnell and Monish Singh met with DPLA staff in November of 2014 to discuss interest in supporting EAD and using the standard as context for digital content. The DPLA expressed interest in the latter and created an Archival Description Working Group to explore potential item- and aggregate-level

approaches to digital content description. DPLA plans to produce a whitepaper in mid-2016 outlining their research and recommendations and providing any relevant data models and tools.

Ongoing Projects and Activities

Communications and Tools

Maintained the EAD Roundtable's SAA microsite at
<http://www2.archivists.org/groups/encoded-archival-description-ead-roundtable>.

Maintained Zotero site with EAD Bibliography at
https://www.zotero.org/groups/ead_bibliography.

EAD3 Study Groups

Goal: Facilitate the work of the Conversion and Migration and Discovery and Data Quality Study Groups.

Link to groups: <https://groups.google.com/forum/#!forum/ead3-study-group>

Assigned to this initiative: Ruth Kitchin Tillman and Elizabeth Dunham

GitHub Site (<https://github.com/saa-ead-roundtable>)

Goal: Collect additional resources, including sample finding aids and XSLT, for inclusion in the GitHub site.

Assigned to this initiative: Ruth Kitchin Tillman; an additional person will be recruited at a later date.

New Projects and Activities

EAD Starter Kit

Goal: Create and disseminate a “starter kit” including at least a DACS-compliant single-level minimal stylesheet with required fields; additional materials to be identified for inclusion as work proceeds.

Assigned to this initiative: Monish Singh and Adrian Turner.

Initiatives Associated with SAA's 2014-2018 Strategic Plan

Goal 1: Advocating for Archives and Archivists

- 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.

- Work with TS-EAD supports this initiative
 - Roundtable GitHub site supports this initiative
 - EAD “Starter Kit” supports this initiative
- 2.2. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.
 - Work with TS-EAD supports this initiative
 - Roundtable GitHub site supports this initiative
 - EAD “Starter Kit” supports this initiative
 - EAD3 Study Groups support this initiative
- 2.3. Support the career development of members to assist them in achieving their goals.
 - Work with TS-EAD supports this initiative
 - Roundtable GitHub site supports this initiative
 - EAD “Starter Kit” supports this initiative
 - EAD3 Study Groups support 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
 - EAD Study Groups support this initiative
 - EAD “Starter Kit” supports this initiative
- 3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge.
 - Work with TS-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
 - EAD “Starter Kit” supports this initiative
 - EAD3 Study Groups support this initiative

Questions/Concerns for Council Attention

Human Rights Archives Roundtable (Liaison: Vagts)

Date: 10 December 2015

Officers (2014-15):

Senior Co-Chair: Theresa E. Polk
Junior Co-Chair: Lisa Snyder
Web Liaison: Emily Vinson
Ad Hoc Member: Emily Gibson

Report from annual meeting:

- Number of attendees: 35
- Summary of meeting activities:
The meeting opened with a report from our SAA Council representative, Rachel Vagts. We had very engaging and thought-provoking presentations from Ed Summers (University of Maryland) about the Ferguson twitter archive; Eira Tansey (University of Cincinnati) about ProjectARCC: Archivists Responding to Climate Change, and Jarrett Drake (Princeton University) about the Righting the Record about police violence in Cleveland project. Natalie Baur, on behalf of LACCHA, also shared a brief update about the Itinerant Archivists initiative. We did not have sufficient time for more concrete 2015-2016 –planning, but there was a lot of thoughtful conversation and positive energy looking towards the future of the roundtable.

Completed projects/activities:

Our work this past year focused on organizing the panel for the annual meeting, as well as our online outreach. The roundtable leadership submitted comments on the ICA draft document on the Role of Archivists in support of Human Rights.

Ongoing projects/activities:

We will continue to maintain and grow our outreach efforts, and look to how the roundtable can more actively support and promote human rights –related initiatives such as ProjectARCC, Righting the Record, etc, and continue to collaborate with other roundtables.

New projects/activities:

The Roundtable looks forward to reconvening members in the new year to plan for 2016.

Initiatives associated with the new 2013-2018 Strategic Plan:

- Goal 1: Advocating for Archivists and Archives
Social media outreach promotes human rights collections, not only to archivists but the broader public.
- Goal 4: Meeting Members' Needs

The listserv, social media outreach, and annual meeting provide important platforms and opportunities for conversation and engagement around the intersection of archives and human rights issues.

International Archival Affairs Roundtable (Liaison: Wong Smith)

Date: November 18, 2015

Officers:

Danielle Scott Taylor (Senior co-chair)
Ryder Kouba (Junior co-chair)
Christopher Laico (Member-at-Large)
Katharina Hering (Member-at-Large)
Susanne Belovari (Member-at-Large)

Report from annual meeting:

- Number of attendees: 34
- Election results: Ryder Kouba (Junior co-chair); Susanne Belovari (Member-at_Large)
- Summary of meeting activities: See attached minutes

Completed projects/activities:

- In 2014/2015, the International Archival Affairs Roundtable (IAART) collaborated with the Latin American and Caribbean Cultural Heritage Archives (LACCHA) to launch a pilot international archival exchange program titled the Itinerant Archivists Project. The purpose of this project is to promote and encourage international archival exchanges. This project was inspired by SAA's international field trips organized during the 1970s, though with a shortened length and scope as to accommodate most schedules. The inaugural Itinerant Archivists Project trip, with eight participants, took place on September 27, 2015 through October 4, 2015 in two sites in Ecuador, Quito and Canar. The activities were documented through various social media outlets, and will be summarized in upcoming publications.
- The IAART steering committee continued to enhance communications with its membership through more frequent blog offerings. Specifically, IAART launched its "Weekly News Roundup" in January 2015, resulting in increased readership and engagement. The roundup serves as a clearinghouse for archives-related international news stories, recent publications, upcoming events, and other activities of interest to membership.
- IAART and LACCHA hosted a joint meeting for members at ARCHIVES 2015 on August 19, 2015. See the attached meeting minutes for a more detailed description of the meeting agenda.
- IAART submitted a letter to the Committee on Advocacy and Public Policy (CAPP) in support of a proposal for SAA to sign the 2014 Lyon Declaration.

Ongoing projects/activities:

- In the upcoming year, IAART will continue to serve as a source for international archival news, events, and issues through the IAART listserv and the Global Notes blog.

New projects/activities:

- IAART plans to seek out collaboration opportunities with affinity groups in SAA, specifically LACCHA and SNAP, to provide and promote webinars and other events of interest to membership.
- Building on the success of the Itinerant Archivists Project, IAART will support initiatives that promote international archival travel or exchanges.
- IAART will actively support policy initiatives that relate to international archival issues.

Initiatives associated with the 2014-2018 Strategic Plan:

- By continuing to serve as a clearinghouse for news and updates on international collaborations and projects, IAART supports Goal 1 (Advocating for Archives and Archivists) and Goal 3 (Advancing the Field) of the 2014-2018 Strategic Plan. Through its annual meeting, and now the Global Notes blog, IAART seeks to share information about new and ongoing global initiatives that impact the archival profession.

Questions/concerns for Council attention: None

SAA 2015 IAART Meeting

The International Archival Affairs Roundtable held a joint annual meeting with the Latin American and Caribbean Cultural Heritage Archives (LACCHA) Roundtable in Cleveland, Ohio. The following is a report from the meeting.

International Archival Affairs Roundtable/Latin American and Caribbean Cultural Heritage Archives Roundtable Meeting Report

Society of American Archivists Annual Meeting

Cleveland, Ohio

August 19, 2015

Attendees: 34

5:00 pm Welcome address

IAART Senior co-chair Christian Kelleher opened the meeting with an overview of the Itinerant Archivists Project [<http://www.bluetoad.com/publication/?i=266993>], a pilot project in collaboration with LACCHA to promote and encourage international archival exchanges. Natalie Baur, Senior co-chair of LACCHA, joined Christian in welcoming attendees and provided an outline of the meeting agenda.

5:15 pm SAA Council Liaison

LACCHA's SAA council liaison, Tanya Zanish-Belcher, announced that she will be submitting a written report to LACCHA members rather than delivering a verbal report at the meeting.

5:20 pm Itinerant Archivists Project presentation

Kelleher, Baur, and Francine Snyder (LACCHA) introduced the meeting's main program, which is an overview of the Itinerant Archivists Project.

Snyder presented on the background of the project, noting that it came out of discussions at the 2014 Archival Leadership Institute. SAA, and specifically the precursor initiatives to the IAART, has a history of international field trips dating back to the 1970s, and lasting approximately 3 weeks per trip. For this project, Snyder noted that the organizers focused on three main areas:

- Setting realistic goals
 - Unlike previous trips, this pilot project will be a one (1) week trip so that archivists can participate by using their vacation leave.
 - The pilot project is small, with the first group consisting of only 8-10 people.
- Building on existing contacts
 - Baur has extensive contacts in Ecuador, including a relationship with the scholar Judy Blankenship.
 - Ecuador was selected as the trip location.
- Create a blueprint
 - This pilot, experimental project is intended to serve as a blueprint for future international archival exchanges and the successes and failures will be reported throughout the upcoming year.

Kelleher followed up on Snyder's report by adding that his inspiration for this project came after his 2008 SAA presentation on his work in Rwanda. After the session, many archivists approached him asking how they can get involved with similar international projects. Kelleher emphasized that this pilot project will have a service component, and will not simply be about international travel.

Baur then introduced the meeting's speakers, Judy Blankenship (Archivo Cultural de Cañar) and Jorge Yépez (Pontificia Universidad Católica del Ecuador).

Blankenship presented on her ongoing work in the mountain village of Cañar in Ecuador, where she has worked as a photographer since 1991. Cañar is geographically isolated by mountains, and is in an area of "double conquest." First by the Incan empire, and then followed by the Spanish. She has worked with the indigenous population (Cañari) to document their history through photography, oral histories, and other documentation strategies. Over the years this "archive" has expanded to include photographs from former Peace Corps volunteers in the area, anthropologists, and a local family photographer (Rigoberto Navas). American archivists will visit Cañar in September as part of the pilot project to assist with Blankenship's documentation project.

The second presentation was recorded remotely by Jorge Yépez because he was unable to obtain a visa to attend the annual meeting. The presentation was in Spanish, though an English translation was provided by LACCHA. [Add link to translation]. The pilot project will also include a visit to the Pontificia Universidad Católica del Ecuador.

The presentations were followed by a question and answer session. Kelleher provided further clarification on the project, and commented that it embraces the post-custodial theory of archives, which separates the holding of physical items from the role of the archivist. He was asked what contributions the itinerant archivists can make during the trip, and suggested that providing preservation materials (boxes, etc) and technical support might be a place to focus. The project group leaves on September 20, 2015 and will return one week later.

Susanne Belovari, the incoming IAART member-at-large, noted that the ICA-SUV section [<http://www.library.illinois.edu/ica-suv/>] also organizes international archival trips and suggested that the two groups collaborate in the future.

An attendee asked about the community archives aspect of Blankenship's project in Cañar, and Blankenship noted that it is important to emphasize that there are two distinct communities in Cañar. The indigenous Cañari, and the mestizo townspeople. The Cañar archive will be available in two repositories, one for each group. A digital archive may be possible in the future but privacy issues will need to be further discussed.

6:20 pm Open Floor

Shelley Sweeney of the University of Manitoba discussed the Truth and Reconciliation Commission of Canada on Indian Residential Schools [<http://www.trc.ca/websites/trcinstitution/index.php?p=3>] archives that are now housed at the University of Manitoba.

Susanne Belovari noted that the *Who's Who in Archives Globally* project [<http://www.library.illinois.edu/ica-suv/BioSite.php>] is underway and accepting submissions.

Emilie Gagnet Leumas, President of the ICA Section for Archives of Faith Traditions, provided an update about ICA. The annual conference will be held in Reykjavik, Iceland September 28-29 [<http://www.ica.org/17516/annual-conference-2015/about-annual-conference-2015.html>]. The next conference will be held in Seoul, Korea. Leumas also shared that ICA is concerned about the situation in Grenada, and is currently lobbying the government in support of its archives.

The 2015 Oliver Wendell Holmes recipient, Mary Grace Golfo, attended the meeting.

6:30 pm LACCHA Business Meeting

The LACCHA steering committee presented on its activities in 2014-2015, including its series of webinars, and announced election results.

6:40 pm IAART Business Meeting

Danielle Scott Taylor, IAART Junior co-chair, announced the results of the 2015 election. The new additions to the steering committee are:

Ryder Kouba (Junior co-chair)
Susanne Belovari (Member-at-large)

Scott Taylor also reported on the activities of the Global Notes blog, and announced that Polina Ilieva, IAART's web liaison, recently stepped down from the position. A call for nominees will be sent out after the meeting.

6:50 pm SAA Council

Helen Wong Smith, IAART's SAA council liaison, discussed the outcomes of the recent board meeting including the proposal to merge SAA Roundtables and Sections into affinity groups. Comments on this proposal can be made until September 15, 2015. Going forward, SAA leadership will only comment on issues relating to archival ethics, and not general archival issues. A new arrangement/description education track has been approved by council, and will be similar to the current DAS program. There is a new merged committee on encoded archival standards. And lastly, there will be a general referendum on a dues increase later this fall that will raise member dues by 3% and 3.5%.

7:00 pm IAART/LACCHA Meeting Adjourned

Issues & Advocacy Roundtable (Liaison: Mangiafico)

Date: November 24, 2015

Officers, 2014-2015

- Sarah Quigley, Chair, August 15, 2014 – August 21, 2015, Emory University
- Wendy Hagenmaier, Vice-Chair, August 15, 2014 – August 21, 2015, Georgia Tech
- Jeremy Brett, Immediate Past Chair, August 15, 2014 – August 21, 2015, Texas A&M University Libraries
- Gabrielle Dudley, Steering Committee Member, August 15, 2014 – August 21, 2015, Emory University
- Christine George, Steering Committee Member, August 15, 2014 – August 21, 2015, SUNY-Buffalo
- Tammi Kim, Steering Committee Member, August 15, 2014 – August 21, 2015, University of Delaware
- Alison Stankrauff, Steering Committee Member, August 15, 2014 – August 21, 2015, Indiana University South Bend
- Lisa C. Mangiafico, Liaison to SAA Council, August 14, 2013 – August 10, 2014, Soroptimist International of the Americas

Report from Issues and Advocacy Roundtable Annual Meeting on August 21, 2015

- Number of attendees: 20
- Election results:

- [Previously elected] Wendy Hagenmaier will continue as Chair
 - Vice-Chair/Chair-Elect: Christine George, SUNY-Buffalo
 - Steering Committee Member (incumbent): Alison Stankrauff, University of Indiana South Bend
 - Steering Committee Member (newly elected): Laurel Bowen, Georgia State University (volunteered to serve as Webmaster for 2015-2016)
 - Steering Committee Member (newly elected): Jeremy Brett, Texas A&M University Libraries
 - Steering Committee Member (newly elected): Tara Kelley, Schomburg Center for Research in Black Culture
 - Past Chair (ex-officio): Sarah Quigley, Emory University
- Summary of meeting activities:
Please see minutes:
http://www2.archivists.org/sites/all/files/IARTAgendaandNotes_0.pdf

Projects and Activities Completed in 2014-2015

- Updated Advocacy Toolkit (<http://www2.archivists.org/groups/issues-and-advocacy-roundtable/advocacy-toolkit-0>)
 - Analyzed content gathered in 2013 and identified gaps and areas for improvement
 - Revised formatting of text
 - Fixed or replaced broken links
 - Improved metadata by adding date created and date updated to resources
- Established Collaborations with Regional Archives Associations Consortium
 - Collaboration arose out of discussions between Sarah Quigley and RAAC Co-Chair Rachel Chatalbash about the lack of a clear protocol for the regional associations to communicate with SAA in the event of advocacy issues and vice versa
 - Sarah Quigley, Rachel Chatalbash, and New England Archivists Representative to RAAC Jessica Sedgwick wrote a Proposal for Supporting Advocacy Work on the Regional Level (<http://www2.archivists.org/sites/all/files/0515-VI-D-RAAC.pdf>), with the goal of simplifying “the process through which regionals communicate with SAA” and submitted it for discussion at the May 28-30, 2015 SAA Council Meeting
 - Council was able to discuss the proposal and suggested that:
 - SAA and RAAC should write a memo of understanding that codifies the role of each group
 - if RAAC or SAA need to communicate issues, they can follow the communication pathways outlined in the memo of understanding
 - Council hopes hope this will broaden the scope of advocacy
- Started New Blog Series, “Archivists on the Issues” (<http://www2.archivists.org/groups/issues-and-advocacy-roundtable/call-for-contributors-archivists-on-the-issues-blog-series>)
 - The Steering Committee discussed the need for a forum where archivists could come forward to discuss a variety of issues facing the profession

- Christine George spearheaded the launch of the series, and work will continue on this project in 2015-2016
- Adopted Statement of Mission, Vision, and Core Values
[\(http://www2.archivists.org/groups/issues-and-advocacy-roundtable/statement-of-mission-vision-and-core-values-approved\)](http://www2.archivists.org/groups/issues-and-advocacy-roundtable/statement-of-mission-vision-and-core-values-approved)
 - SAA Council approved the Statement in May 2015
- Adopted Revised By-Laws (<http://www2.archivists.org/sites/all/files/0815-1-II-D-Bylaws-IART.pdf>)
 - Implements term limits for steering committee members and staggers the number of positions elected each year
 - SAA Council approved the By-Laws in August 2015
 - The By-Laws go into effect for the 2016 elections
- Spearheaded Annual Meeting Pop-Up Session (<http://www2.archivists.org/groups/issues-and-advocacy-roundtable/pop-up-session-at-saa15>)
 - Idea for a session about records management, access, and born-digital MPLP in light of the controversy that arose at the University of Oregon in December 2014, arose during Steering Committee discussion
 - Sarah Quigley and Wendy Hagenmaier organized the session in partnership with leaders from the College and University Archives Section, Electronic Records Section, Privacy and Confidentiality Roundtable, and Records Management Roundtable

Ongoing Projects and Activities

- Roundtable Chair Wendy Hagenmaier will continue discussion with SAA leadership to clarify the role of our Roundtable in light of SAA's advocacy agenda, and to identify the concrete ways in which the Roundtable can best "support the continued growth of the archival profession and nurture archivists and archives." (Statement of Mission, Vision, and Core Values). This is a crucial first step in figuring out how the Roundtable wants to direct its efforts over the next year, and into the future.
 - As part of this effort, Wendy hopes to continue and expand the Roundtable's efforts to document issues and advocacy situations as they unfold, by:
 - Gathering links to coverage (as we did with the University of Oregon situation) and possibly working with the Internet Archive to preserve and curate these links
 - Continuing the blog post series and creating incentives for archivists to write posts
 - Continuing our social media efforts
 - Wendy would like to get as many members as possible involved in this documentation and information-sharing effort
 - Wendy would also like to establish a frequent and perhaps more formal, regular communication among RAAC and the SAA groups involved in advocacy, including the Committee on Public Policy and the Committee on Public Awareness
- Roundtable Chair Wendy Hagenmaier will continue partnering with the Regional Archives Association Consortium to establish and define a simple and formal line of

communication for advocacy issues that need to be communicated either to or from Council, I&A, or RAAC

- Roundtable Vice-Chair Christine George will continue to spearhead the Archivists on the Issues blog post series
- The Roundtable will conduct an annual analysis of the Advocacy Tool kit and identify areas for improvement
- The Roundtable will continue to support local advocacy efforts as they arise and to speak publicly in support of archives and archivists when appropriate
- The Roundtable will nominate a candidate for the Jameson Award

New Projects and Activities

- The Roundtable will use the 2015-2016 year to test and refine repeatable, sustainable models of practice that could be followed in the future, possibly including:
 - Issues and Advocacy Research Teams
 - Each year, Chair would issue a call for volunteer researchers from the membership. Roundtable members would sign up online to be part of 3-5 person research teams focused on legislators, news monitoring, key archives topics, and awareness
 - Goals:
 - Grow a sustainable resource for data about key legislators, which could be used to cultivate ongoing relationships with legislators
 - Create rich sources of thorough information about key topics of importance to I&A members, SAA leadership, CAPP, etc. - using a model of long-term, sustained, in-depth research
 - Increase awareness about archives at a grassroots level, explore opportunities for SAA to collaborate with the advocacy efforts of other professional organizations, and identify key issues for which I&A leadership could conduct I&A Polls and write Advocacy Overviews - using an agile, rapid turnaround model
 - Issues and Advocacy Polls
 - In an effort to encourage transparency and define when and why the Roundtable endorses an issue, action, or effort (endorsement = Issues and Advocacy is willing to write or collaborate on an Advocacy Overview for the issue, action, or effort), the Roundtable leadership would conduct online polls to attempt to document the views of the membership in a democratic way
 - Issues and Advocacy Meetups at Regional Conferences
 - Members of Roundtable leadership would organize informal meetups at the regional conferences they attend. Meetups could cover a specific issue, with suggested readings for the discussion.
 - Issues and Advocacy Live Tweets
 - Roundtable leadership would host live Twitter discussions of issues, following the model established by the Women Archivists Roundtable:

<https://womenarchivistsroundtable.wordpress.com/category/home/live-tweets-home/>

- The Steering Committee will establish a new Wordpress site to host our blog and provide a more flexible, extensible web presence. Important documentation will continue to reside on the SAA-hosted microsite
- Focus on exploring the issues and advocacy perspective on the many digital archives and records issues unfolding and partner with the electronic records section, metadata and digital object roundtable, and other component group leaders and members on discussions, information-sharing, resource creation, and solution-building

Initiatives Associated with the 2014-2018 Strategic Plan

- All of the Roundtable's 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 looks forward to collaborating with Council on initiatives such as the Issues and Advocacy Research Team model and further refining concrete ways the Roundtable can support Goal 1: ADVOCATING FOR ARCHIVISTS AND ARCHIVES.

Labor Archives Roundtable (Liaison: Pyatt)

Date: 8/21/2015

Officers: Catherine Powell, Meghan Courtney—Co-Chairs

Report from annual meeting:

- Number of attendees: 18
- Election results: Meghan Courtney elected for term 2015-2017.
- Summary of meeting activities: See attachment at end of document for minutes.

Completed projects/activities:

- Labor Wikipedia Edit-a-Thon on May 1, 2015
- Labor Archives panel "The Challenges and Opportunities in 'New' Labor Archives: Founding Sustainable Labor Archives Programs in an Era of Austerity" at May 2015 Labor and Working Class History Association (LAWCHA) conference;
- "Labor Archives 101" at May 2015 LAWCHA conference;
- Labor Repository Tours and Open Houses at May LAWCHA conference;
- SAA panel "Documenting the Fight for Equality: Class, Race, Gender, and Economic Justice Struggles through the Lens of Labor Collections" on 8/20/15.
- Labor Archives Directory updated and migrated into LAR SAA microsite.

Ongoing projects/activities:

- Ongoing LaborOnline column contributed by members of LAR. Nine articles to date by members from different institutions.
- Continued updating of Labor Archives directory (each institution will be contacted directly and outreach to LAWCHA for additions to directory).

New projects/activities:

- Electronic Labor Records working group to create a statement of best practices to provide to donors.
- Labor-themed History Pin project.

Strategic Priority – Advocacy/Public Awareness Initiatives:

- 2015-Letter to SAA Council expressing concern re proposed changes to Affinity groups.

Questions/concerns for Council attention: None.

Labor Archives Roundtable
Annual Business Meeting Minutes
Wednesday, August 21, 2015
Minutes by Catherine Powell & Conor Casey

Present: Catherine Powell, Meghan Courtney, Conor Casey, Jen Eidsen, Jim Quigel, Kate Donovan, Patrizia Sione, Barb Morley, Elizabeth Dunham, Ben Blake, Vic Fleischer, Paul Neirink, Kristen Chinery, Erik Nordberg, Izumi Hirano, Zachary Brodt, Gavin Strassel, Jim Cassedy

Facilitation: Catherine Powell

Council Update by Tim Pyatt.

Report and Q&A re proposed changes to affinity group and dues increase.

Introduction of New Co-Chair Meghan Courtney

Report back LAWCHA Conference by Jen Eidsen and Catherine Powell.

Projects

Report back on Wikipedia Edit-A-Thon.

Meghan Courtney (Reuther Library) and Jen Eidsen (University of Maryland) conducted Wikipedia Edit-A-Thons re labor history on May 1, 2015 to link by to collections in their repositories. For University of Maryland, Wikimedia DC came

and conducted a
“how-to-edit” workshop.

LaborOnline column and LAWCHA relationship update

Conor Casey reported that nine articles from various LAR contributors have been published in the column. He encouraged other LAR members to participate in the coming year.

Labor Archives Directory

Conor Casey put out a call for updates, reformatted the directory to an online web version, verified URL links, and contacted potential new repositories to add to the directory. In the coming year he will contact each institution directly for updates and put a call out to LAWCHA for additional repositories.

Ideas/brainstorming

Kristen Chinery suggested a collective History Pin project re labor. Ideas floated included a civil rights theme to build off of the LAR-sponsored SAA 2014 panel on civil rights collections or a labor landmarks map. Kristen and Meghan will spearhead.

Jim Quigel suggested approaching American Research Libraries to do a publication on flagship labor collections and history of LAR. He will pursue a proposal for grant funding to support this proposal.

Proposals for 2016 SAA session by LAR

- Legal issues and grievances
 - Intersection with other issues (politics, women, regional history, donor relations, oral histories, documenting grassroots organizations, social media)
- Lightening round format for 2015 meeting found to be exciting and inclusive.

Preservation/access best practices for electronic labor records

Meghan Courtney proposed collaboration with another section or roundtable (e.g. Electronic Records. Privacy and Confidentiality Roundtable) on this issue. Goal is to create best practices that can be shared amongst LAR members and with unions to address: records life cycle, appraisal rubric, description of what to retain, file naming conventions. This would be an effective tool to promote relationships. Goal: have a best practices document developed by next AFL-CIO convention in 2017.

Report back from LAR members

Latin American and Caribbean Cultural Heritage Archives Roundtable (Liaison: Kiesling)

Date: 11/30/2015

Officers:

Natalie Baur (Senior Co-chair)

Margarita Vargas-Betancourt (Jr. Co-chair)

George Apodaca (Online Communications Liaison)

Report from annual meeting:

- Number of attendees: 10
- Election results:
 - George Apodaca was elected Jr. Co-chair.
 - Lauren B. Goodley was elected Online Communications Liaison
 - A steering committee to help with the webinar series Desmantelando Fronteras/Breaking Down Borders was formed. Its members are:
 - Natalie Baur (University of Miami)
 - Christina Bleyer (Southern Illinois University)
 - Diego Fernando Avella Pérez (La Salle University, Colombia)
 - Ana Rodriguez (University of Florida)
- Summary of meeting activities:

August 19, 2015

5-7 PM

Cleveland, Ohio

SAA Joint meeting between International Archival Affairs Roundtable and Latin American and Caribbean Cultural Heritage Archives Roundtable

Agenda

5:00 Welcome and Introductions (Natalie Baur and Christian Kelleher)

5:10 Introduction to the Itinerant Archivist idea, model, and project (Natalie Baur, Christian Kelleher, Francine Snyder)

5:15 Presentations by Jorge Yepez and Judy Blankenship on archives and archivology in Ecuador

(English translation of Yépez's talk will be distributed to membership in advance)

6:00 Open discussion of projects with Jorge and Judy, outreach to Ecuador, and how to promote SAA archivists getting involved internationally

6:20 LACCHA Business

- Election results
- Ad-hoc committee appointments for webinar project

6:30 IAART Business

- Election results

6:40 SAA Council and other liaison reports

6:50 Open floor for membership news

7:00 Meeting adjournment

Completed projects/activities:

I. Webinar Series

We designed and launched the webinar series Desmantelando Fronteras/Breaking Down Borders. Desmantelando Fronteras / Breaking Down Borders is a webinar series showcasing archival projects of Latin America and the Caribbean. The series provides a collaborative space for Latin American and Caribbean archivists to share their projects, experiences, and takeaways and fostering a two-way communication between professionals throughout the Americas. Desmantelando Fronteras / Breaking Down Borders is organized by the Latin American and Caribbean Cultural Heritage Archives roundtable (LACCHA) of the Society of American Archivists (SAA), in partnership with the Digital Library of the Caribbean (dLOC) and the Association of Caribbean University, Research and Institutional Libraries (ACURIL).

To this date (Nov. 30, 2015), we have completed 4 webinars:

March 6, 2015 Digitization Projects in Guyana and Curaçao by Vidyaratha Kissoon (Caribbean Information Resource Network, Georgetown, Guyana) and Margo Groenewould (University of Curaçao)

July 7, 2015 Recovery of Cultural and Documentary Heritage in Archives in Ecuador and Honduras by Nelly Peralta (Conservateur from Ecuador), Nilda López Fernández (Archivo Histórico de la Secretaría de Relaciones Exteriores de Honduras), Dennis Ramírez and Douglas Vargas (Archivo Nacional de Honduras)

September 11, 2015 Experiences Managing the Large-scale, Collaborative Digitization Project, the Florida and Puerto Rico Newspaper Project by Myra Torres-Alama (University of Puerto Rico, Río Piedras Library System) and Melissa Espino (University of Florida)

November 20, 2015 Implementing Transparency Efforts in Governmental Archives in Ecuador and Colombia by Carlos Zapata Cárdenas (Banco de la República de Colombia) and Diego Estrella (Servicio de Contratación de Obras, Ecuador)

II. Itinerant Archivist Project

In conjunction with the International Archival Affairs Roundtable (IAA RT), LACCHA launched the Itinerant Archivist Travel Program. Itinerant Archivists is a grassroots, self-funded effort by U.S.-based archivists to engage SAA leadership groups and members to build international awareness and service orientation through travel, service projects, and bilateral

exchange of expertise. From September 27- October 4, 2015, eight archivists visited archival repositories in Quito, Ecuador, where they participated in a half-day training symposium with professional colleagues. They also visited the remote Cañar region to work with a community activist to build a local historical archives program.

Ongoing projects/activities:

The webinar series Desmantelando Fronteras is still ongoing.

New projects/activities:

We have already scheduled the following webinars:

January 2016- Experiences from the Itinerant Archivists' Visit to Ecuador in 2015 and UT-Austin's initiative to document Human Rights.

March 2016- Flexibility and Diversity: Keys for ADABI (Apoyo al Desarrollo de Archivos y Biblioteca de México)'s Success

May 2016- Challenges and Successes on Institutional Collaboration by the Asociación Mexicana de Archivos y Bibliotecas Privados

Initiatives associated with the 2014-2018 Strategic Plan:

Both the webinar series Desmantelando Fronteras/Breaking Down Borders and the Itinerant Archivists are associated with SAA's strategic plan, especially in ensuring diversity, creativity, and advocacy.

Questions/concerns for Council attention:

We would like financial support to bring Latin American archivists as presenters for the next annual meeting. Whom should we contact?

Lesbian & Gay Archives Roundtable (Liaison: Hackbart-Dean)

Date: 2014-2015 Annual Report

Officers:

Lisa Calahan, 2015-2017.

Daniel DiLandro, 2014-2016.

(Marika Cifor, 2013-2015.)

Report from annual meeting:

- Number of attendees: 27
- Election results: Lisa Calahan was elected in the first on-line LAGAR election; 62 respondents participated in the election.
- Summary of meeting activities:

(see attached minutes)

Completed projects/activities:

Amendments to the LAGAR by-laws regarding electronic voting were approved and passed. Electronic voting for officers was instituted in the past year. Amendments to the LAGAR website were passed and are on-going. Specifically, it was voted to streamline the information presented on the website by eliminating the outdated “Queer History Social Media Project” and “Information for Community Archives” while maintaining the “Lavender Legacy” resource guide on an on-going basis.

Ongoing projects/activities:

LAGAR will continue to work to provide pertinent information to our membership and communities at large via the updated website. We are also investigating more inclusive, less binary, language to promote diversity as expressed by our by-laws and membership. LAGAR is working with SAA Council to promote a resolution regarding one of our founding members. The Roundtable will continue disseminating information and increasing membership via its social media platforms.

New projects/activities:

- Consider changing roundtable name to be more inclusive and put to vote
- Plan and create platform for sharing mentorship/internship opportunities
- Clean up past website based projects, “Lavender Legacies,” “Queer History Social Media,” “Community Archives.”
- A call was put out at the annual meeting regarding the creation of a database of “hidden,” ephemeral, and/or rare or unique LGBTQIA-themed publications. (Little of this material is catalogued; and this material maintains high research value.)

Initiatives associated with the 2014-2018 Strategic Plan:

- Advocate and support queer archivists and archives by providing a safe space for collaboration and discussion of collecting and outreach strategies.
- Promote professional growth by providing opportunities for presentations
- Collaborate with Diversity Committee to ensure LAGAR members and queer voices are represented in diversity initiatives within SAA.

With an ever-increasing membership (429 as of November 2015), LAGAR is committed to both promoting the importance of SAA overall as well as fostering awareness of under-documented or “anti-documented” (that is, representative historical material that is actively suppressed) populations and their contributions to the archival record. LAGAR also provides a venue to share information, expertise, and networking for individual members who may work with atypical archival and historical material. See especially SAA Goals 1, 3, 4. Please see the annual meeting minutes below for more details.

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

Minutes of the Annual Meeting
21 August 2015, 4:00pm-5:30pm
LGBT Community Center of Greater Cleveland, Cleveland, Ohio

Officers:

Marika Cifor, 2013-2015, out-going female self-identified co-chair. Daniel DiLandro, 2014-2016, male self-identified co-chair. (Lisa Calahan, 2015-2017, incoming female self-identified co-chair).

Steering Committee:

Marika Cifor (Co-Chair) <marikacifor@gmail.com>

Daniel DiLandro (Co-Chair)

<dilanddm@buffalostate.edu> Lisa Calahan (Co-Chair elect) lisajcalahan@gmail.com

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 <RobinsonF@si.edu>

Johanna Russ <johanna.russ@gmail.com>

Deborah Torres <datorres@stcate.edu>

Florence Turcotte

<floturc@uflib.ufl.edu>

Bonita (Bonnie) Weddle (blweddle@yahoo.com)

Minutes of the Annual Meeting:

Number of attendees: 27

The LAGAR annual meeting began at 4:30pm EDT, 21 August 2014, at the LGBT Community Center of Greater Cleveland, Cleveland, Ohio

Old Business:

Marika Cifor, out-going female self-identified co-chair and Daniel Dilandro, male co-chair, welcomed the assembly and opened the LAGAR annual meeting at 4:30pm.

It was moved, and seconded, to approve the 2014 LAGAR meeting minutes with no revisions. Bonnie Weddle updated the assembly on LAGAR social media. She and Deborah Richards have been active in maintaining the LAGAR Facebook page, posting, noting that what is posted is simply for sharing and not an endorsement by LAGAR. She asked that folks “like” the page and contribute.

Marika and Daniel reported on the Diversity Committee, and stressed that getting our message out and working to have more of a presence on the committee is an on-going goal.

Bylaws: the amendment to the bylaws to allow electronic voting that was passed in 2014 was approved by SAA Council. The issue of the use/definition of more inclusive terminology was discussed at length and, coming to no conclusion, it was suggested that perhaps this discussion continue through the listserv so that more common ground can be found with regard to self- identification.

Website: The “Lavender Legacies” (<http://www2.archivists.org/groups/lesbian-and-gay-archives-roundtable-lagar/lavender-legacies-guide>) resource was again a topic of discussion. The update that took place a few years ago was a concerted amount of effort. The question as to the necessity of LL with ArchiveGrid and other resources was discussed. Johanna Russ has graciously offered to update the site, if material is sent to her, but otherwise the site will remain largely static.

The Queer History Social Media (see: <http://www2.archivists.org/groups/lesbian-and-gay-archives-roundtable-lagar/queer-history-social-media-project>) project was discussed. In 2014, 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. (Did we vote to eliminate the entirety of the QHSM pages?) The motion passed but there was no discussion of this at this time. Additionally, there had been discussion that a workshop on this new initiative and/or an “Editathon” may take place at SAA 2015, which did not take place.

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 discussed. Links on this site are broken and it will be taken down.

An initiative/idea to create a LGBTQIA publications’ on-line resource was discussed. It was put to the assembled membership, “Do you want to do this?” and anyone that may be interested in taking this on should step forward. Questions about what to include – on-line publications, archival collections, who has digitized what materials -- ensued since there would be some duplication across repositories but also a need to find out who has done what would aid in filling gaps for the potential researcher.

Resolution to honor Susan von Salis, one of the leading forces behind the development of the LAGAR Roundtable: The resolution was approved by Council with suggestions to revise the wording to include Salis’ contributions to the archival field. Dan is working on this.

New Business:

Marika Cifor spoke as the current out-going female self-identified co-chair and thanked both Dan and prior co-chair Michael Oliveria for their assistance and mentoring while she has been in

office. Lisa Calahan, the new female identified co-chair was introduced. She had been elected in the first on-line LAGAR election; 62 respondents participated in the election.

SAA is still considering Affinity Groups and examining the structure of the various Sections and Roundtables. This discussion continues SAA-wide.

Other Business:

Speakers:

The full slate of LAGAR speakers began with Ryan Zymler, Community Relations Coordinator of the LGBT Community Center of Greater Cleveland, Cleveland, Ohio. He welcomed the assembly and gave a brief history of the Center and its mission. The Center is reported to be the third oldest LGBT center in the United States and has been located in the blossoming arts district since 2000. The Center serves the northern part of Ohio and served all ages. Recent initiatives and projects include, Lakewood, an LGBT senior housing project and A Place for Me that is striving to address LGBT homelessness. The Center will be purchasing a permanent home soon.

The next speaker was Jakob VanLammeren from the Leather Archives and Museum in Chicago, Illinois. Jakob is the only professional archivist on staff. The archives and museum was founded in 1991

by Chuck Renslow who had opened The Gold Coast (leather bar in Chicago) in 1958. Ninety-five percent of the funding for the archives and museum comes from the leather community. A recent project with StoryCorps resulted in the collection of many oral histories about the Chicago leather community.

The third speaker was Margaret Burzynski-Bays from the Western Reserve Historical Society. They are the oldest cultural institution in Cleveland, having been founded in 1867. They are a many-faceted organization and in 1991 began collecting LGBT community history. They are the holder of the Center's historical records and actively pursue collecting from Cleveland's LGBT community. They have an on-line catalogue and are on ArchiveGrid.

The final speaker, Sarah Prager, updated the assembly on "Quist" LGBTQ history mobile app (<http://www.quistapp.com/>). Nine hundred historical events are accessible through the free app, and 600+ mapped locations. They are partnering with the National Park Service through the NPS LGBT history initiative. The app has been embraced by the LGBT community, young and old, and has increased the appreciation and perceived need to preserve and locate LGBT history, sites and archives.

The Lesbian and Gay Roundtable of the Society of American Archivists adjourned its annual meeting at 6:15pm EDT, 21 August 2015.

Local Government Records Roundtable (Liaison: Jules)

Date: August 28, 2015

Officers: Jennifer Day, Chair

Report from annual meeting:

- Number of attendees: 17
- Election results: Jennifer Day ran unopposed for the Chair position and received 45 votes. Amendments to the By Laws of the Roundtable were circulated and also approved by 45 votes.
- Summary of meeting activities:

The meeting was called at 4:30pm Friday August 20, 2015 at the Cleveland Convention Center. In attendance were 16 archivists from Ohio and other states, representing municipalities and counties.

Jennifer Day gave a summary of the election results and the bylaw revisions. Geof Huth then gave the members a report from Council. Some discussion was held regarding the changes in Section and Roundtable groups and the creation of the Affinity Groups and Virtual Communities and the membership dues increase. Mr. Huth also stated that he was no longer serving on the SAA Council and would be stepping down as the LGRR liaison following the 2015 annual meeting.

Jennifer then presented the new business

- create a resource guide on the LGRR micro-site
- promote advocacy to LGRR members by sharing materials for American Archives Month or Sunshine Week
- raise money for LGRR members to be able to attend the SAA annual meeting

Following the business Dr. Judith Cetina, Ph.D., gave a history of the Cuyahoga County archives.

The meeting was adjourned at 6:10 pm.

Completed projects/activities:

The LGRR did not complete any projects in the last year.

Ongoing projects/activities:

The LGRR continues to contribute discussion and ideas on topics of interest to the membership with the Government Records Section and other SAA entities as requested.

New projects/activities:

The LGRR does not have any new projects at this time. Chair Jennifer Day is circulating a survey to members intended to gather information regarding the needs of the LGRR members.

In the next year, the LGRR will grow its leadership and establish a foundation from which to work. This affinity group has long been inactive, and it is my hope to revive the members and make the work of the roundtable a benefit to members and the archival community.

Initiatives associated with the 2014-2018 Strategic Plan:

The LGRR will work with members to promote advocacy and outreach activities.

Questions/concerns for Council attention: None.

Lone Arrangers Roundtable (Liaison: Mangiafico)

Date: September 15, 2015

Officers:

Chair : Ann Kenne, University of St. Thomas (2012 – 2014)

Vice Chair / Chair-Elect : Rebecca Altermatt, Rowan University (2014-2016)

Report from Annual Meeting:

- **Election Results:**

Rebecca J Altermatt of Rowan University, takes over as chair for 2015– 2016

Melissa Torres, University of Houston, was elected vice chair/chair-elect

Lone Arrangers Steering Committee for 2015-2016:

The Steering Committee for 2015-2016 consists of the following:

Alexis Braun-Marks, Eastern Michigan-University

Eleanor M. Friedman, Hackley School

Russell Gasero, Reformed Church in America (Newsletter Editor)

Janet Hauck, Whitworth University

Elizabeth Keathley, Atlanta Metadata Authority

Ann Kenne, University of St. Thomas (immediate past chair)

Carolle R. Morini, Boston Athenaeum

Deb Schiff, Chester Library

Leslie Schuyler, Lakeside School

Alison Stankrauff, Indiana University South Bend

Molly Tighe, Chatham University

Roundtable Webmaster:

Eddie Woodward Norfolk Public Library (continuing)

- **Summary of Meeting Activities:**

The Lone Arrangers Roundtable held its annual meeting in conjunction with that of the Society of American Archivists in Cleveland, August 19, 2015.

Report from Council Liaison: (not present)

- The council has looked into doing away with Roundtables and Sections and creating Affinity groups. Affinity groups will be open to all SAA members and members will now be able to join as many affinity groups as they wish. There may also be ‘virtual’ affinity groups to accommodate those who are not members of SAA. Members are able to comment on the proposed changes until September 15th. SAA Treasurer Mark Duffy announced the proposed dues increase at the Leadership Meeting earlier in the day attended by both Rebecca Altermatt, incoming chair, and Ann Kenne, chair. A referendum is required for the increase so all members are encouraged to vote this fall. The increase would apply to all member categories and be implemented over a three-year period, averaging between 3% and 3.3% per year. SAA believes the funding will be necessary to continue to grow and provide services expected of the membership as well as maintain a healthy financial state. More information can be found on the SAA website: <http://www2.archivists.org/news/2015/council-proposed-motion-on-dues-increase-to-be-discussed-at-membership-meeting?>

Program Committee update: Anne Kenne

- SAA 2016 will be held in Atlanta. Proposal deadline is November 15.

Report from Lone Arrangers

- The leadership for the 2015-2016 LRT roundtable was introduced. Melissa Torres was congratulated on winning the election as Vice President/Chair Elect for the group. Melissa was unable to attend the annual meeting. Michelle Ganz was thanked for her leadership as chair of the Nominating Committee along with the other Nominating Committee members Alexis Braun-Marks and Rachel Groves Rohrbaugh. Outgoing Steering Committee members Abbi Nye and Colleen Cook were recognized and thanked for their work.

A lighting round of new and innovative projects completed by lone arrangers was organized for the annual meeting. The following people presented:

Deb Schiff (Chester Library)

“Challenges and Victories in Creating an Object-Specific Oral History Online Exhibit”

Alison Stankrauff (Indiana University South Bend)

“Collaborating to Digitize Marginalized Histories”

Timothy Binkley (Perkins School of Theology – SMU)

“Tell and Show: Combining EAD Finding Aids with Online Digital Collections.”

Russell Gasero taped these three presentation which will be uploaded to the web so LART members not in attendance can view them.

An “Ask the Archivist” panel was also organized by the roundtable and held during the annual meeting. Questions from lone arrangers were solicited on the listserv and answered by panelists:

Chad Conrady -Minnesota Military Museum, Kate Blalack - Woody Guthrie Center, Ellen Ryan - Idaho State University, Tamara Gaydos - Phillips Library/Peabody Essex Museum.

Completed Projects/Activities

- The Lone Arrangers Roundtable by-laws which were revised and approved by the Roundtable in 2014 were approved SAA Council at their November 2014 meeting.

The regional contacts list was updated and revised information was added to the LART website.

Ongoing Projects/Activities

New Projects/Activities:

1. The roundtable is looking into setting up a Communications Subcommittee, much like other sections and roundtables are doing. Rebecca will solicit volunteers and conduct a few brainstorming sessions via email and phone to come up with ideas on how to proceed.

Questions/Concerns for Council Attention:

There are none that arose from either the Roundtable’s past year or from the annual meeting Cleveland.

Metadata and Digital Object Roundtable (Liaison: Wong Smith)

No report received.

Military Archives Roundtable (Liaison: Stadel-Bevans)

Date: 13 November 2015

Officers:

- Jim Ginther (Chair) 2015-2016
- Melissa Wiford (Vice Chair) 2015-2016
- Laura Jowdy (Secretary) 2015-2016

Steering Committee

- Beth Ann Koelsch
- Amy Mondt
- Mike Miller (Chair Emeritus)

Report from annual meeting:

Number of attendees: # 35

Election results: See officer slate above

Summary of meeting activities:

SAA council representative, Cheryl Stadel-Bevins, was introduced to the group and briefed us on the following issues before the SAA Council:

- A) A proposed increase in the membership dues for SAA members to be phased in over three years to enhance the Society's ability remain a cutting edge professional society for archivists across the nation.
- B) A proposed change in the way SAA organizes and approves affinity groups aimed at increased participation and effectiveness and maximization of Society resources.

The business portion of the meeting continued with MART Chair emeritus Mike Miller announcing the results of MARTs first leadership election since its formation three years ago and the installation of the new officers as reflected in the officers slate listed above. This also represented the first time the MART leadership team included an elected member who was not from a DOD archival facility. This transition speaks to MARTs continuing efforts to expand its member base, and recognition in the profession about the pervasiveness of military collections throughout the nation's archival institutions.

Given the historic nature of the meeting incoming chair, Jim Ginther then presented a short program on the history of the MART, its origins at the 75th Anniversary Meeting in Chicago and the accomplishments of the group since 2011. Slides from this presentation are attached. Having taken a look back the balance of the business portion of the meeting turned to the future. Topics of discussion among the members included proposals on how to facilitate better communication amongst member archival institutions, how to better promote recognition and use of military archival collections, how we might promote more standardized procedures in practices in processing and description of archival collections, and the proposals currently before the SAA Council on dues and affinity groups.

On Tuesday afternoon MART hosted the fourth in its series of military tours taking a group of 20 archivists, many of whom were not members of the roundtable on a tour of historic sites related to Ohio's contributions to the American Civil War. Among the stops were: the site of the military prison for Confederate officers at Johnson's Island which included a tour of the cemetery site and the archaeological dig by the site archaeologist. This was followed by a visit to the museum at the Ohio Veterans' Home in Sandusky, 103d Ohio Volunteers museum (on the old campsite where descendants of the regiment continue to meet annually as their veterans forbears did) and the Cleveland Soldiers and Sailors Memorial.

Ongoing projects/activities:

Has begun work on the SAA 2016 Staff Ride for SAA membership themed as "War and Remembrance" It is planned that this tour will take SAA member to battle sites, archival

sites, and other sites dedicated to preserving the history and memory of the Battle of Atlanta in the Civil War.

The reference/research guide in which we gather information about our collections and present it in one central format (such as the web, print, etc.).

A long term goal for the group would be to develop a book for the SAA Fundamentals series on how to handle military-related collections.

New projects/activities

Improve communication with membership through bi-monthly leadership email.

Forming working group to improve and develop roundtable Facebook page.

Forming working group to look at website development initiatives.

Strategic Priority - Technology initiatives:

Develop our social media venues such as Facebook, Twitter, and Tumblr

Strategic Priority - Diversity initiatives:

Bring in more academic archivists, not just folks who work for NARA, or military branch archives.

Strategic Priority - Advocacy/Public Awareness initiatives:

Develop guides for other archivists on how to use military collections for public outreach events commemorating Memorial Day/Veterans' Day (similar to what SAA puts out for Archives Month)

Questions/concerns for Council attention:

Native American Archives Roundtable (Liaison: Cooper Cary)

Date: December 9, 2015

Officers:

- Michael Pahn, Chair 2015-2016
- Colleen Cook, Vice-Chair/Chair Elect 2015-2017
- Janet Ceja, Steering Committee 2014-2016
- David Lewis, Steering Committee 2014-2016
- Jonathan Pringle, Steering Committee 2014-2016
- Stephen Curley, Steering Committee 2015-2017

- Ricky Punzalan, Steering Committee 2015-2017
- Jennifer O’Neal, Past Chair

Report from 2015 Annual Meeting:

Number of attendees: approximately 40

Election results:

Colleen Cook, Vice-Chair/Chair Elect 2015-2017
Stephen Curley, Steering Committee 2015-2017
Ricky Punzalan, Steering Committee 2015-2017

Summary of meeting activities:

See attached meeting agenda

Completed Projects/Activities:

- Past Chair Jennifer O’Neal continued service as Chair of the Cultural Heritage Working Group
- Steering Committee and Roundtable members presented at various conferences throughout the year, most notably at the Association of Tribal Archives, Libraries, and Museums’ (ATALM) 2016 International Conference and the Native American and Indigenous Studies Association Annual Meeting, both in Washington DC.
- Roundtable members were heavily involved in an ATALM pre-conference summit to discuss the future of the *Protocols for Native American Archival Materials*.

Ongoing Projects/Activities:

- As mentioned above, evaluation of successful implementation of the *Protocols for Native American Archival Materials* continues. Discussion of how the *Protocols* can be updated to reflect new developments and the experiences of repositories that have successfully implemented them was the basis of a pre-conference summit at the ATALM 2016 Annual Meeting.

New Projects/Activities:

None at this time.

Strategic Priority – Technology Initiatives:

- Further enhancement of the NAAR web page on SAA’s site.
- Increased use of NAAR listserv.

Strategic Priority – Diversity Initiatives:

- Continued active involvement on the Cultural Heritage Working Group and the SAA Diversity Committee.

Strategic Priority – Advocacy/Public Awareness Issues:

- NAAR Steering Committee and Roundtable members continue to actively engage in advocacy and raise awareness of issues of access, cultural sensitivity, and other NAAR priorities at meetings of other organizations, as mentioned above.

Questions/Concerns for SAA Council Attention:

None at this time.

**Society of American Archivists
Native American Archives Roundtable Annual Meeting Agenda
Wednesday, August 19, 2015 3:00 PM – 4:30 PM
Cleveland, Ohio**

Welcome: Michael Pahn, Vice-Chair/Chair-Elect
Announcement of Elections

Current Steering Committee:

Gina Rappaport: Chair, 2014-2015
Michael Pahn: Vice-Chair/Chair-Elect, 2014-2016
Colleen Cook: Steering Committee, 2013-2015
Janet Ceja: Steering Committee, 2014-2016
David Lewis: Steering Committee, 2014-2016
Jonathan Pringle: Steering Committee, 2014-2016
Jennifer O'Neal: Past Chair

Newly Elected Steering Committee Members:

Colleen Cook: Vice-Chair/Chair Elect, 2015-2017
Stephen Curley: Steering Committee, 2015-2017
Ricky Punzalan: Steering Committee, 2015-2017

Tribute to Ann Massman

Reporting: (20 Minutes)

- SAA Council Report (Tanya Zanish-Belcher)
- Diversity Committee (TBD)
- 2016 Program Committee Representative (TBD)
- ARL/SAA Mosiac Program (TBD)
- Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (Laura Uglean Jackson)
- Cultural Heritage Working Group (Jennifer O'Neal)
- 2014-15 NAAR Activities Report (Michael Pahn/Jennifer O'Neal)

Presentations: (40 Minutes)

- Ricky Punzalan, University of Maryland College Park, “Valuing Our Scans: Understanding the Impact of Digitized Ethnographic Archives”
- Adam Minakowski, National Anthropological Archives: “The Breath of Life Archival Institute”
- Samantha Crisp, Augustana College: “Encouraging Primary Source Literacy and Cultural Empathy through Collaboration”

Open Announcements and Discussion: (20 Minutes)

- ATLAM 2015 Update and Announcements
 - Archives Summit
- Other Announcements (Membership)

Conferences

Publications and Research

Repository news

- 2016 Session Ideas

NAAR Suggested Sessions to Attend (Forthcoming)

Performing Arts Roundtable (Liaison: Vagts)

Date: November 12, 2015

Officers:

Katherine Crowe, Chair
 Scott Schwartz, Co-Chair
 Karla Irwin, Steering Committee
 Elizabeth Surles, Steering Committee
 Helice Koeffler, Newsletter Editor
 Maureen Cech, Co-Editor

Number of attendees: 41

Election results: Scott Schwartz elected Co-Chair for 2015-2017.

Summary of meeting activities:

1. Introduction and updates by Rachel Rosenfeld (outgoing Chair) and Kate Crowe
2. Update from Rachel Vagts, our SAA Council Liaison, on several issues in discussion by Council that directly affected the Performing Arts Roundtable. These are:

Proposed changes to sections and roundtables

Summary of proposed changes: SAA currently has two different kinds of affinity groups: Sections and Roundtables. Paying SAA members can join 2 sections and an unlimited number of roundtables. Non-members may currently participate in SAA roundtables like PAR as a "list participant." Non-members cannot participate in SAA sections. All sections and roundtables have access to SAA resources, including a permanent liaison to the SAA council and meeting space at the Annual Meeting. Current by-laws require at least 50 SAA members to create a new roundtable.

Under the proposed changes:

- The section/roundtable structure will be replaced by "affinity groups" and "virtual community groups."
- Affinity groups will have a permanent representative to the Council and access to Annual Meeting space, in addition to a listserv and microsite on the SAA page. Affinity groups will require participation by a minimum of about 250 members (or 4% of SAA's total membership). Affinity groups will NOT be open to nonmembers. To remain active, affinity groups must hold an annual election, remain above the membership threshold, and submit an activity report.
- Virtual community groups will be open to nonmembers, just like the existing roundtables; however, they will not have access to meeting space or a permanent Council liaison. They will be able to request temporary representation to the Council.

Several attendees asked for clarification on the proposed changes, and Scott Schwartz (incoming Co-Chair) asked that the changes be sent out to the full membership for a vote. Vagts said that she would take this comment/request to Council.

Proposed changes to membership fee structure

This was not discussed in much detail. Vagts reiterated the fee structure changes as they were proposed to the membership and as they would be discussed at Council.

Presentation

This year our meeting featured a presentation from four PAR members on description issues unique to performing arts collections.

Presenters: Karla Irwin (Special Collections Technical Librarian, University of Nevada, Las Vegas), Lisa Lobdell (Archivist, Great American Songbook Foundation), Susan Brady (Archivist, Beinecke Rare Book and Manuscript Library, Yale University), and Elizabeth Surles (Archivist, Institute of Jazz Studies, Rutgers University Libraries).

Description: Archivists often find themselves reinventing the wheel when it comes to archival description. Standards such as DACS provide best practice guidelines for describing collections with more traditional, text-focused records. But they offer less guidance for describing performing arts collections, as these standards do not always clearly address all of the complex qualities of music, theater, and dance records. Specialized materials such as set designs,

costumes, and musical scores often require more granular levels of description, challenging archivists to adapt descriptive strategies in order to provide better accessibility.

Susan Brady provided background on past standards used in archival description of performing arts collections, and she, Lisa, Karla, and Elizabeth each presented an example description problem along with the solution they applied.

The discussion was moderated by Elizabeth Surles and included a lively Q&A with the audience/roundtable members. Follow-up was suggested by several members, most notably George Blood, that PAR and IASA (International Association of Sound and Audiovisual Archives) should collaborate on shared guidelines. Feedback was very positive.

Projects/activities:

Completed projects/activities: Behind-the-scenes tour of Rock ‘n’ Roll Hall of Fame Library and Museum by former PAR Chair Stasia Karel.

Ongoing projects/activities: Semiannual newsletter, maintenance of a Facebook group page for the roundtable

New projects/activities:

The elected leadership and a to-be-determined Web Liaison will be working on the PAR microsite to include:

- PAR History (date of establishment, historical context w/in history of SAA)
- A list of “subject experts” available for PAR and non-PAR SAA members on brief questions related to performing arts collections.
- Annual reports
- All issues of *Performance!*, the PAR newsletter
- A bibliography/resource list for those working with/writing about performing arts collections
- Links to PAR social media

While we did not discuss it as a roundtable at the meeting, the committee members did agree that we should work to collaborate more actively with professionally aligned groups such as the Music Library Association and Theatre Library Association, and to continue our work with groups such as the Dance Heritage Coalition.

Questions/concerns for Council attention: Feedback from PAR meeting and survey post-meeting on the proposed changes to roundtables and sections.

Privacy & Confidentiality Roundtable (Liaison: Pyatt)

Date: November 6, 2015

Officers:

Chair: Amy Fitch, Rockefeller Archive Center

Vice Chair/Chair-Elect: Valerie Gillispie, Duke University

Immediate Past Chair: Menzi Behrnd-Kloldt, Klodt and Associates

Steering Committee Members:

Nancy Kaiser (2013-2015), University of North Carolina at Chapel Hill

Meg Tuomala (2014-2016), Gates Archive

Lorain Wang (2014-2016), Getty Research Institute

Web Liaison (2012-): Anne Graham, Kennesaw State University

Council Liaison (2013-2016): Tim Pyatt, Penn State University

Previous Past Chair: Elena Danielson, Hoover Institution Archives, Stanford University
(retired)

Report from annual meeting:

- Number of attendees: 44
- Election results:
 - Jeremy Brett, Vice Chair/Chair-Elect for 2015-2016
 - Judith Wiener, Steering Committee member for 2015-2017
- Minutes of the meeting are included below.

Privacy and Confidentiality Roundtable Meeting Minutes

Society of American Archivists Annual Meeting, Cleveland, Ohio

Friday, August 21, 2015

P&C Chair Amy Fitch called the meeting to order at 4:35 p.m. and welcomed the members who were in attendance (approximately 44).

1. Council update by Cheryl Stadel-Bevans (Incoming SAA Treasurer)
 - A. Proposed change for affinity groups—open for comments until Sept 15
 - i. Distinction between sections and roundtables will go away
 - ii. All groups will need to keep membership level of 4% of SAA membership (~250 people per group)
 - iii. Purpose is to gain efficiency
 - iv. New: virtual groups
 - B. Proposal for dues increase 3% over 3 years
 - i. Allows SAA to keep stable income to act upon strategic priorities and initiatives
 - ii. Advocacy
 - iii. Membership database
 - iv. Financial database
 - v. Standards maintenance and up-keep

- vi. New courses (specifically for arrangement and description certificate)
- 2. Ceremonial passing of the P&C Key and keyhole from outgoing Chair Amy Fitch to incoming Chair Valerie Gillispie
- 3. Douglas Boyd of the Louie B. Nunn Center for Oral History at the University of Kentucky, "Holy \$h!t, I Can't Believe They Said That on Tape"
 - A. Overview of Oral History Metadata Synchronizer (OHMS)
 - B. Personal data often disclosed (inadvertently) during the interview (e.g., name, address, employer, mother's maiden name)
 - C. Aggressive access/digitization requires aggressive policies for review of transcripts, indexing, and flagging content
 - i. But can't listen to every single thing
 - ii. Six questions about private and sensitive data—allows interviewer to reflect on the information the interviewee provided. "Informed accessioning: questions to ask after the interview"
 - a. Personal info
 - b. Confidential or sensitive info
 - c. Criminal allegations
 - d. Slander/libel
 - e. Trade secrets
 - f. Culturally insensitive language
 - iii. APEX committee to discuss takedown requests and review of sensitive content that has been flagged
 - D. Doug's own oral history: "eye opening" event (he restricted it)
 - E. Oral History in the Digital Age <http://ohda.matrix.msu.edu/>
 - F. Questions
 - i. Restrictions: Yes, time-based
 - ii. Scraping data/true deletion: Hard to do with Internet/Web, perhaps impossible
 - iii. Storage of restricted interviews: Non-networked, NDAs for student workers
 - iv. Redaction: Yes, transparency with what has been redacted
 - v. What about when interviewee DOESN'T want sensitive content restricted?
Use legal liability test/risk assessment for final decision criteria
- 4. Discussion of SAA/CAPP Draft Issue Brief on Confidentiality of Private Information in Public Records (led by CAPP member Jeremy Brett)
 - A. Question about 72-year recommendation: Based on federal guidelines for Census records
 - B. Concerns about development and distribution of draft: Written by one person, not widely distributed
 - C. What about nongovernment, nonpublic records? This is specifically about public records. but discussion of other models/methods were considered
 - D. Next steps/timetable: Comments on this draft, no deadline, but ASAP. The RT Chair will establish a deadline for delivery of comments
 - E. Comment on tone: Concept of "archival judgment"; Push-back expressed on that—individual sensitivities should not be part of these decisions

- F. Finding balance in the brief and create a policy that speaks to all of the different types of records, finds balance between privacy and access
- G. Question about the Privacy Act and SAA's position on that

Following these lively discussions, Amy Fitch adjourned the meeting at 6:00 p.m.
Minutes submitted by Meg Tuomala, P&C Steering Committee member

Completed projects/activities:

The Roundtable issued its newsletter ([The Keyhole](#)) and updated the webpage with information about past activities and election results. As Roundtable chair, Amy Fitch participated in a Pop-Up Session organized by the co-chairs of SAA's Issues and Advocacy Roundtable that occurred the day before the P&C annual meeting. The session was "Records Management, Access, and Born-Digital MPLP: A Conversation about Empowering Archivists and Preventing Crises," which was in direct result of the [records situation at the University of Oregon](#) and the concern within the profession raised by the controversial departure of two university archivists. More than 125 people attended.

Ongoing projects/activities:

The roundtable began to update the online bibliography of privacy resources available at <http://privacybiblio.pbworks.com/w/page/18593383/FrontPage>. With the help of web liaison Anne Graham, this will be a regular effort to provide information on relevant privacy-related publications.

New projects/activities:

Frank Boles of SAA's Committee on Archives and Public Policy (CAPP) informed the roundtable in July of a [draft position statement on Privacy and Public Records](#). The committee seeks feedback from the membership on how personal privacy should be defined. A formal discussion took place during the annual meeting in Cleveland, as described in the minutes. A revised version of the [Issue Brief](#) will be discussed at the SAA Council Meeting on November 8, 2015.

Public Library Archives/Special Collections Roundtable (Liaison: Cooper Cary)

Date: September 4, 2015

Officers:

- **Leslie Waggener** (Chair) 2014-2015, lwaggen2@uwyo.edu. Associate Archivist, American Heritage Center, University of Wyoming, elected Chair.
- **Mark Greek** (Vice Chair-Chair-Elect) 2014-2015, mark.greek@dc.gov, Special Collections Coordinator, District of Columbia Public Library, Washington, DC, appointed Vice Chair.

- **Ellen Eckert** (Secretary) 2014-2015, efeckert@yahoo.com, Circulation Assistant, Gladstone Public Library, Gladstone, OR, appointed Secretary.
- **Heidi Butler** (Member at Large) 2013-2015, butlerh@cadl.org, Local History Librarian, Capital Area District Libraries, Ingham County, MI, appointed Steering Committee Member-at-Large.
- **Daria D'Arienzo** (Member at Large) 2013-2015, ddarienzo@me.com, Archivist, Meekins Public Library, Williamsburg, MA, appointed Steering Committee Member-at-Large.
- **Jennifer Sharp (Webmaster) 2013-2015, jrsharp@gmail.com, ILS Database Administrator**, Hartford Public Library, Hartford, CT, elected Webmaster.

Report from annual meeting:

Number of attendees: #15

Election results:

Chair

Mark Greek (term Aug 2014-Aug 2015 as Vice Chair, then Chair Aug 2015-Aug 2016)
 Special Collections Coordinator
 District of Columbia Public Library
 901 G Street, NW
 Washingtoniana Division, Rm 307
 Washington, DC 20001
 Phone: (202) 727-1446
 Email: mark.greek@dc.gov

Vice-Chair

Jennifer Sharp, MSI (term Aug 2015-2016 as Vice Chair, then Chair Aug 2016-Aug 2017)
 ILS Database Administrator
 Hartford History Center
 Hartford Public Library
 500 Main Street
 Hartford, CT 06103
 Phone: (860) 695-6300
 Email: jrsharp@gmail.com

Secretary

Ellen Eckert (term Aug 2015-Aug 2016)
 Circulation Assistant
 Gladstone Public Library

135 E Dartmouth Street
Gladstone, OR 97027
Phone: (503) 656-2411
Email: efeckert@yahoo.com

Member At Large

Heidi Butler (term Aug 2015-Aug 2017)
Local History Librarian
Capital Area District Libraries
401 S. Capitol Avenue
P.O. Box 40719
Lansing, MI 48901
Phone: (517) 367-6300
Email: butlerh@cadl.org

Member At Large

Daria D'Arienzo (term Aug 2015-Aug 2017)
Archivist
Meekins Public Library
2 Williams Street
Williamsburg, MA 01096
Phone: (413) 268-7472
Email: ddarienzo@me.com

Webmaster

Cynthia (“Cyndi”) Harbeson (term Aug 2015-Aug 2016)
Head of Special Collections
The Jones Library
43 Amity St
Amherst, MA 01002
Phone: (413) 259-3090
Email: cynthia.harbeson@gmail.com

Summary of meeting activities:

Meeting Minutes are posted on the PLASC microsite.

Completed projects/activities:

The PLASC Roundtable completed a marketing and advocacy toolkit that is posted on the PLASC microsite at <https://localhistoryrt.wordpress.com/>

Proposed projects/activities:

A new initiative for PLASC in 2015-2016 will be calling attention to best practice when it comes to disaster preparedness.

Questions/concerns for Council attention:

PLASC continues to have issues keeping members in touch with the Roundtable activities at the annual meeting. Most of the members can't attend the annual meeting due to cost. Last year we live streamed the meeting, but did not get a large response from the membership about the worth of this activity. We did not do it this past meeting due in part to the lack of steering committee members who were able to attend, so a lack of resources. I (Leslie) attended the ALA annual meeting in June 2014 in part to advertise PLASC and to have a meeting at that venue in addition to SAA, but got an attendance rate of three people. So although our membership numbers are strong and we do get some traffic on the PLASC listserv, meeting attendance at either SAA or ALA has been very lackluster. A teleconferencing tool may be the best way to gain engagement from PLASC members as a compromise to a face-to-face meeting.

Recorded Sound Roundtable (Liaison: Jules)

Date: 11/21/2015

Recorded Sound Roundtable 2015-11-12 Officers:

Sarah Cunningham (Chair)
Eric Cartier Vice-Chair/Chair-elect
Jolene Beiser (Web Liaison)
Rebecca Chandler (Newsletter Editor)

Steering Committee

Tre Berney
Eva Grizzard
Danielle Cordovez
Robin Pike

Report from annual meeting:**Number of attendees: 38**

1. Chair's welcome, agenda—Robin Pike
2. Report from our SAA Council Liaison—Michelle Light
 - a. This is Michelle's final meeting as liaison; Bergis Jules will serve as RSRT's liaison through 2018.

- b. Description of affinity groups, which the Council proposed to replace roundtables and sections. People could submit comments on the website until mid-September.
- c. The Council recommended a small member dues increase over the next three years, to expand and improve the technical infrastructure and to support an increase in advocacy efforts. People can vote on the website 60-90 days after the Business Meeting.
- d. The Council decided that SAA as a body will only take action on issues related to archives and archival functions, not social issues.
- e. There is ongoing international copyright activity, and the Council may call upon SAA members to write to their legislators.

3. Rock and Roll Hall of Fame Library and Archives presentation—Andy Leach

- a. In addition to collecting, preserving, and providing access to historical rock and roll materials, the L&A staff works to educate people about the history and importance of rock and roll (and other genres) through exhibits, education programs, author events, lectures, intimate performances, and a visiting scholars program.
- b. The L&A holds many sound recording formats: vinyl LPs, 45s, 78s, CDs, and *all kinds* of tapes.
- c. The L&A also holds many kinds of physical objects: journals, diaries, appointment books, contracts, ledgers, photos, press kits, booking calendars, architectural plans for studios, playlists, posters, and handbills.
- d. Andy shared brief audio clips from a few collections, featuring Jimi Hendrix, Linda Ronstadt, Rush, and the Rolling Stones.
- e. There are 17,000 items in the catalog and 435 processed collections with full finding aids representing performers, DJs, poster artists, record executives, managers, labels, venues, recording studios, tour production professionals, and more.
- f. The AV archivist makes sure recordings can be played for visiting researchers, and sometimes digitizes them ahead of time.
- g. The Museum's curators and exhibit creators are some of the L&A's most frequent users/researchers.
- h. L&A staff are seeking a new digital asset management system to ingest videos, audio, and photos, and to be able to push metadata out.

4. Old business—Robin and others

- a. Robin thanked Rebecca Chandler for putting together the summer 2015 issue of the Recorded Sound newsletter.
- b. The many audio-related SAA sessions reveal a sustained interest in audio digitization and preservation.

c. Organization/Development updates

- i. Association for Recorded Sound Collections (ARSC): Member-at-large Will Chase shared his update in writing. The recently published ARSC Audio Preservation Guide is available to download on the CLIR website. ARSC's 50th annual conference will be held next year in Bloomington, Indiana, and there will be exclusive tours of all of Indiana University's new facilities. ARSC members have formed an online media committee, and now have a Twitter account and have uploaded cylinder preservation videos to YouTube.
- ii. International Association of Sound and Audiovisual Archives (IASA): Journal editor Bert Lyons shared his update in writing. The National Library of France is sponsoring the annual conference in September, while the 2016 conference may take place in the Americas. A French translation of TC-04 is forthcoming. There is evidence that teachers are using TC-05 in courses. Section one of TC-06 will appear next year, with sections two and three to follow. Journal issue No. 45 will be released in September. Pre-journal newsletters issues published prior to 2009 are publicly available, while newer issues are only available to IASA members.
- iii. AVPreserve's Josh Ranger presented AVCC in a video tutorial. The open source web application allows people to collect item-level information to create reports to guide preservation planning activity.

5. New business—Robin and others

- a. Provenance is a journal that wants to create an issue dedicated to AV archivists who manage audiovisual collections. The special, online-only issue that Provenance plans to publish in fall 2016 will include some text, but will mostly be comprised of podcasts, video tutorials, streaming audio, and virtual tours.
- b. New business topics: more discussion about ingest, access, and archiving, metadata stands, and describing AV materials in finding aids; the benefits of embedding metadata in Bext wav files; separating copyright from access; communicating beyond the listserv (other groups are using social media and tutorials)

6. SAA announcements—Robin and others

On Monday, August 17, Robin, Josh Ranger, and George Blood taught the pre-conference course Managing Audiovisual Digitization Projects.

On Friday, August 21, Jolene Beiser participated in a session titled “Can I Trash This?” which was about deaccessioning materials post-digitization.

- c. Josh Ranger promoted the “Second First Annual AV Archives Night” in a video.

7. Online election results for RSRT leader positions—Robin

2015-2016 Chair is Sarah Cunningham

2015-2017 Vice Chair/Chair-Elect is Eric Cartier

2015-2016 Web Liaison is Jolene Beiser

Newsletter Editor is Rebecca Chandler

2015-2016 Steering Committee Members are Tre Berney, Danielle Cordovez, Eva Grizzard, and Robin Pike

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: Wong Smith)

Date: 11/20/15

Officers: Chair: Beth Cron

Vice Chair: Christie Peterson, acting

Newsletter Editor: Lorette Weldon

Steering Committee: Brad Houston, Lorette Weldon, Jenny Mundy, Matthew Farrell, Christie Peterson, Eira Tansey

Report from annual meeting:

- **Number of attendees:** 50
- **Election results:** Chair: Beth Cron, Immediate Past Chair: Brad Houston, Vice chair: Christie Peterson, Steering Committee: Courtney Bailey, Hillary Gatlin, Nick Pavlik, Eira Tansey, Alex Toner, Lorette Weldon
- **Summary of meeting activities:** The RMRT meeting started with a few announcements and a brief recap of the previous year. The proposed bylaws changes for the roundtable were accepted by SAA Council. After the business portion of the meeting, we had eight presenters give lightning talks on a number of topics. A full summary is available [here](#).

Completed projects/activities:

- The RMRT Steering Committee posted 29 posts so far on The Schedule blog in 2015. This content was viewed about 3345 times so far in 2015.

Ongoing projects/activities:

- Suspended work on the Functional Thesaurus. A full summary of the project is described [here](#).
- Put out four issues of *The Records Manager*, the RMRT newsletter. The newsletter was released in the new shorter format agreed upon by the membership and included summaries of blog posts from The Schedule.
- Scheduling future Google Hangout sessions on records management topics.

- Brad Houston is organizing the production of a number of webinar on records management topics.

New projects/activities:

- Updating the Records Management Bibliography and moving it to Zotero. This will allow the steering committee and others to update the bibliography in an ongoing basis.
- Hosting a Twitter chat with the Students and New Archives Professionals (SNAP) Roundtable to discuss records management.

Initiatives associated with the new 2013-2018 Strategic Plan:

Many, if not most, of our planned activities for the 2015-2016 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. Our goal in this area for next year is to improve the consistency of Hangout frequency. We also are looking forward to co-hosting a Twitter chat with the Students and New Archives Professionals (SNAP) Roundtable to answer RM questions.

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. This year we hope to focus our efforts on updating the Records Management Bibliography as a resource for archivist/records managers.

Questions/concerns for Council attention:

Not at this time.

Research Libraries Roundtable (Liaison: Kiesling)

Date: November 2015

Officers:

- | | |
|---|----------------|
| • Jennifer Meehan (Chair) | Term 2015-2016 |
| • Jessica Lacher-Feldman (Vice-Chair/Chair-Elect) | Term 2015-2016 |
| • Jennifer King (Steering Committee) | Term 2015-2016 |
| • Erik Moore (Steering Committee) | Term 2015-2016 |
| • Thomas Rosko (Steering Committee) | Term 2015-2016 |
| • Vakil Smallen (Steering Committee) | Term 2015-2016 |
| • Elizabeth Wilkinson (Steering Committee) | Term 2015-2016 |
| • Kris Kiesling (Council Liaison) | |

Report from Annual Meeting:

Research Libraries Roundtable, SAA 2015, Wednesday, August 19 from 3:00-4:30pm

Number of attendees: Approximately 40

Election results:

Jessica Lacher-Feldman, Louisiana State University, was elected as Vice-Chair/Chair-Elect.

Jennifer King, George Washington University, Vakil Smallen, National Education Association, and Elizabeth Wilkinson, Georgetown University, were elected to the Steering Committee.

Summary of meeting activities:

Welcome & Agenda

Report to Roundtable & Election Results

Announcement from Technical Subcommittee for the Guidelines for Reappraisal and Deaccessioning (TS-GRD) - Chela Weber

OCLC updates - Merrilee Proffitt

Panel Discussion: Data Management and Curation in 21st Century Archives

Chair:

Dan Noonan, is the e-Records/Digital Resources Archivist at "THE" Ohio State University. As such he reports to Tamar Chute, University Archivist, spending his time exercising a split-personality that on one hand is telling folks to efficiently and effectively manage their electronic records so that they can get rid of them as soon as possible, while on the other is trying figure out how to save some of those in perpetuity to document the history of the University. He co-authored with Tamar the article, "Data

Curation and the University Archives" in *The American Archivist* last year. Prior to joining OSU nine years ago, he was the supervisor for electronic records management for the State of New Jersey and the digital documents librarian at the New Jersey Institute of Technology.

Panelists:

Ixchel M. Faniel, Ph.D., is a Research Scientist at OCLC Online Computer Library Center, Inc. Dr. Faniel's research interests include examining data reuse practices within disciplinary communities to learn how contextual information about the data that supports reuse can be created and preserved, understanding how stakeholder actions in one part of the data lifecycle influence other parts of the lifecycle, and studying academic libraries engagement in e-research and data, particularly their experiences and approaches to offering support to researchers. Her work has been supported by the National Science Foundation and the Institute of Museum and Library Services.

Wendy Hagenmaier is the Digital Collections Archivist at the Georgia Tech Archives, where she develops policies and workflows for digital processing, preservation, and access in collaboration with her colleagues in digital curation. She received her M.S.I.S. with a focus on digital archives from the University of Texas at Austin. She is the incoming chair of the Issues and Advocacy Roundtable and serves on the steering committees for the Electronic Records Section and Architectural Records Roundtable.

Sammie L. Morris is University Archivist/Associate Professor and Director of the Karnes Archives and Special Collections Research Center at Purdue University. Her Master's degree is in Library and Information Science, specializing in Archival Enterprise, from the University of Texas at Austin. Sammie has published and presented on a variety of archives topics, served on the Nominating Committee for SAA, Chaired the SAA Manuscript Repositories Section, and Co-Chaired the Metadata and Digital Objects Roundtable. Morris serves on the editorial board for Archival Issues and is a member of the Academy of Certified Archivists and the Midwest Archives Conference.

Completed projects/activities:

Roundtable Meeting Survey and Planning:

In order to involve its membership to a greater degree in programming and to address core issues of concern and excitement for its membership, the RLRT Steering Committee conducted a survey of members to identify topics and format of interest for the Roundtable Meeting at the SAA 2015 Annual Meeting. Survey respondents were asked to select three topics from a predetermined list or to write in additional topics, as well as first and second choice of formats. Survey respondents also had the chance to indicate their interest in participating in the meeting program. The survey had a total of 55 respondents, and the summary results were as follows:

Topics

27 - Archival metrics and its impact on professional practices and users

27 - Data management & curation
25 - Defining the role of archives in a 21st century research library
23 - Digital archives - privacy and access
20 - Digital humanities projects
19 - Donor communications regarding electronic records
9 - Linked open data
Write-ins: Digital Social Sciences projects; Financing; EAD

Formats

Lightning: 1st (27 votes), 2nd (18 votes)
Panel: 1st (16 votes), 2nd (22 votes)
Traditional: 1st (10 votes), 2nd (10 votes)

Ongoing projects/activities:

Membership:

The RLRT Steering Committee continues to explore goals and strategies to increase the level of member involvement and to collaborate with other roundtables and sections in order to build support and value for members and the larger organization.

Website/Microsite and Listserv:

The RLRT Steering Committee continues to develop the Roundtable's microsite as a resource for members and to use the listserv to inform and communicate with members about topics and issues of concern to research libraries.

New projects/activities:

2016 Annual Meeting:

The RLRT Steering Committee will again seek to engage its membership in planning the Roundtable program for the 2016 Annual Meeting, in order to ensure that the programming addresses core issues of concern and excitement for its membership.

Communications:

The RLRT Steering Committee will continue to explore new ways to communicate with members and to provide programming for members throughout the year.

Initiatives associated with the 2014-2018 Strategic Plan:

The RLRT Steering Committee's programming activities for the 2015 annual meeting were associated with Strategic Goal 2: Enhancing Professional Growth and Goal 3: Advancing the Field.

The RLRT Steering Committee's membership and communications activities were associated with Goal 4: Meeting Members' Needs.

Questions/concerns for Council attention:

No immediate questions/concerns.

Science, Technology & Healthcare Roundtable (Liaison: Kiesling)

Date: 30 October 2015

Officers (2014-2015):**Co-Chairs**

Dawne Howard Lucas, Senior Co-Chair (University of North Carolina at Chapel Hill)

Nora Murphy, Junior Co-Chair (Massachusetts Institute of Technology)

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)

Christina Fidler (University of California, Berkeley)

Joan Echtenkamp Klein (University of Virginia Health System)

Charlotte (Shelley) Erwin (California Institute of Technology)

Todd Kosmerick (North Carolina State University)

Jodi Koste (Virginia Commonwealth University)

Melanie Mueller (American Institute of Physics)

Lorraine Richards (Drexel University)

Judith A. Wiener (Ohio State University)

Report from annual meeting:

- Number of attendees: 50
- Election results: Todd Kosmerick elected junior co-chair. New steering committee members (Bethany Anderson, Kimberly Anderson, Andrew Lippert, and Elizabeth Shepard) appointed by steering committee members before the meeting.
- Summary of meeting activities: minutes attached

Completed projects/activities: In relation to the 2014-2018 Strategic Plan, STHC members were instrumental in developing the HIPAA Resource Page and continue to be a resource for issues specific to science, technology and healthcare.

Ongoing projects/activities: In addition to developing the HIPAA resource page noted above, STHC members continue to take an active role in providing guidance for new policies and policy change, particularly related to access and privacy concerns related to healthcare records.

New projects/activities: STHC leadership is committed to bringing STHC election procedures in-line with other affinity groups.

Initiatives associated with the 2014-2018 Strategic Plan:

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 has been illustrated by the larger-than-average attendance at the past several roundtable meetings. STHC leadership is committed to bringing STHC election procedures in-line with other affinity groups. The STHC leadership continues to have discussion regarding ways to encourage participation on our listserv (listserv traffic remains static but we have a good number of subscribers!) and to remind our members that the listserv is a place for discussion as well as announcements.

Questions/concerns for Council attention: There have been ongoing issues with the listservs, so that it can be difficult to determine if members are receiving emails. For example, the allowed character limit for emails to the steering committee list had been set to a very low number. The result was that the senior co-chair had been sending messages to the steering committee that were not being received. Since the senior co-chair did not receive an error message, it took a long time to realize that longer messages were not being received. In addition, some senders have long non-sensible character strings attached to their names/emails. This is not unique to STHC. For example, in a message I sent to the STHC listserv in September 2015, the email appeared to come from “prvs=6801107c4=dhoward@email.unc.edu.”

A final ongoing issue relates to the STHC website. If you Google “STHC SAA,” or something similar, the first search result is for the old STHC website

(<http://www.archivists.org/saagroups/sthc/>). We've been advised in the past that there isn't a good way to fix this problem, but surely there must be one?

STHC Roundtable meeting
Friday, 8/21/15, 4:30-6:00
Cleveland Convention Center, Exhibit Hall Level, Room 25C

Program Presentations, 4:30-5:30

New Directions and Multi-Disciplinary Partnerships in Preserving the History of the Genetic Engineering and Society Center at NCSU

Eleanor Brown, North Carolina State University

This presentation will focus on innovative approaches to documenting and archiving existing and emerging scientific technologies through video oral histories available on the World Wide Web. In 2014, the multidisciplinary Genetic Engineering and Society Center (GES) established "The History Project." This initiative was conceived to engage and challenge scientists, historians, public policy experts and archivists to actively collaborate, archive and preserve the history of agricultural genetic engineering and biotechnology in a "real time" environment using digital video interviews. The interviews are conducted with leading pioneers, practitioners and those with alternative opinions concerning the impact of agricultural biotechnology on society. "The History Project" builds on a similar video project: the NCSU Libraries' "Computer Simulation Archive" which was established in 2003 with the support of pioneers in the field and associated professional institutes and conferences.

Augmented Exploration of Library Videogame Holdings by Techniques from Computational Linguistics

Glynn Edwards, Stanford University

Large collections often present a challenge for researchers and patrons wishing to locate disparate items that are related in ways not revealed through standard archival discovery methods, or that are too nuanced for any single archivist to consider. For physical software collections this is even more difficult, due to the need to execute software to understand its use and visual appearance. In a joint collaboration between Stanford University Library's Department of Special Collections and UC Santa Cruz's Center for Games and Playable Media, we present GameNet, a tool for exploring the implicit relationships between computer and video game software items in Stanford's Cabriniety Collection on the History of Microcomputing. Work on this project is being done by the following people at UC Santa Cruz:

Eric Kaltman, PhD Candidate in Computer Science

James Ryan, PhD Student in Computer Science

Timothy Hong, undergraduate student in Computer Science

Noah Wardrip-Fruin, Associate Professor of Computational Media

Using Medical Instruments in Material Culture

Dawne Lucas, University of North Carolina at Chapel Hill

For the past two semesters, an English composition class has used medical instruments from UNC's Health Sciences Library to complete a material culture blog post assignment. Each student selected one instrument from the Health Sciences Library's collection, and then did research about the instrument to provide historical context. Outstanding papers were eligible to be posted on the library's website. A close working relationship between the Special Collections Librarian and the English instructor has allowed this assignment to evolve in order to enhance the undergraduate student experience on the health affairs side of campus.

Medical Heritage Library Update

Phoebe Evans Letocha, Collections Management Archivist, Alan Chesney Medical Archives,
Johns Hopkins Medical Institutions
Steve Novak, Head, Archives and Special Collections, Augustus C. Long Health Sciences
Library, Columbia University Medical Center

Business Meeting Agenda, 5:30-6:00

Meeting Attendees (50)

Preliminary remarks (Dawne Lucas)

- Approval of 2014 Business Meeting minutes
 - Steve Novak moved and Jodie Klein seconded. The motion passed and the minutes were approved without objection.

Reports

- Council Representative announcements (Tanya Zanish-Belcher)
 - The deadline for comments on proposed changes to Affinity Groups was extended to September 15, 2015.
 - The proposed dues increase is 3-5% over three years, and member can vote between November 18 and December 11, 2015.
 - Comments on NHPRC's strategic plans are sought by September 1, 2015.
 - Kris Keisling is succeeding Tanya as Council Representative to the STHC roundtable.
- Archival Elements (Liz Phillips)
 - Another good year for *Archival Elements*, with excellent suggestions for articles, and a lot of excitement about potential topics. The issue contains a good mix of health, technology, and natural sciences topics. Liz thanked everyone who contributed, and announced that Joan Echtenkamp Klein will be the new editor.
- STHC website (Polina Ilieva)
 - Web site continues to be updated.
- STHC listserv (Dawne Lucas)
 - There are currently 361 members of the listserv, and the listserv had about 106 messages and replies in the past year.
 - Roundtable members are encouraged to use the listserv to share news and announcements.

Steering Committee and STHC leadership (Dawne Lucas)

- Election results, incoming junior Co-chair
 - Todd Kosmerick is the new junior co-chair for the section.
- The following Steering Committee members are rotating off: newsletter editor Liz Phillips, and committee members Charlotte (Shelley) Erwin, Joan Echtenkamp Klien, Todd Kosmerick, Judith Wiener.
- The following members are joining the Steering Committee: Joan Echtenkamp Klien as newsletter editor, Bethany Anderson, Kimberly Anderson, Andrew Lippert, and Elizabeth Shepard.

Election process and nominations (Dawne Lucas)

- The roundtable began electing the co-chairs a few years ago to comply with SAA guidelines. STHC is the only group in SAA appointing Steering Committee members and needs to amend its bylaws to be in line with SAA guidelines. The roundtable has tried to maintain a balance between science, technology and health care, and a geographic representation on the Steering Committee. Going forward the roundtable hopes to incorporate that balance in future slates.
- Jodi Koste will look at the bylaws and determine what changes need to be made. Because changes will bring the roundtable into conformance they will not need to be voted on by the members.

New business

- Melanie Mueller announced that Joe Anderson is retiring from the American Institute of Physics in November.
- Joan Echtenkamp Klein encouraged everyone to send her articles for *Archival Elements*
- Everyone was encouraged to attend session 501, “What’s in the Box? Caring for Unusual Materials in Collections,” a lightning session with several STHC members presenting.

Program ideas for the 2016 SAA annual meeting

- Joint meeting Council of State Archivists & SAA, Hilton Atlanta, Atlanta, 7/31-8/6/16 (Start submitting: Tuesday, 15 September; submission deadline: 13 November).
- Perhaps someone from the CDC would be willing to present at the business meeting.
- Share ideas for session on the listserv.

Adjourn (6:00)

- Nora Murphy made a motion to adjourn and Tom Rosko seconded.

Security Roundtable (Liaison: Hackbart-Dean)

Date: 13 October 2015

Officers:

- Senior Co-Chair - Rachel Seale
- Junior Co-Chair - Bryan Whitledge
- Secretary - Matthew McEniry

Report from annual meeting:

- Number of attendees: 10
- Election results:
 - Senior Co-Chair - Rachel Seale, University of Alaska Fairbanks, rmseale@alaska.edu, elected 2014
 - Junior Co-Chair - Bryan Whitledge, Central Michigan University, whitl1br@cmich.edu, elected 2015
 - Secretary - Matt McEniry, Texas Tech University, matthew.mceniry@ttu.edu, elected 2015
- Summary of meeting activities:
(Please see minutes attached at end of report)

Completed projects/activities: Updated microsite Security Resources

Ongoing projects/activities: Continue to update microsite with new resources

New projects/activities: Officers will email listserv regularly to generate discussion & share resources. Officers will organize a session proposal for the 2016 conference.

Initiatives associated with the 2014-2018 Strategic Plan: Follow up on member survey from 2013 (survey to identify new Roundtable priorities based on the revised mission statement as well as activities related to the goals as outlined in the new Strategic Plan) and provide resources & case studies on microsite.

Questions/concerns for Council attention: None

**Society of American Archivists
Security Roundtable
August 19, 2015
3:30 pm – 5:00 pm
Room 11, Cleveland Convention Center – Cleveland, Ohio**

Present:

Alix Bentrud, SAA Preservation Section Chair
April Conant, Allied Vaughn

Richard Dine, National Archives and Records Administration
Evan Earle, Cornell University
Rebecca Elder, Private Consultant
Beth Lathrop, The Strong
Shelby Sanett, National Archives and Records Administration
Gregor Trinkaus-Randall, Massachusetts Board of Library Commissioners
Bonnie Weddle, New York State Archives
Bryan Whittle, Central Michigan University

1. Welcome

Bryan Whittle, current Secretary and incoming Junior Co-Chair present and presiding.
Announcement of 2015 elections results – Rachel Seale is Senior Co-Chair, Bryan Whittle is Junior Co-Chair, and Matt McEniry is Secretary.

2. Approval of Last Year's Minutes

Minutes approved

3. SAA Council Liaison Report

Pam Hackbart-Dean, SAA Council Liaison for the Security Roundtable introduced herself and then reported highlights of the 2015 SAA Council Meeting.

New Proposal to do reorganize SAA Sections and Roundtables as Affinity Groups. No limit on the number of Affinity Groups to which one could be a member. Membership would be limited to SAA members only (unlike current system in which those outside SAA can be members of Roundtables). There is a proposal for a minimum membership threshold of 4% of the total membership of SAA for any Affinity Group. Council is taking comments on the Council microsite.

There is a proposed dues increase for all SAA members.

After Pam Hackbart-Dean Left, Bryan noted that the 4% membership threshold of the Affinity Group proposal would apply to a small Roundtable like Security and that anyone with concerns should use the Council's comment mechanism to voice their concerns.

4. Introductions

Participants introduced themselves and their organizational affiliation.

5. Round Table Discussions

Informal discussion among the entire group about a variety of topics. Topics included:

Case studies re: an institution where an HVAC staff member regularly took care of the dehumidifiers in the closed stacks by himself. In addition, he would frequently take lunch breaks and peruse the unprocessed collections at times when he wasn't working on equipment. Another topic was a new library administrator who insisted on having individual access to the special collections and archives after hours in order to conduct tours with donors. The shared knowledge and expertise in the room made several suggestions from everything as simple as creating a drain in the floor so the dehumidifiers do not need to be emptied to involved training processes for all staff members to understand the need for supervision in the stacks.

The Boston Public Library case was discussed, in which two high-value items were suspected to be stolen. In actuality, they were misplaced, but the reaction of the institution and the city caused a great deal of stress on the organization. Topics of discussion centered on the balance between "overreacting" and getting the word out to the public to bring attention to the possibility of stolen materials turning up in the public on the one hand and keeping it quiet and assessing everything thoroughly before bringing in the authorities, and in this case, the city on the other hand.

Question on the how the efforts of the NARA Archival Recovery Team are affecting other institutions, particularly small institutions without the resources to pursue suspected thefts. Richard Dine and Shelby Sanett said that there has not been a study on the residual effects that NARAs efforts are having across the spectrum of archival institutions. Additionally, there are plans for an SAA workshop about security that would be procedural in nature and good for any size institution (one to be conducted in New Orleans at Tulane and possibly doing one in conjunction with future SAA Annual Meetings).

Topic arose about helping emergency management professionals to understand that the cultural community is a value for ensuring that the community as a whole reacts well. Particular instances included Hurricanes Katrina and Sandy. The NY State response team that includes State Archives representatives was cited as an example. Suggestions for improving crisis situations included preparedness via risk assessment programs and communicating and educating emergency responders before there is a crisis.

Concern was voiced that the Security RT meeting seemed to have low attendance and there was a question of what could be done to bring attention to a topic that we all place a high priority on. Talk was mentioned about the use of SAA sessions to highlight case studies, lessons learned through the misfortune of others, not being ashamed because of theft or destruction at one's institution, and preemptive actions archivists and institutions can take to ensure their materials are protected.

The question about born-digital materials being held by archives and special collections libraries being vulnerable arose. Particularly, it was mentioned that there are known cases of born digital materials in process of being transferred to the archives (not yet in the possession of the archives) being altered for the future benefit of the individual altering and the transferring the records. The RT agreed that this is an emerging topic the warrants more investigation. Another issue with born-digital record keeping that arose was the possible theft of the high-price technological equipment used for maintaining born-digital records.

8. Meeting Adjourned

At 5:00 pm the meeting adjourned and all attendees were thanked for attending and for the engaging discussion.

Students and New Archives Professionals Roundtable (Liaison: Mangiafico)

Date: November 18, 2015

OFFICERS

- **Chair:** Caitlin Wells
- **Vice Chair/Chair-Elect:** Samantha Winn
- **Secretary:** David McAllister
- **Web Liaison/Coordinator:** Colin Post
- **Blog Coordinator:** Samantha Winn
 - **New Professionals Blog Editor:** Gloria Gonzalez
 - **Student Blog Editor:** Holly Croft
- **Social Media Coordinators:** Susan Klein (last term); Ariadne Rehbein (first term)
- **Steering Committee Members:**
 - Daniel Johnson
 - April Sparks
 - Roxanne Dunn
- **SAA Council Liaison:** Lisa Mangiafico

REPORT FROM THE ANNUAL MEETING

- **Election results:**
 - **Incoming Chair:** Samantha Winn
 - **Vice Chair/Chair-Elect:** Kelly Kietur
 - **Secretary:** Rachel Walton
 - **Steering Committee members:**
 - Emily Minehart
 - Christy Fic
 - Emily Lapworth
 - **SAA Council Liaison:** Lisa Mangiafico
- **Summary of meeting activities:** See attached addendum for meeting agenda.

COMPLETED PROJECTS/ACTIVITIES

- Special Election resulted in Samantha Winn as Vice Chair/Chair-Elect.
- Communications survey
 - Completed in spring 2015; asked for feedback on how snap members currently get their news about the roundtable, and how people respond to our discussion list, twitter, facebook presence, and blog.
 - We got a lot of great feedback that we're using to improve our social media presence
- Communications and social media
 - Transitions blog series: Highlights experiences of recent graduates and early career archivists.
 - Student chapter guest posts: Members of SAA student chapters contributed guest posts on various topics.
 - SAA 2014 session summaries: SNAP members were invited to submit summaries of SAA sessions for inclusion in the blog. This was successful and will be continued for future meetings.
 - Year in the Life blog series: Followed SNAP member Katie Rojas through first year in a professional position. This series was successful and has continued with another SNAP member into the 2015-2016 year.
- SNAP-centered issue of Provenance
 - Provenance editor Cheryl Oestreicher suggested the issue to give SNAP members the opportunity to publish in a peer-reviewed journal. The one requirement was that authors must not have previously been published in a peer-reviewed journal.
 - Editors: Caitlin Wells and Roxanne Dunn
 - Reviews editor: Gloria Gonzalez
 - Issue to be published November 2015; contains 6 articles and 8 reviews by students and new archives professionals.
- Google doc spreadsheet for open internships
 - Steering committee and roundtable members entered information on available internships into a spreadsheet so that SNAP members could more easily browse opportunities.
- For SAA Annual Meeting 2015
 - Spreadsheet for coordinating panel sessions
 - Lunch buddies spreadsheet
 - Roomshare spreadsheet
 - Incoming chair, chair-elect, and blog coordinator met with student chapter leaders

ONGOING PROJECTS/ACTIVITIES

- SNAP blog
 - Will continue to feature stories about the experiences of SNAP members
- #snaprt Twitter chats
 - Ongoing

New projects/activities:

- SNAP will continue to develop new social media series and posts of interest to SNAP members.
- The Steering Committee is developing a guide to student chapters in progress with various student leaders
- SNAP will collaborate with Committee on Education to develop a resource kit for students and new professionals
- The Steering Committee is working with SAA staff to improve and coordinate SAA outreach to students
- The incoming Steering Committee is formally reviewing the official by-laws for possible revision
- SNAP submitted a formal statement to the SAA Council on the proposed changes to member affinity groups

Initiatives associated with the new 2013-2018 Strategic Plan:

- As the roundtable specifically devoted to discussing issues relating to students and new archivists, the SNAP roundtable will continue to advocate for this group within SAA.

Questions/concerns for Council attention:

- The Steering Committee plans to request funds for ribbons, buttons, and other SNAP themed items to distribute at the Annual Meeting. The estimated request is about \$440 based upon the cost of 400 of each of these items: ribbons, 2 inch stickers, 1 inch buttons, and 1.5 inch buttons.

SNAP Steering Committee Meeting **September 09, 2014**

6pm PDT/7pm MDT/8pm CDT/9pm EDT

Attending: Caitlin Wells, James Northway, David McAllister, Samantha Winn, Gloria Gonzalez, Roxanne Dunn, Helen Schubert Fields, Dan Johnson, April Sparks. Cheryl Oestreicher (guest).

Minutes

1. Introduction from Caitlin, welcome to the first meeting for the 2014-2015 Steering Committee.

2. Remarks from Cheryl Oestreicher, Editor of Provenance

- Provenance is the journal of the Society of Georgia Archivists. They are interested in running a SNAP issue next year. Cheryl previously contacted former chair Melissa Gonzales. The 2013-2014 Steering Committee expressed strong interest in the idea, but did not take much action.

- Cheryl is also on the publication board for SAA. She is interested in creating opportunities for students and new professionals in the realm of archival publishing. She hopes to act as a guide, with SNAP members submitting content, editing articles, copy-editing, and serving as peer reviewers.

- Peer reviewers can also be authors, they just can't review their own article.
- Cheryl wants to give us the chance to fill those rolls, since we know our membership.
- A few roles will be handled by the Provenance Team: Jennifer Welch will coordinate any book reviews, and the editorial team will handle publishing mark-up (formatting, etc.)
- The issue will be published online, ideally next summer or October 2015 at the latest.
- Cheryl hopes to have details locked down in about two weeks, so she can make an official announcement to the SNAP list.
- Topics can be varied, so long as it falls within the general Provenance guidelines. Peer review guidelines will be adapted from the American Archivist journal guidelines.

3. Follow up discussion regarding Provenance SNAP issue

- One idea for filling the roles is to send out a general call, allow people to indicate interest via Google Form. The Steering Committee will continue to touch base in the coming days.

4. Ex-officio positions

- We have a few open positions, including co-Social Media Coordinator, Student Chapter Liaison, Web Coordinator, and Student Blog Editor. We do not need to run an election for ex-officio positions, which are appointed by the steering committee. As in past years, we will send out a general call for nominations via Google Form. James will stay on for a few weeks to help us transition. We'll get position descriptions from incumbents or write up new ones.

5. Special election for vice-chair, chair elect

- We might want to look at a co-chair model in the future, since this was the 2nd year in a row that we lost the chair elect. This would involve changing the by-laws. - - We still have documentation for last year's special election for vice-chair. Caitlin will send this out to the steering committee for review. We will solicit nominations via Google Form, then conduct an electronic special election. It was unclear whether we need to run this election through SAA (via SurveyMonkey) or on our own. Caitlin will ask Lisa M, our council liaison.

5. Spreadsheet for coordinating panel sessions at SAA

- Sam suggested that SNAP help coordinate panel sessions for 2015 via a spreadsheet (modeled after the Electronic Records Section and MARAC). Sam will create a draft for review in the next few days.

6. Other ideas

- Dan asked about clearinghouse for upcoming internships. Do we/could we have a platform on our blog or something to let people know about opportunities that are out there?
- Sam indicated that some of the other sections and roundtables are looking for SNAP folks to fill "internship" roles within the organization. We could also coordinate with them more closely.
- Sam asked if the communications survey is still happening (the previous steering committee put together a survey about communication in various SNAP spaces. It got put on hold by the A&A

listserv survey). Caitlin will send the most recently revised survey out to the steering committee for review.

- James noted that it would be helpful to coordinate more closely among blog, social media platforms, and the listserv. A more unified presence across all the different mediums may help with communication and participation issues. Maybe social media and blog teams can meet more regularly as a "sub-committee."

7. Caitlin called the meeting to a close

SNAP Meeting Minutes

1/25/2015

5:00 EST

Via Google Hangout

Present:

Susan Kline, Samantha Winn, Roxie Dunn, Holly Croft, Daniel Johnson, Colin Post, Ariadne Rehbein, David McAllister, Caitlyn Wells

Updates

Social Media: themed chats, higher or lower frequency of chats?

-Ari: Produce a Google doc to collect ideas for chat themes. Have a schedule of the chats (with theme) included on the wordpress site. Sam suggested including other groups beyond SNAP in the brainstorming of themes.

-Calendar? Is it useful?

-Susan: Send out the Communication survey.

Blog:

-New student blog editor, Holly.

-Guest posts

Provenance Issue (Roxanne and Caitlyn)

-Paper submission due 1/31/2015

-Problem of communicating with University chapters

-Plenty of Potential peer reviewers.

-Fear of cancelling the issue?

Old Business

Communication Survey

-Is Question 14 relevant given the changes to the SAA Code of Conduct?

-Snap Committee will look at Survey for a week and then send it out.

-Timeline for the survey: Decided to put it out on February 1 and have it done by at the end of February.

Internship Database

- Dan highlighted the need for a centralized database of internship opportunities.
- Colin agreed to start a Google doc for the internships.

New Business Activities

- The question was raised if there were activities for SNAP to engage in.
- SAA leadership is itself very engaged and open to listening to SNAP.

Annual Meeting (August)

- The suggestion of Pop-up sessions was broached.

Questions/Other Business

- Colin raised a question about accessing the backend of the website

SNAP RT Meeting agenda Wednesday, August 19, 2015, 5:00pm-7:00pm Cleveland Convention Center, Room 26B

5:00 pm-5:20 pm: Roundtable Report - Caitlin Wells, 2014-2015 chair

5:20 pm-5:45 pm: Lightning talks by SNAP members

- Elise Dunham, Research Data Management as a Career Path for Archivists
- Alison Reynolds, Seward Family Papers Digitization Project
- Lily Troia, Copyright at Berklee College Archives
- Rossy Mendez, Public Services: The Newbie Way
- Ariadne Rehbein, From DOC to EAD: Finding aid conversion at the University of Virginia

5:40 pm-6:00pm: Council Liaison Report – Lisa Mangiafico

6:00 pm-6:25 pm: Presentation on Academy of Certified Archivists - Mott Linn, incoming ACA President

6:25 pm-6:40 pm: President's Presentation - Kathleen Roe, SAA President

Visual Materials Cataloging & Access Roundtable (Liaison: Kiesling)

Date: October 19, 2015

Officers

(For 8/17/2013 - 8/16/2014 unless otherwise noted)

- Chair:** Matthew Daniel Mason
Beinecke Rare Book and Manuscript Library, Yale University
- Vice Chair / Chair-Elect:** Paula Jeannet Mangiafico

Immediate Past Chair:	David M. Rubenstein Rare Book & Manuscript Library, Duke University
Communications Liaison:	David Haberstich, Smithsonian Institution, National Museum of American History
Newsletter Editor:	Tim Hawkins (8/15/2009 - 3/1/2014) Bessemer Historical Society
Web Administrator:	Kimberly Andersen (Appointed 5/12/2015) North Carolina State Archives
Members-at-Large:	Anne Salsich (8/11/2012 - 5/12/2014) Oberlin College
	Deborah Rice (Appointed 8/16/2014) Wayne State University
	Lisa Snider (3/15/2010 - 5/11/2015) Harry Ransom Center- University of Texas at Austin
	Alan Renga (Appointed 5/12/2015) San Diego Air and Space Museum
	Kimberly Andersen (8/11/2012 - 8/15/2015) North Carolina State Archives
	Irlanda Jacinto, University of New Mexico, Member-at- Large (8/15/2014 – 8/15/2017)
	Mary Samouelian (8/17/2013 - 8/15/2016) Duke University

Election Results

The election for the Section took place in July 2014. Resulting new leadership for the Section:

Chair-Elect: Gerrianne Schaad, Florida Southern College
(8/21/2015-8/21/2016)

Member-at-Large: Laura Treat, University of North Texas Libraries
(8/21/2015-8/21/2018)

Midwinter Meeting

During the last weekend of February 27-28, 2015, archivists congregated physically and virtually in Ansonia, Connecticut, for the midwinter meeting of the Section. Over two days, attendees participated onsite and via teleconferencing in focused conversations about graphic resources administered in museums, libraries, and archival repositories, as well as the opportunities for the Section to support this work. For an outline of the meeting, please refer to **Appendix 1**, Matthew Daniel Mason, "Chair's Corner: Colleagues on Connecticut and Beyond: Recap of the 2015 Midwinter Meeting," *Views: Newsletter of the Visual Materials Section* 29:1 (March 2015): 1-4.

Minutes from 2015 Annual Meeting:

Number of attendees: 70 members

The annual Section meeting was held on August 20, 2015, from 3:00-4:00 pm. Institutions represented by the group included many top university libraries; smaller colleges and schools (Simmons, Westminster Schools); municipal and state archives; friends from the Library of Congress and the Smithsonian; and members from unique organizations such as the American Institute of Physics, the Fashion Institute of Kent State; the Museum of Modern Art; Ringling Museum of Circus Art Archives, History San Jose, Rockefeller Archive Center, GLBT Historical Society, Philadelphia Museum of Art, American Dance Festival, and the Wildlife Conservation Society.

VM membership as of August 2015: 651 members, including 90 students

Announcements:

1. Chair Matthew Daniel Mason opened the meeting, reviewed the agenda, and asked the Election Committee, Brett Carnell and David Haberstitch, to report on the results of the election of officers.
2. Mason introduced the following new leaders/appointments: Paula Jeannet Mangiafico as incoming Chair for 2015-2016; *Views* newsletter editor (Deborah Rice, Wayne State University); Communications Chair (Kim Andersen, North Carolina State Archives); Website Administrator (Alan Renga, San Diego Air and Space Museum); and social media coordinators (Anna Raugalis, Stephanie Caloia, Kait Dorsky). Recognition and thanks went to the outgoing Communications Chair Tim Hawkins for his long-term support, particularly of the VM website.
3. Incoming Chair Paula Jeannet Mangiafico, announced that 2016 is the year to review the VM Section by-laws, and reviewed that procedure. She also announced that 2016 appears to be the 25th anniversary of the Section! [Although the exact year of our founding is still being investigated – it's complicated!] The group discussed ideas for either a preconference or special programming before or after the annual meeting.
4. The SAA Liaison, Michelle Light, came forward and described several new initiatives by SAA: the dues increase and the proposal to eliminate the current section/roundtable structure. She invited SAA members to comment on both.
5. Finally, the incoming Chair announced that the 3-year plan for 2015-2018 has been sent to the outgoing Chair for review, and will be voted on at the Section meeting (we ran out of meeting time - it will be put to an online membership vote of approval in October).

Reports from Committees:

Communications Committee (Kim Andersen, North Carolina State Archives)

Big changes came about in 2014-2015 due to the efforts of everyone on the committee: Kim Andersen was appointed as Communications Coordinator; outgoing Coordinator Tim Hawkins redesigned the VM Section website <http://saavms.org> and transitioned it to a Wordpress platform; Alan Renga took over as web administrator and is continuing the work begun by Tim, the result being a more attractive and modern interactive web presence for the section; and the VM newsletter, *Views*, is now headed by Editor Deborah Rice. A big thank-you went out to outgoing editor Anne Salsich. In addition, new media allies Stephanie Caloia, Anna Raugalis, and Kait Dorsky have worked hard to expand VM's use of Facebook, Twitter, and Instagram, respectively.

Education Committee (Ricardo Punzalan, University of Maryland)

The Education Committee is currently pursuing research on the academic preparation and training of photo archivists. Early this year, the Committee concluded its interviews of photo archivists working in various repositories. The goal of these interviews was to gather perspectives on the nature and context of learning in the field. The next stage of the study involves conducting an online survey. The Committee is currently developing the questionnaire using a web-based survey software, Qualtrics. The target release of the survey instrument is December 2015. The Committee will present the results of the survey at the SAA meeting in 2016.

Meeting Program: Break-out sessions

The approximately 70 attendees were asked to break out into six interest groups:

- Accessioning Issues
- Audiovisual Materials (Film, Video, etc.)
- Born-Digital Visual Materials
- Digitization of Visual Materials
- Privacy Issues
- 2016 Preconference Planning

The groups were almost evenly divided and held lively conversations about their topics. Following the sessions, the group facilitators were asked to send a summary of the discussions to the Chair for posting to the Section website. One group's notes ended up generating a new VM website post for tips on handling born-digital materials, and members are planning to develop a fully-formed guide for archivists handling these kinds of image files.

Completed projects/activities:

Between September 23 and October 3, 2014, Section leadership conducted a survey of Section membership that identified issues important to it. This survey served as a guide for Section initiatives throughout the year, especially information discussions during the midwinter meeting and crafting the three-year plan. For a discussion of the survey, see **Appendix 2**, Matthew Daniel

Mason, "Chair's Corner: Getting to Know You: Results from a Survey of Visual Materials Section Members" *Views: Newsletter of the Visual Materials Section* 28:3 (November 2014): 1-7.

Chair-Elect Paula Jeannet Mangiafico and the Members-at-Large prepared a new three-year plan for the Section, outlined in **Appendix 3**, Visual Materials Section of the Society of American Archivists, Three-Year Plan, 2015-2018.

Ongoing projects/activities:

Under the leadership of lead editor, Deborah Rice, the Section continues to produce its ternary newsletter, *Views*. The newsletter now enjoys a large body of editorial volunteers, and thus has expanded its content and improved its visual appeal.

http://saavms.org/wp-content/uploads/2015/07/Views_July_2015_final.pdf

New Projects/Activities:

The next Section Midwinter Meeting will take place February 26-28, 2015 in Durham, North Carolina, arranged by Section Chair Paula Jeannet Mangiafico. During this meeting, online and onsite attendees will conduct business of the Section and work toward accomplishing its goals. The meeting will include discussion and planning related to the upcoming anniversary of the Section, by-laws review, expanded communications outreach, 2016 programming, new proposed working groups, and education initiatives. During free time, the attendees will visit several sites of interest to visual materials archivists.

2015 initiatives associated with SAA's 2014-2018 Strategic Plan:

In connection with the Society of American Archivists' strategic plan, 2014-2011, "Goal 4: Meeting Members' Needs," the Section leadership accomplished increased communication and transparency through a survey of its membership and report of its results as well as consistent communication throughout the year.

Web Archiving Roundtable (Liaison: Jules)

Officers

Trevor Alvord – Chair

Kate Stratton – Vice-chair/Chair-elect

Anna Perricci – Education Coordinator

Benn Joseph – Web Liaison

John Bence – Social Media Manager

Rachel Taketa – Social Media Manager

Report from annual meeting

- Number of attendees: ~60
- Election results

Officers:

Chair: Kate Stratton

Vice-chair/Chair-elect: John Bence

Education Coordinator: Anna Perricci

Web Liaison: Melissa Fisher Isaacs

Social Media Manager: Rose Chiango

Secretary: (Vacant—special election results pending)

Bylaws Update Referendum: Approved

- Summary of meeting activities:
 - **Trevor Alvord:**
 - Welcome remarks
 - Recap of activities of the past year
 - **Anna Perricci :**
 - Two webinars/google hangout held throughout the year
 - Took informal vote about best platforms to disseminate webinar recordings
 - Planning future webinar with Paul Wagner from IIPC
 - **Benn Joseph:**
 - Web liaison report out
 - **Kate Stratton:**
 - Introduction of new Steering Committee Members
 - Call for participants for the Best Practices Toolbox committee
 - Open to anyone, even non-SAA members to help the Steering Committee in advocacy and identifying emerging issues and developments in web archiving
 - Call for nominations for Secretary
 - **Rosalie Lack** (California Digital Library) spoke about transitions from CDL's Web Archiving Service (WAS) to Archive-It
 - Background on WAS; founded in 2004, launched in 2006, moved to subscription model in 2009, phased out in 2014-2015
 - Audience question:
 - Open-source web archiving technology haven't result in collaborative code contributions for the development of the technology. What are the challenges to contributing?

- Rosalie: there seems to be more modular development, attacking things like Heritrix is too difficult for individual institutions to tackle
- **Karl-Rainer Blumenthal** (NDSR - NYARC) presented on quality assurance guidelines and procedures he worked on as part of his National Digital Stewardship Residency project at the New York Art Resources Consortium:
 - <https://web.archive.org/web/20150820162801/http://wiki.nyarc.org/web-archiving/quality-assurance>
- **Nicholas Taylor** (Stanford University) facilitated further discussion on quality assurance procedures

Initiatives and projects

Completed projects/activities:

· Webinars

The Web Archiving Roundtable offered two opportunities for professional development online in May 2015. The presentations offered further insights on excellent articles, one on the analysis of link rot and the other on practical approaches to web archiving. Session descriptions and links to each article are below.

Martin Klein, Programmer/Analyst at UCLA Research Library, presented on an article he co-authored, “Scholarly Context Not Found: One in Five Articles Suffers from Reference Rot” (DOI: [10.1371/journal.pone.0115253](https://doi.org/10.1371/journal.pone.0115253)).

The goal for this presentation was to share the insights in this article with archivists with an interest in web archiving but who might not feel like they have enough technical background to follow some of the finer points of the paper.

Two co-authors, Alexis Antracoli, Records Management Archivist at Drexel University and Kristen Yarmey, Associate Professor and Digital Services Librarian at the University of Scranton shared their experiences and engaged in discussion about their web archiving projects. The work they talked about is covered in “Capture All the URLs: First Steps in Web Archiving” (<http://palrap.pitt.edu/ojs/index.php/palrap/article/view/67>).

Kristen discussed her and her colleagues’ first steps in web archiving at the University of Scranton, including making the case to campus stakeholders, finding funding, choosing Archive-It as well as selecting content and seeds to capture. Alexis talked about establishing policies and implementing QA procedures. Both Alexis and Kristen provided insights on stumbling blocks, lessons learned, and future plans.

· Letter to Facebook advocacy effort

Web Archiving Roundtable members drafted and edited a letter to Mark Zuckerberg and the Facebook Board of Directors urging them to “add a functionality that allows a page

owner to download the contents of her/her page(s). This would allow archival institutions to accept donations of this material....”

Web Archiving Roundtable Steering Committee garnered support from other affinity groups including the Records Management Roundtable and Congressional Papers Roundtable in putting the letter as an issue before SAA Council.

Council reviewed and approved the letter, which was sent by SAA President Kathleen Roe, August 5.

- Survey of membership and feedback re: affinity group proposal**

In response to discussions at and after the SAA Annual Meeting related to a affinity group changes proposed to Council, the Web Archiving Roundtable developed and administered a survey of its membership to gather feedback and comments. Results were compiled, anonymized, and provided to Council for their consideration of the issue.

Ongoing projects/activities:

- Weekly web-roundup**

The web liaison continues to post a weekly roundup of links to relevant web content to the Web Archiving Roundtable website; notices of the weekly roundup are announced via Twitter and through the Web Archiving Roundtable listserv. In response to a suggestion from a Roundtable member, content included in the weekly roundup is now being archived via the Internet Archive’s “Save a Page” utility, and the weekly roundup includes links to both the live URL and the archived URL.

- Twitter outreach/activity**

The social media manager has been tweeting relevant content.

New projects/activities:

- Website survey**

In an effort to better understand the backgrounds, experiences, and needs of the members of the Web Archiving Roundtable membership, the web liaison will post a brief survey of the Web Archiving Roundtable membership on the Roundtable’s website.

- WARC webinar**

Jefferson Bailey expressed interest in presenting on APIs being produced at the Internet Archive as well as providing supporting information to those considering taking delivery of their web archives (in the form of WARC files) from Archive-It. Times for these webinars are not set. Teams at the Internet Archive are driving progress forward on their projects and will follow up with the Web Archiving Roundtable when they are in a position to share information in the form of a webinar.

Initiatives associated with the 2014-2018 Strategic Plan:

Goal 1: Advocating for Archives and Archivists

- Letter to Facebook advocacy effort (1.2, 1.3)

Goal 2: Enhancing Professional Growth

- Webinars (2.1, 2.2, 2.3)
- Weekly web-roundup (2.1, 2.2)
- Twitter outreach/activity (2.1, 2.2)

Goal 3: Advancing the Field

- Cataloging standards (3.1)
- Webinars (3.2)
- Weekly web-roundup (3.2)
- Twitter outreach/activity (3.2)

Goal 4: Meeting Members' Needs

- Membership survey re: affinity groups (4.1, 4.2)
- Membership survey re: website (4.1, 4.2)

Questions/concerns for Council attention:

Women Archivists Roundtable (Liaison: Hackbart-Dean)

Date: 2015 November 20

Officers:

Co-Chairs:

- Bethany Anderson, bgandrsn@gmail.com
- Leslie Van Veen McRoberts, lmvanveen@salisbury.edu

Steering Committee Members:

- Elizabeth Clemens, Elizabeth.clemens@wayne.edu
- Heather Dean, hdean@uvic.ca
- Christine George, cgeorge3@buffalo.edu
- Carrie Hintz, carrie.hintz@emory.edu
- Helen Kim, helen.a.kim@gmail.com
- Elizabeth Myers, emyers@smith.edu
- Alexandra Orchard, alexandra@wayne.edu

Intern

- Kaitlin Hackbarth, Kaitlin.hackbarth@simmons.edu

Council Liaison:

- Pam Hackbart-Dean, phdean@lib.siu.edu

Report from annual meeting:

- Number of attendees: 46 recorded members – although several known attendees did not sign in; approximated actual attendance that was counted was around 55.
- Election results:
 - Bethany Anderson, Co-Chair
 - Elizabeth Clemens, Steering Committee Member
- Summary of meeting activities: See attached meeting minutes

Completed projects/activities:

- **Social Media: Facebook/Twitter**
- **Blog:**
 - **Guest Post:** Articles written by WAR members to continue conversations began at the annual meeting and to bring to light on-going issues of women in the profession. So far: *Mid-20th Century Changes in the Archives Profession*, by Cheryl Stadel-Bevans, SAA Treasurer.
 - **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, and Carrie Hintz
 - **Intern Share:** Brief interview with the WAR intern, Kaitlin Clark Hackbarth so we, the Officers and our members can get to know her better.
 - **Three Questions:** Brief interviews with prominent women in the profession. So far: Trudy Huskamp Peterson, Tanya Zanish-Belcher, Pat Galloway, 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 II
 - Archival Turn in Feminism
 - Telecommuting
- **Member Survey:** Input from the membership as to which topics were most relevant to them and how WAR can better serve the membership.
 - Interestingly, most of the survey respondents have only been members of WAR for 1-3 years. In terms of issues that people find most important, promotion and salary negotiations ranked the highest. These are followed by management issues, work/life balance, scholarship, and childcare. Respondents also noted the need for discussions on leadership, race/diversity, and barriers to upper level management positions. We received several responses about topics people would like to see

discussed. For example, one respondent stated that she would like to see a joint meeting at the annual conference between WAR and the Archivists of Color Roundtable, while another highlighted the importance of including women in religious communities. One respondent wants to remind us that not all women are planning on having children and this perspective should be represented by WAR.

Ongoing projects/activities:

- WAR will continue to work within the following areas, as they were indicated in our member survey. Areas of interest for our membership include:
 - Promotion and Salary Negotiation
 - Management Issues
 - Work/Life Balance
 - Scholarship
 - Diversity
- 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:
 - Maternity Leave and Balancing Work and Family, December 4, 2015
 - Negotiating Your Worth (TBD)

New projects/activities:

- Live Tweet: Balancing Work and Family, December 4, 2015
- Women's Employment Survey
- Notable Women Archivists Blog Series
- WAR Internship: This is the second year that WAR has sponsored an internship, our intern this year is Kaitlin Clark Hackbarth

WAR Projects Associated with 2010-2014 SAA Strategic Priorities

- **2010-2015 Strategic Priority – Technology Initiatives:**
 - **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 problems surrounding women and technology.
- **2010-2015 Strategic Priority – Diversity Initiatives:**
 - **Live Tweet: Maternity Leave and Balancing Work and Family**
There is always plenty of discussion about the balance between the working mother and her family – how does she manage, how she is

perceived by her colleagues and how her work life is transformed because she is a mother. Using the blog written by @lagerwhat, we will also tap into the mother who returns from work after a lengthy departure to raise her children. Does this apply to all mothers? What about the women who choose not to have a family? How does their perspective play into the role of the working mother? (Taking Place, December 4, 2015)

- **Live Tweet: Negotiating Your Worth**

Do we as women, know our own worth? The discussion will draw on how we value ourselves and the daily tasks set before us by our employers; however, before we get to the job we have to put a monetary stamp on our profession. The average male archivist is almost two times more likely to become the head of a special collection than a woman. We have to learn to advocate for ourselves and our ideas. What is the cost of your quality of life? (TBD, 2016)

- **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 2015 and runs through August 2016. 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.

2010-2015 Strategic Priority – Advocacy/Public Awareness Initiatives:

Ongoing 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 Initiatives of the 2013-2018 Strategic Plan:

New WAR Initiatives:

- Live Tweet: Balancing Work and Family /Negotiating Your Worth
 - SAA Strategic Plan goals addressed:
 - Goal 1: Advocating for archivists and archives
 - Goal 2: Enhancing professional growth
 - Goal 4: Meeting members' needs
 - WAR 2015-2016 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 2015-2016 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 2015-2016 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 2015-2016 initiative areas addressed:
 - Women and leadership
 - Salary Equity
 - Career advancement

Questions/concerns for Council attention:

WAR Business Meeting Minutes August 19, 2015 SAA Annual Meeting, Cleveland

Welcome (5 min) (Leslie)

- Brief meeting overview
- Sign-in sheet

- Officer introductions
 - Co-chairs: Alexandra Orchard and Leslie Van Veen McRoberts
 - Steering Committee: Christine Anne George, Beth Myers, Carrie Hintz, Bethany Anderson, Elizabeth Clemens (incoming); not present: Helen Kim and Heather Dean
 - Intern: Rachel Panella

Old Business (5 min) (Alexandra)

- Overview of past year's themes/accomplishments:
 - Topics covered during the last year: telecommuting and alternative work schedules, scholarship and professional development/Lean In, childcare, technology, raising WAR's profile with SAA and the profession.
 - Accomplishments:
 - Social Media Use (Facebook, Twitter)
 - Blog:
 - Feature Reviews
 - Steering Shares
 - Three Questions
 - Interviews with Trudy Huskamp Peterson, Tanya Zanish-Belcher, and Patricia Galloway
 - Member Presentations
 - Member Publications
 - Digital Preservation Drop-In at SAA
 - Navigator Program
 - Live Tweets (Lean In II, Telecommute and Alternative Work Schedule, and Archival Turn In Feminism)
 - WAR Internship
 - First intern – Rachel Panella
 - Kept up the blog
 - Promoted active social media presence
 - Recently sent out announcement about intern opening, please apply if you are interested

New Business (15 min) (Leslie)

- Newly elected officers (5 min)
 - Co-Chair – Bethany Anderson
 - Steering Committee Member – Elizabeth Clemens
- Projects In-Progress (5 min)
 - Women's Employment Survey
 - Alexandra has access to the data – given the resistance that we have faced – it is important to discuss – we have been waiting for data from SAA we can take our next steps resulting from SAA employment data
- Projects for the Upcoming Year (5 min) **Leslie/Bethany**
 - Topics for upcoming live tweets
 - We want to know what your ideas - will put out a call/survey for new ideas for the upcoming year

- We will be sending out a survey after the meeting to receive feedback and what topics you would like to be discussed at next year's meeting

Meeting Program (Alexandra)

Two Presentations:

- “Under Pressure: How Workplace Change Impacts Women Archivists,” Alexandra Orchard and Leslie Van Veen McRoberts discuss whether women archivists shoulder the burden of workplace change and its influence on career trajectory.
- “The Archival Mystique: Feminists Solving “The Problem” by Living Dangerously,” Alison Stankrauff and Kristen Chinery examine issues within the archival profession using the paradigm of Friedan’s “The Feminine Mystique,” and proposes advocacy as a solution. WAR’s business meeting will immediately precede the sessions, summarizing the last year’s work and presenting an overview of upcoming initiatives.

Synopsis:

The Women Archivists Roundtable met Wednesday, August 19, 2015, at the SAA Annual Conference in Cleveland, Ohio. We had approximately 55 members and non-members in attendance. WAR Steering Committee member Christine George, live tweeted the meeting using the hashtag #saawar.

WAR Co-chair, Leslie Van Veen McRoberts opened the meeting giving a brief overview of what was to come and current officers in attendance introduced themselves. Steering Committee members in attendance, Beth Myers, Bethany Anderson, Christine George, Carrie Hintz and Elizabeth Clemens (newly elected).

Alexandra Orchard, WAR Co-Chair, reported on the past year’s themes and accomplishments including telecommuting and alternative work schedules; scholarship and professional development; childcare and raising WAR’s profile within SAA and the profession. Alexandra also noted how WAR utilized social media via the WAR blog as well as Facebook and Twitter. Also discussed was the WAR internship and the activities that pertained to the position.

Alexandra also discussed new business within the roundtable and introduced Bethany Anderson who was a member of the steering committee but was elected to the position of Co-Chair. Bethany is the Visiting Archivist and Reference Specialist at the University of Illinois, Urbana-Champaign. Elizabeth Clemens was elected to the Steering Committee, Elizabeth is an Audiovisual Archivist at the Walter P. Reuther Library of Labor and Urban Affairs at Wayne State University.

Alexandra continued by discussing projects-in-progress which include the women’s employment survey and on-going discussion for the following year. Alexandra thanked the steering committee and membership for their support during her leadership from 2013-2015.

Bethany Anderson and Leslie Van Veen McRoberts discussed possibilities for the following year that include a membership survey and topic suggestions for live tweets.

Alexandra closed the business component of the meeting and transitioned into the presentation component.

Alexandra Orchard, Technical and Metadata Archivist at the Walter P. Reuther Library of Labor and Urban Affairs at Wayne State University and Leslie Van Veen McRoberts, Local History Archivist at the Edward H. Nabb Research Center for Delmarva History and Culture at Salisbury University presented on the “Archival Mystique: Feminists Solving ‘The Problem’ by Living Dangerously” examining professional issues using Friedan’s “The Feminine Mystique” as a paradigm and proposed advocacy as the solution.

Allison Stankrauff, Archivist and Associate Librarian at Indiana University, South Bend and Kristin Chinery, Reference Archivist at the Walter P. Reuther Library of Labor and Urban Affairs, presented on how the work place change influences and affects women archivists. Both presentations were excellent and informative.

Out of these two presentations came ideas for future discussion centering on women, how we are affected and effected by our gender within our profession.

Thank you to all who attended. We look forward to hearing from you throughout the upcoming year and seeing you next year in Atlanta.

Minutes by B. Anderson and L.M. Van Veen McRoberts

Women's Collections Roundtable (Liaison: Mangiafico)

Date: November 16, 2015

Officers:

Stephanie Bayless, Co-Chair

Leslie Fields, Co-Chair

Rachel Appel, Vice Co-Chair

Rachel Grove-Rohrbaugh, Vice Co-Chair

Report from annual meeting:

Number of attendees: 27 people attended the meeting

Election results:

- Jenny Gotwals, Vice Co-Chair
- Holly Smith, Vice Co-Chair

Summary of meeting activities:

See attached meeting minutes.

Minutes are also available online at <http://www2.archivists.org/groups/womens-collections-roundtable/meeting-minutes-august-19-2015-cleveland-oh>

Completed projects/activities:

The WCRT successfully completed the election of two vice co-chairs for the 2014-2015 year. 92 members voted in the online election.

The WCRT planned the annual meeting program and solicited a guest speaker, Anastasia Karel from the Rock and Roll Hall of Fame.

The WCRT blog was retired and a Tumblr was launched:

<http://womenscollectionsroundtable.tumblr.com/>

Ongoing projects/activities:

The WCRT continued to provide women's collection news, resources, and roundtable information through the microsite, the WCRT Facebook page (<https://www.facebook.com/WomensCollectionsRoundtableOfSaa>), the Tumblr, and the listserv.

New projects/activities; Initiatives associated with the 2014-2018 Strategic Plan:

- (Strategic Goals 2014-2018: Advocating for Archives and Archivists; Enhancing Professional Growth; Advancing the Field; Meeting Members' Needs)

The co-chairs facilitated a discussion at the WCRT annual meeting concerning member participation and goals for the next year. Members expressed interest in a black feminism resource list and a basic list of women's archives and their collecting focus. The committee is still discussing the publication of the list through partnering with existing aggregate lists in order to highlight black women's collections, set up a page on Wikipedia for access and linked data, and/or develop a directory of existing roundtable members with their collecting focus. The list will be crowdsourced via the listserv, Facebook, and Tumblr.

- (Strategic Goals 2014-2018: Enhancing Professional Growth; Advancing the Field)

WCRT will also partner with Spelman College who holds the Toni Cade Bambara-Scholar-Activism Conference to organize a Wikipedia-Edit-a-Thon focusing on black women activists.

- (Strategic Goals 2014-2018: Advocating for Archives and Archivists; Advancing the Field; Meeting Members' Needs)

The roundtable is planning a panel for next year's annual meeting with both women's collections archivists and women and gender scholars.

Questions/concerns for Council attention: None

WCRT Annual Meeting – Cleveland, Ohio Convention Center, Room 11 5pm-7pm

MEETING MINUTES

Officers:

Stephanie Bayless | Co-Chair
Leslie Fields | Co-Chair (absent)
Rachel Grove-Rohrbaugh | Vice Co-Chair
Rachel Appel | Vice Co-Chair
Holly Smith | Incoming Vice Co-Chair
Jenny Gotwals | Incoming Vice Co-Chair (absent)

Welcome and Introduction

Introductions of co-chairs, round the room introductions

Name	Affiliation
Lisa Mangiafico	Soroptimist International of the Americas
Samantha Crisp	Augustana College
Jennifer Head	Sisters of Charity of the Blessed Virgin Mary
Mary Larson	Oklahoma State University (Women's Archives)
Laura Ramans	University of Tennessee
Janet Bishop	Colorado State University
Jane Pipik	Boston, MA
Deborah Hollis	University of Colorado Boulder
Fernanda Perrone	Rutgers University Special Collections
Beth Myers	Smith College
Jolene Beiser	Pacifica Radio Archives
Noraleen Young	Kappa Alpha Theta Fraternity
Ashley Skwiera	St. Catherine University
Molly Marcusse	University of Wyoming
Janice Ruth	Library of Congress Manuscript Division
Elizabeth Williamson	Georgetown University Library
Vince Lee	University of Houston Libraries Special Collections
Shanee Murrain	Payne Theological Seminary
Mark Vassar	Schlesinger Library
Stacey Flatt	
Karen Mason	University of Iowa
Cat Holbrook	Schlesinger Library
Susan Earle	Schlesinger Library

Council update from Lisa Magnifico, 5:06-5:18

-Proposed changes to section and roundtables structure. There are no more distinctions between the two anymore. SAA Council is asking for comments on proposal to make sections and roundtables the same (maintaining current names). This means SAA non-members would not be allowed to be part of the affinity groups, but virtual communities to maintain communication could be established instead. SAA would provide electronic resources, but they will have no space at meetings. As of now, roundtables are technically open to non-members.

Groups will need to have at least 4% of total SAA membership to remain an affinity group (WCRT currently does). There are no more limits on number of groups members can belong to. Send comments to Council by Sept. 15.

-Dues increase proposal. SAA is in stable financial situation due to two really big annual meetings, but they need a more predictable stream of income. A 3% - 3 1/2% dues increase is proposed over a three year period. The dues increase will be discussed at Saturday's business meeting and voted on in the fall.

-Advocacy. The US Copyright office asked SAA for a meeting after our letter on orphan works. The meeting is taking place this Friday (August 21, 2015) during the annual meeting.

-A&A Listserv new terms of participation have been presented to council and will go into effect after the meeting and posted to the A&A listserv.

-Support for NHPRC. The proposal to eliminate NHPRC was pulled back, but council is not sure if it will go forward again. Kathleen Roe is working on a strategic plan.

-New Access and Description curriculum. The curriculum will be designed somewhat like DAS program. This program will lead to a certificate and will roll out in the next year.

-Possible copyright extension in Trans-Atlantic treaty in negotiation. Current wording unknown, but it possibly means copyright lasts for the life of author in addition to another 100 years.

Speaker, Anastasia Karel, Archivist, Rock and Roll Hall of Fame, 5:19-5:30
Questions, 5:30-5:48

Old Business – none.

New Business:

Open discussion up to the members about what they want from the roundtable.

Black feminism resource list

Do we want to pursue more subject bibliographies?

Oklahoma State is working on something for the plains states

Spelman holds the Toni Cade Bambara Scholar-Activism Conference. Last year there was a panel focused on black women's lives through the archives.

Partnering up with other roundtables/sections to put together these subject lists?

Putting together panels to submit for next year's program.

Making people more aware of "hidden" women's collections. Everybody has women's history. How to connect donors with the right repository? Can we put together some kind of list of institutions who focus on women's collections?

Cross county connections to tie these collections together.

Maybe put out there a google doc – figure out the subtopics.

University of Wisconsin Lib Guide on women's archives – lists institutions with predominately women's focused (but not necessarily women's archives). Maybe find a way to amass and keep updated the collecting scope of these institutions.

WCRT used to have a directory of members and collecting focus. Put out a call on the listserv/Facebook page/etc. to rebuild that list.

Action Items: Basic list of women's archives and their collecting focus; focus on African-American women for next year and maybe develop partnerships with other roundtables.

Announcements –

Smith College is hiring an archivist for the Sophia Smith Collection.

Smith College is doing an archival MOOC that is feminist and women based: Psychology of Women's Activism. Officially rolls out in March. You can enroll in June 2016. It is student based and they invited activists back to have a dialogue. The MOOC will be free and open to the public.

The University of Houston is doing UH Women's History Symposium on October 14, 2015.

Toni Cade Bambara Scholar-Activism Conference at Spelman will be the first weekend in April. The theme will be decided by the students later this year.

Call for submissions to an anthology on women's studies in the archives: Women's Studies in the Library: Case Studies of Innovative Programs and Resources.

Seven Sisters launched CollegeWomen.org, an aggregate women's archival portal.

Concerns were raised on what will happen to the collections of dwindling women's religious congregations. Archivists are encouraged to reach out to groups that might be in danger of dying to collect the history.

#SueBSays – quotes from Susan B. Anthony from researcher who has been visiting institutions and transcribing Anthony's letters.

The Schlesinger Library just finished two-year grant to digitize Blackwell papers. In October, they will have an exhibit on the Blackwell sisters.

Pacific Radio Archives is finishing two-year preservation projects of their recordings related to feminism. They will be available on UC Berkley and Internet Archive websites in the late fall.

Library of Congress has the Rosa Parks papers on deposit. They have been scanned and will be put online as they are able to clear rights. The website will hopefully be live by February. They also recently accessioned the first installment of the Madeline Albright papers.

Iowa Women's Archives constantly putting new materials online. Archives Alive project-student's in the Rhetoric Department take a document, transcribe, and digitize and each semester has a particular theme. Visit DIY History – anyone can transcribe documents they have put up.

Payne Theological Seminary Methodist Episcopal archives is live on Princeton and has a women subcategory detailing their role in the church going back to the 1830s.

Meeting adjourned 6:25.