

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://tinyurl.com/m3gtf4h>

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 Gerrienne 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.

Museum Archives Section Standards and Best Practices Working Group: End of Year Report

Rachel Chatalbash and Susan
Hernandez, Working Group Co-Chairs

Goals of the project

- The S&BP Working Group spent the year investigating the topic of museum archives and electronic records
- Goals
 - Survey the landscape: understand what our colleagues are doing with e-records
 - Method: interviews
 - Assist museum archivists by sharing resources
 - Method: develop a resource guide
 - Facilitate sharing of methods and discuss “where to go from here”
 - Method: plan an e-records symposium (symposium was held on Wednesday, August 13th here at SAA)

Interviews

- Working Group members conducted over a dozen interviews with museum archivists
- Goals:
 - Understand where colleagues in all stages stand with e-records
 - Learn what tools, procedures, and software systems our colleagues are using
 - Discuss how institutional support was achieved

Resource Guide

- To begin the process of sharing resources, the Working Group put together a resource guide with links to articles and helpful resources in the following categories:
 - Acquisition or transfer of electronic records
 - Migration from old media
 - Storage and disaster recovery
 - Digital preservation systems
 - Arrangement, description, and access
 - Policies and outreach
 - Preservation formats
 - Challenging formats: websites, email, and social media
 - General resources
 - Commonly used tools

Where to find the report

- Link to the Standards & Best Practices Resource Guide:
<http://www2.archivists.org/groups/museum-archives-section/standards-best-practices-resource-guide>
- Also on this page: links to all of the resources collected as part of last year's working group project as well as a couple of **newly added** resources in the records management section

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Thank you to Symposium Participants!

Location: SAA Conference Hotel

Wednesday, August 13, 2014

8:00am-12:00pm

8:00am - 8:15am: Introduction

Rachel Chatalbash, Yale Center for British Art

8:15am-9:45am: Case Studies

Susan Hernandez, Cleveland Museum of Art

Nancy Enneking, Getty Research Institute

Abby Adams, Hagley Museum and Library

9:45am-10:00am: Break

10:00am-11:00am: Lightning Round

Shannon Morelli, The Frick Collection and Frick Art Reference Library

Francine Snyder, Solomon R. Guggenheim Museum

Emily Perkins, Museum of Fine Arts, Houston

Carey Stumm, New York Transit Museum

Brian Wilson, The Henry Ford

Chair: Susan Anderson, Philadelphia Museum of Art

11:00am-11:45am: Discussion Led by Museum Archives Section Standards and Best Practices

Working Group Members

Ryan Evans, CCS Bard/Hessel Museum

Holly Deakyne, Getty Research Institute

11:45am-12:00pm: Next Steps

Questions? Please email Working Group Co-Chairs Rachel Chatalbash

(rachel.chatalbash@yale.edu) or Susan Hernandez (shernandez@clevelandart.org)

Thank you!

Working Group Members

Barbara Austen

Melissa Bowling

Holly Deakyne

Ryan Evans

Eden Orelove

Dawn Sueoka

Jennifer Whitlock

Brian Wilson

Join Us!

Interested in learning more or joining
the Working Group?

Stick around for a meeting at the
conclusion of the Section meeting,
where we will discuss plans for next
year.