

Annual Meeting Minutes – Museum Archives Section  
Society of American Archivists Annual Conference  
Friday, August 16, 2013, 12:30pm - 2:30pm  
Hilton Riverside, New Orleans, Louisiana

Greetings and introduction, Katy Rawdon, Museum Archives Section Chair

Ballot results and new officer introductions, Katy Rawdon

- Ballot results announced: Rachel Chatalbash, Recording Secretary; Madeleine Thompson, Newsletter Editor; Lorraine Stuart, Vice Chair/Chair-Elect.
- The incoming Co-Chairs were introduced: Heidi Abbey and Jennie Thomas.
- Heidi Abbey and Jennie Thomas shared ideas for the coming year: increasing participation of the members; live streaming of the 2014 Museum Archives Section business meeting; conducting a survey of the membership; branding activities, including the development of a logo; investigation of having an official representative from our section represented on the Committee of Libraries, Archives and Museums (CALM); possibility of a symposium before next year's Annual Conference in DC.

Newsletter and listserv updates, Katy Rawdon

- Please see the Museum Archives Section website for the summer issue of the newsletter.
- From Adrianna Slaughter: conveyed thanks to Section members for their contributions.

SAA Council update, Geof Huth, SAA Council Member

- Actions:
  - Discussed Council's revision of the Standards committee procedures, including releasing standards digitally.

- Taronda Spencer passed away this year; she was recognized for her outstanding contributions to the profession.
- Council adopted principles and priorities for improving the SAA Annual Meeting.
- Council pledged to revisit the 1991 resolution on the characteristics of the host city.
- Council disbanded the Communications Task Force with thanks; Council accepted the Task Force's recommendations; the next stage is implementation.
- International Council on Archives: SAA will be focusing its relationship with ICA through the Section of Professional Associations.
- Council has created an Advocacy and Public Policy Committee to replace the Government Affairs Working Group; a charge will be drafted by September 1, 2013.
- Council plans to revise and expand the Glossary Working Group charge.

#### OCLC Research update, Jackie Dooley, Program Officer, OCLC Research

- Last year there was a program about born-digital where we talked about implementation of born-digital in museum archives; Jackie shared a document on first steps to digital archives.
- OCLC has since published 35 pages with more detail: processes, accepted tools, and further resources. Copies are available today.
- Jackie Dooley also mentioned ArchiveGrid.

#### Bylaws and voting discussion, Jennie Thomas, Chair-Elect

Four changes to the Bylaws were proposed, as follows:

1. It is proposed to change Article 4 of the Bylaws as detailed below in order to officially include the Web Liaison as an officer on the Museum Archives Section

Steering Committee. According to the current Bylaws, the Section's Steering Committee officers currently consist of a Chair, Chair-elect, Recording Secretary, and an Editor. While the position of Web Liaison has existed within the Section for several years, the Web Liaison is not, according to the Bylaws, an official member of the Steering Committee. However, the Web Liaison has consistently acted in an unofficial capacity as a Steering Committee member, participating in all Steering Committee discussions both via email and in person. The effect of this change will be that the Web Liaison will become an elected officer position (reelection allowed indefinitely) that will only be open to Section members.

2. It is proposed to officially change the officer title of Editor to Newsletter Editor, as it is commonly used.

3. It is proposed to change 4. E. 3., to reflect the current practice of posting Section meeting minutes to the web site, rather than posting an official summary or minutes in full in the newsletter.

4. It is proposed to change 8.B.1 to allow for online voting on bylaws changes in the same manner as online elections are held via SAA, as an alternative to in-person voting at the annual Section meeting. In-person voting will still be allowed, where appropriate as decided by the Section Officers. The same notification procedure detailed in Article 8 will continue to be required.

Each change to the bylaws was individually brought to the floor by Jennie Thomas, discussion was called for (there was no discussion regarding any of the ballot items), and each was unanimously approved by vote.

2014 conference session discussion, Heidi Abbey, Chair-Elect

- The deadline for submitting a session proposal for the 2014 Conference is September 30, 2013.

- There are some new formats to consider (see the SAA conference program or the SAA website for an overview).
- Ideas:
  - Deborah Wythe, Brooklyn Museum: proposed a session on electronic records efforts (perhaps as a fishbowl session or perhaps as a lightning round); it would be good to find out what kind of progress is being made with electronic records since our last session on the topic, which was last year.
  - Brianna Barnard, Lauren Rogers Museum of Art: interested in discussing about ways to market and get funding for your archives (not the museum but the archives); Jonathan Lill, MoMA followed up: interested in discussing intra-institution competition for resources.
  - Nicole Blechynden, University of Colorado Boulder: interested in discussing combined museum/archives storage facilities or other collaborative storage and resource ventures.
  - Brad Bauer, US Holocaust Memorial Museum: proposed that museum registrars and archivists have a dialogue about description.
  - Jessie de la Cruz, Clyfford Still Museum: proposed a session on developing a single system to express archival systems and art collections.
  - Francine Snyder, Solomon R. Guggenheim Museum: proposed that it would be possible to combine many of these session topics into one session since collaboration seems to be a uniting element.
  - Tamara Gaydos, Peabody Essex Museum: further discussed interest in a session on data unity; there is a need to see archives, libraries, and museums together.
  - Matt Herbison, Drexel University, College of Medicine: proposed a session on archives and education; more archives are trying to reach out to high school and primary school audiences. Since museum

educators have been doing this for a long time, it might be interesting to incorporate their perspective.

- Jackie Dooley: reported that CALM will be focusing on education this year; Sarah Demb, Museum of London and CALM member, followed up: the theme CALM was discussing at the meeting focused on educating archivists (slightly different than outreach to K-12 audiences).

Museum Archives Section Working Group update and discussion, Rachel Chatalbash, Working Group Lead

- Rachel Chatalbash provided an overview of the work that the Working Group completed this year. The web page content, consisting of sample best practices, forms, and policies, available on the Museum Archives Section website, was expanded and diversified. Examples were demonstrated.
- The Section then broke out into four groups to discuss the Working Group's project and potential future directions for the group. The groups were led by Working Group members Ryan Evans, Brian Wilson, Susan Miller, and Melissa Bowling and Jennifer Whitlock.
- The Working Group members reported back to membership about their group discussions:
  - Melissa Bowling: there was a general consensus that the documents that were collected were good. It might be possible to expand the resource to focus on electronic records. The group discussed communication; it would be beneficial to have a more formal forum to discuss what kinds of projects and policies Section members are working on. In terms of next project, the Working Group could work on the proposed symposium. Ongoing communication about the working group's progress could be improved.
  - Ryan Evans: the group would like to see some evaluation of the document examples that are posted online as well as identification of

key components of each document type. This group was also interested in seeing electronic records further addressed. In terms of future projects, perhaps the Working Group could come up with development strategies, a list of funding services, ways to maintain donor relations, or provide examples of grant proposals.

- Brian Wilson: we need more advocacy for the site and more reminders that it exists. In terms of adding new material, the group was interested in digital imaging standards and workflows as well as born-digital policies. It was also proposed that if there is no existing document and we want to populate that content section, the Working Group should create that document. In terms of future projects, there was discussion about creating a shared exhibition database with reference to an old RLG project.
- Susan Miller: we need to publicize this resource better. The group also asked for help with electronic records. The group discussed the need for mini support groups for specific types of museums as well as an annotated membership directory where members can input what they do at their institution so people can communicate. The group suggested that it would be nice to have the time for one on one networking; perhaps we could have a speed-networking event or host a Google Hangout. The group believes that the Section should develop a Section Facebook page and Twitter account.
- Katy Rawdon led concluding discussions:
  - The question was raised: how will the Working Group move forward? Katy Rawdon stated that Rachel Chatalbash will prioritize work for this year and get the Working Group going. There will be a call for Working Group volunteers.
  - We need to emphasize the diversity of membership; we are all in agreement that we need to focus on museums other than art museums.

- Section-wide communication improvement: perhaps the Working Group could assign a theme of the month and get the dialogue going around that issue.
- The Section officers have been discussing how many of our members belong to small underfunded institutions and don't make it to SAA; a focus on how we can better serve members who can never come to SAA should always be a priority.

General announcements, Katy Rawdon

- Barbara Mathe, American Museum of Natural History: the museum has been able to hire two new staff members due to a CLIR Grant to develop EAC records.
- Carol Bartels, Historic New Orleans Collection: thanks Section leadership for having a true Section meeting.

Thanks were expressed to Katy Rawdon for her service to the Section.

--Submitted by Rachel Chatalbash, Recording Secretary