
Archives & Archivists SIG Meeting

Wednesday, June 8, 2022; 3-4 p.m. MT, on Zoom

Facilitators:

- Dylan McDonald and Jonathan Pringle (Co-Chairs)

Attendees: 21

Agenda Items

Welcome/introduction

Introduction of new members (Anne Van Camp; Spencer Naar)

NMLA SIG budget

- Website request: Would like a Wordpress site to post information. Other SIGS could also use that to create their own pages. One volunteer for webmaster so far, but others are welcome to put forward their name.
- Money for trainings: Can ask for \$500 (at least 3 SAA classes). May need to find out how much the standard SIG training budget is. Jonathan may ask for funding for 3 SAA workshops without articulating exact dollar amount for specific workshops. The budget will be reviewed at the next Board meeting in July.

Trainings

- SAA workshops: Can do Zoom webcasts of [SAA trainings](#) that are available at a discounted rate to members. SAA credits for group trainings would apply only to the SAA member who signed up for it. It would be nice to have some entry-level trainings and some more advanced.
 - Kathleen Pickering (Belen) would appreciate mentorship from established archives on basic archival practice and digitization. Abby Smith (MoA) spoke for digitization. Katie Gray (NMHU) suggested born-digital materials (email preservation) and disaster planning. Catie Carl indicated copyright issues. Others seconded email preservation.
 - Scheduling: Dylan suggested scheduling a workshop at the same time as a regular SIG meeting but in an off-month. Jonathan and Regina spoke in favor of a Doodle poll in order to get input from those who are not able to make regular SIG meetings.

General announcements

- HINTS database: Originated at State Archives, but it is now out of date and will not be updated by State Archives. Susan Sheldon volunteered to assist with updating the database. The end product can be helpful for pointing people towards institutions as well as potential archivists open to contractual work. Those wishing to volunteer can contact Anna Uremovich (auremovich@gmail.com) or contact Dylan or Jonathan.

- [NMAO](#) update (Portia): Tomas is retiring, so Portia will take over ArchivesSpace questions in interim. On version 2.8.1 and have decided to stay with that version until updates are more stable. Portia created 2-hour training for graduate students and can provide the Zoom training to current NMAO institutions. It can later be offered to a larger group and become an in-person training. Portia shared information on how to become a member with new attendees to the group.
pvescio@unm.edu
- SSA Local Arrangements Committee update (Portia): Annual meeting will be at the end of April in Albuquerque at the Hotel Albuquerque with a reception or other event being held at the Indian Pueblo Cultural Center. Portia is reviewing the manual for next steps, such as determining the theme. Committee is building the infrastructure to make the conference a truly hybrid conference. Portia noted that having a hybrid conference would allow people who are unable to travel to be involved as the majority of panelists were from Texas and thus able to travel to the conference easily. Dylan noted that hybrid format really is a step to address DEI issues. Portia invited new volunteers to be on the committee if anyone is interested.
 - Lisa Johnston suggested two announcements for meeting, one for those who consider themselves archivists and those who feel they work with archives but do not consider themselves archivists.

NMLA session proposal

60-minute panels this year. Dylan suggested over list-serv the topic of institutional memory and changes in staffing with others proposing subtopics including how to prepare for coming changes or deal with unexpected change. Julia Kelso discussed documentation of written policies. Katie Gray spoke to not only policies but nuts and bolts procedures manuals. Susan Sheldon followed up with suggesting templates or best practices to be given out at the end of the panel. Lisa Johnston spoke to procedures manual development not only being relevant for succession planning but also for disaster planning. Regina Bouley Sweeten suggested having at least one representative from a smaller and larger institution since the preparation for transition can be different between them.

- Julia Kelso volunteered to be on the panel
- Jonathan talked about his former department's work doing a 'functional analysis' of everyone's roles in the department, and shuffling responsibilities around that were more functions-based. This took a great deal of trust and respect during discussions, but resulted in the identification of two new purposeful positions.

Next Meeting Information

Our meeting frequency is BiMonthly (every other month). The next meeting will be **Wednesday August 10, 2022, 3-4 p.m. MT**

About the Archives & Archivists SIG

Our SIG aspires to be a *Community of Practice*: one that "grows out of a need for connecting with other people who share the same issues, learning environment, and/or passion." Our community is built on a foundation of trust, respect, optimism, and intentionality. Please exercise these core tenets with other members in all interactions, whether virtual or in real life.