4/2/18 Officer Meeting

1. Attendance
	1. Danielle
	2. Drew
	3. Rodrigo
	4. Mandy
2. Archiving SAA records
	1. What to preserve on DSpace
		1. All official Google Drive docs
		2. Listserv emails
		3. Facebook event pages
		4. SAA-UT Website
		5. Email addresses for officers
	2. Use UT Box instead of Google Drive
		1. Dates in Google Drive only reflect date modified, not date created
		2. At least mark date created ON official documents
	3. Create official SAA-UT email addresses
		1. [position].SAA@ischool.utexas.edu
		2. [position]@SAA.utexas.edu
3. 40 for Forty
	1. Jenny created a folder (look through docs together and create action items)
	2. Social media promotion
		1. Personal
		2. SAA official
	3. Email promotion
	4. Alumni outreach
	5. There are six other student groups also doing this, but we are the only iSchool group doing this
	6. Suggested donation $5
4. Zine event--April 14
	1. Advertise more for this event
	2. Need help setting up the space
5. HRC Tour--Tuesday, April 17
6. Potluck
7. Next general meeting--two weeks
8. Do more tours in early Fall (not the Spring)
	1. Better attendance (new students)
	2. Better engagement with SAA in long-term
9. Panel of archivists from different archives, different experience levels