

VIEWS:

THE NEWSLETTER OF
THE VISUAL MATERIALS SECTION
SOCIETY OF AMERICAN ARCHIVISTS

MAY, 2009

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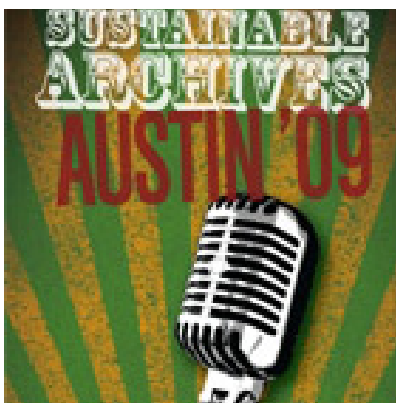
FROM THE CHAIR

Beth Bilderback
University of South Carolina

Please join me in welcoming Tim Hawkins as the new *Views* editor. He brings to the job a journalistic background as well as a long career with visual materials. As you work on or view exhibits, process new collections, and read VM articles and books, please keep in mind that Tim will be needing content for upcoming issues.

We had a good Midwinter Meeting in February. Those who could attend were Arden Alexander, Laurie Baty, Beth Bilderback, Brett Carnell, Stephen Fletcher, Paula Jeanet Mangiafico, Miriam Meislik, Gerri Schaad, John Slate, Deirdre Scaggs, Tim Wisniewski, and Helena Zinkham. Laurie opened her home and cooked for us. With Stephen's help, we also blogged the meeting and know many of you were following along that way. The site remains available for those who are interested. Part of our discussion during the meeting was about ways to make the Midwinter and Annual Meetings accessible to those who cannot attend. We will see what our options are through SAA in addition to blogging.

The Section needs to make some changes to be compliant with SAA policies. The most important change is the creation of a Steering Committee. It was decided the Administrative Group would become the Steering Committee with the addition of two elected members serving alternating two year terms.



Austin Annual Meeting notices for *VIEWS* are due on June 15th.

The microphone design depicted above is a registered trademark of Shure Incorporated. Shure Incorporated is not an affiliate, sponsor or endorser of SAA.

The new Steering Committee requires changes to our Bylaws. On pages 16-18 of this newsletter are the proposed changes. We will vote on the Bylaws at the annual meeting in Austin.

Tim Wisniewski agreed to be our liaison with AMIA. You may have seen a posting from him on the listserv with AMIA news. We still need someone to serve as liaison with the Academy of Certified Archivists. If you are interested, please let me know.

We will continue to have two listservs. The VisualMat listserv under James Eason's supervision is open to anyone with an interest in visual materials. The SAA VM Section [VMS] listserv is available only to Section members, so Section leaders will use it mainly for Section business. Please note that VMS has a default setting of *No Mail*. There is very little activity on this listserv, so please change your settings to make sure you don't miss important information. There will be times

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when Section postings are made only to VMS.

We are looking forward to the Annual Meeting in Austin. The Section meeting will be Friday, August 14, 1:00-3:00, so go ahead and mark that on your calendars. Also the Architectural Records Roundtable and VMCAR will meet on Wednesday. More information about the meeting will be in the next newsletter. Hope to see you there!

**University of Texas-Austin
Launches Online Resource
for Dallas Architect Herbert
Miller Greene**

By Gerri Schaad
*Architectural Records
Roundtable Liaison*

The Architecture and Planning Library at The University of Texas at Austin has launched a web site that will serve as the authoritative resource for information about an acclaimed Dallas architect and his work.

“The Architectural Legacy of Herbert Miller Greene” (www.lib.utexas.edu/exhibits/greene/) is now available for online research about Dallas architect Herbert Miller Greene (1871-1932).

Featuring architectural drawings and archival material, the Web site grew out of an exhibition at the Architecture and Planning Library in 2005. It includes an online version of the exhibit, as well as all source documentation used during research conducted for the exhibit, including full text articles from the Dallas Morning News archive, scans of Greene’s archival records, and links to other source documents on the Web.

The Web site is the result of a collaborative effort by the Alexander Architectural Archive, the Architecture and Planning Library and the School of Architecture’s Visual Resources Collection. It focuses on Herbert M. Greene’s Dallas architecture, his Masonic commissions, and The University of Texas buildings he designed. The site provides 139 images depicting 42 projects.

Herbert Miller Greene built over 90 projects throughout Texas and other U.S. cities, and founded one of the oldest continuously operating architectural firms in Texas. In 1922 Greene received a 10-year contract from The

University of Texas at Austin to succeed the esteemed Cass Gilbert as university architect, where he worked with associates Edwin B. LaRoche and George L. Dahl on designs for over 15 buildings on campus. The following year Greene was the first Texas architect to be elected a Fellow of the American Institute of Architects.

The John Greene Taylor Endowment for Collections Enhancement funded the processing and preservation of Herbert M. Greene materials throughout the Alexander Architectural Archive, as well as curation of the exhibition.

The endowment, established by Greene’s grandson John Greene Taylor, supports the Architecture and Planning Library, the Alexander Architectural Archive and the School of Architecture’s Visual Resources Collection, by providing funds for collection cataloging, digitization, acquisition and outreach.

**AIC Photographic Materials
Group Winter Meeting**

By Robert Burton
*American Institute for
Conservation Liaison*

Without reliable provenance or identifying information dating a gelatin silver print, the predominant black-and-white photographic print process since the 1890s, dating it is difficult and questionable even for experienced curators, archivists, and conservators.

But knowing when a print was made is important for conservation treatment, assessing the value of a photograph, and understanding a photographer’s work.

After years of compiling and cataloging a reference collection of 20th century photographic papers, conservator Paul Messier has developed a more precise method for dating fiber-based, gelatin silver photographic paper – a method

some photograph conservators envision will be a routine application in 10 years.

In a collaborative study with The Museum of Modern Art in New York, Messier used data from microscopic fiber analysis of historical photographic papers in his collection to evaluate the work of more than a dozen modern photographers. In every instance but one, where Weegee had evidently used old paper, he was able to accurately date the prints, which ranged from 1923-1939.

Messier presented his findings with Lee Ann Daffner, conservator of photographs at MoMA, at the 2009 Winter Meeting of the AIC Photographic Materials Group, hosted by the Center for Creative Photography at the University of Arizona in Tucson. Founded in 1975 by then-University President John P. Schaefer and photographer Ansel Adams, the Center is a world renowned research facility for the study of photography, holding the complete archives of Ansel Adams, Edward Weston, W. Eugene Smith, and other well known 20th century photographers.

The three-day PMG conference included more than 20 talks by photograph conservators from the United States and Europe, along with a retrospective panel discussion on the scandal 10 years ago that involved forged Lewis Hine prints. Messier’s project may well have generated the most excitement, but there were other talks of interest and significance:

Passing out special 3D glasses beforehand, Brenda Bernier of Harvard University Library’s Weissman Preservation Center presented findings from her pioneer work with vectographs, photographic stereo images developed by the Polaroid Corporation in the 1940s.

Used in ophthalmology for vision testing, and by the U.S. military during World War II in aerial photography and technical illustrations, vectographs rely on the properties of polarized light to create a three-dimensional effect.

Based on information gathered from material testing and a condition survey of thousands of vectographs in the Polaroid Corp. Collection in Baker Library at Harvard Business School, Bernier discussed the history, manufacture, deterioration, and preservation of this unfamiliar medium.

Adrienne Lundgren, of the Library of Congress, talked about the use of the salted paper process in making photographic reproductions of maps and architectural drawings from the 1840s

Other notable talks covered thawing and treating water-damaged photographic materials, the technical and material history of Kodak chromogenic prints, and international efforts in photograph preservation.

Despite a rich photographic heritage dating from the earliest history of photography, there are no formally trained photograph conservators in the Middle East. Inspired by this and “the need for ... some immedi-

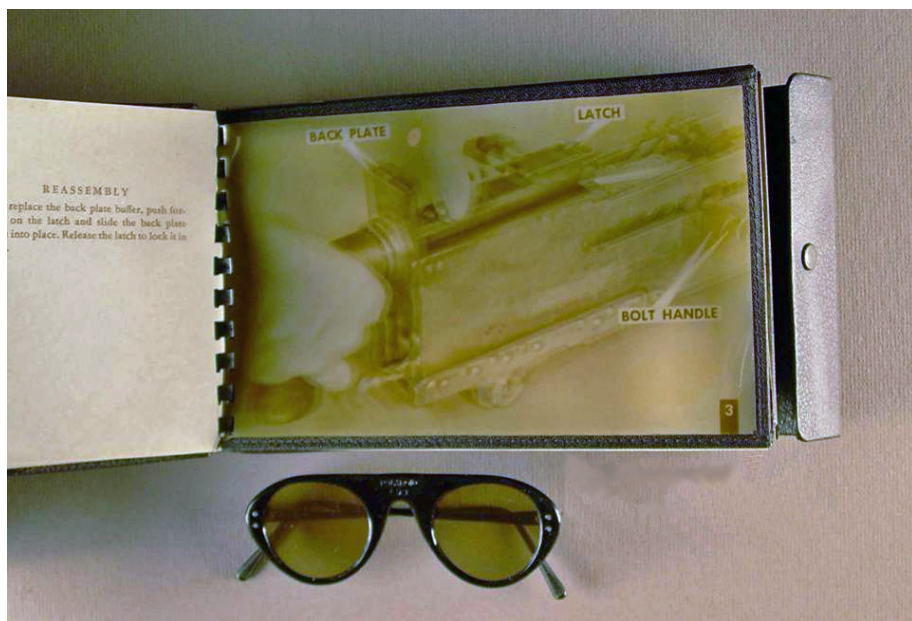
With funding from the Getty Foundation and the Andrew W. Mellon Foundation they established the Middle East Photograph Preservation Institute, and in January 2009, American University of Beirut hosted an intensive two-week training course.

Norris and Kennedy discussed the many challenges they had not encountered in previous workshops – including the outbreak of war in Lebanon between Hezbollah and Israel in 2006 – the risks and benefits, and goals for the future of photograph preservation in the Middle East. They expressed hope that this workshop will serve as a model for other international initiatives in preserving the world’s photographic heritage.

Commissioned by the Endangered Archives Programme of the British Library, Martin Jürgens traveled to Luang Prabang in Laos, as a consultant, in an effort to conserve the Buddhist Archive of Photography, a collection of thousands of photographs taken by local monks over the past 120 years. Because they believe the soul of a person pictured in a photograph to be infused in the image itself, these photographs are highly revered.

Jürgens talked about his work in the monastery of Vat Xieng Thong, and the challenges he faced with language barriers, cultural differences, a tropical jungle climate, insects, mold, and the death of the monastery’s head monk two hours after their initial meeting. Jürgens described his experience as “fascinating” and “humbling.”

For VMS members interested in learning more about these and other talks given at the 2009 PMG Winter Meeting, most will be written up in the next issue of Topics in Photographic Preservation. Also, in the March 2008 ARTnews feature “Setting a Date,” Thane Peterson writes about Messier’s work in photographic forensics.



U.S. Navy Vectograph Training Kit Browning Machine Gun, Cal. .30 from the Polaroid Corp. Collection, Baker Library Historical Collections, Harvard Business School.

to the 1870s. This practice was most common just before and during the Civil War, when reproducing maps by photography was essential to supplying updated information on important landmarks and troop locations that could enable a tactical advantage. Lundgren examined the various treatment issues and noted that these salted paper prints are not readily identifiable unless you know what to look for.

ate, positive American interaction in this part of the world,” Debra Hess Norris, chair and professor of photograph conservation at the University of Delaware, and her longtime collaborator, Metropolitan Museum of Art photograph conservator Nora Kennedy who was born and raised in Lebanon, contacted the Arab Image Foundation in Beirut about organizing a workshop on photograph preservation.

FROM THE EDITOR



VIEWS Editor Tim Hawkins

I'd like to thank the Visual Materials Section leadership for giving me the opportunity to be your newsletter editor. I'm hoping that I will be able to walk proudly in the paths of those before me. It's a cliché, but those are some big shoes!

It's been a bit of a crunch getting my first issue together, but I've learned a lot doing it. I've especially become aware of how active this section is. I'm sure you'll notice that I haven't attempted anything really fancy. My first concern is to simply publish a newsletter that's accurate and complete, and get it done before it's time for the next one!

I'd like to see the newsletter have more "news." What have you experienced in the world of visual materials that is "news"? What have you seen in the mainstream news that would interest us? What great exhibits have you seen? Do you have news to share from your organization? Just send me an email if you have something to share.

Do you have a pet issue that you'd like to write about? Those of you who know me will realize that I have quite a few opinions of my own on visual materials topics. In future issues I'll be using this column as my

soapbox. I would encourage you to do the same. Write an article about a topic that impassions you and I'll publish it.

For the design, I've drawn on past issues of the newsletter for ideas and tried to just keep it simple at the outset. I would like the newsletter to have a design that draws on the strengths of the past, yet continues to evolve and improve. That's the challenge I've posed to myself, so you'll see the design morphing a bit in future issues. I welcome any and all comments to help me improve the design of the newsletter.

Finally, I strongly believe that a visual materials newsletter should contain a good selection of images. Do you have images in your collections that you'd like to share with the membership? Send them to me and I'll publish them.

Thanks again for this opportunity. I welcome all comments or submissions.

Contact me at: thawkins@hvi.net

Honorable Mention

**Exhibit Review by
John H. Slate, CA**
*City Archivist
Dallas Municipal Archives*

Fritz Henle: In Search of Beauty
February 3, 2009 - August 2, 2009
Harry Ransom Center
The University of Texas at Austin.

The exhibition celebrates the art of photographer Fritz Henle (1909-1993) and coincides with the centenary of his birth in Germany. Featuring more than 125 seminal works that span the six decades of Henle's career, the exhibition documents his enduring quest to find beauty in all forms of artistic genres and throughout the world.

AMIA 2009 – Save the Date!
St. Louis, MO., November 4-7

By Timothy Wisniewski
*Association of Moving Image
Archivists Liaison*

The Association of Moving Image Archivists (AMIA) annual conference provides an opportunity for long-time AMIA members, newcomers to moving image archiving, and other interested professionals and vendors in the field to meet, exchange ideas and information, and collaborate. AMIA conference registration includes participation in all regular sessions and screenings and some special events.

Upcoming Events

May 22-30: 65th International Federation of Film Archives (FIAF) Congress, Buenos Aires, Argentina

June 27-July 24: 23rd Festival "Il Cinema Ritrovato," Bologna, Italy

July 24–25: Northeast Historic Film Summer Symposium, Bucksport, Maine

August 7-9: Capitolfest Classic Film Festival; Rome, New York, USA

August 11-16: SAA Annual Meeting, Austin, Texas, USA

August 13-23: Internationale Stummfilmtage / Bonner Sommerkino, Bonn, Germany

September 3-7: Cinecon 45 Classic Film Festival, Los Angeles, CA

September 20-25: 40th International Association of Sound and Audiovisual Archives (IASA) Annual Conference, Athens, Greece

October 26-29: SMPTE Technical Conference, Hollywood, CA

Did You Know?

By Paula Jeannet Mangiafico
Rare Book, Manuscript, and
Special Collections Library
Duke University

At the 2007 MidWinter meeting, the VM Advanced Workshop Committee was re-named the **Professional Development and Education Working Group**, to better reflect its wider scope.

The Working Group members are:

Nicolette Bromberg, Visual Materials Curator at the University of Washington Libraries in Seattle.

Teresa M. Burk, Research Services Archivist at Emory, with special responsibilities for visual materials.

Marcy Silver Flynn, a consultant specializing in collections management services for visual materials and other special collections.

Regina Kammer, Visual Resources Librarian for the News Service at Stanford, and visual materials cataloger as well.

Paula Jeannet Mangiafico, Senior Processing Archivist at Duke University's Rare Book, Manuscript, and Special Collections Library, specializing in visual material collections processing and description.

Joan M. Schwartz, art historian on the faculty of the Art Department at Queen's University, Ontario.

The working group's mission (to be approved by VM leadership) is to promote and support the professional development of visual materials specialists by creating or helping to develop training and educational opportunities through SAA workshops and sessions, and by developing other resources for the VM membership. The chair also serves as a VM liaison to the SAA Director of Education.

The committee has a number of possible action items to initiate or discuss further with VM membership:

Develop and coordinate the creation of basic and advanced workshops and sessions at SAA national meetings, and at other professional regional meetings.

Create a manual for the care and handling of visual materials to train volunteers in small repositories.

Add a "Basic Information" site to the VM web page as a gateway to basic resources about visual materials.

Comments on any of these or other ideas for the working group are welcome. Email Paula at paula.mangiafico@duke.edu

CALL FOR WORKSHOP OR SESSION IDEAS

The most urgent item on the working group's agenda is a call for ideas for workshops or sessions related to visual materials at SAA 2010 in Washington, DC. The deadline this year likely will be in September, but the VM leadership would like to have plenty of proposals to discuss and sponsor by the annual meeting in Austin in August 2009. The working group members can make your idea become a reality!

Current session/workshop ideas simmering on the burner are:

Arranging Large Visual Collections (to be offered as a session at SAA 2009; would make a good workshop if focused on photographs or negatives.)

Fundamental Competencies for Visual Materials Staff (session).

How to Handle Prints and Drawings (workshop, 2010).

Teaching with Visual Resources (how visual materials are used in education, session, 2010?)

Educating Historians about VM as Evidence (directed more at the public services end, session)

Identifying and Preserving Modern Prints (workshop).

Color Photographic Prints (workshop).

Care and Handling of Nitrate Negatives (workshop).

Recovering Images from Vinegar Syndrome Acetate Film (workshop).

Managing Digital Moving Images (workshop or session).

Basics of Hybrid Reformatting (workshop)

We're sure there are many more possibilities. Give us more! Or, do you know someone who would be an outstanding instructor on one of these topics? Get your ideas in early - contact Paula at paula.mangiafico@duke.edu

IEWS deadline for submissions is June 15th for the July 2009 issue

**Place announcements for
the SAA annual meeting in
Austin!**

**Submit images from your
collections!**

**Let us know about new
books and exhibits!**

Write an article!

**Contact Tim Hawkins
IEWS Editor
thawkins@hvi.net**

NEW Books in Print

By **Liz Ruth, Assistant Editor**
Los Angeles Maritime Museum

1. Chuang, Joshua With contributions by Steven W. Zucker and Allan Chasanoff. *First Doubt : Optical Confusion in Modern Photography: Selections from the Allan Chasanoff Collection*. Yale University Press, 2008. ISBN 978-0-3001-4133-7. 216 p. \$50.00.

2. Dammann, Gordon, and Alfred J. Bollett. *Images of Civil War Medicine: a photographic history containing numerous previously unpublished photographs of surgeons, nurses, hospitals, and other facilities used during the Civil War*. New York, N.Y. : Demos Medical Publishers (Berkeley, CA) : Distributed to the trade by Publishers Group West, 2008. ISBN 978-1-9326-0339-2. 204 p. \$35.00.

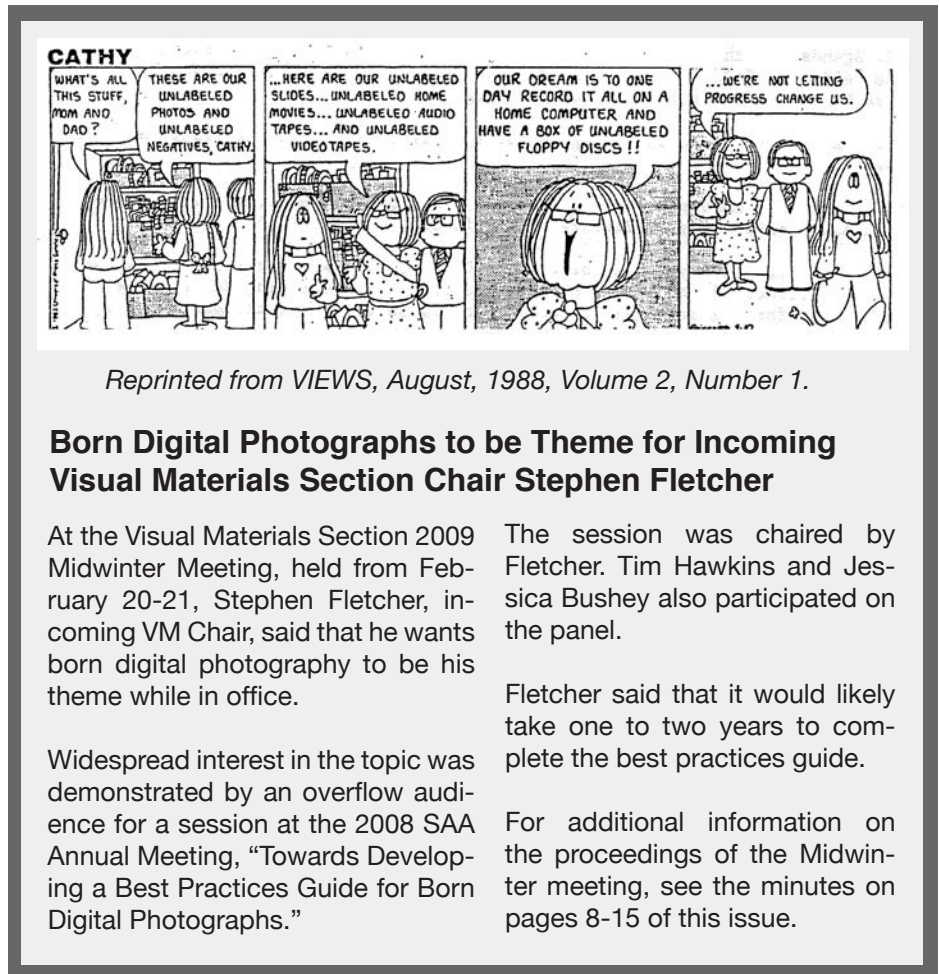
3. Greenough, Sarah. *Art of the American Snapshot 1888-1978*. Princeton, New Jersey : Princeton University Press, 2007. ISBN 978-0-6911-3368-3. 288 p. \$55.00.

4. Griesdorf, Howard F. and Brian Clark O'Connor. *Structures of Image Collections from Chauvet-Pont-d'Arc to Flickr*. Westport, CT: Libraries Unlimited, 2008. ISBN: 9781591583752. 180 p. \$45.00.

5. Keller, Corey, editor, with essays by Jennifer Tucker, Tom Gunning, and Marlen Gröning; Additional contributions by Marie-Sophie Corcy, Erin O'Toole, and Carole Troufléau-Sandrin. *Brought to Light : Photography and the Invisible, 1840-1900*. Yale University Press, 2008. ISBN 978-0-3001-4210-5. 216 p. \$50.00.

6. Mante, Harold and Thomas C. Campbell. *The Photograph: composition and color, design*. Santa Barbara, CA : Verlag Photographie/Rocky Nook ; Sebastopol, CA : Distributed by O'Reilly Media, 2008. ISBN: 978-1-9339-5226-0 192 p. \$49.95.

7. Nordstrom, Alison Devine and J. Luca



Reprinted from *VIEWS*, August, 1988, Volume 2, Number 1.

Born Digital Photographs to be Theme for Incoming Visual Materials Section Chair Stephen Fletcher

At the Visual Materials Section 2009 Midwinter Meeting, held from February 20-21, Stephen Fletcher, incoming VM Chair, said that he wants born digital photography to be his theme while in office.

Widespread interest in the topic was demonstrated by an overflow audience for a session at the 2008 SAA Annual Meeting, "Towards Developing a Best Practices Guide for Born Digital Photographs."

The session was chaired by Fletcher. Tim Hawkins and Jessica Bushey also participated on the panel.

Fletcher said that it would likely take one to two years to complete the best practices guide.

For additional information on the proceedings of the Midwinter meeting, see the minutes on pages 8-15 of this issue.

Ackerman. *Truth Beauty : pictorialism and the photograph as art, 1845-1945*. Vancouver, Canada : Vancouver Art Gallery, 2008. ISBN: 978-1-5536-5294-6. 180 p. \$60.00

8. Peterson, Christian A. *Masterpiece Photographs of the Minneapolis Institute of Arts: The Curatorial Legacy of Carroll T. Hartwell*. Minneapolis, MN : University of Minnesota Press, 2008. ISBN 978-0-8166-5681-9. \$39.95 cloth.

9. Pinson, Stephen C., editor. *Eminent Domain: Contemporary Photography and the City*. New York, N.Y. : New York Public Library. ISBN 978-0-8710-4460-0. 80 p. \$22.50.

10. Yapp, Nick and Amanda Hopkinson. *Photo Journalism*. Langenscheidt Publishers Inc., 2008. ISBN 978-0-8416-0260-1. 800 p. \$59.95, cloth.

Showcase your images in the GALLERY!

Submit those interesting images that all of you have in your collections.

Or better yet, write an article about your collection and illustrate it with images.

Send submissions for *VIEWS* to Tim Hawkins, Editor
thawkins@hvi.net

GALLERY

Images from past issues of VIEWS



The Sprinkle Brothers, C.M. Bell Studio, Washington, DC, May 30, 1904. National Law Enforcement Museum Collection, 2006.166.1 (detail). Reprinted from VIEWS, August 2006, Volume 20, Number 3.

Two Duchow sisters and a baby boy, ca. 1850. Photographed by William Snell. Half-plate daguerrotype, hand colored. Bancroft Library: BANC PIC 1955.022:002-CASE, Reprinted from VIEWS, April 2001, Volume 15, Number 2.



High water at the levee, Baton Rouge. One may see in the image that there is no levee. Tide lines are visible on the buildings to the right of the wagons. The steamboat is the "Empire City," which served as headquarters for Federal Army commanders while Baton Rouge was occupied. Marshall Dunham Photographic Album (Mss. 32410109), Louisiana and Lower Mississippi Valley Collections, LSU Libraries, Baton Rouge, Louisiana, USA. Reprinted from VIEWS, December 2005, Volume 20, Number 1.



Canoeing at Chautauqua in Montgomery County, Ohio, circa 1900. Image courtesy of the NCR Archive at the Montgomery County Historical Society, Dayton, Ohio. Reprinted from VIEWS, December 1999, Volume 20, Number 3.



SAA VM Section Midwinter Meeting Minutes, February 20, 2009

Participants: Arden Alexander, Beth Bilderback, Brett Carnell, Stephen Fletcher, Paula Mangiafico, Miriam Meislik, Deirdre Scaggs, Gerri Schaad, John Slate, Tim Wisniewski

Beth called the meeting to order at 9:15 with the first announcement that Stephen would be live-blogging the meeting. <http://vmmidwinter.wordpress.com> All participants introduced themselves.

Discussion began with a review of the three-year plan. The first item on the plan was the structure of the section under "Core Activities." After Beth noted that the three membership groups seem to be working well, Deidre reported that SAA requires a steering committee.

The group discussed whether the Administrative Group was the same thing as a steering committee and whether it met all the requirements outlined in the SAA Manual for a steering committee. Deidre stated that it is up to the section to determine the make up of the steering committee, how it is structured and what it does. The SAA Council Handbook requirements state that the steering committee will consist of two officers and a minimum of two elected steering committee members. The group discussed whether the past and upcoming chairs meet the requirements of being elected. They noted that not all members of the steering committee have to be elected.

John Slate told the group that the Government Records Section has local, state and federal government archives representatives on their steering committee. Beth thought the section should look into electing steering committee members rather than have any appointees. Arden asked what the role of the steering committee should be, and Beth said she thought it should be the same as the current administrative group and that a steering committee would become the administration group. She thought it would be good if we could include steering committee elections in the upcoming election cycle with the terms beginning at the close of the SAA annual meeting.

The bylaws must state how long the terms last and the group discussed term lengths. John said the Government Records Section had two year terms. He said the steering committee gave people good experience for other leadership roles.

One suggestion was that, for the first election, one steering committee member would run for a three year

term and the other for a two year term and then all terms would be two years after that.

Another suggestion was that for the first election one steering committee member would serve a one year term and the other a two year term and then all terms would be two years after that.

Beth noted that the bylaws will have to be changed again at the meeting in Austin. Then the group discussed how the steering committee members should be elected. One suggestion was that there be two open seats and the two top vote getters would be elected, with the largest vote getter serving the three year term and the next highest vote getter taking the two year term. If the two top candidates had the same number of votes they would work out the terms between them.

The second item in the three-year plan was the newsletter. Someone noted that no negative comments were received back about Views being distributed only online.

Then there was a discussion of the Views indexing project and where it stands. James Eason had asked why we needed the index since there are now searchable PDFs online. Arden asked if all issues can be searched simultaneously on line now, and Beth questioned whether all back issues are currently online. She said she would check.

Gerri thought that a broad topic list with hot link searches would be more helpful than just a Google search. She thought that a few of the issues weren't indexed yet. Beth will check with Mark Martin and Martha Mahard. Paula stated that we should only do the indexing if the membership will use it and questioned whether they wouldn't prefer to use Google. Gerri was concerned that novices in the field wouldn't be able to find the site via Google.

Paula noted that the section could create a "basics" section on the VM website and that might be a good place for the index since we have so much work on the index already done. The index would lead to specific articles. Steven said the flip side would be to abandon the indexing project. Gerri said she would explore getting the project completed.

Paula stated that the Professional Development and Education Working Group may be able to help if the

SAA VM Section Midwinter Meeting Minutes, February 20, 2009

index would serve as a means to an introduction to visual materials archives, and she will talk to the other members about it.

Then the group discussed continued new, expanded member involvement in production of Views, with various section editors. John said there was a decline in calendar submissions and he would work on getting more items for the calendar.

The next topic of conversation was the Annual Meeting, starting with discussion of the book fair. Megan Friedel can't do the book fair this year but would like it to continue. Stephen quoted poll results from his blog about the book fair, which showed four people would like the book fair to continue and three didn't know there was a book fair. Beth would like to see the book fair stay on the three year plan. Gerri asked if it was possible to have a book fair on the section website.

Beth would like to continue soliciting future VM programs for the annual meeting.

Paula expressed concern that fewer people will be able to attend the annual meetings, since money is tight. Miriam stated that recording the VM special speaker would be useful and the group agreed. Stephen also proposed that the section meeting be blogged. Arden suggested that all SAA programs be webcast, but there was some doubt that it would be possible because SAA sells the recordings. A number 4 was added to the plan to explore alternate ways to involve members who can't attend (blog, recording Section speaker for podcast, etc.)

Stephen stated that, as Chair-elect, he was responsible for organizing a local tour but was having difficulties because SAA wants tours to be held before the meetings start and most VM members won't be arriving early. He noted the logistics are difficult because he doesn't know how many people to expect for the tour and he doesn't have an SAA schedule to work around. He asked if a local tour should be part of the meeting. The group agreed that it should. He asked if the tour should be part of the three year plan and the group decided it shouldn't. The group agreed there should be alternate ways to participate for members who cannot attend the annual meeting.

The next topic of discussion was the web site. Beth announced that Mark Martin hadn't proposed any changes in regards to the web site. Mark was working to make the web site ADA compliant but hadn't got there yet. She said she would like to find editors to help keep people involved and help Mark. Miriam said she had submitted a list of all SAA VM sessions to Mark for the web site. Paula said the Profes-

sional Development and Education Working Group will take care of a history of all the sessions since 1986.

Paula noted that maintenance of the web site is crucial since some of the content is out of date. Discussion about Google searching and links from other web sites to VM brought up the question of how many people we want to link to the web site. The group thought that it was good to get as many links as possible, as it made search results come up higher in retrieval lists. Beth said she would bring up these issues at the annual meeting.

The next topic of discussion was the listserv. There are currently two listserves: VisualMat, which is open to anyone who wants to join, and the SAA listserv that is available only to SAA Visual Materials Section members. The VisualMat listserv is maintained by James Eason. Section members are automatically members of the SAA listserv but their settings are set to *no mail*, and they have to go in and change the setting to get the listserv mail.

The SAA listserv has been up for about a year and many people still aren't aware of it. The section listserv should have over 600 people on it to represent the size of the section. The VisualMat is open to people who may not have money to join SAA, or where visual material is of interest but is a secondary endeavor to SAA members who need to belong to other sections, because they represent their primary area of work. The SAA listserv should be limited to section business and the VisualMat for discussions of interest to the visual materials community at large.

Stephen asked if the three year plan can include both listservs. James reported the ability for archiving the listservs isn't available yet. The importance of archiving the listserv was discussed. John noted that the listserv currently doesn't get a lot of traffic and there has been no compelling need expressed for an archive so far. There was general agreement that the issues discussed are usually about issues that lose their timeliness quickly, so archiving may not be all that important. Miriam asked if we could describe the two listservs in an article in the newsletter and make the distinction clear between the two. Paula thought this could be a good thing to cover in a new "Did You Know?" section of the website. There was general consensus that we should continue to run two separate listservs.

SAA VM Section Midwinter Meeting Minutes, February 20, 2009

The group moved on to a discussion of special projects, starting with t-shirt sales.

Miriam said she had been selling T-shirts since 1996 and that they make an average of about \$250 each year. There have been fewer sales the last two years. Beth suggested that there be more publicity about T-shirt sales via the website and newsletter to let people know the T-shirts are available all year long. SAA can buy the T-shirts at a discount and sell them. John said he missed hawking the T-shirts and thought the physical presence of the T-shirt sales at the annual meeting was important.

The group proceeded to other special projects listed in the plan. In terms of investigating the move of Visual-Mat to the SAA server, Beth said it wasn't something we want to do because it closes the listserv off to the general population, so that item was removed from the plan.

On the topic of a mid-year meeting, the group agreed that it was beneficial for the chair and chair-elect and gets more people involved. They agreed to strike "2008" from II.E. of the plan and replace it with "each year."

The group agreed that II.F could be removed from the plan since we have started online elections.

The group discussed member-authored reviews of VM-related sessions. Reviews have been put on the website but not for last year's sessions. The reviews are a good way to include people who couldn't attend the meeting. The group discussed whether this activity should be one of the core activities of the section. Beth said that since we only did it one year and then didn't do it last year that it shouldn't be considered core, but would like to see it continue. Miriam noted that there were reviews of sessions in Views in the past. The group decided to keep this as a special project for now.

The group discussed the Digital Collecting Working Group and suggested that the plan be changed from "Form a new working group" to "strengthen" or "continue," since the working group was now underway. Stephen noted that the group was formed but not on the website yet. They would like feedback on a best practices guide.

The discussion then proceeded to publications. There was a question whether websites should be added to the bibliography. John said he included them, and Paula said maybe only the major ones and Deirdre noted that the bibliography would get too big and that it is too hard to keep URLs up. People can use Google to find websites.

He asked if there were any other areas that needed to be added. Gerri suggested the Union Database of Photos, NEH, NHPRC and catalogs of online images. The group noted the importance of supporting visual materials publications, because it increased member involvement and helped faculty who need to publish.

Section III.F. about a VM focused issue of the American Archivist should be removed from the plan because Deirdre says the editor told her it wasn't going to happen.

The next agenda item was a discussion of bylaws. The main changes needed relate to the Steering Committee, to make the Section compliant with SAA policy. The first suggested amendment of Article 4 was to change the name from "Officers" to "Leadership". Section 4A was changed to read "The Section shall be guided by a Steering Committee composed of the Chair, Chair-Elect, Immediate Past Chair, two elected Steering Committee members, the Webmaster, and Newsletter Editor." Section 4B1 and 4B2 should be combined. 4B2 should become "The two elected members of the Steering Committee shall each serve alternating two year terms." For 4B3 John suggested the language from the Government Records Section, "The Newsletter Editor and the Webmaster shall be appointed by the Chair with the advice of the Steering Committee for a term of two years, with the option to renew indefinitely." The current 4B3 changes to 4B4 and "The Chair and Chair-elect" should change to "The elected positions". 4C1a should change from "The Elections Committee shall call for nominations for Chair-elect..." to "The Elections Committee shall call for nominations for Chair-elect and a Steering Committee member..." Section 4C3c should be added "c. Steering Committee Member. In the case of vacancy, the Steering Committee shall appoint a replacement who shall serve until the end of the unexpired term." In Section D1 change "Chair-elect and ..." to "Steering Committee..." It was pointed out that with current structure, "Committee Chairs" needs to be removed in next sentence. Gerri asked whether the chair or the steering committee makes appointments. There was general agreement that the chair makes all appointments.

Stephen asked who should take the minutes at the annual meeting. Should it be part of the by-laws since the minutes need to be published? Chair will appoint person to take minutes.

In article 7 change from "Chair, chair-elect" to "Steering Committee." Beth will get the proposed changes to the by-laws out in the next newsletter for comments, and

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again in the next issue for review prior to voting at the annual meeting. John asked if there was any type of function in the on-line voting program that would allow for voting on amendments. Beth will talk to Bryan Doyle.

The group discussed the book fair and wanted to continue with it. Megan Friedel is willing to pass along notes as she won't be in Austin. John Slate volunteered to help with logistics of getting things there. Paula thought that Linda Peterson may be willing to help out. John Slate will make introductions.

The group then discussed finances. Tom Jurczak, the financial person for SAA, is trying to find out how much the section has and where.

Miriam reported that in 2003 SAA said that anything over \$100 should be handled by SAA for the section. The VM section used monies from T-shirt sales for extra costs of large newsletters when they were mailed. Deidre said that Ardys got a balance in 2007, and she seems to remember it was over \$2000. Money comes from T-shirt sales and the book auction; the last book fair/silent auction raised \$400.

Brett said that the section needs to know what it needs funds for and manage the money accordingly. Beth said that the proposed VM reader might require some money or that money could go toward a scholarship for a student to go to the annual meeting. There was discussion about a perceived conflict with SAA's fundraising efforts.

So what do we do with the money we've already raised? Miriam said that section members should decide what to do. Beth asked Miriam to continue working with Tom and report back to her. Questions to explore are: If we have a project how do we fund it? How do we set up reporting? Where is the money and how much? What are the restrictions on use of funds? Beth will be the contact with SAA after Miriam gets back to her.

Stephen would like a treasurer to be part of the three year plan.

Discussions about the annual meeting were tabled until the Saturday session.

Ardys and Deidre are the nominating committee as past chairs. The steering committee members will be elected in Austin. Beth asked if anyone had names of people who would be willing to run. Deidre will work with Brian Doyle to set up online voting and will keep it open for two weeks. Paula suggested that the committee go through the membership list and recruit likely people from outside the loop. Brett suggested that there be a check-off list on the sign-in sheet at the annual meeting where people could check that they would be willing to serve,

and Arden suggested following up by contacting the people on the list.

The next topic of conversation was the newsletter. Martha stepped down as editor. We did not get out an October issue, but Stephen put together the January issue which came out in February. Tim Hawkins would be interested in the editorship, and group agreed to have Tim as editor. When Laurie was editor there were liaisons, but they went away. Beth would like to get them operating again because the newsletter is too much for one person. Liz Ruth has been an assistant and is willing to continue in that capacity. John can help with exhibits. Paula will provide information from the Professional Development Group. Martha talked about getting information on the website for submission contacts and deadlines, and Beth will talk with Tim about doing that once he's comfortable with newsletter.

Then the group discussed the bibliography. John said that he revised, changed and added many things from last year but there were still two big issues.

First, the structure and outline – the bibliography was intended to consist of helpful tools for those in the profession as well as some advanced resources. It is about 40 pages now but more readable than the earlier condensed version. John is ready to turn it over to a new editor. Stephen asked what needs to be done. John said we should let it go for a year or two before we update it. He stripped out websites because of maintenance problems. He asked whether they should be a separate resource since they didn't work well as part of the bibliography. Baseline guidelines for what should be included weren't established, but were based on the editor's opinion. Written guidelines would be useful. John will submit the current bibliography to Mark and be done. Beth said that we need to find someone to take it on, perhaps someone who helped John.

The group then discussed the website. Should the website be moved to SAA where their templates have to be followed? There is currently a link off of their site. SAA has upgraded so they now have space when they didn't before. With additional content and needed revisions Mark may need some help. Stephen posed the possibility of having it on a commercial site where we could have stream-

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ing video capacity which could be a need for fundraising. Deidre said it probably wouldn't be supported by Council. The group agreed it is good for the section to be able to control the content. Deirdre said that SAA originally had rules about design but had since backed away. Stephen volunteered to explore the options more with Mark.

The next topic of discussion was about a VM Reader proposal. Laurie said that the initial step would be an advisory committee but it hasn't gotten very far. She would like to be content editor, like for the administration of photo archives book.

The book has to be done before SAA will agree to publish it. Miriam said that people generally know nothing about the business. Deirdre thought it should also cover theory and critical interpretation. In the future, archivists will need to figure out what to do with the material that we are working on today. Beth said she would establish a working group to identify the audience and content. A draft proposal for the reader should be done by July, so a presentation can be made at the annual meeting.

The next topic of discussion was the Professional Development Committee. Paula said six people volunteered: Nicolette Bromberg, Teresa Burke, Marcy Flynn, Regina Kamer Stanford, and Joan Schwartz. They will begin in the fall and work in year long cycles. By midwinter they would have a list of proposed sessions. In May and June they will pull together and submit ideas at the annual meeting. They will concentrate on national meetings but would also like to tie into the SAA sponsored workshops. They looked into regional offerings and reported that there is a lot going on.

The committee's goals are:

1. Update the web pages
2. Keep working with Solveig to identify instructors and new content. Nicolette wants more basic workshops but SAA is doing a good job already. Sessions have been approved for the annual meeting but not sure about the workshops.
3. Develop at least three advanced workshops or sessions. One problem is that they don't often know what the other sessions are offering that are VM related. They suggest putting a notice on the listserv asking members to go through the VM section before submitting session proposals.
4. Coordinate a review of the sessions. Beth noted that

James Eason had developed a form. Two people should review each session. Paula will work with James on reviving this.

The committee would also like to do more on reference and outreach; the use of VM in education such as teaching with photos, and hybrid reformatting. They would like to round up all the offerings nationwide and post them both to SAA and non-SAA sites. They asked people to post ideas for bringing workshops to your area. With more limited resources they suggest doing videocasts and putting videos on YouTube. Have students do videos as projects. Beth will talk to Ardys to find out whether Professional Development and Advanced Workshops have been merged.

For liaison reports, Robert Burton, the current chair of VM-CAR, is interested in hearing of any issues to be addressed; Christian Kelleher is the Incoming Chair. Tim Wisniewski volunteered to be the AMIA liaison. We still need an ACA liaison

The group discussed digital collecting. Tim Hawkins and Stephen did a session on digital collecting in San Francisco. Jessica Bushy gathered a lot of names at the last meeting of people interested in digital collecting. Stephen is working on a best practices guide and thinks it will take 1 to 2 years to complete. How does the section back or support this project?

Stephen wants born digital photography to be his theme while he is chair. Beth said he should work with Paula to develop sessions and workshops. Stephen said he needs to give shape and form to the idea but a meeting to gather information doesn't fit into the SAA formats. He would like to get a meeting space in the conference hotel.

The group discussed records management issues. Deirdre said that the section needs to comply with SAA rules: the section retains three years of records and then transfers the older material to SAA.

One duty of the outgoing chair should be to submit the records to SAA. Past chairs should send any records they have to Deirdre, the immediate past chair, and she will submit them. The past chair should be responsible from now on and this duty should be added to the perpetual calendar. Deirdre will draft a procedures manual for the incoming chairs.

The group adjourned for the day.

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Attending on Saturday: Beth Bilderback (Chair), Stephen Fletcher, Paula Jeannet Mangiafico, Miriam Meislik, Tim Wisniewski, Deirdre Scaggs, Gerri Schaad, John Slate, Helena Zinkham, with Laurie Baty continuing as the "Hostess Supreme."

I. Planning for Annual Meeting, Austin TX

1) Beth Bilderback reported that the VM Section endorsed three session proposals, two of which were approved for the Austin meeting: a panel session on applying minimal processing techniques to large photographic collections, submitted by James Eason and Deirdre Scaggs, and with Kim Cumber and Elizabeth Hull of NC as panelists; and a session on issues related to analog formats and digital delivery, submitted by Greg Simmons of the NARA. Members did not know of any other sessions. Nicolette Bromberg, a member of VM, submitted a proposal for a workshop on visual literacy. In the next few weeks the Program Committee will have its approvals finalized.

ACTION: Paula Jeannet Mangiafico's Professional Development and Education group will take care of publicizing upcoming opportunities in Austin in *Views* and through listservs.

2) John Slate offered some unofficial insights into the Program Committee's work so far: they are assuming it may be a smaller meeting, both because of smaller travel budgets, and because the Texas climate in August may not be appealing. It will be important for VM to help SAA with urging archivists to attend this meeting.

Meeting participants agreed that Austin is a huge draw for its cultural offerings and reputation as a great entertainment destination. There are lots of significant repositories large and small (and then there's the Ransom Center, a class unto itself), and the daily spectacle of watching thousands of brown bats streaming in and out of the Congress Ave. Bridge. But no, the brown bat is not the official bird of Austin, though maybe it should be; that honor falls to the boat-tail grackle, according to expert resident John Slate.

3) Tours: Stephen Fletcher noted that no visit to Austin can be complete without seeing the first photograph known to exist (Niépce, 1826), which is held by the Ransom Center.
<http://www.hrc.utexas.edu/exhibitions/permanent/wfp/>

Unfortunately the Center will have no major exhibits up in early August, but we could maybe get a behind-the-

scenes tour. Stephen reports that the RC staff is excited about hosting a visit for our group. Stephen has already talked with the tour coordinator at SAA, who urged us to schedule a tour on the day of the other tours – before the workshops. But that would mean that few section members would already be in Austin.

A lengthy discussion ensued about crafting a tour centered around the Ransom's photographic and/or visual arts holdings, perhaps in the evening; there was also the possibility raised of holding our Section meeting there. According to SAA office, there is a precedent for holding section meetings offsite. There appears to be an excellent city bus service directly from the meeting to the Ransom Center.

ACTION: John to look into opening the facility for an evening tour; will work with Stephen and Beth to explore the possibilities of holding a tour of the Center and maybe holding a section meeting at the same time.

4) Section Meeting Ideas: Discussion about benefits of having a speaker for VM meetings, or spending that time on getting members and new attendees engaged with our group (break-out discussions, etc.). Both are appealing. It was suggested that we alternate years for these two program options. Helena Zinkham suggested asking the Ransom Ctr. staff to speak at the section meeting if a tour doesn't work out. Break-out sessions in Washington DC 2010 might be better idea – will probably be a bigger meeting.

ACTION: Chair needs to confer with VM members and decide which to do in Austin, and relay to rest of group.

II. Speak of the devil: Annual Meeting, Washington DC, 2010

Session ideas and news:

1. Miriam Meislik and Connie Schultz are planning a session on educating historians on the use of photographs as evidence. Could be directed at public service archivists. Group discussed the possibilities. Paul Conway and Elizabeth Yakel (U. of MI) are wrapping up a study on the use of visual materials in higher education. Could make good panelists, along with a historian and an archivist.

ACTION: Miriam and Connie to continue to develop this proposal.

2. Paula mentioned that one urgent need expressed in the past was to give more attention to developing work-

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shops on how to care for non-photographic materials. Helena responded by offering to look into hosting a workshop at the LC – an ideal venue – on how to handle prints and drawings. Group should also consider tours of repositories with substantial or interesting collections of non-photographic collections. One possibility for DC suggested by Gerri Schaad is her institution, Dunbarton Oaks, which has many fine prints and drawings (botanical and architectural). Other ideas welcome from VM membership.

ACTION: Helena to look into workshop possibilities and will get back to Paula. Gerri to look into tour possibility at Dunbarton.

3. Beth reminded VM members to get started early on session and workshop proposals. Paula is implementing a yearly cycle for the Education group so submissions can be moved along during the whole year between meetings, and she read the list of session topic ideas that were developed by the Advanced Workshop Committee under Ardys Kozbial's direction with input from the section membership. These are still valid and should be pursued by the Education group and others in VM.

III. Liaisons

1. No liaisons were present at midwinter meeting except Gerri. Group reviewed our current liaisons and their activities. Current liaisons: AEC – Robert Burton, VM Cat. – R. Burton (Chair); Architectural Recs. – Gerri Schaad; SAA – Lee Miller, VRA – Kim Cumber (unofficial). There are some vacancies: AMIA (Association for Moving Image Material), ACA (Academy of Certified Archivists). Tim Wisnieski, visual materials archivist at the Alan Mason Chesney Medical Archives of the Johns Hopkins University, and recent grad of the Univ. of Pittsburgh Library School, volunteered to be the AMIA liaison. Thanks, Tim!!

2. The function of the ACA liaison is to make sure that VM issues are well-represented in the exam given by the Academy. Helena pointed out that the liaison however is not charged with actually taking part in creating the test. One question: who in VM is certified? Um, a certified archivist, that is. (James, don't go there, don't go there!)

3. The Visual Resources Association (VRA) has contacted VM to request that we establish a formal liaison relationship, organization to section (rather than VM having a person uni-directionally linked to an organization, if that makes sense). For now Kim Cumber is our informal

liaison - monitors VRA listserv for items of interest to VM members.

ACTION: VM Chair needs to contact SAA Council for its approval if we decide to take VRA up on this.

IV. Status of Midwinter Meeting

1. Consensus was to try to keep it going annually. The blog proved to be a welcome addition to communicate with those who couldn't attend. As of noon today (Saturday, 2/21), we had 110 hits on the blog and some comments (additional comments came after lunch – just about the time our California cohorts had had their second cup of coffee).

2. Discussion played over issues of having midwinter meeting at people's houses vs. hosting it at an institution; how big it is meant to be; what is its function; and where to have it. Earlier discussions about fundraising could maybe be applied to midwinter – could we use funds to help defray food costs and space if we decide to hold it in a more neutral but more costly setting? Right now it's comfortably inexpensive and the attendance has been good. Consensus was that the midwinter meeting is for leadership and is not meant to have a huge attendance, but we do want to informally encourage others to attend if they can and are interested in hearing us yammer on and on.

Stephen had the idea of using member zip code info. to choose meeting locations. Also suggested maybe renting a beach house for 2010, which excited the crowd until they realized why the Outer Banks are so named; they are really out there and far from an airport.

3. Went back to the discussion about when to do speaker vs. break-out discussions at VM Section Meetings. Austin might be better venue for break-outs since more West Coast members and library school students might attend and may want to have that time to engage with VM members on specific topics. Washington may be better suited for program/speakers. (Beth to shape section meeting programming in consultation with VM members and leadership.)

ACTION: Beth will talk to Ardys and pull together VM Task Force to review suggestions and direction of midwinter meeting. Will report to VM Section at Austin.

LUNCH BREAK (yeah!)

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V. New Initiatives

1. We already have the VM Reader underway and will continue on that, so that's not really a new initiative although it has been re-energized.

2. Paula reported that Nicolette Bromberg has suggested that VM create a manual that smaller institutions could use to train volunteers on handling visual materials. Idea was well-received. Univ. of Minn. May have something online. Maybe VM's role could be to better publicize resources to institutions who might not know about them?

ACTION: Education group will look into this and see what already exists out there and what the specific needs seem to be.

3. Gerri suggested developing a "talk in a box" that VM members could give at their regional meetings. Discussed possibilities – worth pursuing at some point.

4. Stephen emphasized again the urgency of devoting more attention to digital issues, and group agreed the time is now. VM is well-positioned to produce a resource document for small institutions on visual materials and digital issues (esp. photographic). Could put it up on our web site. Stephen to look into what information is already available and in what form?

VI. SAA Direction and Policies

Lee Miller, SAA Council liaison, wants input from VM members on SAA's direction or its policies. Are there any specific issues we would like to communicate to Council?

1. Helena indicated the need to mention to Council the importance of addressing the impact the Native American Records Protocol will have on our profession. SAA has been asked to endorse this proposal. Follow this link for more: <http://www2.nau.edu/libnap-p/>

For VM members: we will need to rethink public accessibility to native artifacts and records and be more aware of cultural and ethical concerns when dealing with Native American and aboriginal collections. How might our VM section weigh in? Discussion topic in Austin?

2. Another concern (for Council or maybe for another source?): the handling of our VM fund (see Friday's minutes). Need to update the Section Handbook to address this issue of how SAA handles funds from sections (are we the only one??).

3. Some additional discussion of T-shirts and our account ensued. Money apparently went straight to SAA, even the money from the sale of shirts from Cafe` Press. Miriam never received statements.

ACTION: Beth will put out a call on listserv for input, then will convey VM concerns to Lee, our liaison. She will ask him for an update on SAA's stance re: Native American protocols (NAGPRA). She will mention fundraising issues, autonomy of sections, and need to update handbook (the fundraising section dates from 1992).

Late breaking news via the blog: James Eason tentatively volunteered to again coordinate reviews/summaries of sessions after Austin. This was a well-received service. Hats off to James!

The meeting was adjourned by the Chair, Beth Bilderback around 3:30 pm.

Saturday's minutes respectfully submitted by
Paula Jeannet Mangiafico

SAA VM Section Midwinter Meeting - Proposed Changes to Bylaws

The following proposed revisions are made to bring the Section into compliance with SAA regulations. SAA requires Sections to have Steering Committees, and the changes reflect the addition to our administrative structure. If you have any questions about or corrections to the proposed changes, please contact Beth Bilderback: BILDERBK@mailbox.sc.edu

Bylaws, Visual Materials Section, Society of American Archivists

Last Adopted 1990 August 31
Seattle, Washington

Revised, 2004 January
Boston, Massachusetts

Revisions adopted, 2004 August
Boston, Massachusetts

Revisions adopted, August 2008
Revised, February 2009

Article 1. Name.

The name of this section shall be the Visual Materials Section of the Society of American Archivists (SAA), hereinafter referred to as the Section.

Article 2. Objective.

To promote greater communication among visual materials archivists and to represent and promote appropriate care, management, and use of visual materials collections to the greater archival community through annual meetings, continuing education programs, and publications, including a newsletter reporting on the Section's activities and other matters related to visual materials collections.

Article 3. Membership.

Membership is open to any member of the Society of American Archivists who elects to join.

Article 4. Leadership Officers.

A. The Section shall be guided by a **Steering Committee composed of** Chair, ~~and a~~ Chair-elect, **Immediate Past Chair, Newsletter Editor, Webmaster, and two elected members.**

B. Terms of office.

1. The Chair and Chair-elect shall serve a term of one year each. **The Chair may not be elected to serve as Chair-elect in the year immediately following his/her term of office.**

2. **The two elected Steering Committee members shall serve alternating two year terms.** ~~The Chair may not be elected to serve as Chair-elect in the year immediately following his/her term of office.~~

3. **The Newsletter Editor and Webmaster are appointed by the Chair, with advice from the Steering Committee, to a two-year term each, which can be renewed indefinitely.**

4. The Chair, ~~and~~ Chair-elect, **and elected Steering Committee member** shall assume office at the close of the annual Section meeting in which they are elected, and shall serve until their successors have taken office.

SAA VM Section Midwinter Meeting - Proposed Changes to Bylaws

C. Nomination and Election.

1. Nomination

- a. The Elections Committee shall call for nominations for Chair-elect **and Steering Committee member** on the Section listservs and the second newsletter of each year.
- b. Only individuals who have consented to nomination may be listed on the slate of candidates.

2. Election.

- a. The Elections Working Group shall prepare a ballot for distribution 2 months preceding the annual Section meeting and for distribution at the meeting. This ballot shall include provision for a write-in candidate.
- b. The Elections Committee shall work with SAA to distribute an electronic ballot. SAA will report the results to the Elections Committee. The Elections Committee will, in turn, report the results of any election at the annual Section meeting and in the newsletter following the election.
- c. Ballots may be submitted using SAA's electronic balloting system or at the annual Section meeting.

3. Vacancies in Office.

- a. Chair. In the case of vacancy in the office of Chair, the Chair-elect shall assume the office and duties of Chair.
- b. Chair-elect. In the case of vacancy in the office of Chair-elect, the office shall remain vacant until the next annual Section meeting, at which time a new Chair and Chair-elect shall be elected. The Chair shall assume the duties of Chair-elect in the interim, although the Chair may ask a member of the Section to assist in fulfilling the duties of Chair-elect.
- c. Elected Steering Committee Members. In the case of vacancy, the Steering Committee shall appoint a replacement, who shall serve to the end of the unexpired term.**

D. Duties of the Officers.

1. Chair. The Chair shall preside over Section meetings, and with the advice and assistance of the **Steering Chair-elect and Committee** and Working Group Chairs shall direct the Section's activities. The Chair, **with advice of the Steering Committee**, appoints ~~Committee Chairs~~, Working Group Chairs, and Liaisons; submits the final Three-Year Plan and summary to SAA Council after receiving a draft from the Three-Year Plan Working Group chaired by the Chair-elect; submits budget requests to SAA Council; and turns over the records of his/her administration to the Chair-elect.
2. The Chair-elect shall advise and assist the Chair in conducting the Section's business. In the absence of the Chair, the Chair-elect assumes the duties of Chair. The Chair-elect will chair the Three-Year Plan Committee and submit a draft plan to the Chair for approval and submission to SAA Council.

Article 5. Business.

A. Meeting times. The Section shall meet once a year at the time of the annual meeting of the Society of American Archivists. The time of and agenda for this meeting shall be announced in the newsletter immediately preceding the meeting.

B. Other meetings. Additional Section meetings may be scheduled at the call of the Chair. Such meetings shall be announced on the VisualMat listserv, **the SAA Section listserv**, and in the newsletter preceding the meeting.

SAA VM Section Midwinter Meeting - Proposed Changes to Bylaws

1. A report of a meeting called by the Chair must be published in the newsletter immediately following the meeting and posted on the Section web site.

2. Decisions proposed during any meeting called by the Chair must be published in the newsletter immediately following the meeting, posted on the Section web site, and approved by the membership at large during the annual meeting by a plurality of members voting at the annual meeting.

C. Voting. All policy decisions shall be determined by a plurality of members voting at the annual meeting.

Article 6. Committees and Working Groups.

A. Elections Working Group.

1. The Elections Committee shall consist of the two most recent, available, past Chairs. Members of the Working Group shall serve for no more than two consecutive years. Members of the Working Group may not nominate themselves or each other for office.

2. The Working Group shall prepare a slate of candidates for election reflecting the diversity of the Section's membership, especially in terms of location, size, and type of employing institution. The Working Group shall request of nominees consent to candidacy and a brief biographical and position statement for publication in the newsletter immediately preceding the annual Section meeting.

B. Newsletter Working Group.

1. The newsletter Editor is the Chair of the Working Group as appointed by the Section Chair. The Editor may appoint assistant Editors from among the Section members. Prior to publication, the newsletter shall be prepared and reviewed by the Editor and Assistants and forwarded to the Section Chair for approval.

2. The newsletter shall be published in compliance with the SAA Guidelines for Section and Roundtables.

C. Committees and Working Groups. The Chair may appoint or dissolve other Committees and Working Groups as needed. Each Committee and Working Group shall have a written charge and a specified period of service. Committees shall report on their activities at the annual Section meeting or in the newsletter prior to the annual Section meeting.

Article 7. Policy for Revision of Bylaws.

Bylaws shall be reviewed every 4 years by the **Steering Chair, Chair-elect**, Committee and Working Group members. All proposed changes to the bylaws shall be published in the newsletter and posted on the Section web site prior to the annual meeting. Changes shall be determined by a plurality of members voting at the annual meeting.

Article 8. Parliamentary Authority.

Roberts Rules of Order, latest edition, shall govern the proceedings of the Section, except as otherwise provided for in the bylaws of the Section, or in the constitution, bylaws, or other special rules of the Society of American Archivists.

IEWS: *The Newsletter of the Visual Materials Section of the Society of American Archivists* is published quarterly by and for the Visual Materials Section.

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Your comments and suggestions for improvements will always receive a cordial hearing.
The next deadline for material for the newsletter is June 15, 2009.

Opinions expressed are those of the authors.