

I. Core Activities

- A. Continue review of the new structure of the Section as described in 2003 Midwinter meeting and refined in the 2005 Midwinter meeting.
 - 1. Develop leadership from membership in the three primary committees. The bulk of the work of the section is done through the working groups that report to the primary committees. These three primary committees are grouped conceptually and may not be lead by one committee chair.
 - a. *Administration Committee* handles bylaws, 3-year plan, annual meeting, midwinter meeting, finance, elections and nominating. The Chair and Vice-Chair lead this committee, with assistance from the immediate past-chair.
 - b. *Publishing Committee* handles newsletter, website, bibliography.
 - c. *Education and Special Topics Committee* handles educational programs, advanced workshops, standards, and various topics of professional concern.
- B. Newsletter: *Views*
 - 1. Continue publishing in online format.
 - 2. Complete indexing back issues, standardize completed indices, and merge into a database.
 - 3. Establish ongoing indexing of each issue as it is published.
 - 4. Continue new, expanded member involvement in production of *Views*, with various section editors.
- C. Annual Meeting
 - 1. Continue offering a program or speaker at the VM section meeting.
 - 2. Continue inviting members to bring new publications to display (Book Fair).
 - 3. Solicit and prepare future VM-related session proposals prior to the meeting.
- D. Web site
 - 1. Continue web site development in conjunction with VMCAR.
 - a. Work toward ADA compliance for the web site.
 - 2. Develop editors or working groups responsible for different sections of the site.
 - a. Establish processes for reviewing content that is on the web site.
 - b. Establish a process for upkeep of the web site.
 - 3. Annually review issues related to moving the website to the SAA domain.
 - 4. Position the website to be a frequently used resource for the section. Include:
 - a. Links to job and internship listings;
 - b. Workshop information;
 - c. FAQ about the Section and member involvement;
 - d. Lists or summary descriptions of past VM sessions at SAA meetings.
 - 5. Encourage VM members to link their own organization web site to the VM site.
- E. Listserv: *VisualMat*
 - 1. Utilize the listserv to discuss session ideas prior to the annual meeting.
 - 2. Encourage list members to post questions and new information.
 - 3. Look at other options for the listserv that include an archiving function.

II. Special Projects / New Initiatives

- A. Continue T-shirt sales at the annual meeting.
- B. Document funds-management procedures with SAA, as approved in principle by Council, with regard to fund-raising.

- C. Develop visual materials-related workshops in conjunction with SAA to be held at the annual meeting and as part of overall SAA Continuing education program throughout the year.
- D. Recruit section members to become involved in the section activities via:
 - 1. Newsletter;
 - 2. Web site;
 - 3. Publications;
 - 4. Sessions for the annual meeting.
- E. Organize a mid-year meeting no later than March 2007, and seek means of making this a sustainable annual activity, independent of the hospitality of hosting Section Chairs. Site-search is a responsibility of the chair-elect, for the following year.
- F. Pursue on-line Section election ballot capability with SAA webmaster, with goal of discontinuing ballot mailing.
- G. Solicit, collect, and edit member-authored summaries of VM-related sessions at the Annual Meeting, for posting to the Section website.
- H. Review the need for a section Treasurer.

III. Publications

- A. Continue to review visual materials related publications and publish them in *Views*.
- B. Include publications reviewed in *Views* in the Visual Materials Archivists Bibliography.
- C. Continue building and expanding the bibliography to include printmaking, architectural drawings, and graphic design.
- D. Solicit for new publications on visual issues – not necessarily book length.
- E. Investigate methods for establishing Web-based, peer-reviewed, visual materials journal.
- F. Compile, edit, and publish a Visual Material reader through SAA.
 - 1. Establish a review committee that will meet at 2006 SAA annual meeting to get started on the VM Reader.
 - 2. At VM midwinter 2007, set up a publication schedule with the VM Reader review committee.
- G. Explore the possibility of an all-VM special issue of *American Archivist*
- H. Establish a VM mentor group or readers' board to encourage writing on VM topics, offer informal feedback, and assist in getting them to publication within SAA.