

I. Core Activities

- A. Continue review of the structure of the Section as described in 2003 Midwinter meeting and refined in the 2005 Midwinter meeting.
 - 1. Develop leadership from membership in three primary groups. The bulk of the work of the section is done through working groups that make up the primary groups. These three primary groups are bound conceptually and may not be led by one chair.
 - a. *Administration Group* handles bylaws, 3-year plan, annual meeting, midwinter meeting, finance, elections and nominating. The Chair and Vice-Chair lead this group, with assistance from the immediate past-chair.
 - b. *Publishing Group* handles newsletter, website, bibliography and other special publications.
 - c. *Education and Special Topics Group* 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. FAQ about the Section and member involvement;
 - b. Lists or summary descriptions of 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. Look at other software options for the listserv that include an archiving function.

II. Special Projects / New Initiatives

- A. Continue T-shirt sales at the annual meeting.
- B. 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.
- C. Investigate moving VisualMat to the SAA servers.
- 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. Hold a mid-year meeting no later than March 2008, 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. Review the continuation of the Midwinter meeting in 2010.
- F. Continue election of Section officers on-line, finding a host among the Section members and using SAA's capabilities when SAA is ready.
- 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.
- I. Form a new working group which will be part of the Education and Special Topics Group, and called the Digital Collecting Working Group. The charge and purpose of this working group will be available on the VM Section web site before the 2007 annual meeting.

III. Publications

- A. Continue to review visual materials related publications and publish them in *Views*.
- B. Publications reviewed in *Views* should be considered for inclusion in the Visual Materials Section Bibliography.
- C. Continue building and expanding the bibliography to include printmaking, architectural drawings, and graphic design.
- D. Encourage visual materials publications, offer informal feedback, and assist in getting them to publication within SAA.
- E. Compile, edit, and publish a Visual Materials Reader through SAA's Director of Publishing.
- F. Continue exploration of a VM focused issue of *American Archivist*.