



This meeting is being recorded!

TS-EAS

Tuesday 7th of October

6am PST / 7am MST / 8am CST / 9am EST/ 1 pm UTC /
2pm BST / 3pm CEST / 4pm EEST / 6:30pm IST / 9pm
CST / 11pm AEDT

Karin and Mary: Welcome

Rebecca: Notes

Karin: Membership and introductions

PHOTO TIME!!!!

Some members are leaving

- Left by July/August 2025
 - Lara Michaels (Standards Committee liaison)
 - Lydia Tang (Council liaison)
 - Megan Mummy (Collection Management Section liaison to Outreach)



Thank you for your service!



When you introduce yourself

- Short intro with name, time zone
- Do you get the emails sent to the TS-EAS email list?



Re-appointed members of TS-EAS (3 years)

- Mary Samouelian
- Kerstin Arnold
- Rhys Elia
- 李彦霖 Yanlin Li

Newest member(s) of TS-EAS

- Rebecca Hamburgess
 - 1 year appointment: Early-career member
- Yogita Sharma
 - 3 year appointment
- Carmela Furio
 - 3 year appointment

Liaison with Standards Committee

- Anna Björnsson
- John Shamgochian (assistant liaison)
- (Dan Michelson, co-chair)



Liaison with Council

- Teresa Mora



Liaison for our web pages

- Gerhard Müller, EAC webpage
- Glenn Gardner, EAD webpage



Liaison to other sections

- ???, EAS Section (until next August)
- Jonathan Kirkwood , Collection Management Section
 - Liaison to Outreach team

The other members of TS-EAS

- Introduction round!

We will now take our new TS-EAS photo!

Karin: Introduction to our different systems to use



Introduction to TS-EAS

- Four committee-wide meetings per year
- Multiple subteams
 - <https://github.com/SAA-SDT/TS-EAS-subteam-notes/wiki/Sub-Teams-and-Charges#current-standing-sub-teams>
- Multiple communication formats
 - Official TS-EAS listserv via SAA
 - E-mail to TS-EAS forwarded to the co-chairs (ts-eas@archivists.org)
 - Google Drive (for working documents)
 - GitHub (for meeting minutes, schemas, and committee documentation)
 - Slack (new channel for TS-EAS, should subteams want to use Slack)
- Check out the Handbook, particularly
<https://github.com/SAA-SDT/TS-EAS-subteam-notes/wiki/Meeting-Policies-and-Procedures>

Next steps: make sure we have your **preferred email address** and **GitHub user account name**. If you do not use GitHub, you can create a free personal account by going here: <https://github.com/join>

Some controls for the e-mails

- <https://connect.archivists.org/home>
 - Login with your e-mail

This screenshot shows the 'MY COMMUNITIES' section of the SAA Connect website. At the top, there's a search bar and navigation links for 'HOME', 'COMMUNITIES', 'DIRECTORY', 'EVENTS', 'BROWSE', and 'PARTICIPATE'. Below that, a 'MANAGE MY SECTION' button is highlighted with an orange arrow. The main area displays '11 total' communities, with filters for 'All Community Types', 'Communities to which I belong', 'Alphabetical', and '20 per page'. A 'MANAGE MY SECTION' button is also present here. At the bottom, there's an 'ANNOUNCEMENTS' section with a 'member' status message and a timestamp.

This screenshot shows the 'ANNOUNCEMENTS' section of the SAA Connect website. It features a 'LATEST DISCUSSION POSTS' and a 'NEW SURVEY ON REPARATIVE DESCRIPTION' by 'GLEN PELAROSA'. On the right, there's a 'LATEST SHARED FILES' section. A red arrow points from the 'MANAGE MY SECTION' button on the left screenshot to the 'SETTINGS' button at the top of this screenshot. Another red arrow points from the 'EMAIL NOTIFICATIONS' dropdown menu on the right screenshot to the 'DAILY DIGEST' option.

Another e-mail for the e-mails

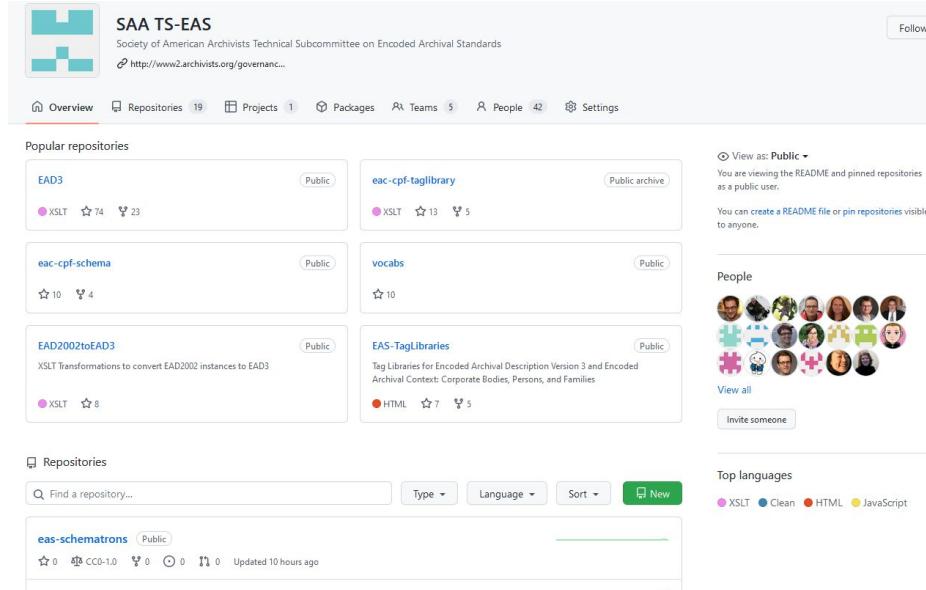
The screenshot shows the SAA Connect profile page for Karin Bredenberg. At the top, there's a navigation bar with links for Join/Renew, Bookstore, Courses, Annual Meeting, Donate, and SAA Home. Below the navigation is a main content area with a large profile picture of Karin Bredenberg. The profile information includes her name, title (Metadata Strategist), and organization (Kommunalförbundet Sydärkivera). Below this, there are tabs for MY PROFILE, MY CONNECTIONS, MY CONTRIBUTIONS, MY ACCOUNT, and MY INBOX. A red arrow points from the top right towards the MY ACCOUNT tab. On the left side, there are sections for EDUCATION and CONTACT DETAILS, both of which are circled in red.

A dropdown menu titled 'MY ACCOUNT' is open, showing several options: MY ACCOUNT (selected), MY INBOX, PRIVACY SETTINGS, EMAIL PREFERENCES, RSS FEEDS, COMMUNITY NOTIFICATIONS (highlighted with a blue box and a red arrow), and DISCUSSION SIGNATURE. A red arrow also points from the bottom right towards the 'COMMUNITY NOTIFICATIONS' option.

The 'COMMUNITY NOTIFICATIONS' page is shown. It starts with a heading 'Community notifications will be delivered to your primary address'. Below this, there's a section for 'Daily Consolidated Community Digest' with a link to 'Deliver to your primary address'. Further down is a section for 'Weekly Consolidated Community Digest' with a link to 'Deliver on [dropdown] to your primary address'. At the bottom, there's a note about 'Discussion Email' with a link to 'add override addresses'. A red arrow points from the top right towards the 'Primary' address field in the 'Daily Consolidated Community Digest' section.

This dialog box is titled 'DISCUSSION OVERRIDE EMAIL ADDRESS'. It contains instructions: 'Enter the email address at which you wish to receive the discussion email for the selected communities. Remove the address to receive the email at your primary address'. Below this is a 'Override email address' input field with a placeholder 'enter email address' and a small asterisk icon. A red arrow points from the top right towards this input field. Below the input field is a dropdown menu titled 'Select community discussions for override address' with the option 'SELECT ONE OR MORE'. At the bottom, there's a note: 'Note: Only communities enabled to allow override addresses appear in the list.' and two buttons: 'SAVE' and 'CLOSE'.

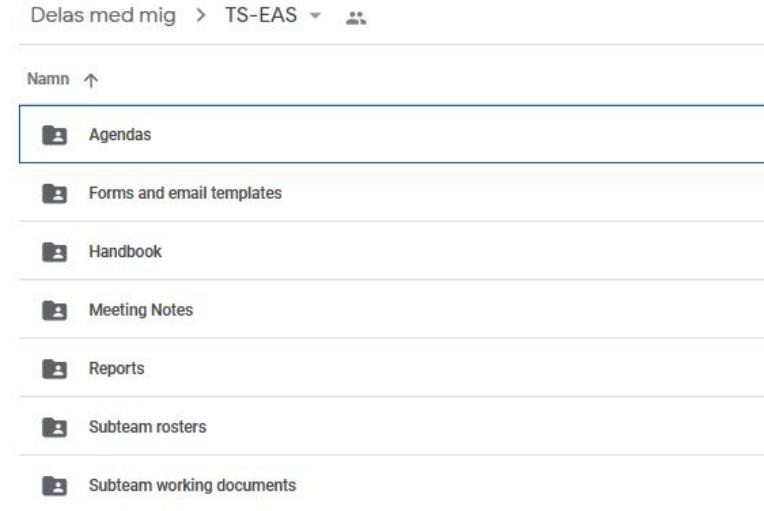
GitHub <https://github.com/SAA-SDT>



The screenshot shows the GitHub profile page for the organization "SAA TS-EAS". The page includes a logo, a brief description, and links to various GitHub features like Overview, Repositories, Projects, Packages, Teams, People, and Settings. A sidebar on the left lists "Popular repositories" such as EAD3, eac-cpf-taglibrary, eac-cpf-schema, vocabs, EAD2002toEAD3, and EAS-TagLibraries. The main area displays a "View as: Public" message, a "People" section showing a grid of user profiles, and a "Top languages" section indicating XSLT, Clean, HTML, and JavaScript.

Next steps: make sure we have your **preferred email address** and **GitHub user account name**. If you do not use GitHub, you can create a free personal account by going here: <https://github.com/join>

Google Drive



The screenshot shows a Google Drive interface. At the top, there's a navigation bar with 'Delas med mig' and 'TS-EAS'. Below the navigation bar, there's a search bar labeled 'Namn' with an upward arrow icon. A list of shared folders is displayed, each with a folder icon and a name: 'Agendas', 'Forms and email templates', 'Handbook', 'Meeting Notes', 'Reports', 'Subteam rosters', and 'Subteam working documents'. The 'Agendas' folder is highlighted with a blue border.

- Agendas
- Forms and email templates
- Handbook
- Meeting Notes
- Reports
- Subteam rosters
- Subteam working documents

Next steps: make sure we have your **preferred email address** for Google Drive. You will then be added as a user.

Internal roster list

The screenshot shows a Google Sheets document with the title "TS-EAS members and Team Membership". The menu bar includes "Arkiv", "Redigera", "Visa", "Infoga", "Format", "Data", "Verktyg", "Tillägg", and "Hjälp". The toolbar includes search, filter, and various data manipulation tools. The sheet is titled "A28" and has a "Open" button. The data is organized in a table with the following columns:

	A	B	C	D	E	F	G	H	I	J
1	Appointees	Based	Team membership	Email	Drive mail	GitHub name	Term Start	Term End	Timezone	Organisation
2	Mary Samouelian (co-chair)	SAA	EAD	msamouelian@hbs.edu	mary.samouelian@gmail.com	msamouelian	2021	2025	Harvard Business School	
3	Karin Bredenberg (co-chair, Functions team lead)	International	EAD, EAC-CPF, EAF, Schema, Outreach	karin.bredenberg@gmail.com	karin.bredenberg@gmail.com	karinbredenberg	2022	2027	CET, UTC+1	Kommunalförbundet Sydarkerivera

Do NOT edit any other rows except your own row!!!!

Links to web pages and email list

- EAC-CPF Official Home Page: <http://eac.staatsbibliothek-berlin.de/>
- EAD Official Home Page: <http://www.loc.gov/ead/>
- EAS (EAD/EAC-CPF) Listserv (electronic discussion list)
<https://listserv.loc.gov/cgi-bin/wa?A0=EAD>
- EAS (EAD/EAC-CPF) List Subscription Settings
<http://listserv.loc.gov/cgi-bin/wa?SUBED1=ead&A=1>

Updates

Anna: Standards Committee



Standards Committee

- New Standards leadership: Dan Michelson and Heather Lember co-chairs

?: EAS Section



EAS Section

- No updates from the EAS Section at this time.

Rhys: EAC-CPF





EAC-CPF subteam

Focused on aligning with EAD and EAC-F for the submission.

Next step is creating and collecting examples, particularly how all three work together!

Documentation

- <https://github.com/SAA-SDT/TS-EAS-subteam-notes/tree/master/eaccpf-subteam>
- <https://eac.staatsbibliothek-berlin.de/>

Karin: EAC-F



EAC-F Subteam

- Finalisation for the submission is on-going!
 - Last edits in TL
- Notes:
<https://github.com/SAA-SDT/TS-EAS-subteam-notes/tree/master/functions-subteam/meeting-minutes>

Karin (on behalf of Kerstin): EAD





EAD subteam

- Current focus on finalising updates to the Tag Library
 - Review done, transferring review results to GitHub ongoing
 - Bringing together examples (see more in all-Committee discussion points)
- Next steps: continuing work on updated and new pages for the Best Practices Guide
- Documentation
 - <https://github.com/SAA-SDT/TS-EAS-subteam-notes/tree/master/ead-subteam>
 - <https://www.loc.gov/ead/>

Mark: Schema





Schema Subteam

- Responsible for creating and maintaining EAS schemas within GitHub
- When we regroup, our focus will be on
 - tidying up the Schematron repository
 - drafting new migration scripts for EAD4 / EAC-CPF3
- All work is structured and visible via GitHub Projects
 - <https://github.com/orgs/SAA-SDT/projects>

Cory: Outreach and Communications

Outreach Subteam

- Responsible for sharing information about TS-EAS work and standards
- Expanded group membership finalized for current term
- Brainstorming meeting held in September
 - Initial focus on community survey for Fall 2025
 - Developing outreach plan for research in Winter/Spring 2026
- Available for collaborations with other teams

Full committee discussion points or updates

Updates

Co-chairs



Updates

- Call for members
 - Standards will be able to report in that for TS EAS:
 - 7 reappointments and 1 new SAA and 3 new international is needed
 - If your period is ending in 2026 we (Karin and Mary) will contact you!
 - Do you want to continue?
 - We need to know ASAP!

Updates

- When available, TS-EAS co-chairs will be submitting a proposal for a session at the SAA Annual Meeting 2026 with the goal of announcing the approved revisions of EAS!
 - No request from us co-chairs that you plan to be there!
- Annual meeting for TS-EAS 2026 will be as this year on-line before the SAA annual meeting

Submission packet

Karin and Mary





Where we are and where we're going

- First draft of the submission packet will be sent to the Standards Committee by October 17th.
 - Took a slightly different approach with the document.
 - Layout and language
 - Reusing our small working groups result in August
 - Appendices
 - TL's + schema
 - Other helpful document
- Final draft of the submission packet will be sent to the SAA Council by the Standards Committee in time for their February 17-19, 2026 meeting.
 - Hope to hear soon thereafter of approval!

Examples

The small team



Where examples will be used and how

- In the Tag Library
 - Moving from element-based and attribute-based examples to encoding examples per section within the EAS structure, i.e. <control>, identity section (<identificationData> in EAD), description section (entity and narrative elements in EAD), <relations>
 - These will be included in the Tag Libraries as an annex with references from the individual elements and attributes
 - Aim to have a core version (e.g. only mandatory elements, only essential attributes) and an extended version per example
 - Aim at using the same examples across all EAS when it comes to shared elements and attributes

Where examples will be used and how

- In the Best Practices Guide
 - Keeping the approach of providing element and attribute encoding examples in context, illustrating potential alternative encoding approaches as applicable
 - Could be extended by encoding examples provided by the community (which would be marked as such for provenance transparency)

GitHub

Mark



Any other business items?

All

All TS-EAS!

Next all TS-EAS meeting:

- February (aim: time better for members in the timezones with more than +5 from GMT)
- May
- SAA Annual Meeting
- October

We will now take one extra TS-EAS photo!