



Spring 2020
Board Meeting
Monday, March 9th
11:30 pm-1:00 pm
Old Louisville Tavern
Louisville, Kentucky

Attendees

Present: J Marie Burton, Kyna Herzinger, Kevin Klesta, Ida Mangum, Mark Meade, Jennifer Patterson, Rebecca Patillo, Danielle Spalenka

Proceedings

The Kentucky Council on Archives board meeting was called to order at **11:37 pm** by Chair Rebecca Patillo.

The meeting agenda was approved upon addition of the Covid-19 plan and Rebecca called for approval of meeting minutes for the

- Winter, 2019 KCA board meeting

Spring Meeting planning

The call for proposals received five submissions. Rebecca suggested we could ask presenters to cut time from their presentation so all five can be included.

With shortened presentations, a schedule for the day would include:

- 9:30-10am Coffee and welcome
- 10:10am Business meeting
- 12-1:15pm Lunch
- 1:30-2:15 First breakout session
- 2:30-3pm Second breakout session
- 3:15-3:45pm Discussion/Debrief

There will be no tour of the Muhammed Ali Center included in the schedule.

J and Ida volunteered to design the program.

The board discussed keep pricing simple and determined the cost for the workshop will be \$15 for members and \$25 for non-members, while the cost for the meeting will be \$30 for members and \$55 for non-members.

J informed the board about the amount of money (\$10,000) to maintain non-profit sustainability. In the future the board will decide if membership cost should be higher to meet the goal of \$10,000 and then some cushion. If such a change is discussed, it will need approval at a business meeting. We could poll members about fees at the Spring Meeting during the Business meeting.

Danielle asked if there needs to be a cap of attendees at the workshop. Rebecca confirmed the 25 participants is the cap that Sami prefers. Sami will send participants instructions for the workshop beforehand.

Mark let us know that catering by Bellarmine is \$10.50 per guest.

Mark will ask if KCA participants of the workshop and meeting can use the Bellarmine rate for the nearby Holiday Inn Express. Kevin will make a list of Louisville accommodations.

Danielle will research and ask about Covid-19 event insurance. J suggested not we may not need it since we will only lose \$1,000 if the event is cancelled.

It was decided to proceed as normal for the time-being and to decide if we need cancel as things progress leading to the meeting. If it is decided for the event to be cancelled then participants will have notice at least one week beforehand.

A list of more action items for the Spring Meeting was created at the close of meeting discussion:

1. Mark will ask what areas we are allowed to use in the building
2. Registration can include a question about which tools attendees plan to check out
3. J and Ida can bring a projector from UK if Bellarmine cannot provide one
4. Rebecca will email presenters about shortened time slots
5. J needs everything about the program is needed for the newsletter by April 10th

New Officers 2020

Megan Mummey is running for Vice-Chair. Mark Meade is running for Webmaster.

Sandra Baird and Catherine Giles are two individuals some board members suggested may be interested in running for Member-At-Large positions.

Bios of the candidates are needed for the spring newsletter.

The board discussed having a meet up with outgoing, current and new board members in the summer.

Also, it was determined that a call for volunteers to help with duties like the newsletter is a great way to encourage KCA member involvement.

Action item:

1. Kyna will send out a call for nominations as soon as possible.

Fall Meeting 2020

Themes like "Problematic Collections," "Privacy," and "Diversity and Inclusion" were suggested. Also, workshops by other organizations, like the MAC Speakers Bureau, may be a way to attract attendees. There could be a theme for the whole year with the workshop in the Fall and the Spring Meeting focused on one topic.

Since no clear theme or location was striking, the board decided to create an email thread about topic ideas. Rebecca suggested the board should meet more often and virtually.

Action items:

1. J will look into Zoom for virtual board meetings
2. Danielle will look into Slack for real time discussion by the board

Old Business

J looked into cost for KCA enamel pins. Costs ranged from \$350 to \$400 with the vendor KCA has worked with previously.

Adjournment

Danielle made a motion to dismiss and the meeting adjourned at 1:02 pm.

Meeting minutes respectfully submitted by Ida L.S. Mangum, Secretary.