

KCA meeting minutes

January 28, 2015

Virtual Meeting hosted by Anne Ryckbost through WebEx

ACTION ITEMS

1. MEMBERSHIP: EVERYONE remind people to renew, put out person call
2. Letter to KYVL: EVERYONE review before we send out to members
3. Submit newsletter pieces if you are responsible for a committee or a board action
4. Sarah D./SJ/Jaime contact potential speakers for spring
5. Jaime: get food pricing for meeting
6. Heather and Anne: work out registration together
7. Anne: send out clinic application to board
8. Sandy: CMS User Group- poll members, lead small groups
9. SJ: Fund Award – monitor for submissions, convene group for deciding.

MINUTES

1. Newsletter

- a. We're behind schedule. Send items to Jaime by **next Monday (Feb. 2)** for inclusion in a newsletter that will go out to members with council news.
- b. Newsletter items include:
 - i. Membership renewal form (Heather Stone)
 - ii. Finances (Heather Stone)
 - iii. Fund Award Announcement (Anne will send to Jaime)
 - iv. Spring Meeting announcement (Jaime?)
 - v. Nominations for board positions (Anne)
 - vi. Quick recap of fall meeting with pictures (Terri- would you mind? We had 49 registered people))
- c. Newsletter with general membership contributions: submissions due April 8

2. Wiggio trial

Board members expressed they found the product clunky and redundant. Decision made that it would not work for listserv distribution.

3. Board position updates

1. SJ: finish out term; moving in June

2. Sarah Patterson: now in Cincinnati and resigned. Best to hold out till June to fill spot and we'll start a new term cycle for that position.
 3. Nominations: webmaster, 2 member-at-large, and vice-chair
 4. Spring election will be by ballot at meeting. Nominations will be excepted through May 15. This allows enough time for people to respond after getting newsletter and emails and gives us time to prep ballots for meeting.
4. Spring meeting
1. Jaime presented: Meeting will be at Mammoth Cave (**CENTRAL TIME ZONE**). Board agreed upon June 12, 2015 and opted to have it in the visitor center rotunda. There will be a fee (\$145) for rental although the NPS may be able to help us out with it. There is also a café there that we'll be able to use. Jaime is working with Bob Carson (NPS)
 2. Sarah Dorpinghaus contacting Corvette Museum re: disaster response presentation
 3. Sarah-Jane contacting WKU Anthropology professor about research on cave graffiti
 4. Jaime will ask Amy if she'd like to present about her project
 5. Registration: Heather Stone and Anne will have to coordinate as Heather will be out of the country in May
 6. Cost will be determined after we get food prices
 7. Potential Schedule: (if they don't need that long for presentations, we can modify and get another speaker)
 - i. 8:30-9: registration and welcome
 - ii. 9-10:30 1st presentation
 - iii. 10:30-10:45 break
 - iv. 10:45-12pm 2nd presentation
 - v. 12-1pm lunch
 - vi. 1pm-1:30pm business meeting (ballot vote)
 - vii. 1:30-2pm CMS user group activity
 - viii. 2pm-2:30pm Amy talk?
 - ix. 2:30-4pm tours?
5. Not-for-profit:
1. Anne spoke with Barbara Wagner, Director of NKU's small business and non-profit clinic. KCA will apply for their assistance in setting up non-profit status. Assistance would be provided Fall 2015. The clinic does not file actual forms but will guide through the process of each form. KCA will still have to pay state and IRS fees etc.

2. Non-profit status important because of Federal Tax ID issue and requirements of more organizations for providing that number.
6. Letter to KYVL
 1. Sarah Dorpinghaus discussed. Board needs to review and respond. Questions over what is the purpose in us writing it, what's the best way to express that we have an interest and can give input but not financial support, how to get info from KYVL, and to whom we should address the letter. Agreed the we should address it to KYVL Alliance and send it out to membership in draft form via email ahead of time for any feedback etc.
7. CMS User Group
 1. Sandy expressed that the group had talked about meeting at the Spring meeting. Anne expressed concern that a separate table at lunch would be off-putting to the rest of the meeting attendees. Jaime/Sarah suggested a 30 minute group activity with all attendees where people "go to the corner" of a system they use or have questions about and then the CMS group leads those small groups in constructive discussion. A showcase of CMS and/or a full presentation on ArchivesSpace was suggested for the Fall meeting because UofL and UK will be pushing out ArchivesSpace by that time and we'll have more information

Submitted by A. Ryckbost, 29 January 2015