

# Kentucky Council on Archives

## August 27, 2015 Board Meeting Minutes

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### 1. General announcements

- a. Welcome to new board members
  - i. Daniel Weddington (Berea College)- Vice Chair
  - ii. Megan Mummey\* (University of Kentucky)- Webmaster  
\*out on family leave from September to early December; Sarah will assist with webmaster duties while she is on leave
  - iii. Johna Picco (The Filson Historical Society)- Member at Large
  - iv. Dieter Ulrich (Morehead State University)- Member at Large
- b. KCA Dropbox
  - i. A KCA Dropbox account needs to be created to house all board-related documents and will be shared with all members of the board
  - ii. This Dropbox will hold all working documents for the KCA board
  - iii. Sensitive materials will be encrypted

### 2. KCA/KOHC Oral History Day

- a. Will be held October 21, 2015; More information here:  
<http://www.kyarchivists.com/kentucky-oral-history-day/>
- b. Spurred discussion of Archives Month
  - i. Jaime Burton and Heather Stone serve on the Archives Month committee
  - ii. After KCA spring meeting, KCA will reach out to Valerie to inquire about a closer collaboration and different ways to promote Archives Month activities

### 3. Fall meeting

- a. Topics/presenters
  - i. Decided to invite Bertram Lyons from AVPreserve to hold a workshop on basic digital content management skills or preservation of social media
  - ii. Will ask SHRAB to co-sponsor
- b. Format: single day workshop
- c. Location
  - i. Somewhere with ability to host digital focused workshop, close proximity to airport, somewhere a KCA event hasn't been held recently
  - ii. Tentative ideas: Asbury University, Southern Baptist Theological Seminary, UofL

### 4. Nonprofit status

- a. KCA will incorporate at the state level
  - i. Provides liability protection for members of the board
  - ii. Annual documentation must be submitted to prove KCA is still a valid organization
  - iii. Registered agent will be KCA treasurer
- b. Spurred discussion of need for KCA secretary

- i. Will help with increasing amount of work that is falling to treasurer, especially re: membership
  - ii. Sandy volunteered to act as secretary (just to take notes until election)
- c. All forward action on this matter will be voted on by membership at the spring meeting

#### **5. Treasurer report**

- a. Heather created a template for future treasurer reports and we decided on a reporting schedule- see supplemental documents
- b. Each KCA newsletter will include an update from the treasurer

#### **6. Records retention schedule**

- a. Dropbox will be used for active records; KCA president responsible for gathering and submitting records generated by all KCA board during term for the KCA archive
- b. Western University only accepts paper records; may need to reevaluate our needs and put out a call for repositories that can manage electronic records

#### **7. Listserv and Google Groups**

- a. Daniel looked into and tested Google Groups for managing the KCA
- b. Pros
  - i. members can control how and when they receive messages
  - ii. messages come from KCA rather than a person
  - iii. members can post to the listserv
  - iv. don't need a Google account to participate
- c. Board will be administrators to the Google Group and monitor usage, need a general set of guidelines/rules

#### **8. Newsletter**

- a. September 15 deadline for content, release October 1
- b. Will include details for fall meeting

#### **Action Items:**

##### **Sarah**

- Create KCA Dropbox account and share with KCA board members
- Email Bert Lyons re: fall meeting (done)
- Email SHRAB re: co-sponsorship of fall meeting (done)
- Email venue options to check on accommodations and availability

##### **Daniel**

- Look into encryption options for Dropbox
- Create list of criteria for institution to preserve KCA electronic records

##### **Heather**

- Review treasurer documents and place on Dropbox

Jaime

- Add KCA logos to Dropbox
- Call for newsletter content

Need volunteers for the following

- Create a schedule of board events
- Draft a message to KCA membership re: Google Groups as new listserv format (Daniel??)
- Draft changes to KCA bylaws (add secretary) and new articles of incorporation (Sarah and Anne??)
- Look into listserv rules
- Experiment with Google form for online member registration