

Kentucky Council on Archives
November 23, 2015 Board Meeting Minutes

Action items

- Workshop feedback survey- send out after Thanksgiving (Sarah- done)
- Report total attendance numbers to SHRAB (Sarah- done)
- Google Groups- Daniel and Sandy
- Board calendar finalization- Sarah
- Membership survey- Sandy and Heather
- Domain costs- Johna
- Spring meeting info- Sarah and Daniel
- Language for KCA Secretary duties- Sandy and Heather
- Electronic records criteria- Daniel
- Fund award language- Jaime

1. General announcements

- a. KCA Dropbox: all files moved, Sarah will download backups
- b. KCA/KOHC Oral History Day success
- c. KCA Google Groups update
 - i. Change membership language on website and registration form to reflect that users can add themselves to KCA Google Group
 - ii. Figure out a way to make sure that everyone gets the info-- send email to current list, email other related lists?
 - iii. Membership: need to make sure everyone knows when their membership expires and how it works-- add clarifying language to website
 - Student on KCA board? (secretary duties)
 - Involve UK SLIS, UofL public (secretary duties)
 - Do we need a student rate?
 - Incentivise further membership to museums, historical societies, etc.
- d. Board calendar-- status? We need to look into this.
 - i. look into tool to import it to calendar
 - ii. Sarah send reminder post- Thanksgiving
- e. KDL update

2. Treasurer report

- a. membership survey to see why people didn't renew, etc.
- b. Reach out to institutions that don't have any representations (secretary)

c. Domain costs too much? **Johna** will look into it

3. Spring meeting

a. General planning

- i. KDLA- need to contact to pick date; ask who they use for box lunches
- ii. Topic: facilities
 - emergency preparedness
 - security
 - moving and other transitions
- iii. Format: presentations-- call out for Feb 1-15 (in newsletter!!)
- iv. late May or early June (not June 3)
- v. Need to allow more time for the business meeting (keep at end); door prize
- vi. Need to have State Archivist to come talk

b. To go to membership vote (will tell people about this in the Spring newsletter)

- i. KCA to incorporate as nonprofit organization at state level
 - Provides liability protection for members of the board
 - Annual documentation must be submitted to prove KCA is still a valid organization
 - Registered agent will be KCA treasurer
 - will need to change articles of corporation
- ii. Online voting-- change language (bylaws-- check this))
- iii. KCA Secretary (vote for this first-- move MAL position to secretary)---- Sandy will take on this role
 - Help with increasing amount of work that is falling to treasurer, especially re: membership
 - Need formal language defining role and changes to bylaws (volunteer from board?)
- iv. Other positions: New Vice-chair, members at large? --- just Vice-Chair, no MAL.
 - put it in newsletter (winter) and listserv,
 - Ideas: (reach out to KDLA?) Beth? religious archives? Edna? Retiree?
Look through membership list

4. Records retention schedule

- a. Re-evaluate our needs and put out call for repositories that can manage our electronic records?
- b. Move collection from Western?
- c. List of criteria for institution to preserve KCA electronic records (Daniel will do?)-- by March 2017

- d. Schedule in handbook not official? -- board can decide official
 - e. Were gifted to WKU
 - f. close correspondence at Western?
 - g. Need to spend more time evaluating the records retention schedule
 - i. ask KCA membership to help?
 - ii. Get KCA membership to help?
 - h. Ask WKU not to digitize the records
5. Newsletter update
- a. Next one -- out around Feb 15 (need by Feb 1)
 - b. Put out call for news on Jan 15
 - c. (Jamie has list of things to include in the list)
6. Fund award
- a. cancel? put out call?
 - b. criteria for fund award? reevaluate this? define what the money needs to be spend on: training, workshops, continuing education -- need to change this language; post rubric--
Jaime will review
 - c. approach KDLA re: archives month to do a joint project -- need to make it a collaborative effort
 - d. NHPRC grant is changing, may affect Archives Month
 - e. continue to offer so that KCA membership has option to apply for funding