

KCA Board

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University of Kentucky

Anne Ryckbost,
Past Chair, ex officio
Northern KY University

Daniel Weddington,
Vice Chair
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Heather Potter, Treasurer
The Filson Historical Society

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Johna Picco,
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Jaime Marie Burton,
Newsletter Editor
University of Kentucky

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Letter from the Chair

Dear KCA members,

I'm pleased to invite you to Kentucky State University for the KCA Spring Meeting on Friday, May 20 from 8:30am to 4:30pm. All of the sessions touch upon the meeting's theme - facilities management. In the morning, we'll receive an update from Jennie Cole and Johna Picco on The Filson Historical Society's renovation and expansion, and Ginny Daley of the University of Kentucky will provide an overview of facility libraries, including their holdings and challenges. Attendees will also learn about planning and advocating for an HVAC upgrade from Jackie Couture and Ashley Thacker of Eastern Kentucky University. After a tour of the Kentucky State University Archives, two University of Kentucky undergraduate students will share their work with an architectural drawings collection as part of their Learning Lab internship, including preservation concerns and 3D modeling. Sarah Hopley of Murray State University will review the basics of disaster planning and recommend low cost and effective tools. The meeting will close with a guided tour of KDLA's new State Records Center. For more information, see the program schedule and registration on pages 9-12.

The board is finalizing KCA's non-profit status and exploring other changes to improve efficiency and effectiveness. These include the establishment of bylaws and articles of incorporation, online voting, and the addition of a Secretary position to the KCA board. More details about our path to non-profit status, judiciously and energetically forged by KCA Past Chair Anne Ryckbost, are provided in her update on pages 2-4. A draft of the KCA Articles of Incorporation is available on Google-Docs (bit.ly/1TdIbbA) and Dropbox (bit.ly/1MC3HaQ). I strongly encourage you to review the document and share any feedback on the KCA listserv (kentucky-council-on-archives@googlegroups.com) or with me directly by email at sarah.dorpinghaus@uky.edu.

As you know, my term as Chair is coming to a close, and I will hand the reins over to Daniel Weddington after the Spring Meeting. Serving on the KCA Board has been a delightful and rejuvenating experience. I have been inspired by the dedication and hard work of my fellow board members, especially Past Chair Anne Ryckbost who is rotating off the board this spring.

This is an exciting time for KCA and the opportunities for growth and learning are endless. I look forward to seeing you at Kentucky State University in May.

Cheers,
Sarah Dorpinghaus, KCA Chair

Sarah Dorpinghaus
KCA Chair, 2015-2016



Treasurer's Report

Heather Potter
KCA Treasurer, 2014-2017

Happy Spring, fellow KCA members! We have had a good membership turnout so far in 2016, with 48 members already paying their dues; that number includes several new members, who we happily welcome to KCA.

Help us increase our membership numbers by paying your dues online today! You can pay dues via PayPal <http://www.kyarchivists.com/membership/>

Our bank balance as of 04/15/2016 is \$8,108.66 (including interest) and our PayPal balance is \$86.72 making our Total Funds \$8,195.38. As always, feel free to contact me with any questions.



Non-Profit Status Report

Anne Ryckbost
KCA Past Chair, 2015-2016

Over the past few years, the board has been investigating KCA's current and future nonprofit status. While we do believe that KCA was an official IRS-designated 501(c)(3) organization at one time, that lapsed at some point. This means that KCA is currently operating as an unofficial, unincorporated association. Interest in obtaining official nonprofit status was renewed by board members around 2010, with the belief that the status would elevate the organization's level of professionalism and reflect widespread member belief that the organization was indeed a formal nonprofit.

Several barriers prevented KCA from obtaining nonprofit status since 2010. The board had to learn about the differences between types of statuses and levels of incorporation (e.g. 501(c)(3) versus 501(c)(6); state and federal). Other challenges included the need for a registered agent on the Articles of Incorporation; the need for a permanent address on the Articles of Incorporation; the cost of filing fees and annual fees; and the clarification of language and terms used in the current Constitution.

In 2015, KCA consulted with the Small Business and Nonprofit Law Clinic at Northern Kentucky University to investigate options for obtaining nonprofit status. They were impressed with the level of professionalism and transparency that KCA maintains. In fact, they believe KCA is in an excellent position to proceed with incorporation with limited changes because KCA already holds



(continued on page 3)

Non-Profit Status Report, continued

(continued from page 2)

an annual meeting, has a board that exercises oversight, and documents meetings with minutes. The Small Business and Nonprofit Law Clinic offered three possible paths for KCA and provided guidance in how to proceed. The three paths are:

- remain an unincorporated association,
- establish legal entity as a nonprofit with the state of Kentucky; or
- obtain full 501(c)(3) status with the IRS.

After researching these options, the board proposes that KCA incorporate at the state-level as a non-profit and wait to proceed with the 501(c)(3) IRS designation. While there are likely no tax-benefits to incorporating with the state, it would protect members from personal liability of KCA's debts, maintain the flexibility of the current constitution, and make KCA eligible for applying for 501(c)(3) exemption by the IRS in the future. It is also cost-effective to begin by incorporating with the state. There is an \$8 initial fee, then \$15 per year to renew. There are additional costs to change the names and addresses of the registered agent and principal office. The cost for obtaining 501(c)(3) exemption from the IRS would be \$400.

In order to incorporate with the state, a few changes and decisions must be made. The first change is to KCA's name. It must include "incorporated." The second major change is to the purpose statement. The current purpose statement does not highlight KCA's educational mission enough to comply with IRS requirements. KCA must also adopt bylaws. Although bylaws are not required for filing with the state, they are strongly recommended. Since there is no need to submit the bylaws to the state, there is no fee if they change. The Bylaws and Articles of Incorporation must be consistent with each other. A few articles must be included with the new Articles of Incorporation that KCA did not previously have in the Constitution. These include a private inurement clause stating that no KCA earnings will benefit any KCA member; an article stating that KCA will not participate substantially in political campaigns or lobbying; a self-dealing article; and an article outlining the scenario should KCA ever dissolve and distribute its assets (slight change in wording from the current Constitution's clause).

Finally, the board agreed that the registered agent should be the sitting KCA Treasurer. While this position changes every three years, the fee for changing the information with the state is less than the cost of paying a service to act as KCA's registered agent. The mailing address of the principal office, also required in the Articles of Incorporation, will be the institutional address of the registered agent (KCA Treasurer) and this will also change.

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Non-Profit Status Report, continued

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The board will seek membership approval to proceed with state incorporation via membership vote at the May 20 business meeting. By voting to proceed with incorporation at the state level, the membership agrees to:

⇒ Change the name of KCA from “Kentucky Council on Archives” to “Kentucky Council on Archives, Inc.”

⇒ Change KCA’s purpose statement:

- **Old statement:** promote within Kentucky and in surrounding areas the cooperation and exchange of information among individuals interested in the collection, description, preservation, administration, and greatest possible accessibility of all archival materials.
- **Proposed new statement:** promote within Kentucky and in surrounding areas the cooperation and exchange of information among individuals interested in the collection, description, preservation, administration, and greatest possible accessibility of archival materials, through education and outreach and such other activity.

⇒ Include the following provisions in the Articles of Incorporation so that the Articles are drafted in a manner that complies with IRS requirements for 501(c)(3) status.

- **Dissolution:** Upon dissolution, the assets of KCA must be distributed to another 501(c)(3) organization. No assets may be distributed to an officer, director, or member of KCA or to any other private individual.
- **Limitations:** The Articles must limit KCA’s activity to its purposes exempt under IRS rules. Additionally, there must be a provision prohibiting self-dealing as well as prohibiting the net earnings of KCA from inuring to the benefit of its members, directors, or officers.

⇒ Change the KCA Constitution to KCA Bylaws

⇒ Add the position of secretary (to be nominated and elected by KCA membership, not appointed unilaterally by the board) into the bylaws.

The board also asks the membership for a vote of approval to allow the board to rewrite the current Constitution into Bylaws, making authoritative decisions as necessary. The Articles of Incorporation would then state, “Bylaws of KCA shall be made and adopted by the board of directors. The Bylaws may be altered, amended, or rescinded, in accordance with the terms, by a majority of the voting members present and in good standing at a regular or special meeting of KCA.”

By pursuing this path of state incorporation, KCA positions itself as a professional organization, protects its members from liability, and positions itself to seek 501(c)(3) tax-exempt status at a future date. Please join the board in supporting this path by casting your vote on May 20.

KCA Board Nominations

Interested in serving on the KCA Board? Nominations are currently sought for the position of Vice-Chair. The position is a 3-year term, where the elected representative will serve as Chair during the second year, and Past Chair in year three. In order to serve on the board, you must be a KCA member in good-standing. Board members are expected to attend business meetings (typically 1 in winter and 1 in summer) as well as KCA events. The board facilitates the operations of the organization and advocates for the professional interests of its members. Please send nominations to Sarah Dorpinghaus at sarah.dorpinghaus@uky.edu by **Friday, May 13, 2016**.

Find additional
[KCA Governance](#)
information on
our website.

KDLA and SHRAB News

Dawn Whitsell joined the Local Records Branch as the new Archives and Records Regional Administrator (West Region). Dawn is a graduate of Kentucky Wesleyan College and served for over six years as the Deputy County Clerk in Webster County. She brings a great deal of knowledge and experience with local records to the position, and will be providing records management assistance to local officials in the twenty-nine counties in her region.

Derek Clark joined the Archives Research Room staff as an Archivist. Derek has an MSLS from the University of Kentucky, and has experience in archival work with UK Special Collections and in reference at William T. Young Library. In addition to his Research Room duties, Derek will be serving as the division's social media coordinator.

With over nine years at the Kentucky Department for Libraries and Archives (KDLA), Pam Compton retired on April 1st. As Records Analyst, she assisted over sixty-five state government agencies with records management issues, and was highly regarded among the Records Officers she helped. Pam was active in professional organizations, including the Kentucky Council on Archives and ARMA International. Prior to her tenure at KDLA, Pam had a long career with state government at Kentucky State Police and the Department for Environmental Protection. Her friends and colleagues at KDLA wish Pam all the best for a Happy Retirement!

Kentucky Archives Month 2016

Transportation and Industry in Kentucky is the theme for Archives Month 2016. Please check the website for events that will be held throughout the state, or use the site to submit your own event. This site also has a Planning Guide to assist you in planning your Archives Month activities. We encourage all Kentucky archival and manuscript repositories to commemorate Archives Month in some way, with an open house, a workshop, a featured speaker, an exhibit, a tour or any other type of event. <http://archivesmonth.ky.gov>.

Archives Institute set for June 17

The thirty-second annual Kentucky Archives Institute is scheduled for Friday, June 17, 2016 at the Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort. The Institute, sponsored by the Friends of Kentucky Public Archives, Inc. provides information for scholars, researchers and genealogists interested in archival research and records.

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KDLA/SHRAB News, continued

(continued from page 5)

Featured speakers at this year's event are J. Mark Lowe, professional genealogist (early Kentucky court records); Larry Weese, Cabinet for Health and Family Services (adoptions, and records of state hospitals and mental health facilities); Walter Bowman, KDLA (Kentucky Council of Defense); and Trace Kirkwood, KDLA (using local records in search of railroad history).

A registration fee of \$50 includes attendance at the Institute from 8:30 a.m. to 4:00 p.m., a box lunch, and all materials. Deadline for registration is June 10, and seating is limited to fifty. Registrations should be sent to: Friends of Kentucky Public Archives Inc., Kentucky Archives Institute, P.O. Box 4224, Frankfort, KY 40604. For more information please contact Tim Tingle at the Kentucky Department for Libraries and Archives at 502-564-8348, or tim.tingle@ky.gov.

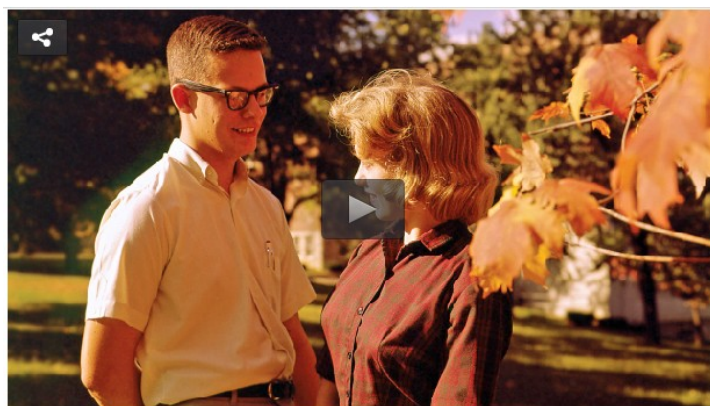
KCA Membership News

News from Eastern Kentucky University

Submitted by Jackie Couture, Team Leader, Special Collections and Archives

Eastern Kentucky University's Special Collections and Archives (SCA) is happy to welcome Neil Kasiak as its newest team member and Oral Historian/Archivist. Kasiak's background in history and ethnological research combined with his extensive experience in volunteer assignments, independent study projects, and temporary processing positions make him a perfect choice for the position. Though new to the role, Kasiak is enthusiastically collaborating with several faculty members to develop projects that incorporate oral history into the curriculum. In addition, one of his primary goals is to improve the accessibility of the collection.

A 90 minute documentary on the History of Eastern Kentucky premiered on November 9th, 2015. Created over the course of 1 ½ years, the producer interviewed more than thirty individuals who contributed their video oral histories to the film. The music score was written by an ECU faculty member in the music department, and Nick Clooney was the narrator. Additionally, the crew worked closely with Special Collections and Archives staff to find photographs, documents, publications and other items to include in the film. The film premiered on KET March 28 and can be streamed at <https://www.ket.org/episode/KESSE%20000000/>.



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The documentary chronicles the history of Eastern Kentucky University in Richmond, Kentucky. Through two world wars and other military conflicts, the Great Depression, the Civil Rights Movement and integration, the film touches on the historical events and cultural and societal issues that helped shape the campus and the students, faculty and staff who have called it home.

The ECU Board of Regents recently passed the first ever Records Policy (<http://bit.ly/1Slhlfu>) which lays out procedures and formally establishes responsibilities for records management across campus. It is currently being implemented across campus.

KCA Membership News

News from The Filson Historical Society

Submitted by: Johna Picco, The Filson Historical Society

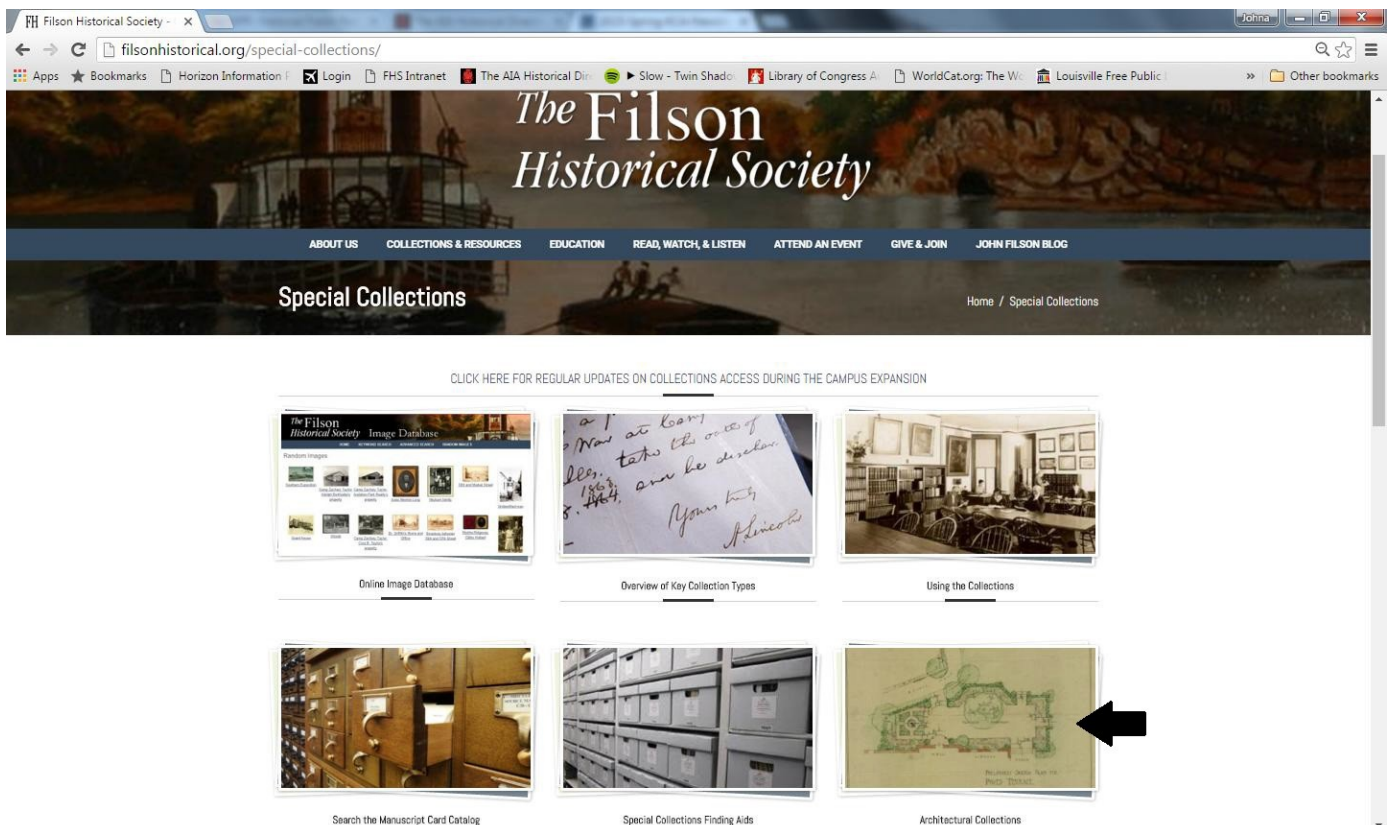
The Filson Historical Society is pleased to announce online access to its architectural finding aids. Now with a dedicated landing page users can quickly scan available collections, click the hyperlinked title and gain access to the online finding aid! See: <http://filsonhistorical.org/special-collections/architectural-collections/> Whether it is twentieth century landscape drawings by Louisville designer Mary Louise Speed that you're interested in or perhaps late-nineteenth century railroad stations and outbuildings from the Louisville and Nashville Railroad, these documents are more accessible than ever before. Related collections' finding aids, such as William Strudwick Arrasmith's personal papers and Arthur Raymond Smith's photograph collection were included in this access update project, as well.

Soon The Filson's architectural collections will also be listed on The American Institute of Architects Historical Directory of American Architects <http://public.aia.org/sites/hdoaa/wiki/> and its Architectural archives page <http://public.aia.org/sites/hdoaa/wiki/WikiPages/ArchitecturalArchives.aspx>.

For more information on the Filson's architectural collections, contact Johna Picco jpizzo@filsonhistorical.org.

Visit the website at:

<http://filsonhistorical.org/special-collections/architectural-collections/>



KCA Membership News, continued

News from Western Kentucky University

Submitted by: Suellen Lathrop, WKU Archivist

Gemini Jazz Bands – New Online Exhibit

The online exhibit is made up of over 300 photographs, documents and objects donated by members of the Gemini bands along with items housed in the Kentucky Museum and WKU Archives.

The Gemini Jazz Bands were created by David "Doc" Livingston while teaching at Western Kentucky University. The first iteration of the band appeared in 1966 as an all-girl band. After a few dropouts the band added a male drummer and bass player and was known as Gemini 14. Adding a member the band became Gemini 15 from 1968 to 1973. Budget cuts reduced the band size and the number became the year: Gemini '75, Gemini '77 and Gemini '79. In order to keep costs to a minimum Doc Livingston contracted with the USO to tour military bases during school breaks. The bands toured the Caribbean, Europe and the Pacific Command during their thirteen years. <http://digitalcommons.wku.edu/gjb/>



News from the University of Kentucky

Submitted by: Sarah Dorpinghaus, Digital Archivist

The University of Kentucky Special Collections Research Center successfully completed a NEH Humanities Collections and Reference Resources digitization grant, resulting in online access to 132 cubic feet from the

Bert T. Combs Appalachian Collection. The materials document the search for, extraction of, and distribution of coal, oil, and natural gas resources; the creation of railroads to transport raw materials to industrial manufacturers and electrical power generators across the US; and the company towns, their services, and the individual lives that sustained this economic development.

Additional details on the project and other Appalachian-related collections at UK SCRC can be found online at: exhibits.uky.edu/appalachian-resources.

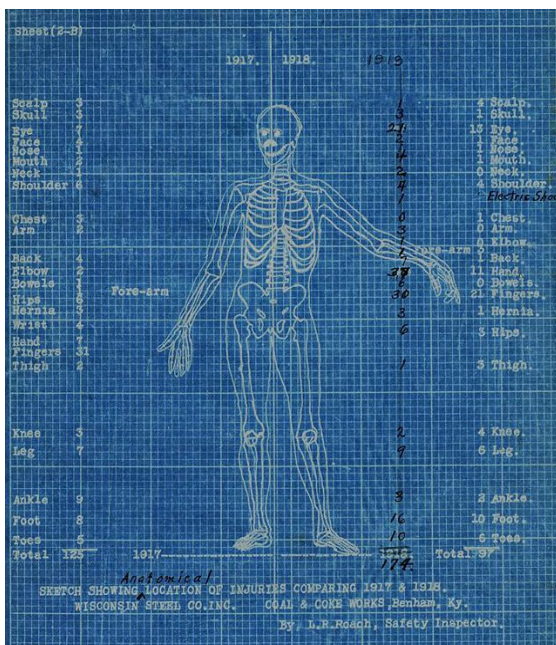


Image: Sketch comparing anatomical location of coal mining injuries between 1917 and 1918, Benham Coal Company records, University of Kentucky Special Collections Research Center

2016 Spring Meeting - Program

If These Walls Could Talk: Exploring and Managing Facilities in Archives

Friday, May 20 | 8:30a.m. to 4:30p.m.

Cooperative Extension Building

Kentucky State University

Frankfort, KY

Preliminary Schedule

8:30-9:00a.m.	Registration and Refreshments
9:00-9:15a.m.	Welcome by Sarah Dorpinghaus, KCA Chair
9:15-9:45a.m.	<i>The Filson's Campus Expansion Project: Communication, Contractors, and Continuity</i> Jennie Cole and Johna Picco, The Filson Historical Society (30 Minutes)
9:45-10:30a.m.	<i>Clifford, The Big Red HVAC: Assessment and Advocacy</i> Jackie Couture and Ashley Thacker, Eastern Kentucky University (45 minutes)
10:30a.m.	Break
10:45-11:15a.m.	<i>Frankel and Curtis: A Physical and Digital Exploration of Campus Architecture</i> Nick Hodge and Sommer Cade, UK Learning Lab (30 minutes)
11:15-11:45a.m.	<i>Storing and Accessing Facilities Information: A View into UK's Facilities Library</i> Ginny Daley, UK Facilities Library (30 Minutes)
11:45a.m.-12:30p.m.	Lunch
12:30-1:30p.m.	KSU Repository Tour
1:30-2:15p.m.	Membership Business Meeting + Voting
2:15p.m.	Break
2:30-3:15p.m.	<i>Low Cost and Effective Disaster Planning</i> Sarah Hopley, Murray State University (45 minutes)
3:15p.m.	Carpool to State Records Center (approx. 6 minute drive, 1425 Leestown Road)
3:45-4:30p.m.	State Records Center Tour
4:30p.m.	Conclusion of Tour and Meeting

2016 Spring Meeting - Program

May 20, 2016 | 8:30a.m. to 5:00p.m. | Kentucky State University, Frankfort, KY

Presentation Abstracts

The Filson's Campus Expansion Project: Communication, Contractors, and Continuity

The Filson Historical Society in Louisville, Kentucky is currently undergoing a campus expansion project to renovate its existing facilities, along with adding on an additional building and creating a campus-like environmental setting. Members of the Filson's Special Collections staff will address the history of this project as it relates to the Collections Department (Library, Museum, and Special Collections), including its planning phases, moving and working through the construction, and future plans. **Speakers:** *Jennie Cole and Johna Picco*

Clifford, The Big Red HVAC: Assessment and Advocacy

Jackie Couture, Team Leader of Eastern Kentucky University Special Collections and Archives, and Ashley Thacker, University Records Administrator, propose to talk about the assessment and advocacy that was involved in the recent installation of a new Heating, Ventilation, Air Conditioning (HVAC) unit in Special Collections and Archives. You'll learn what you need to make a case for an upgrade (data collection, air quality, evaluation, etc.) and how to get buy-in from those who can help. **Speakers:** *Jackie Couture* Jackie.couture@eku.edu; *Ashley Thacker* Ashley.thacker@eku.edu, Eastern Kentucky University

Frankel and Curtis: A physical and digital exploration of campus architecture

Through processing the Frankel and Curtis architectural drawings collection, two students developed projects that address the physical and also theoretical concepts of preserving and researching design-related collections, specifically those related to college campus design. The students will describe the physical processing of the collection, along with workflow and preservation considerations and then detail their research projects, one of which describes a digitization plan that includes 3D models for architecture students; and the other which uses blueprints to explore urban planning and transportation—significant since the University of Kentucky has included transportation options in its facilities and strategic planning. **Speakers:** *Nick Hodge and Sommer Cade, University of Kentucky undergraduate students, participants in the Special Collections Research Center's Learning Lab program*

Storing and Accessing Facilities Information: A View into UK's Facilities Library

Most academic campuses have a repository where all the building and property records are maintained for use by current facilities staff. Often called a plan room, records center, or documents room, these dynamic hubs of facilities information often operate outside of academic libraries, archives, and special collections operations. Using UK's Facility Library as an example, I will give an overview of what kinds of materials are maintained and some of the challenges of providing access to these materials to various user groups over time. Touching on issues such as public records law vs. campus security, maintaining hard copies and electronic records simultaneously, I'll also provide some pointers to resources such as useful publications, professional organizations, and examples of creative connections with special collections materials. **Speaker:** *Ginny Daley, managed UK's Facilities Library for several years and currently works with UK's Capital Projects Management Department archiving the university's electronic records pertaining to construction projects.*

Low Cost and Effective Disaster Planning

Planning for a disaster is often something not thought about until you find yourself in the middle of one. This presentation will introduce the basics of disaster planning and offer low cost tools and suggestions for implementation. It will cover all types of cultural institutions – archives, museums and libraries. **Speaker:** *Sarah Hopley, Murray State University*

2016 Spring Meeting - Program, continued

May 20, 2016 | 8:30a.m. to 5:00p.m. | Kentucky State University, Frankfort, KY

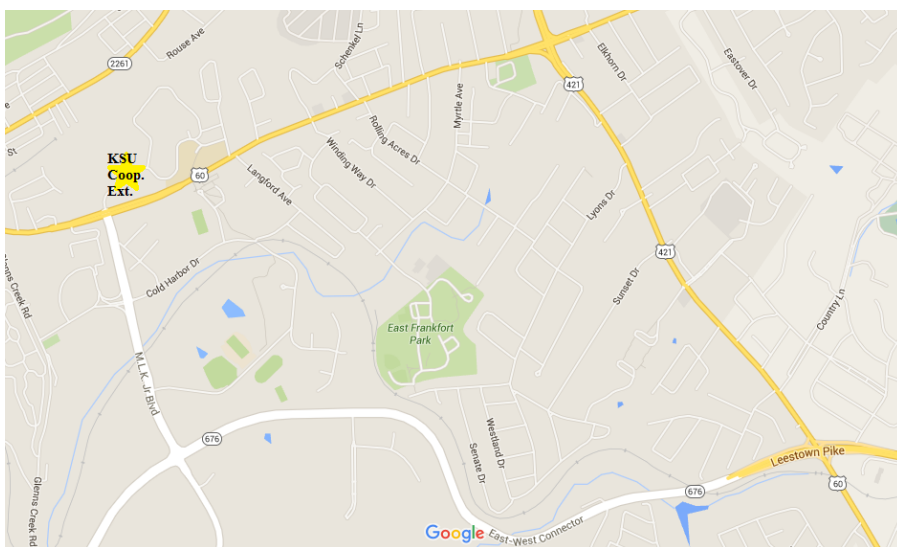
Transportation and Parking Information

To Kentucky State University, Cooperative Extension Building:

Take I-64 to Exit 58.

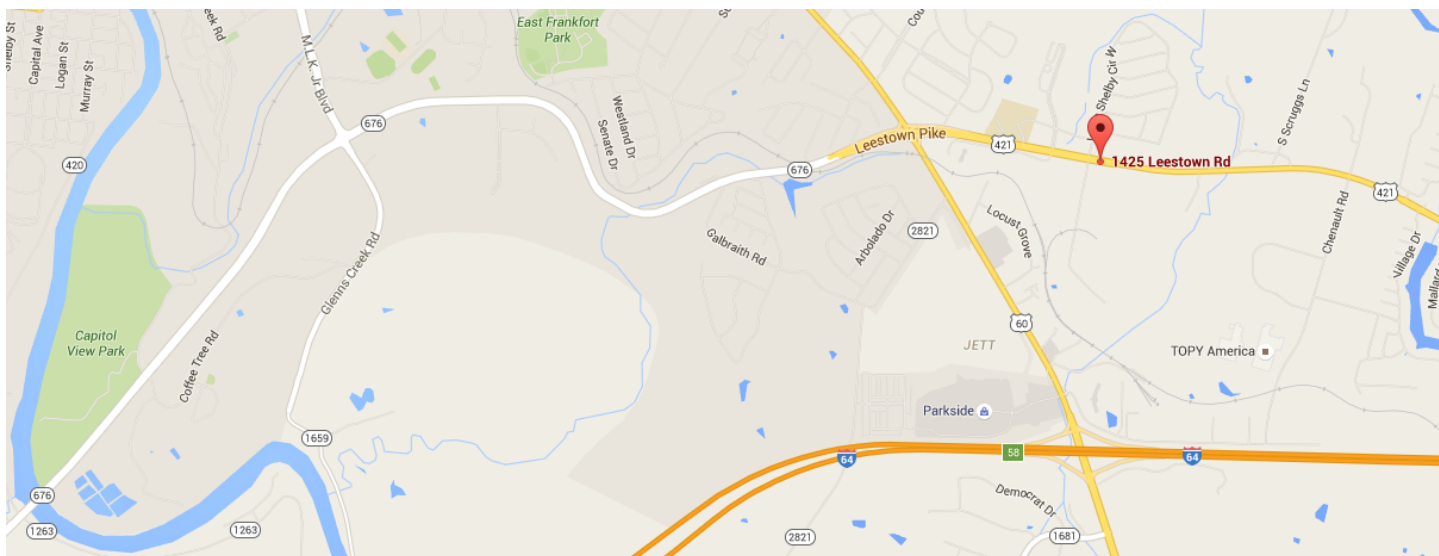
Option 1: Take a LEFT onto the East-West Connector. Turn RIGHT onto M.L.K., Jr. Blvd. Continue straight as it becomes University Drive. Cooperative Extension building will be second on the LEFT.

Option 2: Stay on KY 60, which merges with KY 421. Turn LEFT to stay on KY 60. Turn RIGHT onto University Drive. Cooperative Extension building will be second on the LEFT.



To the State Records Center:

Attendees should plan to carpool from KSU, as there is very limited parking at this location. KDLA will also have vans for carpooling. The address is 1425 Leestown Road. Heading toward Lexington from Frankfort, it's on the right about 3/4 of a mile from the intersection of Leestown Road (421) and Versailles Road (60).



2016 Spring Meeting - Registration

Registration

Please register by **Friday, May 13, 2016** to secure your lunch order.

Onsite registrations will be accepted, but will not include a lunch order.

Step #1:



Step #2:



(Note: A percentage-based service fee is assessed by PayPal)

For more information, please visit:

<http://www.kyarchivists.com/meetings/spring-2016-meeting>

For Registration by Check and Mail:

Please complete this form and mail along with payment to the address provided below.

Onsite registrations will be accepted, but will not include a lunch order.

Name: _____ Institution: _____

Address: _____

Phone: _____ Email: _____

Membership status:

Member **(\$15)**

Non-Member + Membership **(\$35)**

Non-Member **(\$35)**

Payment Method:

Check Only

Dietary Restrictions: ☐ No Preference ☐ Vegetarian ☐ Gluten-free

☐ Other (Please list/describe): _____

Will you attend the State Records Center tour? ☐ Yes ☐ No

Both form and payment must be mailed and received by **Friday, May 13, 2016**, to:

Heather Potter
The Filson Historical Society
1310 South Third Street
Louisville, KY 40208

Please make checks payable to: ***Kentucky Council on Archives***



Membership Form

KCA Dues

(January – December 2016)

KCA dues are based on the calendar year, January-December and are \$20 per year. Please fill out this form as if it were a mailing label to you. **PLEASE DO NOT USE PERSONAL INFORMATION YOU WOULD NOT WANT ON THE KCA WEBSITE!** We accept registration fees via Paypal, although there is an additional \$1 convenience fee. Please see the membership page of the KCA website to pay your dues electronically (<http://www.kyarchivists.com/membership/>).

Name: _____

Institution: _____

Address: _____

Phone: _____

Email: _____

____ Include name and contact information on the KCA website membership directory

____ Do not include name and contact information on the KCA website membership directory

**Send dues checks to
Heather Potter
The Filson Historical Society
1310 South Third Street
Louisville, KY 40208**

Make Checks Payable to Kentucky Council on Archives

The Kentucky Council on Archives, a professional membership organization, does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability and provides, on request, reasonable accommodation including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities. Persons requiring special accommodation or auxiliary aids must notify a member of the KCA board thirty (30) days prior to a meeting so that the proper arrangements can be made.