

KCA Board

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Jaime Marie Burton,
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University of Kentucky

Letter from the Chair

Fellow KCA Members,

A warm winter hello to everyone. Here is hoping the relatively mild season we have experienced so far holds as we head toward the spring.

First and foremost, I want to wish KCA a very happy 40th birthday. From our first meeting at Western Kentucky University on March 28, 1977, to today, KCA has for four decades provided a vibrant professional community for Kentucky archivists. This success is only possible because of your continued member support and the tireless efforts of our board members, past and present, so thank you all.

That said, be sure to renew your KCA membership for 2017! Thank you to all those who have already renewed and, for those of you who have not renewed or are interested in joining, remember that membership will afford you: reduced registration rates at KCA meetings; eligibility to vote and run for office (more on that later); the knowledge that you are personally helping to ensure Kentucky remains one the best, most well-connected archival communities in the country. It's simple and affordable, so renew today! <http://www.kyarchivists.com/membership/>

Planning is already underway for this year's spring meeting. We will be heading to the newly renovated Filson Historical Society in Louisville, KY, to discuss archival outreach. Not only will this be a great opportunity to meet and learn about engagement efforts from our colleagues across the commonwealth, but it will be a chance to check out the impressive new campus expansion at Kentucky's oldest privately supported Historical Society. For a taste of what the upgraded Filson has to offer, check it out here: <http://filsonhistorical.org/give-join/campus-expansion-2/>

With a location, topic, and date in place, it means it's not too early to start thinking about presenting at the spring meeting. This year we are looking for speakers to share how archives can conduct, improve, and assess outreach and engagement. We would love to hear what activities you have done to promote and engage the public with your work, your institutions, and the archives profession. Have you developed a social media strategy? Have you done assessment to measure the value of your outreach efforts? Have you had success with a creative, atypical archives public event? We want to hear about it! Proposals will be accepted until March 31, 2017, so be sure to submit your ideas: <http://tinyurl.com/KCA2017springproposal>. (continued on page 2)

Daniel Weddington
KCA Chair, 2016-2017



Contents

Letter from the Chair	1-2
Call for Board Nominations	2
Reports	3
2017 Fund Award	4
News	5-7
2017 Spring Meeting Info	8
Membership Renewal	9

Letter from the Chair, continued

(continued from page 1)

Once again, and also right in line with this spring's meeting theme, Fund Award Committee is seeking applications for community-wide professional development (i.e. workshops, training), advocacy initiatives, and archival outreach opportunities. KCA will be offering a \$500.00 award to the winning applicant. Our Vice-chair, Edna Fugate, is chairing the fund award committee for 2017. Full details can be found at: <http://www.kyarchivists.com/kca-funding/>. Deadline for entries is April 15, 2017.

Finally, I want to thank all who came out to the University of Pikeville for our fall 2016 meeting. Edna will have a more thorough recap of the day's events later on in the newsletter, but I just wanted to say how appreciative I am of everyone who helped plan the event and to all those who participated. Our meetings are always a great reminder of how lucky we are to have such a wonderful community of archivists in Kentucky and for KCA to bring us together and keep us connected. Here's to another 40 years.

All the best,



Daniel Weddington

KCA Call for Board Nominations

Interested in serving on the KCA Board? Nominations are currently sought for the positions of **Vice-Chair, Treasurer, Secretary, Newsletter Editor, and Member-at-Large**.

Each position is a 3-year term. For Vice Chair, 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, plans membership meetings and events, and advocates for the professional interests of its members.

Please send nominations to Daniel Weddington, dhweddington@gmail.com by April 15, 2017.

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

Treasurer's Report

Heather Potter

KCA Treasurer, 2014-2017

Heather Potter, KCA Treasurer, The Filson Historical Society

Happy Spring, fellow KCA members! We have had a good membership turnout in early 2017, with 42 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/>

I am happy to report that we had 26 people attend our Fall Meeting held at the University of Pikeville. Thank you to all who attended it was a great success!

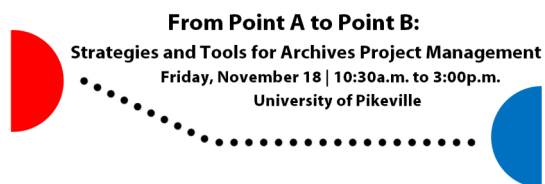
Regarding our 2016 finances, our income for the year (dues and interest) was \$1,469.14; plus we made a small amount of money on our spring meeting \$111.00 which makes up for monies lost at our fall meeting (\$31.40). This makes our 2016 income \$1,548.74. Non-meeting expenses include our webhosting (3 year subscription) and domain names fees of (\$329.70) and Kentucky State Treasurer Non-Profit filing fee (\$8.00). This means we put \$1,211.04 (from monies earned in 2016) back in the bank for future meetings, workshops, or other projects. This includes the 2016 KCA Annual Fund Award of \$500 which was not awarded.



2016 Fall Meeting Report

Edna Fugate, Vice Chair, University of Pikeville

On November 18th, Kentucky archivists gathered in the Booth Auditorium at the University of Pikeville (Pikeville, Kentucky) for "From Point A to Point B: Strategies and Tools for Archives Project Management," the Fall meeting of the Kentucky Council of Archives.



Members of KCA shared the tools and methods being implemented at their institutions for successful project management. The early part of the meeting focused on tutorials and hands-on activities with three different project management tools: Daniel Weddington previewed Asana, Sarah Dorpinghaus explained Trello, and Jaime Marie Burton described Basecamp.

After lunch, there was a networking activity, which quickly became competitive. Groups constructed towers using spaghetti and marshmallows within a prescribed amount of time. Afterwards, there was discussion about the benefits of project planning, flexibility, and group interaction. The meeting finished with presentations on managing large processing projects by Ida Sell and how to effectively manage time by Jackie Couture.

2017 Fund Award Announcement

The Kentucky Council on Archives (KCA) accepts letters of request for financial support of events and external projects from archival organizations and KCA members. KCA is particularly interested in funding community-wide professional development (i.e. workshops, training), advocacy initiatives, and archival outreach opportunities. Requests are evaluated on their potential contribution and measurable benefits to the Kentucky archival community, notably their impact on the broad and diverse membership of the Kentucky Council on Archives. Funds are not available for individuals to offset personal costs incurred through workshop and training attendance, or for travel requests and conference registration.

Funding available for these requests is dependent on KCA's annual budget. The total annual disbursement will not exceed 35% of total dues received from members during the previous calendar year. Note, the KCA Board retains the right to not grant monies during a funding cycle. Groups and individuals may apply in consecutive cycles for funding. For 2017, the fund available is \$500.

To effectively evaluate letters of request, all submissions must:

- Specify the amount of funding requested.
- Describe the organization and/or individual submitting the request and its history, mission, values, and programs.
- Describe the intended use of KCA funding, including event or project elements and location.
- Describe the intended audience of KCA funding.
- Describe the anticipated outcomes of KCA funding.
- Upon completion of the project or event, submit a brief report to KCA describing the use of the funding and the outcomes.

Requests are considered yearly. The submission deadline is April 15, 2017; notification and receipt of monies by the end of May 2017.

Letters of request must be submitted electronically to the Fund Award Committee Chairperson, Edna Fugate, at ednafugate@upike.edu.

Not Eligible for Funding:

- Archival supplies
- Food or beverage
- Individual professional development
- Individual membership or registration fees
- Activities or materials of a political nature

View or download the full award [rubric](#). This rubric will be used by the Fund Award Committee to evaluate all proposals. Proposals must score a minimum of 16 points in order to be considered for funding.

KDLA and SHRAB News

Beth Shields named Kentucky State Archivist

Kentucky Education and Workforce Development Cabinet Secretary Hal Heiner announced the appointment of Beth Shields as state archivist and records administrator, and director of the Archives and Records Management Division at the Kentucky Department for Libraries and Archives (KDLA) on February 1, 2017.

As state archivist, Shields will be responsible for leading the Archives and Records Management Division and overseeing records management services for state and local governments. She replaces Barbara Teague, who retired after 32 years at KDLA.

"I am delighted that Beth will continue her service to KDLA and to the citizens of Kentucky," said State Librarian and KDLA Commissioner Terry Manuel. "Beth's wealth of experience and knowledge has earned her great respect in the archives and records management field. I view her appointment as a sign of the state's commitment to remaining in the forefront of governmental records management."

The invaluable records held in the archives, dating from 1780 to the present, include records from each gubernatorial administration, and from all 120 Kentucky counties. The state archivist is also the coordinator of the Kentucky State Historical Records Advisory Board (SHRAB), which provides advice, assistance and leadership to nearly 300 archival and manuscript repositories in the state.

Shields has more than 15 years of archives and records management experience, including working extensively with electronic records. She has been active in the Kentucky Council on Archives, the Society of American Archivists, the National Association of Government Archives and Records Administrators, and the Council of State Archivists' State Electronic Records Initiative.

Shields is the recipient of the Emerging Leader Award from the Society of American Archivists and the President's Award from the Council of State Archivists.

"It is an honor to be appointed as the Kentucky state archivist. I look forward to supporting and strengthening KDLA's nationally recognized archives and records management program. The work we do ensures that the people of the Commonwealth have access to public records and that researchers can explore the rich history of Kentucky," Shields said.

Shields has a master's degree in library science from the University of Kentucky. She previously worked at the Library of Virginia and the Kentucky Historical Society. At KDLA, she has served as electronic records archivist and manager of the Electronic Records Management Branch. Shields grew up in Frankfort and now lives on a farm in Shelby County with her husband Eric and daughters, Rory and Harper.



KDLA and SHRAB News, continued

Save the Date: Archives Institute Set for June 23, 2017

The 33rd annual Kentucky Archives Institute is scheduled for June 23, 2017 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. A registration fee of \$50.00 includes attendance at the Institute from 8:30 a.m. to 4:00 p.m., lunch, and all materials. Deadline for registration is June 16th, and seating is limited to 50. 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 Jennifer Patterson at the Kentucky Department for Libraries and Archives at 502.564.8321 or jennifer.patterson@ky.gov.

Archives Month 2017

The Archives Month Coordinating Committee, under the direction of the Kentucky State Historical Records Advisory Board, will begin preparations for this year's Kentucky Archives Month to be held in October 2017. The theme for this year is Education. The Archives Month Coordinating Committee would like to take this opportunity to thank the Friends of Kentucky Public Archives, Inc. for its continued support of Kentucky Archives Month and hope that this year's celebration will be our best yet! The Kentucky Archives Month web address is <http://archivesmonth.ky.gov>. Please check the web site for events that will be held throughout the state, or use the site to submit your own event. The site also has a Planning Guide to assist you in planning your Kentucky 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.

The 28th Annual Public Archives Symposium

The annual Public Archives Symposium, sponsored by the Friends of Kentucky Public Archives, Inc. and the Archives and Records Management (ARM) Division of the Kentucky Department for Libraries and Archives (KDLA) was held on October 28, 2016 at KDLA. The featured speaker for the Symposium was Charles "Chuck" Parrish, retired historian with the Louisville District, United States Army Corps of Engineers, and past consultant to the Rivers Institute at Hanover College. As editor of *Heroes at the Falls: Louisville's Lifesavers*, he discussed the history of the United States Lifesaving Service and the individuals who risked their lives to save others, as well as countless boats and cargoes. His informative and insightful presentation ended with a wide-ranging question and answer session, which concluded yet another successful Public Archives Symposium.

KCA Membership News

News from The Filson Historical Society

Submitted by: Jennie Cole

The Filson Historical Society opened our new renovated and expanded campus in October 2016. The new campus features updated reading rooms for researchers, two new event halls equipped with audio-loop technology, new and expanded exhibit spaces, additional archival storage, and a new digital preservation lab. With designs by the award-winning De Leon & Primmer Architecture Workshop, the expanded campus features the Owsley Brown II History Center as well as interior renovations to the historic Ferguson Mansion and Carriage House. Come visit soon to see all that the new campus has to offer. Tours are available at 2:00 on weekdays or by request.



2017 Spring Meeting Save The Date and Call for

Engaging our Communities in Archives Outreach Through Innovation and Assessment

Friday, May 12, 2017

**The Filson Historical Society
Louisville, KY**

Call for Proposals

For this meeting, we are looking at how archives can conduct, improve, and assess outreach. We would love to hear what activities you have done to promote your work and institution and engage the public in the archives profession. Have you developed a social media strategy? Have you done any assessment to measure the value of your outreach efforts? Have you had success with a creative, atypical archives public event that demonstrated clear value and impact? We want to hear about it!

Use the following online form to submit your proposals: <http://tinyurl.com/KCA2017springproposal>

Spring meeting proposals should be submitted by Friday, March 31, 2017.

Helpful Hints:

- ◆ Presenters can be archivists, graduate students, and other interested allied professionals
- ◆ Propose a presentation, paper, or other type of training session focused on outreach in archives.
- ◆ Membership is not required to submit a proposal ([but membership is always appreciated and encouraged!](#))
- ◆ Nominate colleagues or suggest ideas for speakers from cross-sector professions such as libraries and museums.
- ◆ Suggest different session formats (fish bowl, lightning round, outreach related networking activity, hands-on assessment case study, statistics and data-driven decision making exercise, etc.)



Membership Form

KCA Dues

(January – December 2017)

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.