



Fall 2017 Board Meeting  
Wednesday, August 30  
12:00 pm-1:00 pm  
Kentucky Department for Libraries and Archives  
Frankfort, Kentucky

### Attendees

Present: Jaime Marie Burton, Edna Fugate, Kyna Herzinger, Megan Mummey, Deana Thomas, Dieter Ullrich, Sarah Wade, and Daniel Weddington

Not present: Johna Picco

### Proceedings

The Kentucky Council on Archives board meeting was called to order at 12:10 pm by Chair Edna Fugate.

### Secretary's report

Sarah called for and received approval of meeting minutes for the

- April 10, 2017 KCA board meeting and the
- May 12, 2017 KCA business meeting

Sarah reported that the KCA online member directories were updated to include the KCA logo and the KCA newsletter font. Sarah inquired about the protocol for including members' personal contact information in the directories. Deana clarified that she confirms contact information preferences in her welcome correspondence with new members.

### Newsletter Editor's report

Jaime reminded the board that the KCA newsletter needs to be distributed to members in advance of the fall business meeting. Jaime added that she can send out a call for member news and articles, although those types of updates tend to be more prevalent in the spring newsletter.

A discussion ensued about the regulation for the timing of the newsletter distribution. Megan requested to be notified of the fall business meeting details in advance of the newsletter publication so that the meeting information is posted promptly on the KCA website, which is where members are directed to register.

The board confirmed that, in accordance with Bylaw 3.7, the KCA newsletter needs to be distributed not less than ten nor more than thirty-five days in advance of the fall meeting.

The board agreed:

- to publish the KCA newsletter two weeks prior to the fall business meeting and
- to distribute a save the date notice in advance of the fall newsletter

Daniel also inquired about the board's familiarity with KCA's annual calendar, which he stated that he would distribute to new board members.

### Treasurer's report

Deana reported the following balances:

- |  |             |
|--|-------------|
| • Total KCA members:                           | 82          |
| • Total membership dues (year to date):        | \$ 1,542.26 |
| • Total in bank account (as of July 31, 2017): | \$ 9,765.54 |
| • Total in PayPal account (year to date):      | \$ 541.13   |
| • Total accounts (bank + PayPal):              | \$10,306.67 |

## **Bylaws update**

The board discussed pending edits to the KCA bylaws. Kyna suggested adding KCA's mission statement. Edna proposed using the language from the KCA website. Jaime inquired as to why the legal aid consultant did not add a mission statement and suggested checking with a lawyer to verify compliance with nonprofit requirements.

Deana asked about the removal of "board of directors" and "officers" as terms in the bylaws. Daniel clarified that the law clinic that assisted with drafting the KCA bylaws employed generic nonprofit terms. This language is not necessarily specific to KCA's structure, as KCA does not distinguish between officers and board members. Daniel added that he, Edna, Sarah Dorpinghaus, and Kyna reviewed the terminology after the spring meeting to render it more applicable to the KCA structure. Deana informed the board that when she files the annual report with the state, she has the option to list as many as 4 officers and 5 directors, but is required to list at least 1 officer and 3 directors.

A discussion ensued wherein the board agreed:

- That for filing purposes, the 3 required directors listed will be the KCA Chair, Vice Chair, and Ex Officio
- That KCA's nonprofit status sufficiently indicates that the membership fee is assessed based on operational costs and no further language is needed in the bylaws
- to reinstate the bylaw language to "KCA board of directors" from "KCA board"
- to add a provision stating that the Treasurer serves as the registered agent for KCA

A motion was made and approved:

- to grant the Ex-Officio voting privileges on the board

Daniel confirmed that the board has authority to make changes to KCA bylaws. Edna stated that, upon board approval, the bylaws will be made available to KCA members, who will then have the opportunity to vote for any changes deemed necessary.

## **Record-keeping and retention**

The board discussed the placement of KCA's digital records at Western Kentucky University, the repository for KCA's paper records. A discussion ensued about KCA's retention schedule and the possibility of maintaining KCA's paper records and digital records in separate repositories.

It was decided that when Kyna and Dieter next meet with WKU, they should inquire:

- how WKU plans to accession, preserve, and provide access to digital materials
- what WKU's long-term digital preservation plans are
- if KCA could gift accruals to WKU every 3 years, in alignment with KCA board member terms

For ongoing digital record maintenance, it was decided that

- Sarah will PDF important KCA board email threads to the KCA Dropbox
- Sarah will organize Dropbox files and standardize file names

## **KCA/SHRAB joint education session with SAA**

Edna reminded the board of its intention to co-host an SAA class with the State Historical Records Advisory Board (SHRAB). Daniel stated that a member survey of possible courses was sent out in the spring. Edna stated that SHRAB typically offers scholarships for SAA classes and that they plan to work with KCA to provide funding support. Daniel added that this workshop will be held in addition to KCA's fall workshop and can either be held online or in-person. The board elected to discuss the SAA course options further via email due to time constraints.

## **Fall event planning**

Edna reported that the Northeast Document Conservation Center (NEDCC) offers half-day workshops for the care of photograph and audiovisual materials and will write a KCA workshop proposal. Workshops range from \$3,500-\$5,000 and should include travel expenses. Edna added that the NEDCC photograph and paper workshops are well-established, but that NEDCC has not yet done an audiovisual workshop and would be excited to do so.

Daniel reported that member survey responses from the spring meeting indicate a preference for courses in:

- budgetary and funding issues
- general management
- handling staff transitions
- special projects
- in-reach and archives education
- community content
- diversity in archives (collection, institution, staff)
- and hands-on workshops like the Getting Our Hands Dirty conservation workshop previously held at UK

Daniel thought the in-reach topic seems like a good option, but is probably not hands-on enough for KCA's fall workshop and should be kept in mind as a possible topic for a spring KCA meeting. Edna stated that she would compile a list of workshop ideas and email it to the board for feedback. She also confirmed that she would reach out to Murray State, Paducah, and Owensboro as possible hosts for the workshop, to be held in early or late November on a date that does not coincide with MAC.

## **Next board meeting**

Deana offered to host the next board meeting at the Kentucky Historical Society. Edna stated that she would email the board with possible meeting dates and times.

## **Adjournment**

The meeting adjourned at 1:19 pm.

Meeting minutes respectfully submitted by Sarah Wade, Secretary.