



Fall 2017 Board Meeting  
Friday, September 22  
1:00 pm-2:00 pm  
Kentucky Historical Society  
Frankfort, Kentucky

### Attendees

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

Via phone: Kyna Herzinger

Not present: Johna Picco

### Proceedings

The Kentucky Council on Archives board meeting was called to order at 1:05 pm by Chair Edna Fugate.

### Secretary Report

Sarah called for and received approval of meeting minutes for the

- August 30, 2017 KCA board meeting

Sarah inquired about adding meeting minutes to the KCA website. The board agreed that all approved minutes should be made available on the website. Sarah reported that she is still working on the project to arrange KCA's electronic records.

### Newsletter Information

Jaime reported that the call for news for the fall newsletter went out on Friday, September 15, with an October 6 deadline for submissions. She informed the board that the chair letter, treasurer's report, and fall meeting registration information were still needed. She also invited suggestions for newsletter features and mentioned the possibility of including professional biographies for KCA members new to Kentucky.

### Fall Event Planning

The board discussed potential locations for the KCA fall workshop, including the International Bluegrass Music Museum (Owensboro), the public library, the National Quilt Museum (Paducah), and The Kentucky Museum at Western Kentucky University (Bowling Green). Consideration of WKU facilities and public libraries was tabled due to rental fees. The board agreed to pursue a KCA fall workshop on November 17<sup>th</sup> in order to avoid conflicts with the MAC symposium (October 13-14), the MARAC conference (October 26-28), and the Thanksgiving holiday. Edna confirmed that she would inquire with the National Quilt Museum, Land Between the Lakes National Recreation Area (Golden Pond), the Sisters of Loretto (Nerinx), and Shaker Village of Pleasant Hill (Harrodsburg) to see if any of those venues would be amenable to hosting the workshop.

The board then discussed possible topics for the workshop. Megan suggested having a workshop on exhibitions, with activities led by the KCA board and/or KCA members. The board concurred that this was a great topic to pursue. Jaime suggested that the focus could be specifically on the creation of exhibitions on shoestring budgets. Daniel pointed out that the Loretto Community has a small exhibit space that could accommodate a sample exhibition.

## **Bylaws Update**

Daniel reported that all edits discussed at the last board meeting were executed:

- The "board of directors" language was added throughout the bylaws.
- Officer designation was added to "Chair" section 4.2(a)a. The Chair was already designated as the CEO, so specific language designating the Vice Chair and Past Chair as officers was also added.
- The non-voting provision was eliminated from the "Past Chair" description in section 4.2(a)a.
- A registered agent designation was added to the "Treasurer" section 4.2(b).

He clarified that there was no need to include the KCA mission statement in the bylaws, as Article I of the bylaws refers to Article II of the Articles of Incorporation, which outlines KCA's purpose. He reminded the board that it has the authority to adopt these changes, but the board had discussed informing KCA membership before officially adopting the bylaws updates. The board decided to announce the newly approved bylaws in the forthcoming newsletter and to invite members to share any comments. Dieter made a motion to approve the bylaws and Megan seconded.

## **Archives Month**

Jaime informed the board that the theme for archives month this year is education. Edna said she would request information from KDLA and SHRAP for the newsletter.

## **Record-Keeping/Retention**

Edna reported that Western Kentucky University currently accessions and stores electronic files on servers and hard drives, but they have neither a comprehensive preservation plan nor checksums for their electronic records. WKU's preservation plan is specific to sound recordings; adding non-sound recordings would require temporary staff.

The board decided to defer the discussion of a repository for KCA's digital records until the summer of 2018, especially as Sarah continues to organize the KCA Dropbox files. Jaime posited that it would be worth discussing the deed of gift for KCA's records with WKU's university archivist Suellyn Lathrop, who was KCA Chair when KCA's records were transferred to WKU.

Edna suggested to Sarah that she align the organization of KCA's digital records with the series established by WKU for KCA's paper records.

## **KCA/SHRAP Joint Education Session with SAA**

The board discussed course options for the KCA/SHRAP Joint Education Session to be held in March of 2018. Daniel informed the board that members' top choice was a course on the basics of managing digital records. Jaime noted that the Kentucky Geological Survey is hosting that session at UK this fall. Edna replied that KCA members are also interested in user experience, design and digital archives, and essential coding for archivists. Megan commented that there seem to be numerous opportunities for DAS courses. Daniel added that KCA's Fall 2015 workshop with Bertram Lyons of AVPreserve also fits with the DAS offerings. The board decided to pursue the essentials of coding for archivists course, as that topic is not a frequent continuing education option.

## **Other news:**

Edna inquired about the status of KCA's funding award committee. She suggested that she could write an article for the fall newsletter inviting people to apply for funding. Jaime added that the funding award criteria specifies that the award be used for outreach and education. She informed the board that there were

three applicants when the award was first offered in 2015. There were two applicants in 2016, but neither application met the criteria for the award. Jaime clarified that the fund award should be offered every year, but that if the fund is not awarded, then the money can be used by KCA for an education session. She said that the fund award is usually announced in the winter newsletter along with any board nominations and information about the spring meeting. Edna said she would write a brief article for the fall newsletter to prompt KCA members to consider applying.

Megan asked if there was any news about the Kentucky Oral History day this year. Daniel confirmed that the day is in October. Jaime stated that she would contact Sara Schmidt, who is now with the Oral History Commission, to see if there is pertinent information that could be included in KCA's fall newsletter.

#### **Set Date and Time for Next Board Meeting**

Edna stated that she would email the board with possible meeting dates and times for October, with an eye for a time that would work for Johna.

#### **Adjournment**

The meeting adjourned at 2:11 pm.

Meeting minutes respectfully submitted by Sarah Wade, Secretary.