



Winter 2018 Board Meeting
Thursday, January 25
1:00 pm-2:00 pm
Conference call

Attendees

Via phone: 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 1:04 pm by Chair Edna Fugate.

Secretary report

Sarah called for and received approval of meeting minutes for the

- November 14, 2017 KCA board meeting

Sarah reported that most of the files in the board's Dropbox have been organized and renamed for consistency. She proposed that the board meet over the summer to review and work on administrative items, including the KCA Board handbook, the KCA website, and Dropbox files.

Treasurer's Report

Deana reported on KCA membership and financials:

- Total members: 88
- Total bank balance: \$9,558.92
- Total in PayPal account: \$708.09
- Total fall meeting expenditures/income: -\$117.39
- Total membership dues (year to date): \$1,742.71

Fall meeting review

The board reviewed membership survey responses for the Fall 2017 workshop, which were predominantly positive, with some suggestions for increased organization.

Spring meeting planning

Project management

Daniel suggested using Asana, a project management tool that he presented at KCA's Fall 2016 workshop, for coordinating and planning KCA meetings. He demonstrated various Asana features, including the ability to outline, tag, comment on, and assign tasks. The board agreed to use Asana to plan KCA's spring meeting. Daniel said that this Asana project could become a template for future meetings. He also informed the board that he created templates for the online registration form and the meeting feedback form. Kyna inquired about the cost of Asana. Daniel replied that, while the

University of Kentucky uses a fee-based version of Asana, the features that he showed to the board are all available in the free version of Asana.

Jaime contextualized the increased complexity of KCA meetings with a brief recounting of the KCA meeting structure 5-10 years ago. She said that, formerly, board member institutions hosted KCA meetings, which made it easy to have a local arrangements person onsite. Meeting logistics thus tended to fall to the individual board member. Jaime added that KCA meetings are now more complicated, with various online components and wider board involvement.

Deana inquired about the possibility of embedding the PayPal link for the registration fee into the registration Google Form. Daniel replied that he did not think that was possible, but that he would investigate it as an option. He stated that he would share the registration Google Form with the board.

Topic

The board revisited its discussion of in-reach as the spring meeting topic, which was a member preference from a prior survey. Jaime stated that in-reach would dovetail well with the SAA workshops offered in 2018, including the recent "Crafting Your Elevator Speech" advocacy workshop. The board agreed to pursue engagement and in-reach as the topic for the KCA Spring meeting.

Location

Daniel suggested Buffalo Trace as a possible venue. Deana and Sarah volunteered to serve as the local arrangements committee. The board discussed needs for the spring meeting, which usually has between 40-80 registrants and is held in late May or early June. Deana said she would contact Buffalo Trace to inquire about availability for a Friday in late May.

Positions up for Election

The board reviewed the KCA board positions up for election in 2018, which include:

- Vice-Chair
- Members at Large (may not serve consecutive terms)
- Webmaster (may serve consecutive terms)

Jaime stated that a call for self-nominations should go out in the forthcoming winter newsletter. Megan confirmed that she would gladly continue as webmaster if there are no other nominees.

Newsletter

Jaime reported that the Winter 2018 KCA newsletter should be distributed around February 15 and that it usually includes the spring meeting call for proposals, an announcement/reminder about the KCA Fund Award, a call for KCA member news items, and a report of the recent KCA fall meeting. She added that the newsletter would ideally also include relevant details about KCA's spring meeting. Deana and Jaime agreed that information about the recent changes to the membership cycle should also be included.

KCA/SHRAB joint education session with SAA

Edna reported that she has not heard from SHRAB yet about the joint education session slated for March, but that she will follow up with SHRAB. The board agreed that information about the session should be included in the winter newsletter.

Next board meeting

Edna confirmed that she would send a poll via email about the next board meeting date and time, likely in mid- to late-February.

Adjournment

Dieter moved to adjourn the meeting at 1:40. Daniel seconded.

Meeting minutes respectfully submitted by Sarah Wade, Secretary.