



Winter 2018 Board Meeting
Thursday, February 22
11:00 am-12:00 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 11:05 am by Chair Edna Fugate.

Secretary report

Sarah called for and received approval of meeting minutes for the

- January 25, 2018 KCA board meeting

Newsletter Editor's report

Jaime asked the board for any final edits for the newsletter, which she reported was on schedule for distribution on Friday, February 23.

Spring meeting planning

The board discussed possible titles for the spring meeting and agreed that the meeting should start at 10:00 a.m., with registration from 9:30-10:00. Daniel confirmed that he would design the program.

Edna proposed putting the PayPal link in the bottom of the online registration form. Megan added that the PayPal link should also be available on the KCA website page for the spring meeting. Deana confirmed that she would send the embedded PayPal link to Megan and the email link to Edna.

Jaime inquired about the spring meeting budget and noted that it should be based on the estimated catering costs and room costs for this meeting. She emphasized the importance of maintaining a balanced budget in adherence with KCA's nonprofit status. The board determined that the local arrangements committee should procure catering estimates per person by March 1.

Jaime clarified that details about the spring meeting will be included in the spring newsletter distributed on April 20 and that the forthcoming February newsletter will include a save the date reminder about the spring meeting.

KCA/SHRAB joint education session with SAA in March

Edna reported that she is waiting to hear more about the joint education session from SHRAB. The session is on hold while SHRAB confirms funding.

Next meeting date

The board discussed remaining items on the planning schedule for the spring meeting:

- March 1: board to agree on catering via email
- March 31: call for proposals deadline
- April 15: program finalized
- April 20: KCA spring newsletter distribution

The board agreed to meet via conference call on April 4 at 11:00 a.m.

Adjournment

Dieter moved to adjourn the meeting at 11:23. Daniel seconded.

Meeting minutes respectfully submitted by Sarah Wade, Secretary.