



Spring 2019 Board
Meeting Wednesday,
March 13 12:00
pm-1:00 pm
Goodfellas Lexington,
Kentucky

Attendees

Present: Jaime Marie Burton, Kyna Herzinger, Kevin Klesta, Ida Mangum, Edna Fugate, Rebecca Patillo, Deana Thomas, and Daniel Weddington
Not present: Jennifer Patterson

Proceedings

The Kentucky Council on Archives board meeting was called to order at 12:17 pm by Chair Kyna Herzinger.

The meeting agenda and Kyna called for approval of meeting minutes for the

- December, 2018 KCA board meeting

Treasurer's report by Deana Thomas

Deana reported the following balances:

- | | |
|--|--------------|
| • Total KCA members (2019-2020): | 4 |
| • Total KCA members (2018-2019): | 46 |
| • Total in bank account (as of February 28, 2019): | \$ 9,756.33 |
| • Total in PayPal account (year to date): | \$ 661.00 |
| • Total accounts (bank + PayPal): | \$ 10,417.33 |
| • Plus cash on hand | \$ 65 |

Newsletter Editor's report by Jaime Marie Burton

Jaime let the board know the newsletter will publish 30 days before the Spring Meeting. Therefore she would like all needed information by April 15th.

Jaime would like the issue to include:

- Spring Meeting program
- Membership renewal reminder
- Chair nominations
- Spring meeting info

Jaime suggested members could submit students spotlight and any other content.

Spring Meeting Presentation Proposals

Deana reminded the board presentation time must be allotted to our hosts, the archivist at Buffalo Trace.

The board discussed which presentations they liked best of 13 proposals. Kevin reported what proposals fit with the fall survey of members' interests. Collaborations or panels for some of the proposals considered but ultimately the board agreed to keep format and structure already stated in proposals.

The Spring Meeting schedule was discussed to better understand what presentations could fit throughout the day. Time for questions could happen after morning presentations and after afternoon presentations. The board agreed time for networking after lunch needs included, as well as breaks. The vote for board nominees could take place during lunch.

Kyna will send notifications of selection to the presenters.

Spring Meeting Planning

Deana will contact Buffalo Trace about the best time for them to give a tour. Sign up for the distillery tour will be included in the registration.

Jennifer reported, via Edna, that box lunches are estimated \approx \$10. We may want to provide our own drinks. There is a \$25 delivery fee for the food. KHS is helping to fund breakfast/snacks.

Registration cost was discussed in depth. The board wants to give incentive for individuals to join while remaining affordable. Jaime suggested a \$5 member difference in the cost of a meeting v. the cost of the meeting and a membership. The prices below were agreed by the board:

\$10 meeting price for students
\$15 meeting price for members
\$40 meeting price for non-members
\$20 for KCA membership

Registration for the Spring Meeting will be open March 25th through May 10th.

Swag report

Jaime suggested we purchase at least three items for KCA swag like mechanical pencils, tote bags, and/or a window cling. All swag will have our new KCA logo. An estimated \$1,000 will be spent. The swag will be a benefit of membership and help increase membership.

Email list report

Daniel has looked into other options for Google groups for the KCA listserv. Mail Chimp does not have a discussion list option. One option Daniel suggested is Gaggle mail. There is a cost of \$.05 to \$.10 per user per month. The search for the best option is going to continue. Rebecca has begun a KCA twitter account and members can also look to it for information.

KCA Board

Kyna suggests the roles and responsibilities of board members be revisited. Jaime and Daniel explained how there used to be subcommittees of the board including non-board members. A retreat is recommended for by-law revisions.

Action Items

- Kyna is going to email reminders for board nominations
- Deana will speak with Buffalo Trace any schedule arrangements needed
- Kyna will contact presenters
- Jaime will let us know how much swag we can purchase for \$1,000

Adjournment

Ida made a motion to dismiss and the meeting adjourned at 1:44 pm.

Meeting minutes respectfully submitted by Ida L.S. Mangum, Secretary.