



Board Meeting
2021 August 13
2:00 pm-3:00 pm
Over Zoom

Attendees

Present: Sandra Baird, Cathrine Giles, Ida Mangum, Mark Meade, Megan Mummey, Danielle Spalenka, Heidi Taylor-Caudill, Dieter Ullrich
Not present: Ruth Bryan

Proceedings

The Kentucky Council on Archives board meeting was called to order at 2:05 pm by Chair Megan Mummey. Agenda approved. Megan recommended Board Meeting to continue meeting via Zoom

Treasurer's report by Sandra Baird

Sandra reported the following balances:

- Total in bank account (as of February 28, 2019): \$ 9,569.11
- Total in PayPal account (year to date): \$ 2166.76
- Total accounts (bank + PayPal): \$ 11,735.87

The Blue Host account renewal is at the end of the month (August)

Newsletter Editor's report by Cathrine Giles

The newsletter will publish 30 days before the Fall Meeting. Cathrine is close to putting out a call for submissions.

Fall Meeting Planning

- a. Discussed face-to-face, in person, or hybrid.
Decided meeting will remain virtual for the Fall Meeting.
- b. Discussed ideas:
Could the funds saved from years of no application for the Professional Development reward be used to invite someone from an organization like NEDCC, SAA, etc.? Everyone agreed this is a good use of those unused funds. Megan suggested the Open-Refine workshop originally planned for the 2020 Spring Meeting. Danielle will create a list of workshop themes the board could also consider.
- c. Location ideas:
Mark Meade suggested an online workshop to reach Kentucky archivists in far off locations.
- d. Dates:
In order to not conflict with other regional meetings like DLF, it was decided to shoot for middle of November.

Spring Meeting Planning

- a. Start planning
Danielle recommended to start thinking about in advance from her experience as chair.
- b. Ideas
Megan suggested the Open-Refine workshop originally planned for the 2020 Spring Meeting. Danielle will create a list of workshop themes the board could also consider. Sandy thought architecture and historic preservation would interest many archivists and archives.
- c. Locations
Mark suggested an outdoor venue like the tobacco barn or other place at Shaker Village. Ida said the garden at Liberty Hall in Frankfort could work. Both are centrally located in the state. Danielle suggested Oxmoor Farm, an outdoor venue owned by The Filson Historical Society. Mark, Danielle, and Ida will act as a Local Arrangements Committee and look up arrangements for the outdoor venues.

New Business

- a. Archives Month
Cathrine explained the KDLA is sponsoring this year's Archives Month in October. KDLA is making a website and is looking for events to post to the calendar on the site. KDLA is looking for help sponsoring the Archives Month poster and wondered if KCA is interested. Sandy was on the board years ago when it was decided to stop sponsoring the poster. Megan is asking for time to think about sponsoring the poster this year.
- b. Dropbox space issue?
Megan stated that she received emails asking her to add storage space to Dropbox. Sandy looked into the Dropbox previously and explained that KCA has enough space in the organization's Dropbox account, but Dropbox wants the users to also upgrade their accounts to access the org's documents. Recently, Mark created a non-profit workspace in Google. Mark could into setting one up for KCA, so we could switch over from Dropbox.
- c. Megan would like to revise the Board manual's position descriptions. Ida stated that in the summer of 2019, the KCA board took a whole day to review the manual. Changes were not approved, since the 2020 Spring Meeting was cancelled and there was not a normal business meeting. The board will still look at the manual at a later time.
- d. Membership
A membership drive is recommended. Danielle suggested sending former members postcards. Cathrine will design a postcard to send. Derek Ullrich offered to lead the formation of a membership committee.
- e. KCA website calendar
Mark wondered if creating a calendar in WordPress would be a helpful addition to the website. Events can be crowdsourced via the google group. The board liked the idea and Mark will look into adding it to the site.

Action Items

- Cathrine will send out a call for articles for the fall newsletter.
- Megan will send out a doodle poll for scheduling the September meeting.
- Megan will speak with Rebecca Patillo about the contact information for the Open-Refine workshop.
- Danielle will create list of workshop idea.
- Mark, Danielle, and Ida will look into outdoor venues for the Spring Meeting.
- Cathrine will create a postcard to send to former members.
- Derek will lead the formation of membership calendar.
- Mark will add a calendar to the KCA website.

Adjournment

The meeting adjourned at 2:59 pm.

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