



Board Meeting  
Tuesday,  
June 21 12:00 pm-  
1:00 pm  
Zoom meeting

#### Attendees

Present: Sandra Baird, Ruth Bryan, Cathrine Giles, Rusty Heckaman, Ida Mangum, Mark Meade, Megan Mummey, Dieter Ulrich

#### Proceedings

The Kentucky Council on Archives board meeting was called to order at 11:02 pm by Chair Ruth Bryan.

The meeting agenda approved by the Board.

#### Treasurer's report by Sandra Baird

There was a deposit issue with payment for the Farmington venue. Sandy will email Danielle Spalenka about fixing the problem.

#### Newsletter Editor's report by Cathrine Giles

Cathrine wants photos from the Spring Meeting to include in the next newsletter. She will do the write up about the meeting.

#### Spring Meeting Debrief

Mark Meade is wondering if the registration fee for meetings should be increased and if Council should be worried about costs.

All agreed that the programming was good and ran smoothly. Rusty and Dieter enjoyed the tour. Sound was the only issue. The outdoor space was not the best for sound and should be considered in the future.

Vendor and cancellation policies will be created for the next meeting.

Megan reported that people were very interested in participating in the lightning round probably because KCA provides an in person and approachable platform for presentation.

#### Webmaster report

## **New Business**

Ruth is interested in a reset for KCA this year. Board discussed actions in 2022-2023:

- Looking at the way the Board communicates and if there needs adjustment for hybrid circumstances. Interest in SLACK, Asana, or some other platform for communicating like Flip Chart
- Online training
- Collaboration between institutions
- Education fund - Megan can start a committee about the education change into travel fund
- Look into 501c3 status. Anne Ry. had contacted law clinic at Northern Kentucky University about 501c3 application
- Exploring hybrid meetings - recordings
- Dieter suggested YouTube channel
- Affinity groups within KCA? Like records managers, personal papers, etc.? Is there a capacity or interest?

Sandy is leaving Georgetown College at the end of June. All communication needs to be updated to go to her personal account.

## **Officer transitions**

Sandy reminded the reason for the transition for the move from Dropbox to GoogleDocs. Mark already transferred all documents from the DropBox to GoogleDocs.

Ruth can look into WKU transfer of digital records for the KCA records. Currently there is only a paper collection at WKU.

Ruth is interested in creating transition documents for new officers.

## **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**

- Ruth will look for a date for July meeting
- July meeting will talk about transitions, fall meeting
- Megan - education fund
- Ruth will look into transfer to WKU

## **Adjournment**

Meeting adjourned at 12:02 pm.

Meeting minutes respectfully submitted by Ida L.S. Mangum, 2019-2022 Secretary.