



Summer 2022
Board Meeting
Wednesday, July 27
2:00 pm - 3:00 pm
Zoom meeting

Attendees

Present: Ruth Bryan, Rusty Heckaman, Megan Mummey, Sandra Baird, Elizabeth Reilly, Dieter Ullrich, Heidi Taylor-Caudill, Cathrine Giles, Mark Meade (attended first 30 mins)

Not present:

Proceedings

- The Kentucky Council on Archives board meeting was called to order at 2:02 pm by Chair Ruth Bryan.
- All attendees introduced themselves.
- The meeting agenda approved by the Board.

Treasurer's report by Sandra Baird

- Membership as of July 26, 2022: 56
- Annual Dues Collected, to date: \$1,070.10
- Bank Balance (including interest): \$8,355.28
- PayPal Balance: \$3,085.67
- Total Funds available (as of July 26, 2022): \$11,440.95
- Total Quarterly income: \$926.24

It was discussed whether we should adjust dues or increase registration for meetings, but it was noted that meeting dues were purposefully kept down because of a surplus of money. It was agreed that we are in a good financial state.

Newsletter Editor's report by Cathrine Giles

No new updates. Any photographs or information that we want shared in the newsletter should be sent directly to Cathrine (and make sure to spell her name correctly in the email address or she will not receive it). Cathrine will start asking for submissions in late August for an early October release of the next newsletter.

Plan for Fall Meeting

Megan reviewed survey of members interest in possible meeting topics, taken for Fall 2021 planning. Top three most popular are Digital Preservation, Copyright (addressed in 2021 meeting), and Tools-based demonstration (OpenRefine, RegEx, etc.). Mark brought up Shaker Village as a possible meeting location, but Ruth feels that would be better for a Spring meeting. Cathrine proposed for the Fall meeting to be hosted at KDLA: it is low-cost, centrally located, has facilities and space for both in-person and streaming/pre-recorded presentations. Rusty and Cathrine will need to check on wifi availability at KDLA – it's possible that attendees will need to log-in and create guest Wifi accounts. Perhaps attendees could bring their own laptops/devices for hands-on workshop? Look at SAA, DLF, Best Practices, maybe reach out to NEDCC past presenters, invite friends/colleagues with practical experience in digital preservation (Bertram Lyons, Sarah Dorpinghaus, Kyna Herzinger, etc). Perhaps consider a vendor like Preservica, in which case we would offer other presenters as well. Who were going to be the tool presenters at the 2020 meeting that was cancelled? We should provide the most practical, do-able digital preservation presentation. Perhaps include case studies demonstrating what different institutions are doing / what programs they are using.

Ruth asked if we should send out a survey to members to get more detailed information about what types of digital preservation topics they are interested in. Rusty mentioned that access of preserved digital records is a good topic.

Ruth says the plan is for the Fall meeting to be hosted at KDLA in Frankfort, be a hands-on workshop about digital preservation, to be held in October or early November.

Ruth, Megan, Cathrine, and anyone else will research what types of digital preservation workshops are available and send findings to the board via email by August 10th – as and want to have most of the Fall meeting planned by the end of August.

Old Business

- Site rental deposit update: regarding the site rental contract of the Spring meeting, Sandy reviewed it and there are no issues. Everything is wrapped up and paid for, and the caterers finally cashed their check.
- Officer transitions – Ida and Reilly met regarding Secretary duties, and there is a document in the Google drive that lists these responsibilities. We should work to create more officer transition checklists.
- Update on WordPress capabilities: pushed to next meeting
- Review of KCA documents and membership and board communication processes: Rusty, Ruth, and Megan began looking at documents but have more of this to do for the next meeting.
- Transfer of KCA records to WKU: We should be keeping summary information when materials are archived/sent to WKU. Rusty started an officer & meeting document to keep track of summary data (KCA officer names, dues amounts, meeting locations and dates, etc.). Ruth reviewed existing KCA records at WKU and the last ones in the archive are from 2018. She reached out to Lynn Niedermeier to see if WKU can accept digital records but has not yet heard back.

- Education fund transition planning process – Megan will send out an email to members in August.
- Meeting vendor and cancellation policies – pushed to next meeting.

New Business

- Bluehost? – pushed.
- Keeping in touch with membership: Mark is looking at systems for tracking/recording membership. Our organization is probably too small to go for a paid service. We want to have PayPal integrated in the tracking, and it would be great if members could check the status of their membership on their own. Mark will work with Reilly and Ida and continue to research options. Ruth asked if KCA has ever sent out Board Meeting minutes to the membership? Megan says that yes, they used to be posted on the KCA website. Ruth suggests that if we continue that, we should send out an announcement that they are there when made available.

Action Items

- Cathrine will put a call out for newsletter submissions in August
- Ruth, Megan, Sandy, and others will research Digital Preservation presentation/workshop offerings and send possibilities to the Board via email by August 10.
- Mark will connect with Ida and Reilly - continue looking into systems for tracking membership
- Rusty, Ruth, and Megan will continue review of KCA documents, membership, and board communication processes.
- Megan will send out an email in August regarding an education fund
- Ruth will look for a date for August meeting

Adjournment

Meeting adjourned at 3:00 pm.

Meeting minutes respectfully submitted by Elizabeth Reilly, 2022-2024 Secretary.