



Summer 2022  
Board Meeting  
Tuesday, August 23  
10:00 am - 11:00 am  
Zoom meeting

**Attendees:**

**Present:** Ruth Bryan, Rusty Heckaman, Megan Mummey, Sandra Baird, Dieter Ullrich, Heidi Taylor-Caudill, Cathrine Giles, Mark Meade

**Not present:** Elizabeth Reilly

**Proceedings:**

- The Kentucky Council on Archives board meeting was called to order at 11:00 am by Chair Ruth Bryan.
- The meeting agenda approved by the Board.
- The minutes of the Board’s last meeting, July 27 were approved by the Board.

**Treasurer's Report by Sandra Baird**

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|--|-------------|
| • Membership as of August 22, 2022:              | 56          |
| • Annual Dues Collected, to date:                | \$1,070.10  |
| • Bank Balance (including interest):             | \$8,355.63  |
| • PayPal Balance:                                | \$3,085.67  |
| • Total Funds available (as of August 22, 2022): | \$11,440.30 |
| • Total Quarterly income:                        | \$40.13     |

No new deductions, a website renewal charge was waived and an interest deposit was made.

## **Newsletter Editor's Report by Cathrine Giles**

State Librarian and Archivist, Commissioner Terry Manuel announced his retirement at the end of August. The announcement of his retirement and posting for the vacating position (hopefully) will be included in the next newsletter. Catherine will be putting out a call for newsletter content in the next couple of days.

## **Plan for Fall Meeting**

Board confirmed the topic for the fall meeting to be Digital Preservation. Investigation of Disaster Planning and Recovery undertaken by Rusty has been in preparation of the potential of the topic for future meetings and in response to current needs in the archival community.

Ruth reviewed the webinar options available from SAA, including those by Mark Myers. The Board weighed options between broadcasting multiple vs. a single webinar, with the understanding that either option would be accompanied by an in-person panel with practical experience or case studies. Rather than determine which webinar would be best it was suggested to offer both and allow participants to decide which they joined with the option of attending the other webinar at a future date following the meeting. Cathrine confirmed that the webinars are typically available for 30-60 days after purchase with no limits set on the number of times they could be viewed.

**Action Item:** Ruth will draft a form for acceptance of submission for panelists and ideas and will put out the general call after review by the board.

In order for Ruth to move forward a date is necessary. The possibility of crossover with SARC was considered, among other events and the attempt to avoid them as much as possible was emphasized.

**Action Item:** Rusty/Cathrine will confirm the dates of SARC and share with the board.

Emphasis on the ability of the meeting to pivot to virtual if necessary was made, and the ability to stream the webinars across Zoom considered. From the experience of Megan and Cathrine this wasn't considered an issue. Should the meeting be able to be held in person, KDLA remains the site with flexible spaces and dates.

In order for any participants to have access to the exam and earn credit towards DAC certification they would need to purchase the webinar individually. Ruth suggested the possibility that KCA could sponsor a certain number of applicants and fund their purchase. The

only cost would be that of the website and would support KCA's mission to offer education to its members. It was decided to limit the sponsorship to KCA members and to offer it as a first come first serve with ample publication and advertisement of the application date in advance to create as level a playing field as possible. A form will be created to accept applicants that will automatically close after receipt of the determined amount.

## **Old Business**

### **Education Fund Transition**

Megan reviewed the charge for the committee that will investigate the transition of the education fund as drafted by herself and Ruth. The Board approved the charge with no changes. It reads as follows:

The Education/Travel Award Committee (E/TAC) is charged with investigating whether and how to reconfigure the current KCA Education Award into a travel award for Kentucky archivists to partially fund professional development travel within and out of the state. Areas of investigation include, but are not limited to, the history of the award; how other professional organizations operate and fund their travel awards; fundraising ramifications, including reviewing KCA's nonprofit status; and a proposed award process. The E/TAC will be chaired by past-chair Megan Mummey. Membership will be composed of at least one other KCA officer and at least one interested general member. The E/TAC will submit their findings and recommendations to the KCA Board at least one month prior to the spring 2023 meeting, with the expectation that the committee will also present about their findings and recommendations.

**Action Item:** Ruth will send out an email to recruit volunteers to join the committee.

### **Disaster Planning and Response**

Rusty provided an update on contacts he has made with individuals and organizations, like FAIC about the potential for participation in future training on this topic and what services or resources they might offer. Ruth provided some insight on past attempts made in the region to organize Alliance Response Networks as well as the potential challenge of sustainability with an organization like KCA and the regular roll over of board members. The topic will continue to be considered for future meetings, but no action was needed at this time.

## **New Business**

None

## **Action Items**

- Cathrine will put out a call for newsletter items.
- Ruth will draft a form for acceptance of submission for panelists and ideas and will put out the general call after review by the board.
- Rusty/Cathrine will confirm the dates of SARC and share with the board.
- Ruth will send out an email to recruit volunteers to join the committee.
- 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 issue a poll for a date for the September meeting

## **Adjournment**

Meeting adjourned at 12:00 pm.

Meeting minutes respectfully submitted by Rusty Heckaman, 2022-2024 Vice-Chair.