



Fall 2022
Board Meeting
Friday, October 28
10:00 am - 11:30 am
Zoom meeting

Attendees

Present: Ruth Bryan, Rusty Heckaman, Megan Mummey, Elizabeth Reilly, Dieter Ullrich, Heidi Taylor-Caudill, Cathrine Giles, Mark Meade

Not present: Sandra Baird

Proceedings

- The Kentucky Council on Archives board meeting was called to order at 10:02 am by Chair Ruth Bryan.
- The meeting agenda was approved by the Board.
- Minutes from 9/23/2022 board meeting, taken by Reilly, were approved. Ruth still wants to put board meeting minutes online for member access.

Treasurer's report (by Ruth Bryan in Sandy's absence)

PayPal balance is \$3,933.54

Checking account balance is \$8,356.32

DAS registrants: KCA will pay for the first 5, who all submitted their interest either before 9:30 am Eastern or right after 9:30 am Eastern on Tuesday. That total would be 2 x \$149 (non-SAA) + 3 x \$99 (SAA) = \$595. Ruth will contact the 5 people.

Cathrine will organize sending the registration information to Rana Hutchinson Salzmänn, SAA Director of Education, who will create an invoice for us to pay.

Sandy requests that anyone who is picking stuff up for the meeting next Friday email her a copy of their receipt, and she'll send them a reimbursement check.

Newsletter Editor's report by Cathrine Giles

The most recent newsletter was a big one and all agreed it was great. The next newsletter usually comes out closer to the Spring meeting and Cathrine will send out a request for submission around January/February.

Planning for Fall 2022 Meeting

Ruth reported that we have five speakers confirmed for the afternoon panel presentation. We will do one short question and answer session after the first two speakers which are Audio/Visual focused, then do a longer Q&A after the next 3 speakers (theme?). This will get us to 3:00.

3 tours of KDLA (3rd floor, electronic records, research room) will be offered to attendees at 10:30, 1:00, 3:30. Each tour can take 10-15 people and will last around 20-30 minutes. We will have a sign-up sheet at the Registration desk for these tours. Next time we can coordinate this before the meeting and include it with online registration.

Reilly and Heidi (in Sandy's absence) will work the registration desk, which will be set up near the building entrance (from the back parking lot). Cathrine and Rusty will set-up table/chairs and have necessary documents printed out the night before the meeting. Ida may still have name tags, KCA swag, food. Sandy may have the money box. Ruth will seek these things out.

Board members should plan to arrive at KDLA at 9:45 am. Cell phone numbers are included on meeting planning document if someone needs to call Cathrine or Rusty to open the doors.

Morning snacks and welcoming comments by Ruth will be downstairs in the lobby. Concurrent webinars will be in upstairs rooms. Lunch and the afternoon panel will be downstairs in the lobby.

Ruth will ask the presenters for any notes or handouts that need to be printed beforehand and request their presentations to upload to the laptop.

Cathrine still needs to conduct sound tests. We will need 2 microphones – one for the presenters sitting at the table, and one circulating mic to pass around for Q&A. We will encourage all people to use the microphones. Rusty will bring the laptop from his webinar downstairs for the afternoon panel presentation. Cathrine will login to her SAA account on both laptops for the webinars.

We have 36 registrants, and 18 people signed up for the basic webinar and 15 for the more advanced webinar. Attendees going for the SAA Digital Archives Specialist (DAS) certificate are required to watch both webinars so will need to watch one on their own time.

Rusty, Ruth, and Dieter will help set up lunch once it has been delivered (caterer has Rusty's contact).

Mark will send out a message 10/28 to KCA list-serve to remind them to sign up for lunch by Monday 10/31. He will pad the number of lunches just in case a couple extras are needed.

Reilly will send out email to Registrants on 10/31 with meeting information, including a map and parking info.

Mark will send out a message to KCA members on Thursday 11/3 reminding them that if they want to attend and sign-up the day of the meeting, to bring a lunch.

Education/Travel Award Committee (E/TAC) update:

The committee has 3 members (Megan, Kopana Terry, Anu Kasarabada, Sandy (ex-officio), and held their

first meeting. A workplan was created and Megan looked into the KCA history of this award. It was originally conceived as a way to fund requests from other organizations (such as the printing of the SHRAB Archives month posters). Results of a 2013 financial survey show that members did not want to continue to fund such requests as prices were going up, but the follow through with the travel award was inconsistent since then.

We agreed to put the question of doing a new financial survey in 2023 on the agenda - thinking we should do a new survey and commit to following through with findings after board officers change. Ruth stated that KCA has been doing some of the things revealed in the 2013 survey. Megan mentioned that acquiring nation-level speakers gets expensive quickly. Cathrine suggested we could use this award to fund a member's travel to a national meeting and then report back in the newsletter, as a condition of the award.

Dieter will join this committee.

Other Meeting Planning

- Rusty has been talking with Danielle Spalenka at the Filson about the MAC Fall 2023 Symposium. KCA is not yet a formal sponsor of this meeting, but it would be great if we could assist with a portion of the registration cost for our members. Ruth and Rusty will follow up about this.
- Ruth will mention the themes of the KCA 2023 meetings at next week's meeting and Rusty/Cathrine will set up a giant pad on easel at the meeting requesting people write suggestions for host locations and specific disaster response topics.
- Ruth will send out a doodle-poll to set up our next board meeting, to happen sometime in mid-November.

Old Business

- Update on state-wide disaster response training and network (most recent meeting was on 10/27/2022). It's been a perennial challenge to have a state preservation specialist. The conversation is happening but it's not clear what's next. Reilly knows a conservator of works on paper/photographs in Covington that they might want to invite into the group: Laura Moeller <https://www.strangestockconservation.com/>

New Business

- Ruth mentioned the SAA Regional Archival Association Consortium (RAAC) and that the KCA board should have an official representative. Kyna Herzinger was our last official rep, 2017-2019. It is a 3-year term. <https://www2.archivists.org/groups/regional-archival-associations-consortium-raac>

Action Items

- Ruth will contact the 5 people for whom KCA will be covering the cost of DAS webinar fees
- Cathrine will organize sending the registration information to Rana Hutchinson Salzmänn, SAA Director of Education, who will create an invoice for us to pay for webinars.
- Board members picking stuff up for the meeting next Friday will email Sandy a copy of their receipt, and she'll send them a reimbursement check.
- Ruth will ask the presenters for any notes or handouts that need to be printed beforehand and request their presentations to upload to the laptop
- Cathrine and Rusty will set-up table/chairs and have necessary documents printed out the night before the meeting.
- Ruth will seek out the name tags, swag, leftover food, and money box.
- Mark will send out a message 10/28 to KCA list-serve to remind them to sign up for lunch by Monday 10/31. He will pad the number of lunches just in case a couple extras are needed.
- Reilly will send out email to Registrants on 10/31 with meeting information, including a map and parking info.
- Mark will send out a message to KCA members on Thursday 11/3 reminding them that if they want to attend and sign-up the day of the meeting, to bring a lunch.
- Dieter will join the Education/Travel Award Committee (E/TAC)
- Ruth and Rusty will follow up with MAC and the Filson about KCA and the 2023 MAC Fall Symposium.
- Ruth will send out a doodle-poll to set up our next board meeting.

Adjournment

Meeting adjourned at 11:30 am.

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