



Fall 2022
Board Meeting
Friday, November 11
10:00 am - 11:00 am
Zoom meeting

Attendees

Present: Ruth Bryan, Rusty Heckaman, Elizabeth Reilly, Dieter Ullrich, Cathrine Giles, Mark Meade

Absent: Sandra Baird, Heidi Taylor-Caudill, Megan Mummey

Proceedings

- The Kentucky Council on Archives board meeting was called to order at 10:04 am by Chair Ruth Bryan.
- The meeting agenda was approved by the Board.
- Minutes from 10/28/2022 board meeting, taken by Reilly, were approved.

Treasurer's report (Sandy Baird absent)

- Reilly mailed the receipts and 1 check from Fall Meeting to Sandy.
- Have the SAA registrants been paid for? Cathrine will check this and let SAA know that one person's fee is refunded.
- Sharon from KSU has offered back her DAS registration to someone else, it was decided that KCA will save it for another time.

Newsletter Editor's report by Cathrine Giles

Cathrine will reach out to SAA DAS credit webinar recipients about their experience for the next newsletter. If anyone has any photographs from the Fall Meeting, please send them to her. Ruth will put a reminder in the planning document template to take photos at future meetings.

Debrief Fall 2022 meeting:

See “KCA Fall 2022 meeting debrief” document for detailed debrief discussion notes, in “2022_KCA_Fall_meeting” folder.

[Ruth stepped out of meeting momentarily.]

Rusty shared the Fall Feedback Form Responses: they are mostly positive. A couple complaints of technical difficulties, but with multiple tests conducted by Cathrine beforehand, this was unavoidable. Some people found the webinars too basic and others found them too advanced, but we don’t know which webinar each respondent is referring to. Multiple requests for tables to eat lunch at for future meetings. Document located in “2022_KCA_Fall_meeting” folder.

Cathrine will send out slides for both webinars to all meeting attendees.

All discussed what went well and what could be improved for future meetings. Topics were registration form and things to add on form for next meeting; time allotment for tours; advantages of having board member institution host the meeting; cancellation policy; meeting start times; use of stickers for name tags; geographic diversity for meeting locations; marketing meetings to student bodies and other groups.

Spring 2023 and Fall 2023 Meeting Planning

- It would be a nice gesture to have the Spring meeting closer to Eastern, KY where recent flooding occurred. Could we offer something to out-of-towners to persuade them to attend, such as accommodations discount? State Parks lodging?
- Perhaps we should have the Spring meeting focus on disaster preparedness and planning and the Fall meeting to offer hands-on disaster recovery workshops.
- The MAC Fall workshop will be at the Filson Historical Society in Louisville – should we consider holding the KCA Fall meeting in Louisville a day before or after the MAC meeting? Should we collaborate with MAC? The potential dates of the MAC meeting are 9/29-30/2023 or 11/3-4/2023.
- Rusty will create a shared document for potential hosts of the Spring 2023 meeting and look into availability of state parks around Eastern KY.

Action Items

- ☐ Cathrine will check on DAS credit payments to SAA and note the one refund.
- ☐ Cathrine will reach out to DAS credit recipient for newsletter.
- ☐ All will send any photos from the Fall meeting to Cathrine.
- ☐ Ruth will put a reminder in the planning document to take photos for future meetings.
- ☐ Cathrine will send out slides for both webinars to all meeting attendees.
- ☐ Rusty will create a shared document for potential hosts of the Spring 2023 meeting.
- ☐ Ruth will send out a doodle poll to schedule our next board meeting for mid-January

2023.

Adjournment

Meeting adjourned at 11:10 am.

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