



Winter 2023
Board Meeting
Thursday, January 19
3:00 pm- 4:00 pm
Zoom meeting

Attendees

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

Absent: Sandra Baird

Proceedings

- The Kentucky Council on Archives board meeting was called to order at 3:01 pm by Chair Ruth Bryan.
- The meeting agenda was approved by the Board.
- Minutes from 11/11/2022 board meeting, taken by Reilly, were approved.
- => Ruth will send PDFs of meeting minutes to Mark so that he can post them to website

Treasurer's report

- No report, Sandy absent

Newsletter Editor's report by Cathrine Giles

- Cathrine sent out the first call for updates to the newsletter on 1/9 and will send out the second call next week. Deadline for newsletter submissions is end of January.
- => Cathrine will remind other Fall meeting attendees who had their webinar paid for by KCA to submit their reviews for the newsletter

Education/Travel Award Committee (E/TAC) update (Megan, Dieter)

- Committee is still in the information-gathering phase. A meeting is scheduled, and a report will be drafted and be ready for the Spring meeting. Dieter will include the research he has done about other awards.

Membership financial survey?

- It would be helpful to check in with membership through a survey, especially since the last one was ten years ago. There is a list of the questions from the last survey in the Google Drive. It's a good idea to do it at a meeting, offer paper or electronic (Google form) options to fill out survey.
- => Ruth will think more about it and send out an email seeking a volunteer to execute the financial survey

Nominations Planning

- Information Ruth gathered for nominations last year is in the Drive
- => Incoming chair, Rusty, and Reilly will send out a notice of open board positions and request nominees
- => Cathrine will put a call for nominees in the Winter newsletter. The Spring newsletter will include candidate bios.

Spring 2023 and Fall 2023 meeting planning

- Discussed date for meeting either Friday May 12 or Friday May 19
- Google document for Spring meeting planning includes meeting facilities info for some state parks
- => Heidi will add updated information for Audubon State Park once she gets it from the new park manager
- => Rusty will update the catering costs for Buckhorn Lake.
- Buckhorn and Natural Bridge are within a one-hour drive from Eastern KY that is still recovering from floods
- Date and location of Spring meeting will be finalized in February
- Rusty discussed MAC Fall workshop meeting with Danielle Spalenka. They are planning Day 1 to be Disaster Planning and Day 2 to be a hands-on workshop. KCA should approach MAC about splitting registration days and offering a discount for KCA members. KCA will consider having the Fall meeting in Louisville on the Friday after the MAC meeting (Wed and Thurs).
- The KCA Spring meeting should be more overview and planning as opposed to hands-on. We should reach out to vendors like ServePro and other national agencies that provide disaster recovery assistance about presenting at our meeting. They can present remotely.
- => Ruth will ask Sandy about what our budget is for the meeting (honorariums for invited speakers)
- Have two panels from two perspectives: Recovery response people / People with skills and experience recovery of specific formats. We should also consider people who experienced recent tornados in Western KY.
- => Ruth will get contact information for possible speakers from national agency and Appalshop
- => Heidi will look for possible speakers from the Conserv online community who are

experts on preservation and disaster planning/response

- => Everyone ask appropriate people they know if they are willing to present regarding Disaster and Response for Cultural Heritage Institutions to a group of archivists in May 2023 and note in the shared document who you have contacted to reduce overlap

Old Business

- SAA Regional Archival Associations Consortium (RAAC): KCA should have a representative in this group. Should it be assigned to Incoming Chair or a Member at Large?
 - => Heidi is current Member at Large (with one more year left) and will be new KCA rep on RAAC
 - => Ruth will send to Heidi her correspondence with Courtney Bailey
 - => Heidi will sign up for RAAC list-serve
- Meeting Policies
 - Document in Meetings folder that lists new refund/cancellation policies. It was decided that refunds do not include the \$1 PayPal electronic convenience fee
- State-wide disaster response training and network
 - Last meeting was in November, and they are still gathering interested people. Brainstorming is still happening – considering splitting group into training vs. organizing
 - This is a part of SHRAB's strategic plan – to invite someone from the network to speak, and create an information document/webpage

Action Items

- ⇒ Ruth will send PDFs of meeting minutes to Mark so that he can post them to website
- ⇒ Cathrine will remind other Fall meeting attendees who had their webinar paid for by KCA to submit their reviews for the newsletter
- ⇒ Ruth will think more about it and send out an email seeking a volunteer to execute the financial survey
- ⇒ Incoming chair, Rusty, and Reilly will send out a notice of open board positions and request nominees
- ⇒ Cathrine will put a call for nominees in the Winter newsletter
- ⇒ Heidi will add updated information for Audubon State Park once she gets it from the new park manager
- ⇒ Rusty will update the catering costs for Buckhorn Lake.

- ⇒ Ruth will ask Sandy about what our budget is for the meeting (honorariums for invited speakers)
- ⇒ Ruth will get contact information for possible speakers from national agencies and Appalshop
- ⇒ Heidi will look for possible speakers from the Conserv online community who are experts on preservation and disaster planning/response
- ⇒ Everyone will ask appropriate people they know if they are willing to present regarding Disaster and Response for Cultural Heritage Institutions to a group of archivists in May 2023 and note in the shared document who you have contacted to reduce overlap
- ⇒ Heidi (current Member at Large with one more year left) and will be new KCA rep on RAAC and sign up for group list-serve
- ⇒ Ruth will send to Heidi her correspondence with Courtney Bailey re. RAAC

Adjournment

Meeting adjourned at 4:00 pm.

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