



Spring 2023
Board Meeting
Monday, March 13
6:30 – 7:30 pm
Zoom meeting

Attendees

Present: Ruth Bryan, Rusty Heckaman, Elizabeth Reilly, Cathrine Giles, Heidi Taylor-Caudill, Sandy Baird

Absent: Megan Mummey, Dieter Ullrich, Mark Meade

Proceedings

- The Kentucky Council on Archives board meeting was called to order at 6:32 pm by Chair Ruth Bryan.
- The meeting agenda was approved by the Board.
- Minutes from 02/20/2023 board meeting, taken by Reilly, were approved by board.

Treasurer's report by Sandy Baird

- Sandy reported there is not much to report. She received the check from KDLA and one membership has been renewed (most are renewed for during Spring meeting signup).
- Ruth presented the finances overview spreadsheet with the added columns for "one-time expenses" and "annual income minus total expenses". This spreadsheet should be updated annually going forward. Ruth could not find a breakdown of financial information for most recent years (because of pandemic) and Sandy reported that there was a bit of a surplus because of the money saved from having online meetings.
- Discussion of when the KCA fiscal year should change over.

=> KCA Board will try for a fiscal change over in July to correlate with Spring elections and state registration and have an "orientation meeting" with new officers and renew the finance spreadsheet. We'll evaluate how that works...

Newsletter Editor's report by Cathrine Giles

- The Spring newsletter will come out in April and will include the 30-day notice of the Spring meeting and elections, but the time period between the most recent (Winter) newsletter is very short and we will not likely get many repository updates from the usual respondents. Generally, the timing of the Winter newsletter is awkward - too soon after Fall and too close to Spring.
- Ruth mentions that this may be an opportunity to have new content such as updates from students doing archival work, and asks “do we need a Winter newsletter?” Perhaps winter news about the Spring meeting could be an email, leaving more content to beef-up the Fall and Spring newsletter

=> Cathrine will check to see what kind of Spring meeting information has gone into Winter newsletters in the past

=> Cathrine will put out a call for Spring newsletter content

Regional Archival Associations Consortium (RAAC) (Heidi)

- Heidi attended the most recent RAAC Brown Bag discussion about archival publications and emailed her notes to the KCA Google group. There were 3 speakers for an hour-long discussion. All three speakers’ organizations (MAC, SAA, Society of North Carolina Archivists) are contemplating moving their print publications to digital-only to save money, and they also have difficulty soliciting content for their publications. All three also have no concrete plans for digital preservation.
- Ruth suggested that this would make a great meeting summary article for the newsletter
- Heidi mentioned that RAAC put out a call for group spotlight – it might be nice for KCA to be spotlighted. A Google form needs to be filled out to apply for the spotlight.

=> Heidi will create a RAAC folder in the Google drive

=> Ruth will put the RAAC Spotlight on the meeting agenda

Nominations update (Rusty, Reilly)

- Rusty got one candidate for Member at Large and one candidate for Webmaster. Reilly was unable to get any candidates.

=> Ruth will ask Megan about who she was asking...

=> Ruth will contact people at Berea

=> Cathrine will ask Derek Clark at KDLA

=> Everyone should keep asking around for candidates

Spring 2023 and Fall 2023 meeting planning (All)

- Spring meeting will be held on Friday, May 19th at the Perry County Library and will be titled *No Archives Unaware, Part 1: Disaster Planning and Response* (the Fall meeting will be held in Louisville and will be titled *No Archives Unaware, Part 2: Practical Emergency Response Training*)
- Ruth sketched out a rough schedule for the Spring meeting in the planning document to get an idea of how many people should be on each panel.
- Leah Hamilton of KY Arts Council has agreed to be keynote speaker.

- Ruth suggested that maybe we don't have the speakers give presentations but rather answer a set of question from the moderator. But that might mean we miss out on interested visuals and such.
- If we need more speakers we could always make a call out to KCA membership (who could report on responses to small-scale disasters).
- We still need to discuss if we want to have vendors set up at the meeting.

=> Cathrine will create a Google survey for us to send to our potential speakers to see if they would prefer to give short presentations or be asked questions on a panel.

=> Heidi will reach out to her contact at the NEDCC.

=> Ruth will reach out to KY Emergency Mgt., Becky Ryder, Alex Brooks.

=> Everyone send Google survey (when completed) to potential speakers that they are in contact with.

=> Rusty will get started on coordinating food for the meeting.

Old Business

- PayPal convenience fee will be changed from \$1.00 to \$1.50
- State-wide disaster response group has been named [KHERN](https://kdla.ky.gov/SLARC/Pages/KHERN.aspx) (Kentucky Heritage Emergency Response Network) and has a website: <https://kdla.ky.gov/SLARC/Pages/KHERN.aspx>

Action Items

- ☐ KCA Board will try for a fiscal change over in July to correlate with Spring elections and state registration and have an "orientation meeting" with new officers and renew the finance spreadsheet, and will evaluate how that works...
- ☐ Cathrine will check to see what kind of Spring meeting information has gone into Winter newsletters in the past
- ☐ Cathrine will put out a call for Spring newsletter content
- ☐ Heidi will create a RAAC folder in the Google drive
- ☐ Ruth will put the "RAAC Spotlight" on the meeting agenda
- ☐ Ruth will ask Megan about who she was asking for nominations...
- ☐ Ruth will contact people at Berea about nominations
- ☐ Cathrine will ask Derek Clark at KDLA about nominations
- ☐ Everyone should keep asking around for candidates for nominations
- ☐ Cathrine will create a Google survey for us to send to our potential speakers to see if they would prefer to give short presentations or be asked questions on a panel.
- ☐ Heidi will reach out to her contact at the NEDCC
- ☐ Ruth will reach out to KY Emergency Mgt., Becky Ryder, Alex Brooks
- ☐ Everyone send Google survey (when completed) to potential speakers that they are in contact with.

- ☐ Rusty will get started on coordinating food for the meeting

Adjournment

Meeting adjourned at 7:30 pm.

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