



Spring 2023
Board Meeting
Wednesday, May 3rd
3:00 – 4:00 pm
Zoom meeting

Attendees

Present: Ruth Bryan, Rusty Heckaman, Elizabeth Reilly, Heidi Taylor-Caudill, Sandy Baird, Mark Meade, Dieter Ullrich, Catherine Giles (attended end of meeting)

Absent: Megan Mummey

Proceedings

- The Kentucky Council on Archives board meeting was called to order at 3:00 pm by Chair Ruth Bryan.

Spring 2023 meeting planning (all)

Refer to the Kentucky Council on Archives 2023 Spring Meeting Planning document in Google Drive to see all decisions about task assignments and timing for the upcoming meeting.

- Ruth asked if we want to offer the Perry County Library an honorarium since there is no cost to using their space. Rusty is not sure that the library can accept money and asks if there is a local charity or fund that we could contribute to - we will return to this.
- Depending on the registration number for the meeting, we will decide to use one (sandwiches) or two food vendors (sandwiches, bbq). If low attendance, we will order the sandwiches so that lunch will include vegan and vegetarian options.
=> Rusty will contact Mark next week to get update on meeting registration number.
- Ruth inquired about snacks for morning and afternoon and believes some are leftover from the Fall meeting.
=> Ruth will send out an email to the board about getting more snacks for the meeting.
- A/V needs: We will borrow the OWL from UKL and mics from KDLA.
- We need to make more announcements for meeting registration and lunch sign-up.
=> Mark will send out an email next week.
- => Ruth will ask Megan about an electric kettle for tea.
- => Ruth will get KCA tote bags from Ida.
- Do we have a designated moderator for the afternoon panels?
- Can someone select and play music during gathering and lunch times?

=> Rusty will ask Perry County library if there are any local music compilations.

- Ruth will ask Leah Hamilton if she can shorten her keynote talk to allow more time for set-up since the library does not open until 9:00 am.
- It was decided to have the business meeting during lunch so that there can be more time for setup and so that Leah Hamilton won't need to shorten her keynote.
- Voting for board positions will take place at the business meeting if there is a quorum present. Dieter checked the bylaws and found that they currently state that "...a majority of members present at a meeting where a quorum is present shall be required in order to pass any motion or approve or ratify any action." We decided to wait and see if we have a quorum during the spring meeting. We may need to look at revising the bylaws to allow electronic voting.
- => Ruth will update the timing for the meeting schedule and email board for review.
- Mark asked if we want to reach out to local organizations that aren't archives about attending our meeting.

Action Items

- ☐ Rusty will contact Mark next week to get update on meeting registration number.
- ☐ Ruth will send out an email to the board about getting more snacks for the meeting.
- ☐ Ruth will reach out to various colleague organizations for libraries, archives, and museums in KY and neighboring states.
- ☐ Mark will send out an email to membership about registration and lunch sign-up.
- ☐ Ruth will ask Megan about an electric kettle for tea.
- ☐ Ruth will get KCA tote bags from Ida.
- ☐ Rusty will ask Perry County library if there are any local music compilations.

Adjournment

Meeting adjourned at 4:00 pm.

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