



Summer 2023
Board Meeting
Friday, June 9, 2023
11:45 am- 1:00 pm
Zoom meeting

Attendees

Present: Ruth Bryan, Rusty Heckaman, Cathrine Giles, Mark Meade, Heidi Taylor-Caudill, Megan Mummey, Suellen, Elisha Taylor, Carol Street

Absent: Sandra Baird

Proceedings

- The Kentucky Council on Archives board meeting was called to order at 11:50 am by Chair Ruth Bryan.
- The meeting agenda was approved by the Board.
- Minutes from 4/21/2023; 5/3/2023 board meetings were approved; minutes from 5/19/2023 spring business meeting was approved.

Orientation for new board members (Ruth)

- Ruth reviewed the Google drive folder and pointed out meeting planning documents, finances, and noted the need to update board duties and handbook.
- Mark said he would pass on information for the transition.
- Board calendar: [KCA Board Calendar.xlsx](#) Incoming chairs should check the board calendar.

Treasurer's report (Ruth gave Sandy's update from an email)

- Discussion on the change to a July-June fiscal year.

Newsletter Editor's report by Cathrine Giles

- Further discussion of moving to a Fall and Spring newsletter cycle: Would like to move to April and November publication. Cathrine proposes that this winter newsletter will be the last one as this issue is brought to the membership for a vote at the spring meeting. Discussion about what constitutes a quorum at a meeting. Ruth suggested putting a by-laws change up for a vote at the next spring meeting to make several changes—including one that allows for electronic voting.

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

- From reviewing the members' responses, all are neutral or in favor of continuing this as a travel award. The survey brought up a question about allocating a greater percentage of funds toward this award. Megan explained why it was kept the same and the recommendation was made to investigate this further. Discussion of the committee's report, what benefits the membership, and how to move forward. The board wants to move forward with next steps to form a scholarship committee, which will need to be formed before the announcement of the award.
- We also need a scoring rubric. Rusty will send call for committee members. Megan volunteered to participate in the inaugural year.

- Other recommendation to form a committee to research the 501c3 option: Rusty will decide when we would like to form this.
- Rusty wants to take up strategic planning for a 5 year plan and will discuss the matter with Carol and Ruth.

Regional Archival Associations Consortium (RAAC) update (Heidi)

- Heidi will be attending the next RAAC meeting. Will post KCA newsletter. She is working on writing KCA history and what we're working on as an organization for the RAAC listserv.
- Heidi attended the Kentucky Heritage Alliance meeting and said so many people don't know what everyone else is doing in the area of disaster planning/emergency response.
- Heidi has started the spotlight document and Ruth asked for volunteers to work on it. Spotlight article is in the Google Drive folder.
- It was agreed the description for liaison position needs to be added to the board handbook.

Website redesign rollout

- Due to the positive response from the membership, Elisha and Mark can continue with the rollout. Mark said he might switch over to the new website in the next week or so. Elisha will notify the membership once it is completed. PayPal rollout has been smooth. Only Webmaster and Treasurer will have access to PayPal information.

Spring 2023 meeting debrief (All)

- Megan reviewed the feedback from the spring meeting, which was overall very positive. Ruth noted that there might be a need to engage the membership more regularly. Carol suggested taking meetup photos at conferences.
- Board suggestions: it was a great space, but the tv screen was small and difficult to see from all angles. Virtual and present speakers worked well. Recordings are mixed quality, however. Two screens consistently work. Panel themes worked well and had a nice flow.
- Suggestions: local folks should visit the space in advance to plan the layout of tables and chairs. Ruth suggested it would be good to have a KCA organizer/board member conduct any panels with virtual participants.
- None of the speakers received an honoraria; Rusty suggested donating to relief efforts in their names. Everyone agreed. Ruth and Rusty will proceed.
- The Prism representative who attended the spring meeting would like a list of attendee contact information. Ruth created a survey to ask attendees if they want their email addresses shared. For future issues like this, the question could be on the registration form.

Fall 2023 meeting planning (All)

- Sisters of Loreto offered to host a future KCA meeting. There were positive comments about previous events at the Sisters of Loreto. It was also shared that the community is aging and numbers are dwindling; their archives will be moved to Ohio when the sisters are gone.
- Rusty is contacting Sarah at NARA about a workshop for KCA
- Membership numbers are down (35) and we should conduct a membership drive.

Adjournment

The board thanked Megan for her service on the board and the meeting adjourned at 12:59 pm.

Meeting minutes respectfully submitted by Carol Street, vice-chair.