SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

April 27, 2010

Meeting Called into Order by Mark Firmin, 5:00 pm

In Attendance:

Mark Firmin

Jan O’Donnell

Veronica Nadalin

Amanda Keys

John William Nordhaus

Katherine Garvey

Halley Grogan

Zachary Loeb

Dr. David Gracy

Dr. Ciaran Trace

1. Review of Previous Meeting

We briefly reviewed the last meeting’s topics, which included scheduling the speakers for Archives Week, the trip in May, the D.C. trip in August, and safety education.

1. Safety Education

The initial safety education presentation was filmed. Now, in order to get it to the members of SAA UT, the board will email the members youtube links to the video that will be placed on that site. Members will need to notify the board that they received the email. Eventually the video will be posted to the SAA UT webpage. The idea of selling the video to other student organizations was discussed as well as a possible fundraising idea.

1. Spring Trip

The Spring Trip to the Bush Library will take place on Friday May 14th. People going on the trip will need to provide their driver’s licenses and proof of health insurance. If the student does not have health insurance, the student can purchase it from the university for one day for $2. An email will be sent out via the list serve with a May 6th response deadline. Departure will be between 8:30am and 9:00am to make it to the library by 2:00pm for the guided tour, which should last between one hour and one hour and a half. Travel arrangements will be made at a later date.

1. Design Contest and Happy Hour

The day of the Happy Hour has moved to May 12th starting at 4pm at El Mercado on Lavaca. During the meeting the designs for the t-shirt contest will be voted on. So far there are only a few designs submitted. Once the t-shirts are produced, it is planned to sell them for $10.

1. Archives Week in October

We have confirmed that one guest speaker will speak on Thursday night. The other speaker will be contacted to ask what day would work best for her. Also, it was discussed who else could assist with the workshop/clinic on that Saturday. A subcommittee was formed for marketing archives week. They will touch base with the board later this month and over the summer. We have decided to hopefully keep home movie making involved in the week.

1. National Convention in D.C

A) Poster

It has been decided to look into what materials we can get from past posters to possibly show what has been done for the past ten years with conjunction to what we will be doing in October this year. If the materials are not usable a new idea will be discussed. We will work on the poster mostly during the Summer II session. Coordination with the presenters and the poster, like color scheme or font, was suggested by a member and was discussed.

B) Head Count/Funding

The eight board members would like to go on the trip. An email will be sent out to members to see if anyone else would like to go. A head count is needed when asking for funds and for budgeting.

C) Scheduling

Due to summer classes, as a group we hope to figure out the best day to go and return to D.C. Poster presentation is on Thursday and Friday of the convention.

1. Amending the Constitution

This will occur at the beginning of the fall semester. After an amendment is proposed, it needs to be sent out and voted on two weeks later. So far voting will cover having new board members and portfolio details.

1. Next Meeting

The next meeting will occur before the Happy Hour at El Mercados on the 12th of May. If something comes up, the board will try to coordinate and met.

This meeting is adjourned, 6:26pm.