SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

February 18, 2011

Meeting called to order 4:31pm by Carin Yavorcik

*In Attendance:*

Alison Clemens

Carin Yavorcik

Helen Kim

Meg Eastwood

Rachel Appel

Ryan Field

Ryder Kouba

Sarah Sokolow

Savannah Gignac

Wendy Hagenmaier

Dr. David Gracy

 Dr. Ciaran Trace

*I. Regular meeting times and agenda items*

Carin suggested that we meet on a weekly basis for the time being, but perhaps at a rotating time so that not everyone has to miss every meeting. Friday afternoons do seem to work for all of us, although meeting at an earlier time would be preferred by most. We will move the meeting time to 4:00pm for next week (February 25th), and possibly to 3:30pm in future weeks contingent on one board member being able to re-arrange their work schedule.

To add items to the agenda for future meetings, please send them to Carin or Meg the night before the meeting.

*II. GSA funding opportunity*

Rachel informed us that the deadline for student organizations to apply for event funding from the Graduate Student Assembly has been extended until Feb 25th. There are restrictions on what the funds can be used for—for example, they will not pay for student transportation, although they will consider funding transportation for a speaker. They prioritize funding requests for “event support (room/equipment rental, speaker honoraria, printing costs, etc).” For more details about the funding program, please see <http://www.utgraduatestudentassembly.org/>

If we decide to apply for funding, we will need to justify why we need the funds now and send a representative to a meeting next week. We cannot ask for funds for travel to the SSA conference or the SAA national conference, because the requested funds need to be spent before the semester ends. We could, however, ask for funds for the spring repository trip, discussed below.

*III. Spring events*

SAA Workshop:

SAA is hosting a workshop entitled “Real World Reference—Moving Beyond Theory” in Austin on Thursday the 24th and Friday the 25th of March. The next workshop in Austin will not be until much later in the fall. Dr. Gracy suggested that we arrange a dinner with the speakers, Kathy Marquis and Tanya Zanish-Belcher, as SAA-UT members have enjoyed similar events in the past. The pros and cons of a dinner versus a happy hour were discussed--we have such an active membership that not everyone would fit at the same table for dinner, so a happy hour might provide more opportunities for mingling with the speakers.

The chapter has not needed to get SAA approval for similar events in the past, so Carin and Sarah will draft an e-mail to the speakers (Dr. Trace has the contact information for Kathy). We will wait to schedule a location and time based upon the speaker’s preferences (do they want to stay downtown or explore Austin) and based upon their travel schedules.

Please see the link below for more information about the workshop, and remember that “Early Bird” registration must be completed by March 4th, 2011 to get the reduced price! Day 1 is particularly recommended for introductory or intermediate archivists. <http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/events/237.html?Action=Conference_Detail&ConfID_W=237&Time=582260509&SessionID=16589599was8ki100743mtqtn23443lra1d191e1b237145nah2nq0mkzc7qu62p>

Spring Repository Trip:

In the past, the spring repository trip has taken place during the semester as a weekend expedition. Groups have taken longer trips and gone as far as Mexico, with the help of Daniel Alonzo (former UT-SAA President, now at the Austin History Center) and George Gause at UTPA Edinburgh.

The following locations were suggested as possibilities for our spring trip:

* Clinton Presidential Library in Little Rock (<http://www.clintonlibrary.gov/>): this trip could be combined with the Society of Southwest Archivists meeting from May 18-21, 2011 (<http://southwestarchivists.org/annualmeeting.html>). Sarah reported that the Clinton Library has been implementing some innovative preservation practices and that there is a lovely state park nearby where we could camp. Ryan also pointed out that the Clinton Library will have more electronic material than our other suggestions.
* National Archives in Fort Worth (NARA regional archives-- <http://www.archives.gov/southwest/public/research.html>): this would be a much shorter and easier trip for student archivists with busy schedules, and Dr. Gracy pointed out that in addition to being a federal regional archives, they have a major body of Native American material. Therefore, they get to help with a different sort of genealogy work than at other archives, which should prove very interesting to our members.
* Rosenburg Public Library, Galveston (<http://www.rosenberg-library.org/>): the Rosenburg Library has a major collecting operation, with a great deal of material from the Republic of Texas period, particularly the Texas Navy. Dr. Gracy suggested this location not only because of the collection, but also because we could also learn about how the collection survived the hurricane—the collections were on the second floor and therefore didn’t flood, but there is a great deal to be learned about disaster preparedness and recovery. Also, we could camp with Sarah’s parents.
* Northwestern State University, Natchitoches Louisiana (see <http://www.lib.lsu.edu/special/cc/> for list of collections): Dr. Gracy knows the archivist here, Mary Linn Wernet, and they have an oral history center, as well as the university archives and the Louisiana and Lower Mississippi Valley Collections. Sarah also recommended the Historic Landmark District of the town of Natchitoches (<http://www.natchitoches.net/index.php>).

We will send the list of locations out to the membership as a doodle poll and see where people are most interested in going.

*IV. Archives Week 2011 Brainstorming*

We reviewed past themes for Archives Week, which included: “Archives—Worth Fighting For”; “Archives are Virtually Everywhere”; “Archives Under Attack,” which dealt with Serbia and the effort to eliminate the cultural representation of a population; “When Disaster Strikes”; “Who Controls the Past”; “Reel Preservation”; “Archives City Limits” and more. The poster that SAA-UT presented at the national conference last year lists all the previous Archives Week themes and is in the SAA storage space on the 5th floor.

Suggestions for this year’s theme are:

* Archives and Education
* Archives and Art
* Keep Archives Weird

Dr. Gracy reminded us to think about the theme in terms of how to engage the public. How would we relate the theme of Archives and Education to the public at large? Would we relate archives activities to specific levels in school?

In terms of “Keep Archives Weird,” Dr. Trace suggested that it might relate well the to general SAA theme of “I Found It In The Archives!” There were a few suggestions for possible speakers: the Grateful Dead archivist; the Andy Warhol Collection; and the Tolkien Archives at Marquette University. The Texas State Archives has the suit John Connally was wearing when Kennedy was shot and Connally was hit—the bullet holes were cut out for re-analysis of bullet direction despite the strong objections of the archivist.

We will let theme ideas marinate for a week—remember to focus on who we could invite and activities we might do, and any new suggestions for themes would be welcome as well.

*V. Invitations for those who ran for board:*

There were 7 SAA-UT members who ran for the board but were not elected, and we hope to include them as much as possible in the running of the chapter. It was suggested we invite them to participate in committees dealing with the chapter archives, marketing, fundraising and/or advocacy. It was suggested that the committees could focus on specific events, such as planning the spring repository trip or publicity for Archives Week, to prevent the committees from being an overly-large time commitment for busy members. Carin will meet with the board members who would head each committee to discuss details.

Wendy also suggested that we appoint one SAA-UT member as official photographer to ensure better photographic records of our events—past photographic efforts have been rather haphazard.

*VI. Liaisons to other student groups*

Sarah suggested that we strengthen our ties with the other iSchool student groups by having at least one board member go to each of the other groups meetings and report back about projects we can do together. One person does not have to attend every other meeting—each member can “adopt” a particular organization of interest, since many SAA-UT board members are already members of other student organizations.

*VII. Reports from officers in newly created positions*

Ryan--Social Media Coordinator: Ryan plans to change the SAA-UT Facebook page from a group page to a fan page, as this will increase outreach possibilities. He will also put up a Twitter feed and perhaps a blog for longer posts. Savannah also suggested that he consider creating a LinkedIn alumni group. Ryan also wants to contact Mark Lambert at the Central Land Office, who is the head of the Archivists of Central Texas.

\*\*\*Ryan will maintain these various social media sites for us, but everyone should send Ryan content for the sites!

Alison--Membership Chair: Alison will help Ryan with posting to our many social media sites, and will also help Rachel with collecting dues and keeping track of our membership list, which has proved to be a chore in the past (more information about membership list to follow below).

Wendy--Archivist: Wendy has been surveying the chapter’s records, and is looking for the records that Dr. Gracy donated to the Briscoe. She is also talking to Dr. Galloway about setting up a digital repository for us in DSpace, which would include a structure for integrating current records. As mentioned in section V above, she suggests that we need to be more pro-active about taking photographs of events. Dr. Trace volunteered to house any physical holdings in her office. Wendy would like to create some sort of bulletin board to display key SAA-UT archives holdings such as posters presented at the national meetings, and it was also suggested that we could blog/post about interesting things Wendy finds in our archives.

Christine--Advocacy Chair: Christine is taking the New Jersey bar exam this weekend and will therefore talk about her position next week. In advocacy news, Dr. Immroth contacted Dr. Trace this week about having SAA-UT work with the UT ALA/TLA student chapter for advocacy at the state level. We missed Legislative Day this year, but ALA/TLA will be doing a great deal of work as the budget goes forward.

*VIII. Membership list/dues*

Only 12 members have paid their membership dues for this spring, so Rachel is starting over with the membership list. To prevent confusion, chapter members should not sign the list unless they have paid their dues. Rachel needs the following information from members: name, EID, e-mail address, and whether or not they are national members of SAA. Rachel and Alison will make announcements in archives classes, but cannot make it to AE1. We will send out an e-mail before next Wednesday, and then Dr. Trace can collect dues from her AE1 class.

*IX. Trading Card No. 76*

E-mail discussions since the last meeting have led to a basic consensus about the content and photograph to be used for the card--the photo will the one of Angelina Eberly used for the first Archives Week poster. Now, we need to figure out how to move forward in terms of printing the card. SAA is going off-shore for their vendor, but we plan to select a local Austin printer so that we can put “made in Austin” on our card. Dr. Gracy will contact Nancy Beaumont when she returns from vacation to ask if she will share the SAA template, and how similar our card is allowed to be to the official SAA cards. We would also like to know the weight and gloss of the paper for the official cards.

We discussed the format and appearance of the card—it should fit in the deck with the other SAA trading cards, but we want it to stand out in some way, by being shiny or metallic, or more brightly colored. We would also like to advertise our next Archives Week on the card.

We need to find a local printer and get price quotes for printing the cards. If we print the cards before Dr. Gracy leaves, he might be able to fund half of the printing costs from the Bill Daniels fund. We must also decide whether to sell the cards for a quarter to raise money/offset costs or give them away to raise chapter visibility. We discussed various possibilities of viral marketing and also considered only giving the card to people who came to view the SAA-UT poster.

Sarah recommended we find out if SAA will be providing boxes or albums for the trading cards—if not, we could design and sell some.

The official SAA cards will be previewed in editions of the SAA Outlook, but we’d like to keep our card a secret until the annual meeting to ensure that it is unique.

*X. T-shirt re-order and design*

Carin and Sarah surveyed our existing t-shirt supply, and we have only a few XL shirts left in both designs (“Archives ‘R Us” and “Texas Archives”). We should save some of the “Archives ‘R Us” shirts for the archives (Dr. Trace suggested we ask Howard Besser how to store t-shirts), and the rest can go in raffle bags.

Dr. Gracy suggested that we approach the t-shirt question from two angles:

1. What designs don’t we have that we would like to have? and

2. Who do we want to sell the t-shirts to?

Outside of our local chapter, everyone who wants a “Texas Archives” shirt already has one, so if we re-issue it, it should be a smaller printing. Dr. Trace suggested that we re-issue the “Texas Archives War” shirt, and we discussed combining the two designs by printing Texas Archives on the back of the Archives War shirt. We could either keep the vintage image from the first shirt, which most people seemed to favor, or wash out a picture of the Angelina Eberly statue. We also discussed a t-shirt based on our Archives Week theme—if we stick with “Keep Archives Weird,” we could possibly get Carin’s friend to donate a picture of the crochet attack on the Angelina Eberly statue.

We will ruminate about t-shirt designs for another week and discuss them again next week.

*XI. BYOA Happy Hour*

Helen proposed scheduling a casual happy hour where we could all invite local archivists we know to come and chat with the chapter (a “Bring Your Own Archivist” event). We want to hold the event before spring break but don’t want to conflict with the meeting of the Texas State Historical Society on March 4th, so we will therefore hold the event next Friday, Feb 25th at the Scholz Beer Garden downtown (1607 San Jacinto, <http://www.scholzgarten.net/>). Helen and Savannah will advertise through the Archivists of Central Texas list serve, the Facebook group, and the insider, etc.

*XII. Forty Acres Fest*

Sarah suggested that we set up a table on the mall on Sat, April 2nd as part of the Forty Acres Fest to increase awareness of our chapter on campus. It lasts about 3 hours, and the band “Girl Talk” will play at end. Savannah could enlist chapter volunteers to sit at the table with her. We can bring the issue up at the happy hour to see who is interested. Registration forms will be available next week.

*XIII. Closing thoughts*

* See Rachel to be reimbursed for chapter expenses—we have a copy code and an Office Depot credit card.
* Carin will send a “digest e-mail” to the chapter that includes the BYOA event, Rachel’s information about how to pay dues, t-shirt ideas, and the doodle poll about spring repository trip options.
* Our next meeting will be Friday, February 25th at 4pm, in the alcove by Dr. Gracy’s office.

This meeting is adjourned, 5:50 pm.