SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

February 8, 2011

Meeting called to order by Mark Firmin, 5:15 pm

*In Attendance:*

Mark Firmin

Caren Yavorcik

Ryder Kouba

Alison Clemens

Meg Eastwood

Helen Kim

Christine George

Sarah Sokolow

Kathryn Garvey

Ryan Field

Amanda Keys

Haley Grogan

Wendy Hagenmaier

Rachel Appel

Dr. David Gracy

Dr. Ciaran Trace

*I. Welcome to new board and introductions*

The following SAA–UT members have been elected to serve as the board for the coming year:

President - Carin Yavorcik

Vice President - Sarah Sokolow

Treasurer - Rachel Appel

Events Chair - Helen Kim

Recording Secretary - Meg Eastwood

Marketing Secretary - Savannah Gignac

Social Media Chair - Ryan Field

Web Master - Ryder Kouba

Membership Chair - Alison Clemens

Advocacy Chair - Christine George  
Archivist - Wendy Hagenmaier

The outgoing board was glad to see so many SAA members participate in this year’s elections, and encouraged the new board to find ways to include all members of SAA UT in planning activities through committees, e-mails soliciting suggestions from members, and having members sit in on board meetings.

New board members signed the Student Organization Information Change form. Kathryn added all new board members to the SAA-board list serve earlier today and will transfer administrative functions of the list serve to Ryder after the meeting. Anyone who did not receive an e-mail from Kathryn about the list serve should contact Kathryn ([kathryn.l.garvey@gmail.com](mailto:kathryn.l.garvey@gmail.com)) or Ryder ([ryderkouba@yahoo.com](mailto:ryderkouba@yahoo.com)).

*II. Safety Education*

The Texas State Legislature mandates that all student groups must complete Safety Education training (the training is designed to discourage hazing in the Greek system). There are eight steps that SAA-UT must complete as part of this training. Our Safety Education authorized representatives--Carin, Sarah and Helen—must complete the first steps by this coming Monday, February 14th (please see the Student Activities and Leadership Development website for more information <http://deanofstudents.utexas.edu/sald/pses/components.php>).

Eventually, our authorized reps must present a PowerPoint of 65-70 slides to our entire chapter—last year they filmed Mark presenting the slides and posted the video on YouTube. Official members of SAA-UT (defined as members who belong to both our student chapter ($5/semester) and the national SAA organization ($44/year)) will need to confirm via e-mail to us that they have watched the training. By April 22nd, 2001, we will need to turn in a roster of all official members and their EIDs, as well as proof that they attended/watched the training session online (either their signatures or the e-mail confirmation they sent).

The current membership roster is with Amanda—she will give it to Rachel. Unfortunately, searching the SAA National Directory will only give us a rough idea of which of our chapter members are also members of the national organization. To get a complete list, we will have to ask at meetings or via e-mail.

*III. SAA UT Officer’s Manual*

Halley sent out the latest version of the officers manual to the list serve today (Archives Manual Version 3 2010). The manual now covers everything from potlucks to Archives Week, thanks to updates by the outgoing board--they especially recommend advertising Archives Week on KUT. Jan O’Donnell might have a few more suggestions to add regarding Archives Week marketing. Incoming board members are advised to keep updating the manual for next year’s board.

The incoming board asked the outgoing board how frequently they met: the outgoing board met weekly in spring 2010 before summer break (they also broke for finals). They wanted to get Archives Week knocked out before May (the theme and the speakers). Over the summer, they just corresponded by e-mail. Meetings started up again before orientation. They would try to coordinate board meetings with chapter events like happy hours, so that the board could meet briefly before the event. After Archives Week in the fall, they didn’t meet as frequently. It is possible to meet via Skype, but Dr. Gracy encouraged the incoming board to try to hold frequent but short face-to-face meetings.

The outgoing board encouraged the incoming board to ask them questions as needed, especially in the first few weeks. They all have specific advice for the people taking over their position—for example, Amanda and others mentioned that UT is very reluctant to give out contact information for many alumni.

*IV. Annual Report*

Mark is still working on the Annual Report for this year—SAA wants student chapters to file one every year, but our chapter has not filed for three years. Mark will finish the report and send it to the board soon.

*V. SAA National Meeting*

All board members are encouraged to attend the national SAA meeting in Chicago this summer (please see <http://www.archivists.org/conference/> for more information).

The outgoing board recommends the annual meeting as a great place to make alumni connections and raise funds for our chapter. SAA-UT t-shirts usually sell quite well at the annual meeting, so the incoming board should make sure that the Archives Week shirt has a broad appeal. Mark also suggested we make and sell our own unofficial trading card for Austin (#76)

Last year, the board paid for their own travel, although there may be funds to pay registration fees if this year’s board applies early. SASI has some grant money available for students to go to professional meetings, and Allison Supancic (iSchool alum and librarian at UT, contact information available in directory) might also be able to help us find funds.

The outgoing board, following tradition, has submitted a proposal for the incoming board to present a poster at the meeting—we should hear back within a month about whether the proposal has been approved. The proposal was very broad—the poster will focus on our student chapter and our events of past year. Last year, the poster discussed the chapter events of the past decade their plans for archives week. This year, the focus could include the work students have done on trading cards. The incoming board should remember that the iSchool poster standards are smaller than SAA standards—the officer’s manual has link to poster presentation page. If the iSchool printer cannot print a sufficiently large poster, FedEx/Kinkos probably can.

*VI. T-Shirts*

The incoming board should re-order Texas Archives shirts soon because they sell well at the annual meeting, but be aware that burnt orange is copyrighted by UT. We should order more smalls this year, especially since we don’t have a women’s style shirt. There was little demand for XXL shirts except as night shirts.

Dr. Gracy has a collection of old Archives Week shirts for the new board to consider as examples—the collection is now housed at CDL--although he wants us to be sure to design something new for our returning customers. Dr. Trace suggested that our new archivist put images of all the old t-shirt designs on the chapter website.

*VII. Archives Week 2011*

Dr. Gracy spoke to the new board briefly about planning--as we think about our focus/theme for 2011, we must remember that the real purpose of Archives Week is to reach out to the public. We want to communicate why archives are important and what the public can get out of archives. We’ll learn a lot about archives no matter what happens, so focus on the public. What audiences are we aware of that we have an “in” to, and what audiences do we want to reach?

*VIII. Issues to discuss at next meeting*

* Archives Week 2011
* T-shirt re-ordering and design
* How to keep chapter engaged this spring – repository tour/chapter gatherings/get together with archivists of Texas, etc.
  + We should e-mail chapter to ask which repository they’d like to tour this spring
* Meg will send out doodle poll to figure out weekly meeting time for new board
* All new officers should read over the manual before the next meeting

This meeting is adjourned, 5:59 pm.