SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

October 14th, 2011

Meeting called to order at 5:04pm by Carin Yavorcik

*In Attendance:*

Alison Clemens

Carin Yavorcik

Christine George

Helen Kim

Meg Eastwood

Ryder Kouba

Sarah Sokolow

Savannah Gignac

Wendy Hagenmaier

*I. Venue Info*

Carin did a venue walk through on Thursday and reports that the room we have reserved for the Archives Week talks is very nice. It’s one half of a ballroom (the half with windows), and it is located right above the cafeteria area with all the fast food restaurants.

There will be 10 SAC staff members on duty that night and we are only event on their schedule, so there should be lots of staff to help us out if need be. We imagine that this “help” will mostly consist of helping off-campus visitors (including iSchool students) who haven’t been to the student center before find the talk.

The SAC has asked Carin if we’ll need to use the loading dock to unload the catering food and supplies. Helen will be picking up the food from El Mercado and will drive her own car up to the loading dock; Jason’s Deli will deliver their food so Helen will ask if they need to use the loading dock.

*II. Publicity (press release/media outreach, public calendars, flyers, SAA, banner)*

Flyers:

Everyone should remember to put up flyers and update the google doc describing where they’ve gone. Savannah can print up more flyers if we run out.

Event Calendars:

Carin has posted our events on the Austin Chronicle and the Austin 360 online event calendars already but needs help posting to other calendars. Wendy and Savannah volunteered to help, so Carin will e-mail them the text describing our three events and links to the event calendars.

Press Release:

Carin and Amy, the iSchool public relations specialist, have finalized the text of the press release. Amy is sending the release to her many PR contacts, and Carin will be sending it to SAA, the Daily Texan and more.

Banner:

On Monday the 17th, Carin and Meg will hang the banner from the McCombs bridge – two water jugs are required to stabilize the banner.

On Sunday the 23rd, Ryder and Sarah will switch the banner to the other side of the bridge.

On Sunday the 30th, Sarah and Alison will take the banner down (if we were to forget to take the banner down, it would go to the police station where it would be held for 30 days).

General notes on publicity:

Sarah sent publicity information to her list of art museums, and someone from the Blanton has already responded and promised to share the information with their staff.

Carin made Facebook events for all three activities – please invite as many people as possible. Board members should remember to specifically invite their mentee to events!

Christine pointed out that volunteering to help flyer on the mall and volunteering at the Archives Clinic counts for the iGive campaign! She will send an e-mail about this to the chapter and try to recruit more help for us.

We will also ask Ciaran to make an announcement about helping with flyering in her AE1 class.

*III. Dinners with speakers*

We’d like for a few board members to take each Archives Week speaker out to dinner one night as a low-key introduction to Austin.

We will take Marie out to dinner on Sunday at 6:30; Sarah will definitely attend. We will take Nicholas out to dinner on Thursday at 5 (we need to be finished in time for the talk), and Carin, Savannah, and Meg can attend. Meg will make a google doc for people to sign up for each dinner, and Carin will ask the speakers about food preferences.

*IV. Airport transportation*

Marie arrives Friday, 10/21 at 10:15pm. Meg will pick her up and take her to the DoubleTree hotel by the school.

Marie departs on Tuesday, 10/25 at 5:55pm. Wendy will drive her to the airport.

Nicholas arrives on Wednesday, 10/16 at 6:45pm. Meg will pick him up and take him to the hotel at the AT&T Conference Center.

Nicholas departs on Friday,10/28 at 12:40pm. Sarah will drive him to the airport.

Carin will forward the flight information to the drivers, and she will give the cell phone numbers of the drivers to the speakers in case of travel delays.

*V. Archives Clinic*

The AHC has asked us to help recruit preservation professionals for the workshop. Sarah has yet to hear back from any of the preservation professionals that she invited but she will touch base with them again this week.

*VI. Certified Archivists Information Session*

The CA info session will take place in the 5th floor conference room on November 8th at 7pm.

The ACA has kindly offered money for refreshments, and we thought that pizza seemed like the best food option.

Savannah will make flyers to post on the TV screens downstairs, and Sarah will check to see if the speakers will need a computer and projector. We will station board members with working proximity cards by the doors to help people get in.

*VII. General Discussion*

We’re currently planning to have the CA info session be our last event this semester – SAA doesn’t traditionally do any kind of end-of-semester celebration since SASI already does one. At the beginning of next semester, we will host a brown bag session to solicit volunteers for next year’s board, and candidates for board positions can talk to the chapter at the beginning-of-semester potluck before elections are held.

The kickball game will be held in March, since field reservations need to be made far in advance.

This meeting is adjourned, 5:45 pm.