SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

April 1, 2011

Meeting called to order at 3:31 pm by Sarah Sokolow.

*In Attendance:*

Alison Clemens

Christine George

Helen Kim

Meg Eastwood

Rachel Appel

Ryder Kouba

Sarah Sokolow

Savannah Gignac

Wendy Hagenmaier

Dr. David Gracy

*I. Finalizing the date for the potluck*

Both Friday, April 29th and Saturday, April 30th are good dates for Dr. Gracy. Saturday is preferable so that people can come and go in daylight, but we should check the final time with Dr. Trace, as the party will be at her house.

*Next steps: Confirm final date and time with Dr. Trace*

*II. 40 Acres Fest last minute details*

The event itself starts at noon and goes until 5pm (Big Boi will play at 7pm). We’ll be selling drinks and giving away free Dum Dums to people who can correctly answer an archives related trivia question.

The set-up crew will meet at 9:30 am by Littlefield Fountain (the big fountain by PCL). After sign in, they’ll be given the location for our table and can pick up the table and two chairs.

Sarah has cash from Rachel to make change for drink purchasers. She will also bring the SAA-UT banner for the table, print-outs of the trivia questions, a small cooler, and a bowl for the Dum Dums; additionally, she will purchase a cash box and posterboard tonight. We can make the signs advertising drink prices and our trivia game tomorrow morning during set-up. Ideas for signs: “Prove you’re not a dum dum and get a Dum Dum.” Or, put “Get a free Dum Dum” in large font and “if you correctly answer an archives-related question” in smaller font.

Meg will pull her car up to the fountain at 9:45 am with the Dum Dums, coolers, ice, and drinks to sell, and she’ll also bring colored sharpies to make the signs (she’ll pick up the coolers tonight from Alison and Dr. Gracy). Savannah will use the Facebook page for the event to communicate the location of our table to our other volunteers. If you’re volunteering at 40 Acres Fest, please wear an archives-related t-shirt and an “Ask An Archivist” button if you have one.

Sarah will send an e-mail to volunteers tonight reminding them which times they signed up for, and letting them know the general plan. Sarah will be there from 9-noon and will return at 5 to help with clean-up.

There won’t be any t-shirts or buttons, etc, to sell since we don’t have left over from the fall. We also won’t be printing stickers specifically for 40 Acres Fest, since we didn’t have time to do it right—we want to have a good design and a good quality print job. We might also consider printing other promotional items this fall such as pens.

*Next steps: Sarah will e-mail volunteers tonight and buy a cash box and posterboard, set-up volunteers will meet at Littlefield Fountain at 9:30am tomorrow (with the drinks and coolers arriving at 9:45 am), and other volunteers will watch Facebook to see where our table is located.* *Please wear an archives-related t-shirt and an “Ask An Archivist” button if you have one.*

*III. TLA reception booth*

The TLA conference iSchool showcase will be Thursday, April 14th from 6:30-8pm in the iSchool’s Tocker Student Lounge, and Cassie requests that we have a presence there. Helen has let her know that we’ll have a booth—Helen will definitely be there, and Alison and Meg can help as well. We can set up whatever we want—the poster from last year’s SAA Annual Meeting, merchandise to sell, raffles to give items away. According to Cassie, the format is very open-ended—it can be a group effort, or individual students can show off their work. The development team has invited over 200 people, including alumni and potential employers, although we shouldn’t expect a large number of sales since it is a library-focused conference. It’s still good for us to have a presence, however, to show off the breadth of the iSchool.

We could re-use the Dum Dum questions (or a slightly more challenging set of questions) and give away Dum Dums to people who answer questions correctly. If we want a more adult incentive than Dum Dums, we could give away buttons or stickers that advertise the chapter.

If we print either buttons or stickers, it was agreed that it should be a fairly generic design that we can re-use for other events. Christine will look into printing buttons—we might want to do a Texas Archives button since we already know that merchandise with that phrase sells well. Printing buttons with the logo was not a popular idea since not everyone likes the logo.

In terms of stickers, Dr. Gracy does have a generic sticker that he puts on the name badges of iSchool supporters and alumni at the annual SAA conference. The current sticker is small and rectangular (smaller than a return address label), displays the longhorn symbol and the iSchool web address, and reads “The future of the past is here.” The sticker doesn’t specifically mention SAA-UT, so we can feel free to design a similar sticker that can be used for both purposes (Annual Conference and local SAA-UT events)—just remember that the sticker has to be small enough to fit on a nametag. The printing must be done before the end of May to use the Governor Bill Daniels fund. There were several suggestions for stickers designs (including a sticker that shows Angelina Eberly), so we should all e-mail our sticker designs and ideas to Sarah by this coming Wednesday (April 6th). We should draw out the design ourselves if possible, since the printers will charge more if they have to implement the design for us and it will probably take longer too. The printing is relatively quick, so we can probably have the stickers done by the showcase if the design is finished by the end of next week. If necessary, we can give Dr. Gracy two sticker designs—one for chapter events and one for SAA-national meeting nametags, but it’s easier to combine the two.

*Next steps:*

* *The due date for sticker designs is this Wednesday, April 6th—please send all designs to Sarah. We need to have the final design to Dr. Gracy no later than Friday, April 8th if we want to have stickers printed in time for the showcase.*
* *Helen will send a follow-up e-mail about the TLA showcase later this week that includes a poll to see who’s available to help the night of the showcase.*
* *Christine will look into the possibility of printing buttons.*

*IV. T-shirts*

According to Rachel, the board last year bought 90 shirts for $700. The Texas Archives shirts were $5.25 a shirt, but the “Archives ‘R Us” shirts cost around $9 or $10 to print. Since we sell the shirts for $10, it would be good if we could keep this year’s design simple (so that it costs less to print). The Edible Book Festival shirts were heavily printed but ArTex apparently paid less than $5 per shirt, so we should talk to Kathryn Kramer and other ArTex folks to find out who printed their shirts and how much they pay. In terms of design for the Archives Week shirt, Helen will talk to her sister, who is an artist, to see if her sister might be interested in mocking up a t-shirt design for us.

Rachel thinks we should be able to re-order the Texas Archives shirts in two weeks (in time for the TLA showcase, but we can always sell any extras later). She’ll call the t-shirt company on Monday and plan to order forty total Texas Archives shirts—20 brown, and 20 burnt orange. In terms of women’s versus men’s sizing, the unisex style is cheapest, but Rachel will look into the possibility of ordering some of each style (probably 50% women’s style and 50% men’s style). We can avoid a delivery charge if someone picks up the shirts, which Helen has agreed to do.

*Next steps:*

* *Rachel will call the shirt company on Monday and try to order forty Texas Archives shirts (she’ll let Carin and Sarah know if she’s successful).*
* *Helen will pick up the shirts when they’re ready.*
* *Rachel will talk to Kathryn Kramer and ArTex about the t-shirt printer who made the Edible Book Festival shirts.*
* *Helen will talk to her sister about possibly helping us design an Archive Week shirt.*

*V. Archives Week*

Carin has arranged for Nicholas Meriwether, the archivist for the Grateful Dead Collection at UC Santa Cruz, to speak at Archives Week!

Carin also spoke to Matt Wrbican, the chief archivist at the Warhol museum, but unfortunately he will be traveling during Archives Week. He did recommend that one of his staff, the Time Capsules Cataloging Project Catalogers, come in his place. There are three women who work as catalogers, and you can see examples of their publicity and outreach efforts for their archives here: [http://www.warhol.org/connect/blogs/tc/](http://www.warhol.org/connect/blogs/tc/" \t "_blank).

We’d like to know more about the backgrounds of the catalogers, so Meg will check to see if they are members of SAA. Over the weekend, everyone should look at the Warhol blog and watch their outreach videos, because we want to make sure the speakers are comfortable with talking to the public not only about crazy stuff found in the time capsules but also about why archives are important. If we do decide we’d like a cataloguer to speak, how would we pick just one of the three staff? Do we assume that Mr. Wrbican would speak to his staff and pick a speaker?

*Next steps:*

*Over the weekend, everyone should watch the outreach videos on the Warhol blog and see if you’d like one of their time capsule cataloguers to speak at Archives Week—please let Carin know what you think ASAP.*

*VI. Repository Trip*

Next Thursday, April 8th, the archivist from the Amon Carter museum, Jon Frembling, will be speaking to the chapter at 7pm in UTA 1.208. Savannah will make flyers over the weekend and post them on Monday.

For the repository trip, we have twelve people signed up (and one maybe from Alison, who will be in Fort Worth on Saturday anyway to visit the Amon Carter museum with her museum studies class). The tour will take place from 1-3 pm at the NARA facility southeast of Fort Worth, located at:

1400 John Burgess Drive  
Fort Worth, Texas 76140  
Phone: 817-551-2051

According to google maps, the trip from the iSchool to that address will take three hours and nine minutes without traffic. We assume that we’ll have to stop for bathroom breaks and that people will want lunch before the tour starts.

Tentatively, we’re planning to meet at the iSchool at 8:30 am and leave by 9am. Sarah and Wendy each have to give a 3 minute presentation in their 9am class, so their car cannot leave until after 9:06am.

*Next steps: Meg will send around a google spreadsheet to everyone signed up for the trip soliciting more information about how many seats are available in each car and how many people have decided to stay overnight (there are currently quite a few maybes). The e-mail will include the paperwork that people need to fill out—everyone should bring two copies of each form to the iSchool with them on Friday morning, so that we can take one copy and leave the second copy on file with someone at the school.*

*VII. Odds and Ends*

If you buy items for the chapter, remember that the receipt must be itemized in order for you to get reimbursed—this is especially important to remember for catering and food purposes, since you might specifically have to ask for itemized receipts for things like pizza.

This meeting is adjourned, 4:24 pm.

Minutes Recaplet:

The potluck to celebrate Dr. Gracy’s retirement will be on Saturday, April 30th—we just need to confirm the date and time with our host, Dr. Trace.

Sarah will send an e-mail out tonight confirming the details for the 40 Acres Fest tomorrow—remember that the set-up crew should meet at the Littlefield Fountain at 9:30 am and that later volunteers should check Facebook to see where our table is located.

Helen will send out a poll later in the week to see who is available to help the night of the TLA iSchool showcase on Thursday, April 14th from 6:30-8pm (in the student lounge). Rachel is trying to have the “Texas Archives” shirts re-printed in time to sell at the event.

Carin has arranged for Nicholas Meriwether, the archivist for the Grateful Dead Collection at UC Santa Cruz, to speak at Archives Week! She’s also trying to negotiate a visit with someone from the Warhol museum.

Next Thursday, April 8th, the archivist from the Amon Carter museum, Jon Frembling, will be speaking to the chapter at 7pm in UTA 1.208.

If you’re signed up for the spring repository trip, watch for an e-mail from Meg containing more details about carpooling. Also, if you said that you “maybe” want to stay overnight, we’ll need you to decide ASAP whether or not you want to stay over!