SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

April 29th, 2011

Meeting called to order by Sarah Sokolow at 3:37 pm

*In Attendance:*

Alison Clemens

Carin Yavorcik

Christine George

Helen Kim

Meg Eastwood

Rachel Appel

Ryan Field

Ryder Kouba

Sarah Sokolow

Savannah Gignac

Wendy Hagenmaier

Dr. David Gracy

*I. SAA Poster*

Sarah got an e-mail about our poster from SAA. Sarah has to register for the conference, and whoever registers has to stay at the poster for the “whole time” (their definition of the whole time was not immediately clear, so Sarah will re-read the e-mail). If we do have to man the poster for an extended period, we will trade-off to make sure that everyone can attend the sessions of interest to them.

The poster has to be ready to go by August. Wendy, Rachel and Meg will be here all summer and are willing to help Sarah with the poster. Wendy has the necessary pictures to make the poster (the subject of the poster is the chapter activities we put on this year). Sarah will be driving to SAA and can take the poster in her car. SAA provide us with a board and easel.

*Next steps: Interested parties can help Sarah make the poster over the summer.*

*II. Stickers for SAA*

As we have not come up with any brilliant new sticker designs, we agreed to keep the old sticker design and Dr. Gracy will have the stickers printed.

*III. Archives Week*

Carin has been looking into spaces for our Archives Week talks. It would b easiest to have the talk at the iSchool, but the only room big enough for such a talk is 1.208, and the column is makes that room less than ideal for a talk. Furthermore, we might draw a larger audience from the rest of campus if we hold the events on the main campus. Based on the venue choices Carin e-mailed to the board previously, her top choice is now the AVAYA Auditorium: [http://www.aces.utexas.edu/seminar/2.302/frames/total.htm](http://www.aces.utexas.edu/seminar/2.302/frames/total.htm" \t "_blank) (in the Computer Science Building). It’s free and a very beautiful space. The only issue with the space is that you have to use their caterer (O’s, <http://www.oscampuscafe.com/>) if you want a catered event. The O’s caterer called Carin today and will e-mail her specific prices later.

We could also rent a space in the new Student Activity Center (<https://ems.universityunions.utexas.edu/VirtualEMS/>). Their preferred caterer is the University Unions Catering (https://texasunioncatering.catertrax.com/). SAC reservations for fall 2011 open Tuesday May 3, at 10 am (<http://www.utexas.edu/universityunions/student-activity-center/space/reservations-schedule>).

Dr. Gracy was in favor of using the AVAYA Auditorium. He says it’s the same size and basic layout as the room used for the Phil Mooney talk this fall but that the room itself is much nicer. O’s is just on the other side of the wall, which makes the catering convenient. Sarah commented that the ACES building is both a nice space and centrally located. The only worry about the space itself is that as Ryan pointed out, it’s hard to make a space that big look full even if we have a good turnout for the talk.

Carin had been planning on scheduling the talks for the Monday and Wednesday for the last week in October (although we like to avoid nights that large iSchool classes meet if possible—databases meets on Wednesday nights, and one of the new core classes meets on Tuesdays). Carin and Rachel will coordinate over the summer to discuss travel arrangements for the speakers. We’re not sure what kind of turnout to expect for the talks. We expect a higher turnout for the Grateful Dead talk than the Warhol archivist talk, but we want to be sure to market both talks heavily to interested departments (music and art). Sarah will start making contact with professors in the art and music departments to see if they have any overlapping classes. Ryan recommended we also contact the American Studies department and will put Sarah in touch with a graduate student he knows there. Alison is part of the Museum Studies Portfolio program and can advertise the talks on their list serves.

In terms of Archives Week funding, the treasurer traditionally runs a fundraising letter writing campaign over the summer. Last year’s treasurer waited to send letters until after the SAA annual meeting so she could target people she had spoken with at the meeting, but Rachel is concerned that this year’s annual meeting is scheduled too late in the summer to use the same tactic. Therefore, Rachel will write to the usual number and types of busineses and ask for donations, and she will send the letters at the beginning of August so she can use the annual meeting as a chance to follow up with businesses we requested donations from. Helen, Wendy, Carin, and Meg all expressed interest in helping Rachel with her letter writing campaign.

*Next steps: Make a final decision about venue (after Carin hears more from the O’s caterer), and help Rachel with letter writing over the summer. Sarah will reach out to the art and music departments.*

*IV. Advocacy Update from Christine*

Christine thanked everyone for their support this week for SB 1907—four chapter members show up at the committee meeting to hear Dr. Gracy speak in favor of the bill, and the bill was approved in committee. Christine saved the meeting agenda and took pictures for the chapter archives. We’ll stand by to advocate again as the bill proceeds through the legislative process.

Christine spoke to Emilia Mahaffey, who coordinates advocacy efforts for the ALA/TLA student chapter, about organizing a joint advocacy-training day in the fall. While the format of the training is to be determined, it will include the Schoolhouse Rock video about how a bill becomes a law. Christine will also develop advocacy talking points over the summer about what archives are and why they are important. Carin took part in an advocacy-training day at her old job and we might be able to use that day as a model.

*Next steps: Christine and Carin will coordinate over the summer about ideas for advocacy training day.*

*V. Orientation Week*

Michelle Keba from the ALA/TLA student chapter sent out an e-mail this week about coordinating new student events for orientation week (which is the week before the SAA annual meeting starts). If you did not get her e-mail, here is the text:

“Hey there student group leaders,  
  
I'm interested in putting together a week of welcome activities for incoming students for the Fall semester.  I'm hoping that each student group will want to host or co-host a student activity that will give incoming and current students a chance to get to know each other.  I know that I felt overwhelmed when I first got here, and I think it would be great if we could do something to help the new students feel really welcome.  
  
Dates are still tentative, but assuming that the iSchool orientation will be held on Wednesday August 17th events will begin that evening and will continue through out the week until classes start the following Wednesday (August 24th).  Events can be social or informational, for example a pool party, going to see the bats, taking tour, going to Barton Springs etc.  
  
If you are interested in hosting an activity, we will be having a planning meeting next Thursday May 5th at 5:30pm in the student lounge.  I know it's a busy time in the semester, so if only one person from your group can come that's ok.  If possible try to send someone from your group who knows they will be here during the orientation week.  If you are interested in hosting an activity, but are unable to meet at that time just let me know.  I spoke with Cassie Alvarado about this idea, and she says she thinks the administration will support it, so the sooner I can put forward a more formal proposal the better.  
  
Michelle”

Our activity would need to be the first week, before SAA begins, perhaps on Wednesday, Saturday or Sunday. Ideas for the SAA chapter activity included going to see the bats, tubing (which would be fun but logistically difficult), and Archives movie night (featuring “1776” and “National Treasure”), a night where students can learn to Texas Two-Step, a trip to the Salt Lick BBQ, a trip to the Spoeztl Brewery in Shiner, TX, a basic happy hour, a scavenger hunt, or an archives crawl where we show them campus archives and suggest they drop off resumes. While all of the above activities sound great, we did agree that we should not go further than 25 miles from the Forty Acres, to avoid filling out travel paperwork, and that we should consider the weather in August (which will be extremely hot) before planning something like an Archives Crawl.

*Next steps: Interested parties can attend the planning meeting next Thursday May 5th at 5:30pm in the student lounge.*

*VI. Mentorship program*

Sarah and Alison are interested in starting a mentorship program where first year students have the option of getting second year mentor. They could discuss classes to take and places to get an internship and also just basic UT matters such as how to sign up for registration advising slots. We could sign new students up at orientation or by sending an e-mail to the insider. We can talk to current students at the potluck and send an e-mail to current members after finals to gage their interest level.

*Next steps: Send e-mail to current chapter members (after finals are over) to gage their interest in serving as mentors.*

*VII. Annual Meeting*

We’d like to set up carpools and hotel pools for the annual meeting not only for board members but also for chapter members. We thought an open google doc would be the easiest way to facilitate this. Carin is definitely interested in driving and Ryan might be as well, Helen is flying to Chicago but would be interested in a ride back to Austin. Sarah is driving up and stopping to visit family on the way to Chicago but could offer people a ride home.

Registration for the conference is now open: <http://www2.archivists.org/conference/2011/chicago>. We want to encourage chapter members to attend the annual meeting even though it conflicts with the first week of classes. Chapter members should be prompted to ask their professors is it OK to miss the first week of class, and they should keep in mind that for archives-related classes, the professor might be going to the meeting as well!

*Next steps: We need to set up a google doc open to all chapter members to help coordinate carpooling and room sharing.*

*VIII. Trading Card*

Dr. Gracy discussed the parameters for our card with the archivist in charge of the official card. We’re not allowed to use the SAA logo. The cards can be the same size but not exactly the same design. Although we haven’t seen their proofs yet, having an mage on one side and facts on other side will be fine. Apparently several other groups are making cards but no one is making a #76 card like ours. SAA is making an official container for their cards, and there should be enough room for our card in the box. Dr. Gracy will get the proof as soon as possible.

In terms of making our card, we have the text ready, so once we get the template it should be fairly simple. We want to give the cards away rather than charging a small fee since they’re an advertisement about why Austin is a good place to study or work in archives.

*IX. Potluck*

Rachel will bring the cashbox so that we can sell the new Texas Archives shirts (selling price is $10, and we’ve already sold seven). Wendy mentioned that we should do a give away as usual, so she and Carin will grab some books and mini Hollinger boxes from our stash. Helen will bring nametags. Sarah will bring some of the drinks left over from Forty Acres Fest (we have a lot of drinks left over from that—despite our sales efforts, we lost $21 on drink sales).

*X. Assorted Issues*

Before August, Ryan will set up a Twitter account so we can tweet from SAA.

We agreed that it would be nice if the Archives Week shirts could be ready in time to sell at SAA. We discussed having Angelina on the t-shirt, although to make it closer to our Archives Week theme, we could show a picture of the Angelina statue after the crochet graffiti folks dressed her up. We also discussed theming the shirt after a Warhol picture, but in Austin shades, or putting a Grateful Dead Bear Collar on Angelina but realize that we probably won’t be able to use those ideas due to copyright restrictions.

Carin thanked everyone for a great semester, and says we can brag about our great semester on the poster we will create over the summer.

This meeting is adjourned, 4:25 pm.