SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

August 14th, 2011

Meeting called to order at 5pm by Carin Yavorcik

*In Attendance:*

Carin Yavorcik

Meg Eastwood

Rachel Appel

Sarah Sokolow

Wendy Hagenmaier

Helen Kim (via video chat)

*I. New Student Orientation Table (Wednesday, August 17th):*

We need to arrive at the iSchool by 9am to claim a table. New students will arrive around 10:30am, and estimates of when the event will end range anywhere from 12:15 to 3pm. Carin and Sarah can cover table for the whole time, and Wendy can stop by for part of the time. Rachel will be at the podcast table the entire time but will be available if anyone has questions about dues or finances.

Items to bring for the table:

* Poster for the annual meeting (it’s too big for the iSchool easels, but we could tape it to the wall behind our table)
* Banner
* The t-shirts (they’ll make a nice display, but we shouldn’t expect too many purchases)
* Buttons and pencils
* Dum dums
* Sign up sheet to get on SAA-UT list serve *(Meg will make)*
* Sign up sheet for those interested in mentor program *(Meg will make)*
* Poster advertising our Welcome Week trip to see the bats *(Meg will make)*

We haven’t decided on a date and time for the fall potluck yet (we still need to coordinate with Dr. Trace), so we won’t have a poster advertising that event. We’ll just pass the word that it will be happening sometime soon.

*Next Steps: Meg will make the bat outing advertisement and the two sign-up sheets; anyone who’s available on Wednesday should try to stop by the table.*

*II. Welcome Week Bat Outing (Thursday, August 18th)*

We’ll meet at the bar (Aussie's Grill and Beach Bar, 306 Barton Springs Road) at 6:30 p.m. We should all wear our Texas Archives shirts (if you don’t want to wear the shirt two days in a row, save it for Thursday, since on Wednesday we’ll have a banner and other items to identify us as SAA). In Carin’s flyer, she said we would head over to the bridge around 7:45, but Meg went to see the bats this past week and the exodus started at ten till eight, so we might want to leave the bar at 7:30.

We discussed trying to organize a car pool, but it didn’t seem feasible. There should be plenty of parking, since we’ll be congregating in the grassy area on the south-east side of the Congress Avenue Bridge, right next to the Austin-American Statesman building, where they let bat watchers park for free.

*Next steps: Carin will re-post the event on the Welcome Week Facebook page, and Helen will post it on the SAA-UT Facebook page (Helen has been posting fun stuff on our Facebook page almost every day, and everyone should check it out!)*

*III. SAA Conference*

Sarah will transport the poster and t-shirts to the meeting (both are currently housed in the printer room on 5th floor). Everyone on the board except for Meg is attending the annual conference (so you’ll have to take your own minutes there, sorry!)

*Manning the Poster*

We need to make sure that we have someone by our poster at the times we’re supposed to be presenting, but we don’t want all ten people to be huddled around the poster at once.

We can set the poster up anytime between 1pm and 5pm on Thursday, August 25th, and we need to man the poster at the following times:

Thursday, August 25th: 5:30 pm - 7:30 pm (exhibit hall opening happens at same time)

Friday, August 26th: 11:30 am - 12:30 pm (during lunch)

Nothing else major is going on during those times, so people don’t have to worry about missing sessions. We decided it would be important to have one of the two people who worked on the DSpace repository at the poster for the entire time. Since Rachel will be soliciting donations from vendors during that period, Wendy volunteered to be there the whole time.

Carin suggested that we leave a card at the poster giving a phone number and e-mail address so that interested parties who walk by when the poster is unmanned can get in touch with us. Carin said we can use her e-mail address if we like, since the board list-serve e-mail would reach too many people not at the conference and it wouldn’t be clear who was in charge of responding to requests.

*Selling T-Shirts and Handing Out Trading Cards*

Last year’s board sold t-shirts at the UT Round-Up. If we wanted to sell them at the conference itself, we would have to jump through various hoops. Sarah will email someone to find out which hoops would need to be jumped through.

The trading cards are now ready at Minute Man press--Sarah will pick up them up. Since we’re giving them away for free, we can hand the cards out at the conference. We should have a stack to give away during the poster session and the UT Round-Up, but everyone should also take a few cards and hand them out as they make their way around the conference.

*UT Round-Up (Thursday August 25th)*

The Round-Up is from 7:30pm to 9:30pm at the Hyatt Regency Chicago. We don’t think we need to do anything to help set up for the round-up—it just seems to be a happy hour. So, we’ll sell t-shirts and hand out trading cards, and Helen will make a Facebook event page about it.

We’d like for the board to meet briefly after the round-up to discuss a few issues for fall, such as when the potluck will be, and when we might host a big general fall meeting for all interested SAA members. Last year, they had the general meeting right after the AE1 class and then proceeded on to happy hour, but that won’t work for us since AE1 is now on Tuesday mornings.

*Next steps*: *Meg will send out an e-mail about the post-Round-Up meeting along with a Doodle poll to pin down a regular fall meeting time for the board. The fall meeting time doesn’t have to be every week, but we will need to meet regularly to coordinate Archives Week!*

*IV. Archives Week Update:*

We have room reservations at Student Center, and the speaker’s plane tickets and hotel rooms are booked or almost booked. Nicholas, the Grateful Dead archivist, will be speaking at SAA, if anyone wants to meet him in advance.

Helen will be calling people about catering. We want to feed around 40 people for between $200 and $300. Terry Giles knows the most about catering—she has a list of places that the iSchool has accounts with. We might just repeat last year’s catering options—El Mercado and Jason’s Deli—since the food was good and we know the iSchool already has accounts with them. If we don’t use a UT-based caterer, the Student Center will make us sign a waiver—Carin will look up the deadline for that. Carin has to call them the Student Center at the beginning of September to confirm our reservations and will talk to them about catering too.

Helen volunteered to work on the t-shirts, but we’re not sure if we should do Archives Week t-shirts at all—they haven’t been a good fundraiser in the past. Suggestions for other things to sell included postcards, buttons, pencils, or nice erasers, but those are all so small that they would probably have to be giveaways.

We suggested that we just print a few really nice posters with Rachel’s Warhol-esque design, and put them up at the iSchool (and hopefully the art and music school too). We also need to do press releases, advertise with KUT, do a mayoral proclamation, etc. Sarah will go through the manual made by last year’s board and make a timeline of things to do for Archives Week

Rachel has written the fundraising letter to be sent to companies that donated last year and will send those letters out this week. She had already applied for funding from the Co-Op, and she will be applying for funding from Dean Dillon and GSA (GSA will probably only fund office supplies). Sarah also suggested that we ask the Dean of the Graduate School for funding.

While at the annual meeting, Rachel has to talk to at least 50 vendors. If other people help her talk to vendors, they need to take extremely good notes—they need to know what Rachel wants them to ask and how to ask it. Helen and Sarah both volunteered to help. Rachel will write up a little script for talking to vendors while on the plane to the conference and will e-mail it out to the entire board. Her fundraising goal for the conference is $1500. She says to be prepared for people to be unwilling to donate now that the markets are down—even the Co-Op is donating a lot less than in previous years. After SAA, Rachel will write a letter to all the new contacts made at the conference asking them to donate for Archives Week.

Sarah and Ryan will be working on getting departmental sponsorship letters for Archives Week, but they are waiting for the fall semester to start so that all the professors will be back from their summer travels.

*V. Odds and Ends*

Since we know that many chapter members are very sad that the Records Management class has been cancelled, perhaps we can sponsor some Records Management workshops this fall. Helen will speak to the recently retired Records Manager from LCRA to see if he might be willing to speak to the chapter. Carol Brock (PhD student) also used to be a records manager and might be interested in talking to us.

Wendy is drafting a finding aid for the box of records donated by Dr. Gracy that was accessioned by the Briscoe. The Brisoe is now SAA-UT’s official repository. In terms of digital records, Wendy’s boss Zach Vowell knows that we are hoping to add more digital records to the collection, and Wendy wants to leave a workflow for adding digital records that future chapter archivists can follow.

Dr. Gracy has some souvenirs in his office that he would like the students to go through—perhaps we could bring them to the fall potluck.

This meeting is adjourned, 5:45 pm.