SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

September 16, 2011

Meeting called to order by Carin Yavorcik at 5:03pm

*In Attendance:*

Alison Clemens

Carin Yavorcik

Christine George

Helen Kim

Meg Eastwood

Ryder Kouba

Sarah Sokolow

Savannah Gignac

Wendy Hagenmaier

*I. Social Media*

Ryan Field has officially resigned as our Social Media Chair due to other commitments. He was in charge of Twitter and Facebook (Ryder takes care of our website). Helen has already been posting a lot of information to our Facebook page, so she will take care of it unless we want to elect a replacement.

Everyone should be an admin on our Facebook page, so we can all add content. Alison also wants to start a LinkedIn group for SAA-UT to promote networking with alumni members.

*II. Potluck Logistics*

Twenty-five people have already signed up for our fall potluck! Not too many people need rides, so board members with cars should be able to drive the few people who have indicated they would like a ride.

Carin will double check to see if Dr. Trace needs someone to come early and help with set up. If Dr. Trace does need help, Helen has volunteered for the job.

*III. Dinner with Archivists*

Carin’s announcement about the event:

“Two out-of-town archivists will be visiting Austin in a few weeks for SAA's [Arrangement and Description of Manuscripts workshop](http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/events/250.html?Action=Conference_Detail&ConfID_W=250&Time=342105470" \t "_blank). Pamela Hackbart-Dean, Director of the Special Collections Research Center at Southern Illinois University Carbondale, and Susan Potts McDonald, Coordinator of Arrangement and Description Services in the Manuscript, Archives, and Rare Book Library at Emory University in Atlanta, Georgia, will be joining SAA-UT for dinner at **7pm on Sunday, September 25**, at the Moonshine Patio Bar and Grill, 303 Red River. Space is limited, so please sign up at [https://docs.google.com/spreadsheet/ccc?key=0AirZ8PMNoAvodEdDRG5wQXRoamlVTWp1bHNaU2ZxZkE&hl=en\_US](https://docs.google.com/spreadsheet/ccc?key=0AirZ8PMNoAvodEdDRG5wQXRoamlVTWp1bHNaU2ZxZkE&hl=en_US" \t "_blank) to reserve a spot.”

Carin will be cutting off sign-ups soon—she will probably send a last notice on Monday and cut off the sign ups on Tuesday or Wednesday (the dinner is this Sunday, so she wants to make sure that we can get a reservation).

Dr. Trace says that Dr. Gracy has suggested two more visiting archivists that we might want to have talk to the chapter:

David Horn is a certified archivist and records manager who will be in Houston in January. Dr. Gracy has already talked to him about coming to talk to student chapter. Two possible topics for his talk include the present publicly known state of the Boston College Irish oral history project or the relationship between archival enterprise and records management.”

The board seems to prefer the topic of the Irish oral history project. Mr. Horn would be visiting in January -- we’ll be holding elections around that time but we will still be in office, so we could organize the visit.

The second possible speaker is Charles Dollar, who is on the board of *Libraries & the Cultural Record*. He will probably come to Austin this year for a journal event, and we could ask him to speak to the chapter while he is here. He is currently writing a biography of Solon Buck, the second Archivist of the United States.

The board was enthusiastic about both possible speakers, and we will do our best to schedule events with them so that the chapter can meet them!

*IV. Archives Week*

*Catering*

Helen has decided that our caterers will be Jason’s Deli ( quote is ~$150) and El Mercado (no quote yet). Helen got the iSchool code for both vendors, so the iSchool will pay for the food and and we will reimburse the school.

Helen wanted more details about the kind of food we wanted to provide at the talks—Jason’s Deli makes good little wraps, guacamole, and vegetables to dip. Jason’s Deli does tend to charge a lot for a bag of chips, we might want to buy the chips ourselves (Meg has a Sam’s Club card.) The board agreed that we don’t need to provide a full meal—we just need to feed people enough that they won’t get hungry during the talks.

*Next steps:*

* *The flyers should say that “light refreshments” will be provided.*
* *Helen will let Carin know ASAP when the catering is set up so that Carin can do the catering waiver (we need to sign the waiver since we’re using a non-UT caterer in the Student Activity Center).*

*Flyers*

Savannah made flyers for Archives Week. She sent them to Sam (for display on the iSchool TVs) and to the board listserv. Sam also suggested that we use quick response codes for flyers.

The flyers all look great, but we need to make sure that we have some flyers that will look good when printed in black and white. The Angelina Eberly Warhol-esque poster is beautiful but has to be printed in color, so we should print at least a limited number and put them up in key locations—it will probably catch the eye of art students. Since the Co-op funding is limited to printing, food, and gifts, we might be able to do a lot of color printing—we’ll see how the budget goes.

*Next steps:*

* *Savannah will look into how to make quick response codes.*
* *Savannah will add the dates and speakers to the Warhol-esque Angelina Eberly poster*
* *Savannah will make sure we have at least one poster that prints well in black and white.*
* *Savannah needs a list of where we will hang flyers and how many flyers we need printed (see also Promotion section below)*
* *We can start putting flyers up at the end of the month—Savannah will recruit help from the chapter*

*Promotion*

Sarah is working on the letter to other departments and would welcome any suggestions. She’ll send those letters once we have flyers to send with them.

Sarah is also looking at groups outside of UT that might be interested in Archives Week, such as the Arts Alliance, the South Austin Popular Cultural Center, or the Genealogical Society. It was also suggested that we try to contact other schools, such as St. Edwards, ACC, and Concordia.

Carin will work with Sarah and Savannah on a press release, and Carin has already contacted the iSchool media person about this. Carin has also been working on getting our events mentioned on the UT Know Events e-mails/webpage.

We also want to get in touch with KUT and/or the Austin Chronicle. We want them to advertise the events and come cover the events when they happen. Savannah has a friend who works at the Austin Chronicle, and she will talk to him.

Meg suggested we hang flyers in Hobby Lobby/Michaels/JoAnnes. Alison will advertise the events to the people doing the Museum Studies Portfolio.

Sarah and Carin will check the board handbook about how to make a mayoral proclamation, how to get permission to hang a banner from the McComb’s bridge, and how to reserve a table for handing out flyers on the West Mall. Some of these things need to be done well in advance—especially asking about the banner on the bridge.

*Next steps: basically everything in the Promotion section is a next step—please see above!*

*Fundraising*

E-mail report from Rachel, who couldn’t make it to the meeting today:

So far we've raised around $2,200.

* $350 from Hollinger
* $800 from Co-op (can only be spent on food, gifts, and printing)
* $600 from Dean Dillon
* $30 gift card from Kerbey Lane Café
* Dues are up to $205 and counting
* Several other places have promised to send checks and/or giveaways.
  + For example, the SAA Publication will be sending giveaways—Helen volunteered to pick them out and request them.

**VERY IMPORTANT:**

If you make any purchases for Archives Week, you must fill out the official Occasion Form and save all receipts, or you will have to foot the bill yourself. If we don’t give the Co-op receipts for everything we purchased with their donation, they won’t donate to SAA-UT again.

*Next steps:*

* *Board members should remember to pay their dues ASAP and to make announcements about dues in classes like AE1 and Appraisal.*
* *Sarah and Helen—they each got one reply each from their request for funding, and both of them need to follow up on that reply.*

*Speakers*

Carin has been in touch with both speakers this week. They are both available to speak in classes—Marie will speak at the end of the appraisal class, and Nicholas will speak to the digitization class, since his institution just got an IMLF grant to fund a digitization project.

Carin is getting info from both speakers for the press release. Travel and rooms have been arranged already. Both speakers will be staying at the New UT Student Activity Center—we need someone to go look at the rooms (Carin has volunteered, but let her know if you have time to do this).

Last year, the board took the speakers out to a nice dinner before their talks. We want to make it a quiet dinner, so let Carin know if you’re available to take Marie to dinner on Monday or to take Nicholas to dinner on Thursday

*Next steps:*

* *Carin (or other interested party) should inspect the speaker’s rooms at the SAC.*
* *Let Carin know if you’re available to take the speakers to dinner.*

*V. T-shirts*

We need to bring t-shirts to sell at the potluck. We only have awkward sizes left, so the general consensus of the board is that it would be good to order more if we can afford it. We’d like to have some to sell during Archives Week, and we’d like to leave a few for the new board to sell next spring while they’re deciding what kind of t-shirts they would like to print.

*Next steps:*

* *Determine if we can afford to order more t-shirts—perhaps the co-op funding would cover this, since we want them for Archives Week?*

*VI. Digital Preservation Workshop*

Dr. Galloway approached Wendy about offering a digital preservation/digital archives workshop for iSchoolers as a pilot project. We could have people bring floppy disks or disk drives and see if we can get the data off. Dr. Galloway thought it would be a good addition to Archives Week, but that week might be too full already. Wendy would be happy to help organize the project. If we can’t schedule it for this year, we should at least lay the groundwork so that the event can be held next year.

*Next steps:*

* *Wendy will ask Dr. Galloway to send the board an e-mail discussing the details of her plan for the workshop, so that we can get a better idea of the scope of her plans.*

*VII. Certified archivists workshop:*

Kristy Sorenson (from the Austin Presbyterian Seminary Library) and Brenda Gunn (from the Briscoe) have told Savannah that they are still interested in offering a workshop for the chapter that the Certified Archivists exam—they will talk about what the certification is, what the exam entails, and why an archives graduate would want to be certified. We would want to serve food (but Ms. Sorenson and Ms. Gunn might have funding to provide food themselves). We don’t have enough time to plan this for Archives Week, plus this doesn’t fit the theme of Archives Week, since this is for the iSchool students and not the general public.

*Next steps:*

* *We need to ask Ms. Sorenson and Ms. Gunn about scheduling the workshop for November or January—Sarah has drafted an e-mail for this, but Savannah also still in contact with both speakers.*

*VIII. Mentor Program*

Alison has 12 or 13 students signed up to be mentees, but is a couple of mentors short. Alison isn’t too worried about finding mentors, but do let her know if you’re interested in being a mentor. She will announce the mentors/mentee matches before the potluck via e-mail so that people can meet each other at the potluck. Alison will also send out an e-mail about how the mentor program will work—she envisions that mentors and mentees should meet at least one time for coffee, but beyond that they can communicate by e-mail, or meet at they feel the need.

*IX. Networking with other SAA student groups*

Christine has heard back from a number of other student chapters that want to be friends, including Dominican, UCLA, and Chapel Hill. She is still waiting to hear back from Pitt and Queens, and the underground archives group at Rutgers.

Christine will send out a hello to interested groups this weekend (or she might wait until we have the press release for Archives Week). She will give out the SAA e-mail address instead of her own, so that communication can continue between future boards. She will also try to “like” the other students groups on Facebook, and Savannah will help Christine with Tweets so that the groups can Twitter to each other.

Christine hopes to utilize this new network for future advocacy projects, and it’s also a great way to get to know future colleagues. She’d like to create a joint student chapter Facebook page if SAA won’t be upset, since no one seems to use the official SAA student listserv. Sarah pointed out that 2013 will be the 20th anniversary of the flagship student SAA chapters (SAA-UT, UM, and one other branch), so the chapters might want to coordinate for a celebration of that anniversary.

*X. Kickball game*

Christine has organized a kickball game: SAA-UT versus ASIS&T-UT (and possibly the purple shirts). The date she’s currently kicking around is Saturday, October 15th (September is too soon, November is too late, and we don’t want to conflict with the Texas Book Festival or Archives Week). Christine will be our team’s coach and manager, and she will look into a public field (if they are free) and finding a kickball. We should consider if the chapter wants to help buy pizza for after the event (we’re hoping that ASIS&T would chip in half the cost). People can also be cheerleaders, and you don’t have to be an SAA member to be on our team—it can be the team of SAA and friends. Players can wear their Texas Archives shirts.

In general, Christine is trying to work more on outreach events like this one since there haven’t been many advocacy activities to date.

*XI. Regular fall meeting times*

Fridays at five seem to be the only time we’re all available, and we plan to meet every other week for now. We will transition to weekly meetings as needed.

* *Our next meeting will be Friday, September 30th at 5pm in the 5th floor alcove.*
* Helen will be out of town, but will update Carin about catering before the meeting.

This meeting is adjourned, 5:55 pm.