SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

September 30th, 2011

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

*In Attendance:*

Alison Clemens

Carin Yavorcik

Christine George

Meg Eastwood

Rachel Appel

Ryder Kouba

Sarah Sokolow

Savannah Gignac

Wendy Hagenmaier

Molly Hults (Austin History Center)

*I. Archives Clinic (Molly Hults visiting)*

Molly Hults discussed the general set up of the Archives Clinic scheduled for October 29, 1-3pm at the Austin History Center. Susan from the AHC will contact various archives professionals in the community and ask them to come help out. Molly will get everything set up the day before (Friday), so we don’t have to help with the set-up. There will be displays of the kinds of damages that can happen to various objects, preservation-related flyers for people to take home, and an “ask here” table for people who bring in damaged objects. Some items that people bring in obviously need professional help, and the AHC has a contact list of conservators for them.

Expected turnout: two years ago, the turnout was low (around 15 people) since the clinic conflicted with the Texas Book Festival, but last year there were at least 30 people.

Our role will be to greet people, make them feel welcome, and direct them to the appropriate resources. We can answer basic questions (where to buy scrapbooking materials that won’t destroy your materials, why you shouldn’t put newspaper clippings in your scrapbook, etc), but we do rely on the preservation experts to answer the more technical questions.

*Next steps:*

* Molly asks that we stay until the end of the event to help pack up and put things away.
* In terms of advertising, the AHC has made a flyer that they will leave copies of in reading room. If we would like copies to hang in craft stores, then we can pick them up when we pick up the partnership agreement.
* Last year’s board got copies of the Gaylord “Guide to Collections Care.” The AHC has about 40 copies left, so they don’t need more for this year, but they would love for us to get a supply for future years.

*II. Archives Week Board Logistics*

The talks are at 7pm, and it would be good if some board members could take the speaker to dinner at 5:30 the night of the talk.

Monday lecture:

Carin will escort Maria Ella to the Appraisal class in the afternoon (Maria Ella will be speaking at the end of the class).

Dinner: Most board members have class from 3 to 6 or 6 to 9, but Ryder and Helen might be available. If not, we might have the dinner on Sunday night.

Lecture: Christine can’t come due to work, and Sarah, Savannah and Alison might not be able to come due to class.

Thursday lecture:

Nicholas will be speaking at the beginning of the Survey of Digitization class on Thursday morning.

Dinner: Carin and lots of other board members are available, so scheduling this dinner shouldn’t be a problem.

Lecture: Christine might not be able to come, but everyone else seems to be available.

Saturday clinic:

Alison busy after 12, and Ryder is a maybe.

*III. Catering*

Helen has finalized the catering: Jason’s Deli will cater the Monday lecture, and El Mercado will cater the Thursday lecture. We have also been officially approved to have these outside caterers in the Student Activity Center.

We might need to bring utensils, plates, and napkins – last year the board bought these items at the Co-op, but we have fewer gifts card than they did so we might buy them at HEB.

We definitely need to bring drinks and cups – we could buy a few liters of soda and bring water for the non-soda drinkers. We also have extra Gatorades, we could serve if someone brings a cooler.

*IV. Proclamation*

Carin has arranged for an official Mayoral Proclamation about Archives Week. Since the city council schedule was already full, the proclamation won’t be read at a council meeting, but we can read it at our first event. Once Carin gets the text, we can also put in on the iSchool TV screens.

Carin will put a note in the board manual recommending that they ask for the proclamation earlier next year.

*V. Fundraising*

Rachel has raised $2450 to date – the latest donation was a $250 check from Gaylord (but they didn’t mention sending any literature). She will coordinate with Anne to make sure the money gets transferred to the SAA account, since most of the existing balance was spent on speaker travel and accommodations.

The Co-op has donated $800. It comes with specific restrictions about what we can buy (Rachel says that food and printing are acceptable expenses), and we have to document exactly how we spent it or they won’t donate to SAA-UT again (remember to fill out the official occasion form and save all receipts!). They offered to give us some of the money in gift card form for a raffle, but we decided that we need the cash.

*VI. Publicity*

*Flyers*

We need to put the sponsor logos on flyers – Savannah can talk to Rachel to get logo examples from last year’s flyers, and she will re-make the flyers this weekend.

Savannah will have flyers printed and leave them in the SAA mailbox. We’ll be using Co-op funding for printing, so it’s important to fill out the occasion form and save the receipt.

*Handing out flyers on the West Mall:*

According to the manual, “table reservations can be made the morning of in the Flawn Academic Center (FAC) on the first floor. Reservations are first come/first serve so officers should plan on arriving around 9am.”

Flyering should last until noon. We definitely want to hand out flyers on Monday and Thursday, and possibly Wednesday as well. Savannah will send an e-mail to the listserv on Monday asking for volunteers.

*Hanging flyers around town*

Meg will make a google doc to coordinate where flyers need to be hung around town.

So far, people have volunteered to cover:

Alison: south Austin, including the Popular Culture Museum

Sarah: various craft stores (Hobby Lobby, Joanne’s, and Michael’s)

Wendy: Clarksville area and Mozarts

Carin: will hit coffee shops (and possibly the campus area?)

*Press Release*

Carin will write the press release this weekend, and she is meeting with the iSchool PR guru, Amy, next week to coordinate how to advertise our events in the media (and how to get the media to come to our events). Hopefully we will be able to get in the “events calendar” of various publications.

*Other departments*

Sarah sent a letter inviting other departments to participate and asking them to help us advertise but has yet to hear back.

*Organizations*

Sarah has compiled a list of museums and other cultural organizations that might be interested in Archives Week.

*Banners*

Sarah filled out a form at the business school to sign up for 2 weeks of hanging a banner from the bridge by McCombs. If our application is approved, the banner will hang on one side of the bridge the first week, then we will move it to the other side for the second week.

*VI. Door prizes*

We will raffle off archives-related books and gold CDs (the CDs are a recent donation).

*VII. CA workshop*

The workshop is scheduled for November 8th, which is an election day. Sarah has written to the speakers asking if we can postpone until 7pm so that people can go to the polls after work and still come to the workshop.

The speakers would like for food to be served. Sarah will send an e-mail discussing funding—we’re hoping that we can split the cost of food with the speakers (if they have funding for the event – if not, we will provide all the food).

*VIII. Digital Preservation Workshop*

Wendy has been coordinating with Dr. Galloway about a pilot version of a digital preservation clinic similar to the clinic we offer for paper materials during Archives Week. We had been considering a date in January, but Dr. Galloway has suggested that we wait until after spring break so that students from “Problems with the Permanent Retention of Digital Records” class will be trained and ready to help with the workshop. This board will no longer be in office, but we can still help out with the workshop, and the future boards can transition the event to Archives Week as they see fit.

*IX. Kickball Game versus ASIS&T/Purple Shirts*

Christine still trying to reserve a field—the game will take place on October 15th if a field is available but otherwise we might have to wait until the spring. Using a City of Austin field seems like our best bet – they cost $75, so we’ll ask all interested players to chip in. If we have trouble finding a field, we could research where the WAKA (World Adult Kickball Association) teams play.

All kickball players, cheerleaders and hecklers are welcome, and hopefully we can schedule a happy hour or dinner afterwards. Christine will be our team manager.

*X. Odds and Ends*

The ANA listserv recently had a discussion about weird stuff found in archives – we should be sure to send them a copy of our press release.

We would also like for our Archives Week events to be mentioned in the Archives Month newsletter -- Carin will send SAA a press release.

*Our next meeting will be October 14th at 5pm in the 5th floor alcove.*

This meeting is adjourned, 5:44 pm.