SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

January 17, 2012

Meeting called to order at 5:35pm by Carin Yavorcik

*In Attendance:*

Alison Clemens

Carin Yavorcik

Christine George

Meg Eastwood

Rachel Appel

Ryder Kouba

Sarah Sokolow

Savannah Gignac

Wendy Hagenmaier

*The next steps for each project are shown in italic font.*

*I. Elections for next year’s SAA-UT board*

Elections need to happen soon because the new board needs to meet the first deadline for risk management certification on February 10th. This doesn’t leave much time for nominations – Carin will do her best to get an extension for the new board (Mark got one for us last year), but to be safe we will plan the election timeline as if we won’t be getting the extension.

*Carin will send an e-mail to the chapter tonight announcing the upcoming elections.* The e-mail will be based on Alison’s email from last semester; it will describe the open board positions and include contact info for each position in case chapter members have specific questions for the current board member.

*Carin will also ask Dr. Trace to make an announcement about elections tomorrow morning (Wednesday the 17th) in the AE1 class*, and *any board members who are available during lunch tomorrow will be in the iSchool lounge* after AE1 in case chapter members have questions for us.

We will also have a *chapter happy hour next Monday, January 23rd* starting at 5pm at El Mercado. *Christine will make a Facebook page for the event*, and current board members will wear nametags identifying our positions in case chapter members have questions for us.

*Savannah will make slides for the TV screens downstairs advertising the elections and the happy hour* (we’re envisioning something similar to the ads the ALA chapter made before their elections). The ads will list the nomination and voting deadlines as well as Carin’s e-mail address. Nominations and paragraphs describing why chapter members want to run for the board can be sent to Carin’s e-mail address.

Nominations will be due to Carin by Friday, January 27th at 5pm. The voting deadline will be Friday, February 3rd at 5pm. Meg will make a survey monkey ballot for the election.

*After the elections, we need to schedule a joint meeting between the old and new board.*

*II. Beginning of semester potluck*

Dr. Trace is not available to host a potluck until mid-February at the earliest. Therefore, since the elections have to happen quickly to meet risk management deadlines, we will have the potluck after the elections. The potluck will be the new board’s first event but we can do it together.

*III. SAA-UT manual*

Carin thanked those board members who already made revisions to the board manual and *asked that everyone else spend a few minutes looking it over*. *People with new board positions this year* (Christine, Wendy and Alison) are asked to put in a short paragraph about what their position entails.

*IV. SAA Annual Meeting*

Sarah, Carin and Alison submitted a proposal for the next board to present a poster at SAA. It’s a very general proposal, like the one that last year’s board left for us, about how SAA-UT’s events go beyond the borders of the classroom.

*V. SAA-UT Dues*

Chapter dues are $5 per semester, members (including the board) can pay anytime. Dues can be given to either Rachel or the new treasurer.

*VI. Odds and Ends*

Carin needs to do an annual report of the chapter’s activities for the year and may be asking some board members for information needed in the report– please stand by!

Some iSchool doctoral students are putting on a digital preservation and digital humanities workshop on the weekend of February 18th-19th and asked Sarah if SAA could donate some t-shirts for giveaways. The board seemed generally favorable to this proposal. Sarah will also send an announcement about the conference to the chapter listserv.

Wendy is trying to finish putting the SAA-UT archives in order, and *asked if anyone had photos or other materials from this year’s events that she could include*!

Carin thanked everyone for a great year on the board – we’re almost done!

This meeting is adjourned, 6:06 pm.