SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS AT AUSTIN CHAPTER

MINUTES

BOARD MEETING

October 19, 2012

Meeting called to order at 5:18 p.m. by Ellie Dickson

In attendance:

Ellie Dickson

Megan Dirickson

Carlos Duarte

Meg Eastwood

Arcadia Falcone

Jessica Gauthier

Rebecca Herscowitz

Kristin Law

Kendra Malinowski

Emily Perkins

Elliot Williams

**I. Archives Week Updates**

1**. Treasury Committee:** Arcadia reminded board that sales tax vouchers are needed if you buy items. Also if you buy something, remember to save your receipts.

**2. Publicity Committee:** Discussion of completed promotion tasks. Posters have been printed and distributed to various building. New banner was printed. Email has been sent to get archives week events on Know Events. Press releases have been sent out. The Austin American Statesman may be interested in writing a story. Elliot sent emails to various UT departments asking to send emails to their listservs.

Megan brought up whether tabling is an effective promotional tool. Discussion included the difficulties and logistics of getting the table manned for all hours. General consensus that it might not be needed next year. Carlos suggested to have a sandwich board made that could be set out. A generic board could be made for the group, with a space to change the signage to apply to various events in the future. Elliot cautioned that UT has rules about sandwich boards so that would need to be considered in the future.

Final schedule of table manning for next week was finalized.

**3. Raffle Donations:** Requests for raffle donations have been turned down. Lynn Downey will bring books to raffle out for her event. A suggestion was made to use the Co-op gift cards to get items for the raffle. Carlos agreed to look for raffle tickets and for UT/Longhorn raffle prizes.

**4. Archives Week proclamation:** Meg attended the ceremony and will bring the proclamation to the week's events. Board members introducing the week's speakers will mention the proclamation, but not read its entirety.

**5. Ransom Center Tour**: Change of date to Nov. 2 2012. Students should meet at 3pm at the Ransom Center lobby. Space will be limited to 20-25 spots. Arcadia will create a write up to send out on insider listserv.

**6. Archives Clinic**: 4 confirmed experts, a few maybes. Event will need to be set up for on Friday afternoon, most likely at 3pm. Elliot agreed to purchase candy to hand out at the event.

**II. Finalized List of Tasks for Archives Week Events**

**Beforehand:**

Dinner reservations:Jessica had agreed to look into reservations and found that most nearby restaurants don't take reservations. After a discussion, it was decided that dinner will occur on Monday at 5:15 at Sao Paolo. Students should meet at the restaurant. Meg would ask Lynn Downey if she had any food preferences for her dinner on Thursday. Possible candidates are Sagra and Clay Pit.

Gifts: Carlos will pick up and put gifts in credenza with the key in the locker

**Monday:**
Dinner with Karen-Ellie, Kendra, Arcadia, and Kristin

Bringing banner to event- Emily
Be at room early to make sure everything is as it should be - Elliot
Be at entrances to the building to direct traffic (two or three people) -Kendra, Jessica, Meg
Hang with Karen before her talk, make sure she has everything she needs--Ellie

Give tour to Karen of iSchool- Kristin
Bring gifts- Carlos?
Pick up food - Elliot
Collect receipts - Arcadia. Speakers need to turn in itemized receipts for food.

Supervise food situation on site--Megan
Clean up afterwards -Kendra, Jessica, Meg
Welcome and introduce speaker--Ellie
Live twee-: Meg but she will need to get Twitter password
Film event- Emily

Bring camera- Megan
Carry microphone around for questions (unless stationary)--Ellie

**Thursday:**
Dinner with Lynn-Jessica, Meg, Kendra, Arcadia, Megan, Kristin...
Be at room early - Elliot
Be at entrances to the building to direct traffic (two or three people)--Ellie, Jessica, Kendra
Hang with Lynn--Meg
Bring gifts- Ellie
Pick up food - Elliot
Collect receipts - Arcadia
Supervise food on site-Megan
Clean up--Ellie, Jessica
Welcome and introduce speaker--Meg
Live tweet -Meg
Camera- Megan
Carry microphone around for questions--Meg

**Friday:**
Set-up at AHC at 3PM- Elliot, Kendra

**Saturday:**
To AHC a bit early--Megan, Elliot, Jessica, Meg
To hang out at AHC--Megan, Elliot, Jessica, Meg

**Friday (Nov. 2):**
Arrange sign-ups for tour--Arcadia
Be at HRC early in archives shirt if possible--Arcadia
Liaison with tour-giver--Arcadia

**III. Additional Tasks/Considerations:**

1.Thank you cards should be sent to experts and speakers. Meg will see if she has any extras she is not using.

2.Emily will send out emails to additional listservs such as the Briscoe and PCL

3. Shirts- Agreement that new ones should be ordered. No one had turned in submissions. Emily will work on project after archives week

This meeting is adjourned at 5:55 p.m.