SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS AT AUSTIN CHAPTER

MINUTES

BOARD MEETING

November 10, 2012

Meeting called to order at 4:04 pm.

In attendance:

Ellie Dickson

Megan Dirickson

Carlos Duarte

Meg Eastwood

Arcadia Falcone

Rebecca Herscowitz

Kristin Law

Kendra Malinowski

Emily Perkins

Ciaran Trace

Elliot Williams

1. **Archives Week Review and Discussion**
	1. **Specific items to add to the manual**
		1. Times when we started doing things, and how long planning of each things takes
		2. Poor communication at University Document Solutions, unsure whether order for banner went through at first. She submitted pdf document. Needed GSA funding number first to order. Suggests planning more time to get things approved for GSA before ordering. Need rope to hang up banner
		3. Establishing responsibilities for each board member, and understanding what their roles are based on constitution. Should be done is spring semester instead

of in fall. Small committees were helpful to have several people working together

* + 1. Tabling/handing out flyers was not very effective. Things should not be laying flat on the table. Try pizazzing up table or use a sandwich board. Design/wording of flyer was not effective in explaining what an archive is. Students should ask undergraduate professors to give short presentation/plug to help explain what an archive is.
		2. Talk with speakers to insure that their presentations are understandable to those not studying archives.
		3. Arranging events was difficult/stressful for Arcadia as the travel arrangements had to be made before funding came in.
		4. Consider Ransom Center events when picking nights for speakers, perhaps explains why few local archivists came
		5. When picking theme, try for gender neutral. Fashion might have been too feminine. very few people came to archives clinic. AHS most likely will not want to do it again next year. Event could be hosted at iSchool with use of the paper lab
		6. Better dividing of tasks to spread out work. Apparently the constitution says there should be an archives week committee including general members.
	1. **General Suggestions for Archives Week**
		1. Old board should meet with new board to discuss
		2. Manual needs to be reorganized. There was relevant information, but hard to find. Each board member should write up their suggestions/improvements for what they worked on for archives week and add them to the Google doc or email them to Ellie before Dec. 31. Highlight and add your name where you added info. Ellie will polish up finished copy.
		3. Confusion of whether goals of archives week
			1. if audience is public, the speakers should make their presentation easy to understand
			2. lots of SAA members did not attend
		4. Is this a valuable use of our money?
			1. when dividing money spent with number of attendees, total cost is $50-75 per person.
			2. funding comes in because we are interacting with students. Would we still receive funding from sponsors if we stopped archives week?
		5. Dr. Trace suggested that we reconsider having Archives Week. It takes up most of the board's time for the year, and other SAA members are left out. Many SAA members are not engaged in the group. Explained that many other chapters focus on raising money to send students to conferences. SAA-UT needs to decide what it wants to do: continue archives week or focus on other activities? Archives week has a history and tradition, but we are not required to do it.
1. **Discussion of other events SAA-UT could focus on**
	1. Other chapters bring a person "in residence" to teach a masters class or talk to community. Would be cheaper to limit to one speaker
	2. Other chapters sell t-shirts with a new design each year to raise money to send students to conferences
	3. We should have more meetings that include whole chapter
	4. Archives crawl- a day of visiting many university archives
	5. Lab short courses more specific to archives
	6. Non-board members would like to have more involvement. We should have chapter meetings with various topics/panels. Internship one in spring.
	7. There are many happy hours given by various student groups, perhaps we should focus on more structured meetings. Small group ends up attending happy hours. Could have formal meeting, then happy hour after
	8. Dr. Trace: We need to make annual report as we have not for several years
2. **Discussion of getting more SAA-UT members to go to national conference**
	1. Few SAA-UT members attended last year's national conference. Perhaps a fluke because of distance?
	2. Should a board position be created to help coordinate sending students?
	3. Maintain chapter involvement over summer to get people interested in it earlier, more time to plan for funding
	4. Should chapter pay to send students? Dr. Trace said Madison paid for registration fee
	5. Need to consider which UT/non-UT funding sources can be applied to travel costs
	6. Board should plan a meeting for chapter to discuss going to meetings/share tips and experiences
3. **Discussion of roles of board members**
	1. Are there too many people on the board to communicate/plan effectively? Some of the positions could be combined. This would increase competition for positions.
	2. Should positions be eliminated before next elections? Constitution needs to be consulted.
	3. Should it be required that you belong to national organization to be on board? There is an online directory to verify
	4. Why is there a high attrition rate of board? Perhaps there are too many people on the board. Most recent who left was because they had graduated. We should inform those running for positions approximate hours
4. **SAA Blog-** Meg will update website over Christmas break. She will add blog section
5. **Next general chapter meeting**- December 10 at 6. Pizza will be served. Carlos will make an agenda. Will discuss archives week and what SAA-UT will be focusing on with informal internship panel.

Meeting adjourned at 5:16