SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

February 22, 2012

Meeting called to order at 6:08 p.m. by Carlos Duarte

*In Attendance:*

Arcadia Falcone

Rebecca Rasnic

Jessica Gauthier

Kristen Marx

Meg Eastwood

Carlos Duarte

Elliot Williams

Maggie Bond

Megan Dirickson

Kristin Law

1. *Major spring events*

The two big events coming up are the potluck and the spring archives trip. We haven’t set a date for the potluck yet. Hopefully, this will be arranged soon with Dr. Trace, who is hosting the potluck at her home.

For the spring trip, we have been invited to tour the Museum of Fine Arts, Houston Archive on Friday, April 20 at 3 p.m. The trip can accommodate 15-20 people, total. Carlos proposed that we try to do more than one archives visit (possibly making it an overnight trip) in order to accommodate more people/get the most out of the trip. Carlos distributed a list of Houston-area archival repositories for the board to look over. Arcadia has created a GoogleDoc which will enable board members to select their top three choices. Once we have narrowed down the options, we will let the rest of the chapter chime in via the listserv. From there, we’ll try to coordinate tours with the other archival repositories. Hopefully, we’ll plan the trip as soon as possible, as April is a busy month and people will need advance notice to fit the trip into their schedules.

On a related note, insurance is required for school-sponsored trips, and Meg pointed out that people can buy health insurance for approximately $5/day which would enable them to attend even if they don’t have regular insurance.

1. *Inventory*

Kristen stated that the last VP gave her some leftover inventory from last year.The inventory includes: approximately ten brown or orange “Texas Archives” t-shirts, 33 Texas Archives Month posters (if you want one of these, let Kristen know), two pins, many Austin Archive History cards, and an LBJ supervisory archivist business card.

The inventory inspired some discussion of ordering new (better) t-shirts. Maggie, who is helping with the Edible Book festival, says she’s aware of a good, inexpensive t-shirt distributor.

1. *Other event ideas for this year*

Kristen Marx suggested a possible group kick ball or other athletic event—not an intramural thing, just a one-time thing. Other suggestions included: outdoor giant Twister, Slip ’n’ Slide, croquet, etc. Carlos suggested “a game where you get to yell a lot, but you don’t have to run a lot.”

Meg suggested having another tour of the Capitol led by Dr. Gracy at a more convenient time. Also, Dr. Galloway is interested in doing a Digital Preservation week which could either be combined with Archives Week or possibly PREx. Other suggestions included: movie night in the lounge, ghost tour of Austin, a guest speaker who specializes in copyright concerns, and BYOA (Bring Your Own Archivist) happy hour. Hopefully, we will sponsor some events which can be included on the poster which board members must present at the SAA annual meeting in August.

1. *Safety training*

Carlos stated that safety training needs to be completed as soon as possible. Last year’s board filmed the training and then hosted a luncheon for the membership, complete with pizza and beverages. We may do that again.

1. *Financial considerations*

Arcadia explained some of the procedures for using board money. Expenditures need to be approved before money can be disbursed. There is an official form to fill out, and it should (ideally) be submitted approximately 2 weeks in advance. The administration already has established relationships with various vendors, so the approval process will enable members to take advantage of those relationships. When spending SAA-UT money, keep your receipts.

As far as revenue is concerned, t-shirts are a potential source of income for the chapter. Maggie stated that she may know a vendor who sells t-shirts for about $3, so if we could sell those shirts for $5-10 we could turn a profit. Meg also proposed doing a separate t-shirt for Archives Week.

Megan reminded the group that member dues should be paid in the spring AND the fall, not annually. This reminder should be passed on to the chapter as a whole, perhaps whenever we solicit feedback on the spring archives trip.

1. *Archives Week*

Ideas for Archives Week should be in the works by mid-April. Carlos suggested hosting happy hours during which members of the chapter can place theme/event suggestions in a drop box. This would encourage participation from the rest of the chapter.

1. *SAA Annual Meeting (August 5-12)*

Some board members are expected to attend the annual meeting in San Diego and present a poster about the SAA-UT chapter’s doings. The annual meeting is also a great opportunity for fundraising. Last year, Carin and Sarah talked to vendors about donating to our chapter, and their efforts were successful.

Also, Meg proposed that we try to assist chapter members who want to go to SAA (i.e. a bulletin board where people can sign up to room together, etc.).

1. *Scheduling future meetings*

Elliot volunteered to send out a Doodle poll to determine the best time for future meetings. We plan to meet bi-weekly (every two weeks, not twice a week). Respond to the poll ASAP.

This meeting is adjourned, 6:55pm.