SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

Tuesday, February 7, 2011

Meeting called to order at 6:47pm by Carin Yavorcik

*In Attendance:*

Alison Clemens

Carin Yavorcik

Meg Eastwood

Rachel Appel

Ryder Kouba

Sarah Sokolow

Savannah Gignac

Wendy Hagenmaier

Carlos Duarte

Kristen Marx

Arcadia Falcone

Elliot Williams

Kristin Law

Megan Dirickson

Jessica Gauthier

Ellie Dickson

Maggie Bond

*I. Congratulations to new board and introductions*

The following SAA–UT members have been elected to serve as the board for 2012-2013:

PRESIDENT: Carlos Duarte

VICE PRESIDENT: Kristen Marx

TREASURER: Arcadia Falcone

EVENTS CHAIR: Elliot Williams

RECORDING SECRETARY: Becca Rasnic

SOCIAL MEDIA CHAIR: Kristin Law

MEMBERSHIP CHAIR: Megan Dirickson

ADVOCACY CHAIR: Jessica Gauthier

WEBMASTER: Meg Eastwood

ARCHIVIST: Ellie Dickson

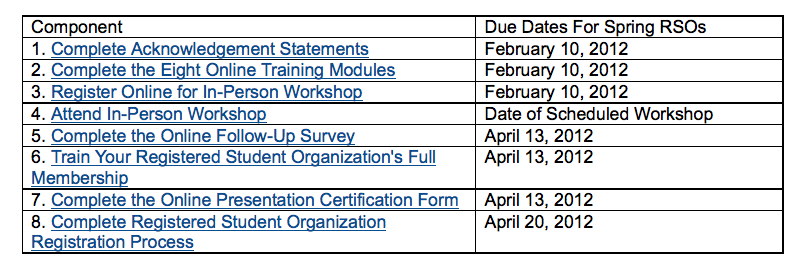
MARKETING SECRETARY: Maggie Bond

Our outgoing President, Carin, passed her crown to the incoming President, Carlos. Carin will also be using the new online system at the UT student activities office to make the new board members the authorized representatives for SAA-UT.

Carin e-mailed all members of the new board a copy of the SAA-UT Board Handbook that was handed down from the 2010-2011 board (the outgoing board has also made updates). The manual contains sample treasury documents and sample press releases, etc.

*II. First order of business for the new board*

The Texas State Legislature mandates that all student groups must complete Safety Education training (the training is designed to discourage hazing in the Greek system). Three authorized representatives from the new SAA-UT board (and Carin is about the authorize the whole new board) must complete the following steps and then educate the membership about what they have learned.



Please see [http://deanofstudents.utexas.edu/sa/pses/rmprogram.php](http://deanofstudents.utexas.edu/sa/pses/rmprogram.php" \t "_blank) for more information.

As the timeline above shows, the first deadlines are this Friday, but Carin got an extension for new board until February 17th.Carin and Carlos have been corresponding about the safety education training but Carlos needs to be an authorized representative before he can start the training.

After the three board reps complete the modules and go to the training, they will get material to make a powerpoint presentation for the membership. The outgoing board made a video, then had a luncheon for the membership with free pizza where we showed the video. Then, we sent the link via e-mail to the rest of the membership, so they could verify that they received the information even if they couldn’t attend the luncheon.

*III. Other upcoming events for the new board*

Traditionally, SAA-UT has both a fall and a spring potluck. The outgoing board usually organizes the spring potluck as a place for people to meet the candidates for the new board, but we had to rush elections this year because of the safety education training deadlines. Dr. Trace has volunteered to host the spring potluck at her house later in February.

SAA-UT also traditionally takes a spring repository trip—last year we went to the National Archives in Fort Worth, and the spring before that they went to Dallas.

There are only a few SAA t-shirts left in stock, so the new board might want to order those soon.

The outgoing board submitted a proposal for the incoming board to present a poster at the SAA annual meeting (this year, the annual meeting is in San Diego!). Sarah Sokolow is the currently contact person for the poster proposal and she will forward the e-mail to the new board if the proposal gets approved. The outgoing board deliberately kept the proposal vague to give the new board leeway to create the poster they want to create.

In terms of Archives Week, the outgoing board started talking about theme and speakers in March, and we started trying to contact speakers in early April. The new board will need to book venues for Archives Week by the end of spring. A list of previous Archives Week themes can be found here (http://www.ischool.utexas.edu/~saa/archivesweek.html) if you need inspiration.

After the meeting, new board members should meet up with their outgoing counterparts so that they could trade off passwords and materials.

This meeting is adjourned, 6:59 pm.