SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

September 20, 2012

Meeting called to order at 5:15 p.m. by Carlos Duarte.

Jessica Gauthier acted as Recording Secretary for this meeting.

*In Attendance:*

Arcadia Falcone

Megan Dirickson

Elliot Williams

Emily Perkins

Ellie Dickson

Carlos Duarte

Meg Eastwood

Jessica Gauthier

1. **Carlos’ Meeting with the Dean**

Carlos summarized his recent meeting with the Dean on the subject of funding.The Dean requests that Archives Week be “played up”. Carlos will email our prepared press release to Amy who is with the *Statesman*. Arcadia reminded us that all publicity must mention all our sponsors.

1. **Treasury**

Arcadia ran through our budget items for Archives Week. At this time, we are approximately $200 short of budget for Archives Week. We discussed speaker per diems and need to find out what is the per diem offered by UT for speakers. We also discussed alternate sources of funding and adjustments that could be made. Meg Eastwood pointed out that last year, SAA took the speakers to dinner one night.

1. **Workflows**

Carlos suggested that we create committees within our SAA Board to handle certain workflows.

-Treasury Committee: Arcadia thinks that it's best for a one person team to handle the Treasury, but she will contact Elliot and Ellie to work with her when necessary.

-Publicity Committee: Kristin, Emily, and Elliot have been working already as a publicity team.

-Archives Clinic Committee: Elliot is meeting with our contact at the AHC on Monday. Ellie requested a commitment from a few Board members to attend the Clinic. Jessica, Elliot, Megan, and Meg will form this committee.

1. **Archives Week Update**

Arcadia said that we have a confirmation on the tour at the HRC, with a suggestion of a “behind-the-scenes” tour.

There is a presentation on the October 18th City Council meeting concerning the City Decree about Archives Week.

Emily will update the Google Doc with information about our fliers.

It was reiterated that all of our publicity needs to mention all of our sponsors, but that GSA requires that the word “sponsor” not be used in reference to it. Arcadia also pointed out that GSA requires that all of our publicity be approved ahead of time by GSA, Trademark Licensing, and the Office of the Dean of Students.

Meg is making an Archives Week website.

Elliot asked to confirm that everyone is okay with the substitution of snacks for a light dinner for the Archives Week speeches. Everyone agreed. Elliot will check on the restrictions for food we can serve at the Texas Union.

Megan is taking over volunteer coordination for tabling from Elliot.

It was discussed that a Google Doc Archives Week Checklist/Master List should be created. Carlos will do this.

The Board needs to decide if we want to do raffles for the Archives Week. Arcadia proposed asking Vintage clothing stores for gift certificates to raffle. Ellie and Meg are going to stop by vintage clothing stores to request donations for raffles.

1. **Vote for new recording secretary**

Rebecca Herscowitz applied informally and Kendra Malinowski formally applied via the SAA listserv. We voted to appoint Kendra as our new recording secretary.

1. **Vote about archivist position**

No one applied for this position, so the Board moved to offer the position to Rebecca Herscowitz. It was decided that if Rebecca does not accept, the position will remain open until the Spring.

1. **Dinner with visiting archivist from SAA Digital Archives Workshop**

This is scheduled for Oct. 12 at 6 pm. The archivist has requested BBQ or other quintessentially Texan food. This will be ACL weekend so choice of location must take this into account. We are opening this event to the entire student chapter, by creating a Google Doc with first-come, first-serve policy and a cap of 15 people. Carlos will contact the restaurants Chuy’s, Threadgill’s, Eastside Cafe, and Vivo about whether they accept reservations.

1. **Potluck update**

Elliot will email the listserv a "Save The Date" for the potluck and send the link to aGoogle Doc for sign-up. Meg and Ellie agreed to go early to Dr. Trace’s house to greet attendees. We will need to raid our credenza for raffle prizes for the potluck.

This meeting is adjourned, 5:50 p.m.