SAA - January Officer Meeting

Fundraising for SAA Annual Meeting registration fees

* Brady, Elizabeth, and Ciaran met with Cassie
* Sent an email out on Jan 9
* Cassie would like our ‘final number’ by Jan 25/26. She is confident that we can acquire enough fundraising money
* When should we send the email out again? Who?
* (We as board members still need to send in our applications, right? - EB)

SAA poster proposal due by Feb 1

* Who wants to do this? (Whose name will go on it?)
* What can we add to the board?
* Do we have a previous example?

SAA Annual Meeting

* Need to contact someone in order to find out if/how we can direct the meeting of the student chapters
* Meet and greet?

Pease Elementary

* How do we move forward?
  + When do we meet? 3-4:30pm on Wednesday or Thursday
  + Who wants to commit time to train/teach?
  + Inventory of items
* We need to get volunteers!
* Poster proposal rough draft (Eliz is working on)
* Elizabeth is the project manager for this

Trevor Owens Book Talk

* Have we officially confirmed this?
* Brady will follow up

Reach out to new students

* Danielle says there will be a student organization kickoff meeting (probably during the second week of school)
  + Tuesday (1/29) at 6:30pm in Tocker. Brady is currently scheduled to be at work during this time. Who might want to represent us?
* Email from Carla to new students (sent to Carla 1/11 - EB)

Meetings and events during the semester

* When do we want to schedule officer meetings?
* When should we hold general meetings?
* Looks like continuing Friday Happy Hours might be best…
* Maybe we can do Google Hangouts for officer meetings

SAA UT Website and other digital channels?

**Immediate Tasks**

* Official email:
  + Who checks, responds, maintains?
* HornsLink:
  + Add officers
  + Convert former officers
  + Recommend maintaining membership for easier, confidential elections
* Google Calendars:
  + Society of American Archivists University of Texas Chapter – Public
  + SAA UT Board Meetings and Events – Private
  + UT iSchool Organizations Calendar
* Listservs
  + saa-board: update membership
  + saa-ut-students: identify second moderator? Set moderation schedule.
* UT Box
  + Add officers
  + Convert former officers
* Facebook:
  + Need second admin?

**Other Channels**

* Twitter
* Canva
* Tumblr
* iSchool TVs
* Slack

**Semester Tasks**

* Website needs & trajectory
* Webmaster title and description revision
* Dropbox:
  + Verify move to Box with former secretary and delete?

2019 Big Picture

* Goals & strategy for the year
* Breakdown of officer roles
* Loose schedule for the year
* New ideas we want to implement + past things we want to keep/ditch/improve

Officers and Email/Phone

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