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

President: Brady Cox - bradycox@utexas.edu - 512-809-4809

Vice President: Elizabeth Buchanan - S.Elizabeth.Buchanan@utexas.edu - 812-841-4225

Secretary: Bethany Radcliff - bethanyradcliff@utexas.edu - 817-404-7554

Treasurer: Alyssa Anderson - alyssaranderson@utexas.edu - 214-668-4008

Events Coordinator: Alison Brislin - alisonbrislin@utexas.edu - 307-690-5550

Webmaster - Chad Garrett - chadgarrett@utexas.edu - 501.347.9540