

Society of Indiana Archivists

October 12, 2011 Board Meeting
Allen County Public Library, Fort Wayne Indiana

Minutes

Present: Wes Wilson (president), Kate Cruikshank (teleconference), Colleen McFarland, Jane Gastineau, Christine Guyonneau, Alison Stankrauff, Anne Thomason, Michael Vetman, Noraleen Young.

Excused: Shauna Borger, Beth Swift.

President Wes Wilson called the meeting to order at 1:14 PM.

Guests from the Annual Meeting Program Committee introduced themselves: Bethany Fiechter of Ball State and Diane Bever of Indiana University-Kokomo.

Approval of Minutes (8-03-11)

The minutes of the August 3, 2011 meeting were approved with one change: Colleen's comments about the challenges of phoning in were amended to state she suggested alternating in person meetings with teleconference meetings for all.

The board approved the minutes as changed upon motion by Christine, and seconded by Noraleen.

Membership report, Kate Cruikshank:

- Kate sent the board a written report prior to the meeting.
- Kate emphasized that we are not competing with SAA. SAA focuses on conferences, etc., but our strength might be introducing people and helping people serving in a wide variety of archival employment. We need to avoid competition and consider what our unique contribution to the profession might be.
- Kate sent out a membership spreadsheet. As such information used to be secret, making the list available is an effort at better transparency. The board is very appreciative of efforts to be transparent!
- Another cool idea is to have a membership map using Google maps.
- Wes is going to check our Gmail account; people may be writing to it, but it has not been checked in quite sometime. Sentiment around the room is that we need to assign someone to be in charge of the account to be sure we are not missing out on outreach opportunities. It was pointed out that the Gmail emails could be automatically forwarded to another email account, so that it was not linked to an individual's account.

- Alison thanked Kate for sending up follow up emails to folks who attended workshop who were not members.

Treasurer's report, Jane Gastineau:

- Jane submitted a written report prior to the meeting for the period August 1-September 29. The beginning balance was \$5101.53. We had a deposit of \$20 for individual memberships and no payments, resulting in an ending balance of \$5121.53. The savings account began with \$1796.14 and earned interest of \$.13, resulting in an ending balance of \$1796.27. Our total cash assets, including a \$3000 18 month CD, is \$9917.80. Our scholarship fund is \$934.71.
- The \$3000 CD will renew at end of November automatically. The board discussed whether to roll it over or not. The board agreed to let it rollover, as we do not have any major expenses coming up.
- Noraleen moved to approve the report, and Colleen seconded. The report was approved.

Program Committee Report, Christine Guyonneau:

- Bethany, Diane, and Sally Childs-Helton are on the program committee.
- Facilities: Christine told us about the facilities at the University of Indianapolis where the meeting will be held. There is a large auditorium with a maximum capacity of 75 people. There will be two breakout rooms, and a room reserved with round tables for lunch. The price for food will probably be \$15 per person which includes a continental breakfast and lunch, plus beverages. Christine noted that food service at the University of Indianapolis is quite formal, so we should expect tablecloths and table service. Christine thinks the Italian buffet would be a good choice, but we could choose box lunches if preferred.
- Theme and Pre-Conference Workshop: The board then discussed the overall theme for the conference and the topic of the pre-conference workshop. The board had an extensive email conversation about the use of teaching and primary documents in archives. Sally Childs-Helton is interested in being on a panel or part of the workshop and could invite a teacher to discuss developing archives literacy. Christine read an email from Sally describing what she could talk about.
 - The board discussed the potential conflict with timing, as the MAC Fall symposium in Cincinnati is also on teaching and primary sources. We want to support MAC, not scoop them. It was noted the MAC workshop seems very focused on teaching. It was also noted that SIA might attract people from small organizations that cannot afford MAC or SAA conferences. Anne recommended conferring with MAC about our plans to make sure there is very little overlap.

- The board discussed focusing on National History Day, and outreach for non-scholars.
- The board settled on recommending a pre-conference workshop focused on National History Day and an overall conference theme of outreach. The education committee does need to discuss these ideas and will soon.
- The program committee will send out a request for proposals soon.
- Alison reminded us that the evaluation of the fall workshop included a space for what participants would like to see in future workshops, and the education committee does want to look at these. The education committee will confer about National History Day and begin work on planning the workshop.
- Anne noted that the annual meeting dates were decided via email the day following the August 3 board meeting, and confirmed with Christine that the dates are April 27 and April 28, 2011.

Education Committee, Alison Stankrauff:

- Jane stated that the preliminary total of money made was \$1730. There was one contribution to scholarship fund. We had to give out \$45 in refunds; and \$40 is outstanding because Purdue made the check out wrong. We gave out \$150 for Newman scholarship. SHRAB will be invoiced for \$1000 for lunch, and \$200 from our treasury will cover the remainder of lunch. Receipts from fall workshop go into scholarship fund.
- Wes recommended having a line for donations in registration form.
- Alison is finishing up her final report. Some highlights:
 - The SIA Website will host the content of the presenters.
 - Lone Arrangers Roundtable wants to host content as well.
 - Some Lessons Learned:
 - Be sure to have LEUs/ACA credit; the leu's in particular are very popular. We should continue the wide and often distribution of promotional material.
 - The workshop should remain very reasonably priced.
 - Chocolate seduction cake was a big hit, and should be offered at all board meetings, although Colleen's cookies will also be accepted. (Secretary's editorial comment)
 - The Prindle Center should host future SIA events as it was absolutely gorgeous.

- We forgot: nametags, printed out agenda, and participant list. We must have these in the future. There could be a spot on the registration form for someone to mark that they do not want to be on the participant list.
- Kate suggested looking at the end of the workshop and work your way back in creating a timeline for a project. A timeline and checklist does exist.
- The light membership in the southern part of state was brought up, and we discussed having the next fall workshop in Evansville or New Harmony to help attract new members from that region.
- Noraleen mentioned that things needed to be taken down in a timely manner from the website.
- We will send Shauna a note about updating the website in a timely manner.

Scholarship Committee, Michael Vetman:

- Mary Sego was the winner of the Newman scholarship. Michael said the ceremony introducing her went well and that photographs were taken for the newsletter.
- Carol Street needs to be listed a member of the committee.
- Michael noted a problem with the wording of the workshop scholarship. The spring scholarship is for students, and the fall workshop is for professionals who have been working 3-5 years at least. Previously, we took out wording saying applicants needed to have worked 3-5 years and thus students applied for the workshop. And where do volunteers fit? Several alternatives in wording were suggested: continuing education scholarship; professional development scholarship; change to award or grant rather than scholarship. Another possibility is that we could have two scholarships in the fall rather than one. Or, we could have students be a part of both pools, as many students are working while they go to school.
- We were not bombarded with applicants; in fact, we only had four applicants.
- The board will seriously consider changing to an award instead of scholarship. I don't believe we entirely settled on this; there was general agreement but no motion.

Newsletter, Beth Swift

- Beth provided an email report stating that the next deadline is November 15 for a December 1 publication. For planning purposes the next deadline after that is February 15 for a March 1 publication. Beth encouraged the board to send materials as we pleased and will issue a general call to the membership soon.

Website, Shauna Borger:

- Shauna did not provide a report.

Facebook: Noraleen Young

- Noraleen reported on facebook statistics and demographics, and will forward the statistics to the board.

Old Business:

- MAC Indianapolis 2013:
 - Everything is going well for MAC in Indianapolis on both the local arrangements and program end.
- Mentoring Program: Alison and Christine shared a report about their research into mentoring. SIA is considering having a statewide mentoring program.
 - The SAA model is successful. Alison is on the mentoring sub-committee and her work there informed their research and planning.
 - A mentoring program could assist those starting out, and later they could participate as mentors. Another type of program might be more of a colleague program, or a buddy program where colleagues with different skills sets and backgrounds could help each other out. The discussion centered on what this might look like, and which model we would prefer, or if we want to do both. There seemed to be consensus of starting with one model first, most likely the collegial partnering model, or Hoosier Buddy model, as that model is more distinguishable from the SAA more traditional mentoring system. An example of the Buddy model could be a librarian who helps out a trained archivist with library questions they might have, while the archivist helps a long time librarian adjust to archives work. Such a system would not be hierarchical.
 - Concerns were voiced that our membership often does not overlap with SAA's membership, so duplicating SAA might not be much of a concern.
 - Names for the program: Hoosier Buddy, Colleague Connection, Hoosier Connection, etc.
- Alison and Christine will tighten up the proposal and bring it back to the board. The annual meeting would be an excellent time to announce such a program.

New Business:

- IRS 501c3 application: tabled until next meeting. We have not applied yet.
- Membership dates: The question before us: if people pay their membership in the fall: do they have to pay again in January? We discussed this and noted that for MAC, new membership paid between October 1 and December will automatically be marked as paid through the following year.

- This year anyone who sent in his or her membership with the fall workshop registration is marked as paid through 2012. Kate asked about someone who joined September 27, but did not attend the workshop.
 - Noraleen moved that we approve a membership year of January-December, but that those new members who join or renew in the quarter previously have a membership for the following full year. Jane seconded it, and thus it was approved.
- Jane reminded us that the board must discuss last year's tabled recommendation for raising dues. Kate mentioned that with the economy the way it is this might not be the time to raise membership dues; instead we might want to think about letting our membership know that when the economy turns around we plan on raising our dues. The potential dues increase will be added to the next board meeting agenda.
 - Wes mentioned that SHRAB funding is radically reduced for next year, and there may not be much money in the future for SHRAB grants, and that SHRAB wants to work more closely with SIA.
 - Kate discussed that law in Indiana does not protect transparency in government, and a conversation ensued about the transparency and accountability of government. Noraleen referenced an article by Steve Towne about the state archives building. We discussed the Friends of the State Archives and the importance of campaigning and advocating for the state archives.
 - Noraleen also suggested partnering with the Indiana Genealogy Society for such an advocacy campaign. SIA might need to get involved soon.

The board set the next meeting for 1:00 PM Friday January 13, with a backup of Friday January 20th. The board decided to try a teleconference. Colleen agreed to set it up using a free teleconference service.

Anne motioned to adjourn, and Alison seconded. The meeting was adjourned at 3:21 PM.

Respectfully submitted,

Anne Thomason

