

# **Society of Indiana Archivists**

May 27, 2011 Meeting  
Indiana State Archives

## **Minutes**

**Present:** Wes Wilson (president), Kate Cruikshank, Colleen McFarland (teleconference), Jane Gastineau, Christine Guyonneau, Jackie Shalberg, Pat Sides, Alison Stankrauff, Michael Vetman, Noraleen Young.

**Excused:** Shauna Borger, Beth Swift.

**President Wes Wilson called the meeting to order at 1:05 PM.**

### **Approval of Minutes (3-2-11)**

The minutes of the March 2, 2011 meeting were approved as presented.

### **Approval of Minutes (4-2-11)**

- The minutes of the April 2, 2011 annual business meeting were presented. After discussion, it was agreed to include the Budget within the minutes (as opposed to a separate document). The minutes were approved as amended.
- There was further discussion regarding the dissemination of the minutes. It was agreed that They should be posted to the listserv and included in the Newsletter.

### **Membership Report (Kate Cruikshank) - - (Appendix A)**

- The membership reached 116.
- Kate presented an analysis of the membership by institutional type, and by geographical area within the state.
- Discussion followed. Ideas floated around include:
  - Attempt to recruit with IU SLIS students in Bloomington, and IUPUI
  - Attempt to organize some social coffee times with SIA members in Indy and/or other places, so as to encourage networking.
  - Offer some tours of smaller archives.
- The Membership summary will be forwarded to Beth Swift for the Newsletter. The demographic information will be posted on the listserv.

### **Treasurer's Report (Jane Gastineau) - - (Appendix B)**

- SIA currently has one 6-month Certificate of Deposit of \$1,000, which came to maturity on May 27, and one 18-month CD of \$ 3,000 due to reach maturity in May 2012. The \$1,000 CD will be transferred into the saving account in order to keep the \$5,000 required balance to avoid fees.
- The report was approved.

### **Program Committee Report (Jackie Shalberg) - - (Appendix C)**

- Jackie presented a thorough analysis of the Spring meeting, including all the participants' evaluations.
- Based on these evaluations, the meeting was deemed a huge success.
- The board applauded Jackie for her report.
- It was agreed that the RFP was a good idea and should be used again.
- It was suggested to use the feedback for the next meeting.
- Jackie presented also a revised copy of the Annual Meeting and Workshop Manual. Another round of applause from the board.

### **Education Committee Report (Alison Stankrauff)**

- The Pre-Conference Workshop report is included in Jackie's report.
- The manual will be expanded to include a timeline for the Fall Workshop.
- Publicity was discussed. It was suggested to use the SAA list to advertise the Fall Workshop.
- 2011 Fall Workshop
  - The next Fall Workshop was discussed. Several ideas floated such as a program regarding "Basic Archives". After discussion, the theme of the workshop was approved as "The Accidental Archivist".
  - It was agreed that the Education Committee would handle the Fall Workshop.
  - It was agreed that a subcommittee of the annual meeting Program Committee would handle the spring preconference.
  - October 7 was chosen as the date of the workshop.
  - DePauw will be hosting the event.

### **Scholarship Committee (Michael Vetman)**

- Michael presented a revised version of the policies. Suggestions were offered. He will work on those.
- It was suggested that the winner of the scholarship should provide a short bio for the newsletter.

### **Newsletter (Beth Swift) - - (Appendix D)**

- As Beth couldn't attend the meeting, she submitted a report via e-mail.
- The membership report and minutes will be sent to her shortly.
- Beth was given another week extension to complete the newsletter. [I think that it was a case of Beth extending the deadline for submissions to the newsletter since she had been late in getting a reminder out to the membership. We aren't really in the position of giving her extensions, since she does a tremendous amount for us on a strictly volunteer basis!]

### **Website (Shauna Borger) - - (Appendix E)**

- Like Beth, Shauna submitted her report by e-mail.
- The Board was impressed by the downloadable SIA logos.
- The new SIA e-mail address was acknowledged.

### **Facebook (Noraleen Young)**

- A couple of people joined.
- Noraleen encouraged anyone to send new information to her.

### **Old Business**

- Kate updated the officers' Books by handing out an updated list of the officers and the approved draft of the secretary's duties.

### **New Business: Wes Wilson**

- Follow-up on Annual Meeting:
  - Wes reminded not to forget to ask registrants if they want to have their name included on the attendees' list.
  - Wes also reminded that the LEU Certificates are sent directly to the participants in PDF Format, and it takes between 4 and 6 weeks to receive them.
- National History Day
  - Wes brought up the National History Day. Would it be a good idea for SIA to participate? After discussion, the board unanimously approved to have one award in "any" category.
  - The board further approved to purchase a \$100.00 E-Bond (for \$50.00) to be presented as the reward. Those bonds mature after 6 years.
  - Wes will contact Sara Brown to inform her of SIA participation in the contest.

### **Committee Appointments: Wes Wilson**

The discussion was tabled until next meeting.

### **MAC 2013**

- It will take place in Indianapolis, at the end of April.
- Noraleen and Christine have been officially selected as the Local Arrangement Committee co-chairs. They plan to meet to work on Hotels and a Date.

### **Next Meeting:**

The Board will meet on August 3, at 1:00 PM at the University of Indianapolis.

The meeting was adjourned at 3:30 PM.

Respectfully submitted,

Christine H. Guyonneau