

## Arizona Archives Alliance - 4 November 2011

Board members present: Dennis Preisler (President), Rebekah Tabah (Vice President), Jonathan Pringle (Treasurer), Libby Coyner (Secretary).

Board members via telephone: Christine Seliga (Member at large), Brenda Taylor (Member at large).

Members of the public present: Melanie Sturgeon (ASLAPR), Todd Welch (NAU)

1. Approval of 9 September 2011 minutes
  - a. Jonathan Pringle moves, Rebekah Tabah seconds. Approved.
2. Treasurer's report - Jonathan Pringle
  - a. Balanced checkbook, corrected 2010 annual report to get expenditures into the correct fiscal year. Transferred PayPal money to Wells Fargo account. Filed with AZ Corporation Commission, IRS name change filed. Name change official, checks ordered.
  - b. Needed to post name change in Arizona Business Gazette three times.
  - c. Healthy account balance. New projects.
3. Workshop series - intellectual property and copyright. Try for a Friday? Friday 17th or 24th?
  - a. See attachment from Workshops subcommittee
  - b. Libby will talk to Dennis Karjala. \$200 honorarium.
  - c. Rebekah will talk to ASU. Can fit 50-60 people. Dennis Karjala.
  - d. We'd like to have lunch.
  - e. Membership drive.
    - i. \$15 for current members and students.
    - ii. \$25 for non-members
4. Arizona Archives Online and AZAA partnership - Todd Welch
  - a. AAO steering committee met, working on operating plan re: membership services, technical services, user services. Operating mantra to sell to the users.
  - b. Members would give money to AZAA to pay for AAO.
  - c. Working with Laura Palma-Blandford (ASLAPR) to come up with survey to assess what users think about funding, professional development, etc.
  - d. Sending out best practices, Todd and Laura are putting together a best practices workshop.
  - e. Ask users what they'd like to see on public website v. password-protected website.
  - f. Technical services -reliable domain name. ASU ID to provide ID to members.
    - i. Work with technical consultant on indexing, style sheet issues, rendering and displaying of legacy guides, smarter XML guides.
    - ii. Update website with other documentation.
  - g. MAA, History Association for outreach at annual meeting.
  - h. Increase visibility, better metadata harvesting. RSS feeds, matrix subjects, identify certain guides that fit into matrix. Will try to experiment with big institution such as NAU. Workshops at time of Archives Summit in January.
  - i. Improve standards, usability.
  - j. Local support and training.
  - k. Fee structures
    - i. Member fee based on FTE? Number of guides? Annual budget? Need to collect more information before deciding.
    - ii. Will put out two surveys. Hope to share some results at Summit.

- iii. Wants to show users some deliverables by July 2012.
  - iv. AZAA in the meantime - help raise money.
  - l. Specific funding for AAO within AZAA
  - m. Rebekah - thinks AAO has PR issue, AZAA could help that. Need to give people assurances if they're going to give money.
  - n. Melanie - proposes time at the Summit. Membership forms for AZAA, talk about the partnership between AZAA and AAO.
  - o. Todd - AAO currently rents a server. If they move away from ASU, they need to consider options for server space, etc.
  - p. Three universities provided \$500 to AAO to keep Dave Botts for one year.
5. Centennial Conferences
    - a. MAA/History Convention - Round table discussion
    - b. SSA/CIMA - May
    - c. Libby will draft a PowerPoint, hash out details.
    - d. Promotional Materials -
  6. Melanie Sturgeon - AZAA write a letter to company that bought Phelps-Dodge about transferring collection to a repository. Possibly to U of A Special Collections.
  7. Promotional Material -
    - a. Jonathan - talk to Nick Koressel (independent graphic designer) about doing graphic design. Logo options, banner. \$200.
    - b. Brochures to mail out.
    - c. Shut down the FAZA website.
    - d. Email address - maybe set up a Gmail. Libby will do that.
    - e. Jonathan will change PayPal contact information.
    - f. How do we set up an email like [info@azaa.org?](mailto:info@azaa.org)
  8. Arizona Archives Summit presentation - bring brochures and memberships.
    - a. Libby will ask Melanie about a Summit place. 10-15 minutes.
  9. Wallace and Ladmo film day - Dennis
    - a. 275 people fit in auditorium.
    - b. Morning session and afternoon session.
  10. Next meeting - January 13 (Friday) Tucson at AHS.
  11. Adjourn