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**AGENDA
AzAA BOARD MEETING**

November 8, 2013 – 11:00 p.m.
Meeting Room
Arizona State Archives
Phoenix, Arizona

1. Approval of Minutes from September 13, 2013 board meeting.

Dennis: I did not see any corrections, Libby moves, and Elizabeth seconds, all in favor, approved.

2. Treasurer's Report – Jonathan

Right now I have five outstanding checks that need to be deposited. One speaker has yet to deposit his check for the speaker's fee (from the symposium). Arizona Historical Society has yet to send an invoice for their cleaning fee. I sent Libby a check for the per diem for driving. Libby: our speakers requested no per diem checks. Jonathan: I have not seen an invoice for brochure printing fees. Libby: we spent \$106 less than what we had budgeted for printing brochures for the Activist Archivist symposium. I have not heard anything from the printers as far as payment goes. Jonathan: We are running a very healthy balance, but we have not yet been approached by the Arizona Archives Summit planning committee about helping out with that in January.

3. Update on the AAO/AzAA partnership

Elizabeth: we are now attempting to implement a ticket system. Todd is putting together a packet with the Letter of Intent, membership, etc. We are trying to get the style sheets replaced as well. Part of the problem with the style sheets is that they were homegrown.

4. Update on conferences, AzLA, Arizona Women's History Alliance Symposium, MAA, AHC.

Elizabeth, Carissa and Dennis will be presenting at the AzLA conference next week. We are still working on getting a table at the Arizona Women's History Alliance Symposium. MAA does not yet have any information on their website for conferences.

5. Recap of the Activist Archivist symposia – Libby

Libby: everyone who attended gave great feedback. The speakers really enjoyed the symposium. Many of the RSVPs did not show. How can we restructure this; should we make it a paid event? If attendants pay for participating, they might be more apt to come.

Dennis: Maybe we should provide scholarship money for students and charge for next year's symposium. Jonathan: we may look into offering

the next symposium on a weekend day; folks may have had trouble getting off of work or class. Libby: I also wonder if that would prevent people from coming, a survey is a really good idea. It would be nice to do the next one in Tucson. Dennis: overall, I think it was really excellent. Jonathan: we now have the video up on Vimeo.

6. Archive Summit.

Dennis: I had a conference call with the planning committee, the summit will be held the last week in January. I want to do an AAO workshop, what do you all think? The AzAA board meeting will be on the Thursday evening. Elizabeth: if SIRLS students come, AAO can then do an introduction, and small workshop. Dennis: Maybe we could have a session and then ask the participants if they would like an all day workshop. We can find out who our audience is if we do a survey. Dennis: at the Summit we can survey the participants and do an overview, a two hour session. There are people from SIRLS that are interested in doing a digital EAD internship. Elizabeth: I'll email Todd to ask about putting together a session for the summit on AAO and DACS.

7. Brochure has arrived!

Dennis: the brochure has arrived and we got it under budget. We can get 1,000 pencils with our logo on it for \$215.00. Elizabeth: With both of our logos? AAO and AzAA logos. Dennis: do we have in our budget funds set aside for pencils? Does the board think that we should do pencils again? Everyone agrees. Jonathan: we do have the resources to purchase pencils.

8. Itinerate Archivist

Jonathan: I had this idea that we could write a grant to hire an individual (located in one of the institutions around the state), with support for the grant coming from Arizona Archives Alliance. This person would travel around the state to smaller institutions and report (a snapshot of the current state of the institutions around the state) back to the state archive the needs of the small institutions. We can work at the beginning stages with the Arizona Memory Project. Brenda: I actually went with Jolene Holt and visited all the cultural institutions in the Prescott Valley area, we are checking in with the people running these smaller historical societies. It's been estimated that there are 300 institutions like this around the state. Jonathan: I think this position is fundable. We should solicit feedback from the participants at the summit about this position. Dennis: the itinerate archivist might also provide information on grants for supplies, is this something that I can propose as a session at the summit? Jonathan: yes, maybe a half-hour session to present a proposal. Dennis: we should see if we can make this a two-year proposal, the first year could be spent just getting an idea of what's out there. Then the second year could be spent implementing recommendations.

9. End of Year giving

Dennis: I'll write up our end of year giving letter and talk with Jill about this.

10. Next Meeting

January 30, Tempe, Arizona. As part of the Archives Summit.