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**AzAA BOARD MEETING**

July 11, 2014 – 11:00 a.m.  
Meeting Room  
Tempe History Museum  
Tempe, Arizona

1. Election of officers and board. Resignation of Brenda Taylor, introduction of new board member Berlin Loa.

Brenda turned in her resignation to Dennis. Berlin Loa will be our new board member. Vote for current members, all voted yes, approved.

We would like to grow the board, would anyone be interested? There are members that are interested in joining the board. Jill: maybe another person from the University of Arizona? Dennis: we want to build a relationship with SIRLS students, but we can do other things as well. Do we want someone that has experience writing grants? Jonathan: maybe we can look into inviting folks from the museum studies program at Northern Arizona University? Maybe someone from the Musical Instruments Museum?

2. Approval of Minutes of March 21, 2014.

Dennis motions, Libby seconds, all vote yes, approved.

3. Treasurer's Report

Approval of 2014-2015 budget

Jonathan: closing of fiscal year 2012-2013, we still have a pretty healthy balance. We would like to have more members, we didn't spend as much for mailing. We saved about \$1400.00, so we can draw down the account if we wanted to, and we have some opportunities to do so in the next fiscal year. 2014-2015 fiscal year is very similar, the Arizona Archives Summit will still get \$1000.00 from AzAA and AAO will also still have a special projects budget. Anyone have any questions?

Dennis: I think we are on the right track and we could be a little more aggressive in spending down the account. Dennis motions to approve the budget, seconded, all voted yes, approved.

4. Update on the membership drive.

Jill: Membership year starts on July 1, in mid-June we sent out targeted letters, with 31 memberships paid for this year. Our membership numbers have fluctuated and I'd like to start focusing on membership benefits that

I can offer members. We could consider grants that we can offer to our members only. I'm very interested in any ideas about what we can offer. Jonathan: with the next grant, part of the membership is that no one has to pay for food. Jill: I think that's perfect, we can offer non-members food if they sign up for membership. What about offering a year and a half membership if you sign up at the summit. Dennis: we can continue to discuss this. Janice: we can put something in our newsletter about membership. Jonathan: there's probably a way we can talk about AAO as a great resource for our membership. Libby: we can use Janice's newsletter to highlight what our institutional members are doing, special projects, especially. WE can encourage our members to RSS feed a newsletter. Dennis: we have a pretty good list of our members. Libby: maybe we could all commit to providing updates for their institutions so that one person is not doing all the content. Jill: our members are not just archivists, they are actually few archivists in our membership. Maybe a targeted email/newsletter to let people know what archives do, and how AzAA works for the membership. Janice: I will put membership information in the August newsletter.

#### 5. Update on the AAO/AzAA partnership

Elizabeth and Laura: the annual report is being written. We finished our training session. We could probably spend down our account more efficiently in the next fiscal year. We are looking at giving members access to the AAO loader. Technical consultation will stay on until September. Todd is looking into the technical skills required for installing the software. We will be electing two new members, from non-academic institutions. We have over 1700 guides. I will have a full report once the annual report is approved. Elizabeth and Todd did a lot of work to correct the style sheet errors, thank you for your work on that. If you have suggestions on new board members let us know. Dennis: we should think about offering help to members with entering their guides into AAO. Jonathan: we have special projects funds for exactly this kind of thing. Libby: Elizabeth and I wrote up a project proposal for this type of relationship. There is funding out their (grants) to do this. I think we would need more than \$500.00 for this kind of project. Libby: I did ask Melanie if AAO could apply for a separate grant (separate from AzAA) and she said yes. Jonathan: we can use the special projects funds to help institutions pay for software licenses. Dennis: We should continue to talk about how we can benefit smaller institutions.

#### 6. Update on the upcoming symposia

Libby: I submitted a grant application for symposia focuses on advocacy. Bob Booker, Executive Director of the Arizona Commission on the Arts and Kathleen

Roe, Society of American Archivists President will deliver the keynotes presentations. I'm optimistic, AHRAB have loved our grants in the past. Janice: we should talk about the possibility of co-sponsorship. Libby: Janice, I would like to talk with you about joint projects. The symposium will take place on Friday October 3<sup>rd</sup> at the Tempe History Museum.

#### 7. Update on the Archive Summit.

Dennis: Quick update, we don't have word yet on whether or not the summit will be a go this year. However, AzAA has funds to help out with expenses. It may be that a scaled-back summit will be planned for this year.

#### 8. New business

Update from Sharlot Hall Museum, we had a table at the Folk Arts Fair in Prescott. Brenda and I wrote up an article about it in our newsletter. Dennis: we used to participate in Arizona History Conference by paneling and talking about their collections and resources. That drew a lot of attention, we should revisit this way of participating. We can pick a topic and do this on a regular basis. Libby: this may be a way to attract new members and have current members present on their collections/resources and AzAA could send them to conferences to do this.

#### 9. Message from the President

I'm really am happy to have everyone on the board. I hope we can get more students on the board in the next year.

#### 10. Next Meeting

September 19, 2014, Lowell Observatory, Flagstaff, AZ.