

AGENDA
AzAA BOARD MEETING

September 19, 2014 – 11:00 a.m.

Meeting Room
Lowell Observatory
Flagstaff, Arizona

**ARIZONA
ARCHIVES
ALLIANCE**

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1. Approval of Minutes of July 11, 2014
 - a. Dennis: approval, motioned: Jonathan, Elizabeth seconded, all approved.

2. Treasurer's Report – Jonathan

- a. Have a healthy balance and on target to meet our objectives. We have seen an influx in membership. We recently received the grant check for the symposium and have deposited that, but this is not reflected in the report. We continue to draw down our account, we keep brainstorming ways to do this. We now have the largest balance we've ever had. If anyone has any questions please let me know. Dennis: it looks like we spent \$500.00 of our funds set aside for special projects.

3. Membership renewals -- Jill

- a. We have been bringing in memberships, we are now at 55 memberships. The symposium is attracting new members. Two years ago we had 50 members, the highest number has been 60. Jonathan: will folks be able to sign up at the symposium? Jill: yes, I would like to do that. Someone can bring a laptop for signing up new members.

4. Updates on the AAO/AzAA partnership -- Elizabeth

- a. It's been busy, we now have our strategic plan and annual report. You can find PDFs of these docs on AAO.org. We are working on elections for new board members. Maurita is running. We have to hire a new technical consultant. Jonathan: Todd and Elizabeth have been picking up a lot of slack and they should be recognized for their work. We've gotten a lot of new uploads from Sharlot Hall Museum since our training session. Arizona State Library and Archives has been uploading slowly. Todd and I now have full access to the back end of AAO website. Dennis: are we going to do more training sessions? Yes, we are planning two for next year. We would love some help with planning the training sessions.

*Dedicated
to identifying,
collecting, and
preserving valuable
public and historical
records, and making
them available to
present and future
generations of
Arizonans.*

5. Updates on the upcoming Symposium. -- Libby
 - a. We have as of today, 40 RSVPs. I hope to get a little more on that list. We have flight and hotel details taken care of, Kathleen and Bob (keynotes) are really excited. Everything is paid for as far as the venue. For those of us who are in town we should think of a place to take Kathleen and Bob to dinner. A lot of people are coming from Tucson.

6. University records/Arizona Board of Regents – Libby
 - a. NAU had in their collection ABOR documents. The Arizona State Library and ARchives now has the records. No one at ABOR is really in charge at ABOR in regards to records management. Is this something you want to discuss? We could do a letter-writing campaign. Special collections are too understaffed to take on records management for our institutions. There are some misconceptions about Special collections, we don't have unlimited storage space. Dennis: who would we write letters too? We can address ABOR, universities, etc. There is a state statute that says state agencies must have records managers. We can target state agencies to send letters to. Let's talk about this at our next meeting.

7. Polly Award nomination – Senator Farley submission
 - a. The board agreed to re-submit Senator Farley as a nominee.

8. SNAP grant submission for archivist to assist AAO member organizations.
 - a. We talked about a grant to hire a contract archivist, that was included in Melanie's SNAP grant. We are waiting to see if we get funded. Elizabeth: we also added this position into our strategic plan. We also included funds for a laptop in the grant.

9. General discussion on AzAA Long Term Goals – Elizabeth and Libby
 - a. When we were thinking about the contract archivist position we also thought it might be good to set up an internship clearing house. We also had an idea for next year's symposium on interns, internships, and unpaid volunteers. Libby: those were just initial ideas that would help get conversations started. DEnnis: I think this is a great idea. How can we fund internships? AzAA can apply for grants separate from the state archives. We also don't know how we would set up an internship program? Libby: it's important that institutions think about how they will benefit from an internship program. There are ethical issues around unpaid internships as well. Internship coordinator for the board? SIRLS students may be interested in joining the board as well. Jill will contact the student

chapter of the SAA in Tucson. Dennis: A strategic plan? We can fold internships, etc. into our strategic plan (for AzAA).

10. Board additions –Berlin Loa, Maurita Baldock

a. Maurita is interested in joining, vote: Elizabeth motions, Libby seconds, all in favor, approved. Member at large, until we have a specific role. Dennis: if anyone has any other ideas for new board members let me know.

11. Archives Summit – January 2015

a. This is a go. We are hoping to move it to the Tempe History Museum this year. We will have a board meeting the Thursday before the summit. It has been funded and Melanie is now writing grants for the next two years. AzAA has committed to \$1000.00 for the summit.

12. Session proposal for the Arizona History Convention -- Dennis

a. Deadline for proposals: Oct. 1. If we all this is a good idea, I will put together a proposal. The convention is April 23-26, 2014. We want to focus on interesting collections: environment, labor history, political scandals, UFOs, conspiracy theories, etc. Libby: archives month is here, is anyone doing anything and do you want me to put it on our website?

13. Next Board meeting – Tucson Nov. 7