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P. O. BOX 64532
PHOENIX, ARIZONA
85082-4532
arizonaarchives.
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AzAA BOARD MEETING

March 21, 2014 – 11:00 a.m.
Meeting Room
Polly Rosenbaum Building
Phoenix, Arizona

1. Approval of Minutes of January 30, 2014

Dennis motions, Jonathan motions, Libby seconds, all in favor, approved.

2. Berlin Loa – potential new board member to coordinate student membership in AzAA

Berlin suggested a membership coordinator at our January meeting. Jonathan: is this position closely related to the student member discussion we had at our January meeting? Libby: no this is a little different in that we don't have a student member and it would benefit library/archive students in the state. The coordinator would connect students to internships. Jonathan: would you see these as two different positions? Libby: they could be. Dennis: what we have Berlin do is get more student interest in AzAA and get a separate student member. I think this is a good idea. We could also look into getting Carlos involved as well. Libby: I think we should table this until our next meeting to make sure she is on board. Jonathan: that's a good idea, we can also see if there are additional board members that are interested in this. Before our next meeting we should talk about potential board members.

3. Treasurer's Report (Summit expenses) – Jonathan

Todd is also with me, he will chime in as well. We actually made a profit at the Arizona Summit as we did not have to pay for meals. The AAO hosting/domain fee will be coming in soon. We have paid the AAO technical consultant and AAO has \$1000.00 for special projects. Todd: We have been talking about a training session for our members, we thought we were going to do this in April but will wait until May. We will send out an announcement and a pre-assessment for direction of the training. About a four hour session during the week in Tempe. We would like to offer something along the lines of a parking pass and travel funds for attendees. We are also working to get trial versions of Oxygen (XML coder). We hope to bring at least one member for each institution. Jonathan: we are paying for technical consultation for April, is this correct? Todd: yes, April will be the last installment for the

technical consultation fee. We are concerned with security protocols at the

moment. Jonathan: we still have about \$400.00 to spend. Dennis: we gave \$1000.00 to the Arizona State Archives but that has not been spent, this was allocated to the summit expenses. The Arizona State Archives is trying to get equipment for conservator, can we reallocate funds to this? We also paid for a table at the Arizona Women History Symposium.

4. Update on the AAO/AzAA partnership – SIRLS meeting -- Todd

Todd: We met on February 28th, we talked about the possibility of offering internships. SIRLS and AAO agrees that there is a need for an internship program. AAO focuses on encoding and arrangement and description, but students will need training in outreach and other areas. We are really concerned about the host institution giving the students the minimum amount (specific course work) of knowledge before they get into an internship. SIRLS would be responsible for ascertaining the viability of the internship. Internships should be a mandatory aspect of the library/archive program at SIRLS. The host institution should be heavily involved to make sure the internship is successful from the student perspective as well as the institution perspective. Scholarships should also be available to offset costs for the student. Karen Bell is the internship coordinator for the SIRLS program. However, the SIRLS program is in transition at this point. Dennis: Montana State On-site Internship program looks interesting, that state has some of the same issues we experience here in Arizona, it's a large state and not enough archivists to go around. Todd: this is a great idea. How long has this program been running? Dennis: several years. We should start small and move forward. Jonathan: these internships need to be mentored by professionals that are aware of the issues archivists face—small institutions don't have the training required, etcetera. Libby: it will be difficult for the smaller, far flung institutions to offer internships. Dennis: in Montana, this program is being run through the state archives.

5. Events, SHM – Brenda; Arizona Women's History Alliance (March 28-29 Chandler) – anyone planning on attending?

Dennis: Arizona Women's History Alliance symposium will take place next week in Chandler; I just want to encourage everyone to participate. Please get the word out about this event. Libby: is AAO interested in putting a rack card together? This will help us explain what AAO is. Dennis: if AAO wants to do this, AzAA can help with funding. Dennis: I will follow up with other institutions.

6. Student board member issue

Dennis: we should think about others that might be interested in joining the board. We have not expanded the size of the board and this would be a nice way to do this. It would also be nice to have a few more board members to help out with planning symposia.

7. Advocacy Symposium Deadline for AHRAB grant

Dennis: I have not seen the deadline for the AHRAB grant. Libby: we talked about lobbying for the Polly building construction. I don't think it would be difficult to come up with speakers. Dennis: we should use the same agenda from past symposia. Libby: the grant will not pay for staff, but they will pay for interns and AAO can apply for a grant separately from AzAA. Jonathan: who is going to spearhead the planning for this year's symposia? I will volunteer for any of the budget assignments for this planning. Jonathan: we have a good template for the grant so it should not be too difficult. Dennis: the most difficult part is making travel arrangements for the speakers. I will work with Libby on the planning.

8. Annual Meeting in June

We usually do this at the end of June, unless anyone objects we can do this year's annual meeting here. It might be nice to ask our potential members to join at the annual meeting. If you think of additional people for board membership, please pass them onto Dennis. I will talk to Jill about our next membership drive; pass along ideas for members to Jill and Dennis. We should get more symposia attendees to join AzAA.

9. Next Meeting

Annual Meeting June 2014, Tempe Historical Museum.

Meeting adjourned at 12:01pm.