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**MINUTES
AzAA BOARD MEETING**

February 2, 2018, 1:00 p.m.
Tempe History Museum
Tempe, Arizona

Board members attending: Sue Barrett, Laura Palma-Blandford, Elizabeth Dunham, Leah Harrison, Renee James, Carlos Lopez, Laura Palma-Blandford, Jonathan Pringle, Trent Purdy, Melanie Sturgeon

Membership attending: Attendees of the Arizona Archives Summit

Annual membership meeting commenced at 1:33 p.m. with Jonathan Pringle presiding.

1. Jonathan asked for a motion to approve the minutes of the November 3, 2017 meeting. Member Brenda Taylor moved from the floor. Elizabeth Dunham seconded. Board and AzAA membership approved. Jonathan announced that the agenda would be rearranged because Board member Elizabeth Dunham had to leave soon.

2. Treasurer's Report – Laura Palma-Blandford

Laura reviewed the budget. She reported to the membership that she had filed the annual report to the Corporation Commission. AzAA is trying to spend down its dollars. She asked for ideas from the floor for projects AzAA could tackle during the coming year. There were none. She proposed that AzAA get funding from AHRAB for one grant project and AzAA fund the other. Motion to approve the Treasurer's report by member Shannon Walker from the floor. Seconded by member Shelly Gilliam from the floor. Board and membership approved.

3. Reelection of the AzAA Board– Jonathan Pringle

Jonathan asked if there was anyone in the audience who would like to serve. There were no volunteers. Jonathan read the list of officers up for reelection as follows: Jonathan Pringle (President), Carlos Lopez (Vice President), Melanie Sturgeon (Secretary), Laura Palma-Blandford (Treasurer), Elizabeth Dunham (Director at Large/Arizona Archives Liaison), Trent Purdy (Director at Large/Membership Coordinator), Renee James (Director at Large/Intern Scholarship Program), Jill McCleary (Director at Large/Website), Shepherd Tsosie (Director at Large), Leah Harrison (Director at Large), Sue Barrett (Director at Large), the Director at Large/Student Member position is vacant. Member Ginney Bilbray moved to approve from the floor. Member Brenda Taylor seconded. Membership approved.

4. AAO – Elizabeth Dunham

Elizabeth reported that AAO had transitioned from ASU. Kelly, our technical consultant who did the migration still has not sent an invoice. She monitors the servers for us and will be working to get the servers up to date this weekend, Elizabeth proposed that we could set up an EAD3 stylesheet and would move AAO to EAD3 but not until Cuadra

and Archon are able to migrate to EAD3. She suggested we might look for a grant to help smaller institutions migrate to EAD3. She reported that the Steering Committee members are Jonathan Pringle, Elizabeth Dunham, Laura Keller (State Archives), Alex Peregoy (UA Center for Creative Photography) and Molly Stothert-Maurer (U of A).

5. SAA Workshop Update- Elizabeth Dunham

The EAD training in Tucson was well attended with twenty participants. There were a number of people attending from the New Mexico State Archives. AzAA has a program to help defray attendee costs. There were three takers. We did not spend all of the budget money because AHS comped the space for us. (Action item: Elizabeth will send out a survey at the end of the month to see what future SSA workshops people would like to have AzAA sponsor). There was a question from the floor about where the AAO servers are located. Elizabeth responded they were in the cloud. There was another question from the floor asking if we would record the Summit and make it available on the web for those who could not attend. Jonathan responded that was something AzAA and the Summit planners could discuss. Jonathan thanked Elizabeth for all of her work. Elizabeth left the meeting to attend to other obligations.

6. End of year Giving – Jonathan Pringle and Laura Palma-Blandford

Jonathan mentioned the end of year giving letter that he had sent out. The letter detailed the many activities AzAA had been involved in the past year. AzAA received \$160 as a result. Member Dennis Preisler stated he thinks that a lot of the money in the AzAA fund came from money left over from the opening of the State Archives Building. AzAA needs to offer more tangible projects in the future to reach those who are not necessarily professional archivists. Jonathan asked that the membership contact the Board if they have any ideas.

7. Internship Program Update – Renee James

Renee received three applications for grants of up to \$1,000 each. We have \$2,000 available for these grants. The applications are now under review. The Board will make its decision on March 1. This grant program is specifically designed to pay the intern. We want to see a project from beginning to end. The intern should learn about archival practices. The application is not on the website. There was a request from the floor about getting the application on the website. Jonathan agreed that AzAA will do that. (Action item: Jonathan will notify Jill and ask her to put it up on the AzAA website)

8. Membership- Trent Purdy

At the end of 2017 AzAA had 89 members. A number of people have renewed their memberships here at the Summit. Trent thanked Jill of all of her help.

9. AzAA Student Representative Still Needed

Jonathan reported that Jessica Salow has been our representative this past year. She graduated from the U of A and is no longer on the Board. Jonathan thanked her for all of her work on the AzAA Board. Jonathan asked the audience members to please let him or another Board member know if you are a student interested in serving on the Board.

10. Future Symposia–Group Discussion

Jonathan talked about past Symposia. AzAA has recorded all of the Symposia except for the one that took place in October 2017. Due to Summit time constraints there was not time to discuss

ideas. (Action item: Jonathan will get a list of the Summit attendees and send out a survey asking for ideas).

11. Other ideas for AzAA this year? – Group Discussion

Discussed an AzAA Facebook page. Mariel Walt volunteered to work on a Facebook page to improve communication and allow people to post on it. (Action item: Jonathan will reach out to Mariel to discuss this.) Dennis Preisler asked if an AzAA member will be on the Summit Planning Committee again this year. Jonathan noted that we need better communication from the AzAA member that is on the Summit Planning Committee this coming year. The Summit Planners would like to advertise the Summit through the Archives list-serve and the AzAA webpage. (Action item: Jonathan will add information about the list-serve in the letter he sends out to new members). An AzAA members suggested that AzAA might consider creating a position for a Communications officer who aggregates information and send it out to members.

12. Next Board meeting

The next Board meeting will be in April. Perhaps in Tucson. Leah Harrison suggested we hold the next meeting at SRP. Meeting place and date to be determined,

Meeting adjourned at 2:13 p.m.

Melanie Sturgeon, Secretary.