

**ARIZONA  
ARCHIVES  
ALLIANCE**

P. O. BOX 64532  
PHOENIX, ARIZONA  
85082-4532  
arizonaarchives.  
org

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

**MINUTES  
AzAA BOARD MEETING**

April 20, 2018, 11:00 a.m.  
Salt River Project  
Tempe, Arizona

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

Rachel Black, nominee for Board position, attended.

Meeting commenced at 11:10 a.m. with Jonathan Pringle presiding. Jonathan thanked Leah Harrison and SRP for hosting the meeting and for providing lunch

1. Jonathan asked for a motion to approve the minutes of the February 2, 2018 meeting. Laura Palma-Blandford moved. Leah Harrison seconded. Board approved.

2. Treasurer's Report – Laura Palma-Blandford

AzAA is trying to spend down its dollars. Laura reported AzAA is in good standing with the IRS. She will be working on the AAO invoices for institutional members. She needs to make sure that the amounts are correct in the drop-down menu for institutional members. She noted it is okay if members don't pay until July. Still no invoice for Kelly's work on AAO. (Action item: Jonathan will remind Kelly to submit one). The interns will be paid their first check for their intern projects. They are paid one payment, then the second when their project is finished. Laura will pay them directly since the University system seems so convoluted. Renee thought this should not be a regular thing—that we should go through the university system when we have interns from the universities. Laura will work through the university system in the future. Jonathan moved to approve the Treasurer's report. Elizabeth Dunham seconded. Board approved.

3. Election of new AzAA Board members– Jonathan Pringle

Jonathan introduced Rachael Black from the Arizona Historical Society's Tucson Branch. She is a candidate for a Director-at-Large position on the Board for a new Communications and Outreach position. Rachel will liaise with Jonathan, Trent and Jill. Sue Barrett moved to accept Rachel as a Board member. Carlos Lopez seconded. The Board approved unanimously and Jonathan welcomed her to the Board. Rachel shared a number of ideas for reaching out to the membership such as a survey, a Facebook page, and newsletter and so on. Jonathan then presented the name of Kimberly Ramsey as a nominee for the Student at Large position. She is in her first semester at the MLS Program at the U of Arizona and attended the Arizona Archives Summit in February. Also a student worker at the University's Special Collections. Leah Harrison moved. Melanie Sturgeon seconded. The Board approved unanimously.

#### 4. Membership- Trent Purdy

AzAA presently has 81 members. In 2017 we had 99 members. Trent will create and e-mail to send out to new members when they join and to members who renew.

#### 5. Internship Program Update – Renee James

Renee reported that we awarded a \$1,000 intern scholarship to the Center for Creative Photography and to Saguaro Ranch. Renee suggested that if we create a Facebook page that we include information about the internship program. She also suggested that both the project director/supervisor and the intern must write a report when the internship is finished. This was required in the past, but she has not received a report from past recipients. It was also suggested that the interns provide an occasional update about their internship on the Facebook page as well. The internship project is an example of collaborative work on the part of AzAA to make sure that student interns are able to be paid for projects.

#### 6. AAO – Elizabeth Dunham

Elizabeth is going to look into the update for EAD3. Once we have done that we can update the style sheet. Kelly is doing well as a technical consultant. Presently, the site map is out of date. Elizabeth estimates it will cost about \$1,500 to migrate to EAD3. She suggested we might want to send a message to institutional members who have not paid for a number of years that we will drop them if they do not begin to pay. She also suggested that we write the costs of updating the EAD style sheet into the migration to EAD3. The AAO Steering Committee can meet about this. Since the transition to Digital Ocean, the AAO site has been reliable. The Board expressed hope that the Arizona Historical Society will come back to AAO in the future.

#### 7. SAA Workshop Update- Elizabeth Dunham

Elizabeth sent out a survey to AzAA membership about future SAA workshops and received 49 responses. The top workshops were Arrangement and Description and Digital Curation. Forty percent of the respondents indicated their institution's support professional development. Leah indicated that SRP had applied to SAA to be a site for future Arizona workshops. Elizabeth was able to capture historical and demographic information from the survey, such as who gets funding for professional development. She thinks the information she collected will be very helpful to AzAA in the future.

#### 8. Summit meeting and AzAA Relationship-Group Discussion

Jonathan discussed the possibility of using the AzAA website to provide information about the Summit. Renee expressed some concerns about this. At the last Summit meeting there was confusion among attendees about AHRAB and AzAA. She wants to make sure there is a clear distinction/delineation between the two organizations—that people understand the missions/charges, administration and governance of each group. That they understand that we are different. The Board discussed her concerns and agreed that AzAA needs to make sure that people understand that we are not part of AHRAB. It was suggested that AHRAB clearly stated they sponsor and oversee the Summit logistics and programming. Also suggested that AHRAB survey Summit attendees early on to see what they would like to see discussed at the Summit. There needs to be something in the program that clearly states that AzAA provides the food. The Board also discussed coordinating contact information between the Summit planners and AzAA. Laura Palma-Blandford would like to see a better way than the Arizona Archives Listserv to disseminate information about the Summit and other archival matters. Rachael Black

suggested a monthly or semi-monthly newsletter through MailChimp. This could go out to AzAA members and could send it to the Archives list-serv. Sue Barrett shared that when they look at their metrics to see how people are getting to their content, the majority are getting there through FaceBook. There was a discussion about the differences between FaceBook Group and FaceBook. A FaceBook Group is a place for people to communicate. It is more versatile than FaceBook. You can invite people to be administrators and request to join, Mariel Walt talked to Jonathan after the February Summit and said she could help with a FaceBook Group. Rachel suggested that in the survey we could ask a question about how our membership would like to receive and share information.

#### 10. Future Programming/Symposia Survey–Group Discussion

Jonathan asked what kind of programming we would like to see for future Symposia. Because today's meeting has already gone over time, we could come together as a group to decide how we will frame a Symposia survey. We want to make sure the Symposium is relevant to what people do in their work. Action item: We can set up an additional meeting in mid-May. Perhaps use Skype to chat. Rachael, Trent and Carlos can help craft a survey. Elizabeth will send over the results of the survey she sent out.

#### 11. Other

ASU is hiring a processing archivist and accepting applications. Leah (SRP) is hiring an intern. ASU is looking for a cataloging intern. There will soon be an opening for a processing archivist at NAU.

#### 12. Next Board meeting

The next Board meeting will be in Flagstaff in July. Action item: Jonathan will send out information.

Meeting adjourned at 12:23 p.m.

Melanie Sturgeon, Secretary.