

**Oklahoma Archivists Association Meeting Minutes
April 20, 2018
(Approved Dec 14, 2018)**

10:00 a.m. Oklahoma Department of Libraries
200 NE 18th St. Oklahoma City, OK 73105

Spring Meeting of the Oklahoma Archivists Association

Members Present:

Sarah Milligan, President; Lisa Henry, Vice-President; David Peters, Treasurer; JJ Compton, Secretary; Bailey Hoffner, Information Officer; Members-at-Large: Nicole Willard, Deborah Hull. (members absent: Jennifer Day; Sarah Coates resigned)

Sarah called the meeting to order at 10:02am

I. Welcome (Sarah Milligan)

II. Approval of December 2017 minutes (JJ Compton)

Lisa made a motion, David seconded. No discussion. Unanimous approval. Removed unapproved and gave permission for website ACTION: Bailey to load on the website

III. Information Officer Report (Bailey Hoffner)

Still working on procedures. Working on the report allowed her to get ideas together and the procedural document is in progress. Member forums which allow for communication. 3 areas set up. These have been very useful for Bailey to pull from. Slack as a way to communication via different channels. The only problem with Slack is to remember to keep it open. The app will notify you if you set up notifications. Just a thought, but another group has used it for communication and it's been very beneficial. Bailey would be happy to give a tutorial for the group if we decide it's something we want to do. This could also evolve into a session at the membership meeting. Since using Word Press we've gotten spam and bots, so if we could get to a different mechanism that's a little more locked down for member communication, this would prevent hacking. Pretty much anything with a comment field opens you up to this. Bailey has put in as many restrictions and backups as the system allows. But she's more concerned with how do we make this more useful for members. ACTION: She's going to put together a survey on how we can best serve members via communication. Forum is supposed to be a place where we can send stuff to members and they can talk to each other. She also put a newsletter. However, every month there wasn't as much information. Discussion of frequency. Quarterly was decided upon, but if there is something we need to communication to membership we can just do an email update. Blog & Facebook posts: 37 on blog, aim is for 2x wk but depends on content. ACTION: Send Bailey info we see to send out. Useful if she has a title and copy, picture is also great. She tries to spread out information she receives. Form is extremely beneficial. More sharing of the posts will help reach the organization. Membership committee, how to communicate with the committee when new members join. Perhaps the membership committee should take on the new membership letter. We need to investigate

different emails for the different officers. What things need a separate email and which can just be alias'. Membership is around 50. ACTION: Bailey will put together a package based on cost for communication and web hosting to present through email, including Gsuite to vote on before the next meeting. See Appendix A for complete report.

IV. Treasurer's Report (David Peters)

David read the income and expenses since our last meeting (see Appendix B for complete report). Our total balance is \$1,543.47. Every penny was accounted for. He also gave a report on the Ok Bazaar expenses, of which we had a balance that we can use for see money next year. Lisa is going to follow up on the Paycom donation of \$1000 which we did not receive yet. She also mentioned a grant application period they offer that is coming up. No questions. Motion to accept by Bailey, Lisa second. All in favor. Unanimous approval.

ACTION: Finish procedural document.

V. Secretary Report (JJ Compton) Has not completed the procedural document but will work on by the next meeting. ACTION: Finish procedural document

VI. Annual Meeting Planning Committee (Sarah Milligan) We have a planning committee, we had one phone call and emailed a few times. We sent out a membership survey to see what our members wanted for an annual meeting. Responses are coming in but will leave it open for another week or so. After the survey is closed we'll meet again. Bailey will send out a newsletter next week to try to garner more information. The meeting will be in Tulsa at the Gilcrease or the Woody Guthrie Center. Kate Blalock is on the planning committee. Gilcrease can hold little more people so it will depend on how many we expect. If we don't have it a Woody Guthrie, we'll have a tour there. We'll have a workshop option and a keynote from a national speaker on a topic, and at least 1-2 case studies that will be presented and tour options. This will be a one day event. Also discussion of weekday or weekend, October during archives month. Leaning towards a Friday right now. Tentative date to aim for October 26, trying to work around Fall Break, speakers, facility, etc. As far as finances, we're discussing having a box/catered lunch option and a minimal registration fee. Aiming for \$20-\$30 level for the day. Help go towards any speaker fees. Funds may be requested for bringing in the speaker. Travel funding is something to look at in the future. When details are ironed out the information will be sent out. Hard to gage what our first year will look like. Actively coordinating carpooling would be a good idea as well. We are moving forward. And it will be awesome.

VII. Nominating Committee (Lisa Henry) Members are: Sarah, Milligan, Mallory Covington, Lisa. Committee recommends Tara Carlisle to replace Sarah Coates term. David moves we accept Tara, Nicole seconds, motion carries. Lisa will inform Tara. Congrats. Do we need to inform the membership at large. We need to revise the bylaws on what to do if a vacancy occurs. If it's in the middle of the term, the board will appoint, but we need to determine how. From here forward, nominating committee will put forth selections to the board in the event of a midterm vacancy for any position outside of the presidency, which will need a special election, after petitioning the membership at large for names.

VIII. Membership Committee (Lisa Henry) Members are: Lauren Reipl, Lisa, JJ Compton. Lauren is going to put together a flyer for social media and distribution on free sites. She's going to do one for archives month in October as well. Should there be a budget for paid ads or boosting posts on facebook? Probably something to consider in the future. This year let's utilize

free stuff. We paid for an ad in OMA this year. Archives month and conference in October would be a great combo ad for the future.. ACTION: put together a list of where to advertise and how much it will cost. How do we get out to rural areas and Tulsa, so if you have contacts, please let Lisa know. We need to track impact if we're going to spend money on things. Local case studies and keynote might be available to have a web presence. Discussion of what are place is in the webinar/online training options. Keep our eyes open for places for membership discounts. When ODL or OHRAB have a workshop or special speaker, possibly have an add on version to that. We could do private invitation only youtube postings. Really looking at benefits to membership. Early stages, reach out. Later stages, look at other options. ACTION: Lisa is refining her procedural document. We really want to try to get the word out to the other parts of the state that aren't in the Metro. We need to determine our response if SSA put a call to OAA on emergency type situations. Jennifer Day might know who has a policy in place for this organization. ACTION: Lisa is going to check with Brenda Granger, OMA, and report back in December. ACTION: Bailey is going to put out a monthly membership push on social media and website.

Break at 11:31am

Resume at 11:35am

IX. New Business:

Certified Archivist exam study sessions (Jennifer Day – presented by Sarah Milligan in her absence) There is an ACA exam Aug 15 in OKC. Jennifer suggests a series of sessions to study for the test. Perhaps scheduling rooms at the public library. OAA member cover an area of the competencies, and lead the discussion. Make it free, but require reservations. Not replacing someone's study but supplementing their education. If it's 3 people, we can connect them, but if it's a lot then maybe we do 3 sessions that we facilitate over June and July.

ACTION: Bailey will do a poll to see interest and send it to Jennifer. ACTION: Jennifer would be willing to coordinate based on poll results.

X. Old Business:

Discussion of potential volunteer day for members: We had talked of an event similar to Drumright last year. Jennifer volunteered to lead at the December meeting. Sarah mentioned to Jan if she had something in mind to let us know. ACTION: Jennifer follow up with Jan to see if there is a need. At some point this may be something we put out to our members. David suggested a Services Coordinator or Committee in the future. This would be for services both for the OAA and from the OAA, such as the emergency response, grants for outreach, ACA study groups, or student membership at SLIS, as examples.

OAA Social Events for members: Needs to be as easy and casual as possible. Where do we do it? Especially since we're centrally located. What about coordinated events at the same time in different locales. We just need someone who will reserve tables, etc. Let's begin with an event in OKC and TULSA but offer meetups in other areas and we'll make a Facebook event. ACTION: Bailey will coordinate our first OKC meetup. May 4th OAA archival meetup. The Garage on Bryant, very informal. 6-9pm. Come and go.

Records Management for the OAA--Jennifer took on this charge to discuss at the previous meeting. Eventually we can put these on share OK. Let's table until the next meeting when Jennifer can come.

Next Meeting: Friday, December 7 10am-1pm, ACTION: Sarah will check with Jan at ODL to reserve the room.

XI. Adjourned David moved we adjourn, Bailey seconded. All in favor. 12:09pm

Appendix A Information Officer's Report

Member Forums

- Archival Advice - 1 topics
- Education and Events - 9 topics
- Job Announcements - 4 topics
- So far, all posts by Jennifer Day, Sarah Milligan, and Bailey Hoffner
- Often used to create Blog/FB content

Slack as alternative to Member Forums?

Newsletter

- 2 so far - December 2017 and January 2018
- Haven't had enough content for monthly emails
- Could do monthly email with just a listing of recent Blog/FB posts

Blog & FB Posts

- 37 posts since July 2017
- Aiming for at least 2 posts per week, but dependent on content available
- Currently set up so that blog posts automatically post to FB
- All content submitted goes to both blog and FB, keeping the website and social media page active

Metrics

- Website - Google Analytics (can pull up)
 - Organic search and social - top acquisition routes
 - Activity rose last year due to spam/bots
- Facebook Analytics
 - No decipherable patterns
 - More sharing of posts would help boost our reach

Membership

- Spam/Bots
- How best to communicate with Membership Committee/update members sheet
- Still think we should think about setting up separate emails for each
 - Purchasing a [Basic G-Suite Account](#) would be \$5/user per month

F/U Tasks

Add 12-08-17 Meeting Minutes to Website ✓
Quarterly Emails - goal (add to io proc. doc) ✓

Other emails as needed (add to io proc. doc) ✓

Ask Jennifer about hosting costs ✓

Finish Procedural Doc (add to to-dos) ✓

Send Newsletter on Monday specifically for two surveys – plus announcing Tara Carlisle as new board member at large -- interest in study group, google poll --- OAA Meet-Up***

Set up monthly JOIN membership post on Facebook

Create FB Post for May 4th Meet-Up at the Garage and promote

After OAA Meet-Up promote that we want to do this other places

Proposal for IO Budget - Member Communication Costs

- Hosting
- G-suite
- Which email accounts needed
- Which aliases

<https://help.dreamhost.com/hc/en-us/articles/215769478-Non-profit-discount>

Appendix B
Treasurer's Report

**Oklahoma Archivists Association
Financial Report
20 April 2018**

	Income	Debits
BancFirst Checks		\$8.53
Bazaar Donations	\$1,300.00	
Bazaar Expenses		\$987.82
Membership Funds	\$1,375.00	
Paypal Fees/Debits		\$135.18
Totals	\$2,675.00	\$1,131.53
Balance	\$1,543.47	
Account Balances		
Paypal Balance	\$389.82	4/12/2018
BancFirst Account	\$1,153.65	3/30/2018
Total Balance	\$1,543.47	

**Oklahoma Archives Bazaar
28 October 2017**

Donations	\$500.00	SSA
	\$500.00	OU - A&S, WestHis, Bizzell
	\$200.00	UCO Chambers Library
	\$100.00	OSU Library
Total Donations	\$1,300.00	

Expenditures

#1001	\$250.00	OU IT (Flash Drives)
#1002	\$35.83	Jennifer Day (Gift Card/Tickets)
#1003	\$67.49	Nicole Willard (Treats)
#1004	\$260.00	Table Cloths (Cynthia Yu/Aunt Pittypat's Catering/OHS)
#1005	\$374.50	University Printing Services
Total Expenses	\$987.82	
Bazaar Balance	\$312.18	