

Oklahoma Archivists Association Meeting Minutes Dec 14, 2018

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

Members Present:

Sarah Milligan, Past-President; Lisa Henry, President; Jennifer (Day) Green, Vice-President;
David Peters, Treasurer; JJ Compton, Secretary; Bailey Hoffner, Information Officer;
Members-at-Large: Tara Carlisle, Nicole Willard

Lisa called the meeting to order at 10:10am

I. Welcome & Introduction (Lisa Henry)
Introduced Tara to the rest of the group

II. Ballot Results & Appointments

Congratulations Jennifer (Day) Green; Rachel Henson has accepted the other Member-at-Large Position. Appointments to Standing Committees are to be made by January 31, 2019. And congrats as we've made it a year as an organization!

III. Committee reports (Lisa Henry)

Loosely looked at this in October. Lisa suggested relying on membership more than officers as we've all got a lot on our plates.

Nominating Committee--Sarah, Lisa, Mallory Covington served this past year. Completed the duties as laid out in the by-laws.

Membership Committee--We need to amend this because more needs to be done by this committee. We got more in depth with this at last December's meeting. Sarah read the notes from this meeting. Lisa, JJ, and Lauren Reipl served this past year. ACTION: we need to update the bylaws in the Google drive to reflect the change approved this committee. A more formal guide can be created by this committee for the next year, including lessons learned. We need to get a letter out to all those members who need to renew.

Budget & Finance Committee--David presented the budget at the fall business meeting. We need to change the wording to Annual Review instead of Audit, which is a bylaw revision..

Ad Hoc Annual Meeting Committee

ACTION: We need to create a schedule for all this committee for all these reports and progression for the next year. This should also include lessons learned for the incoming elected officers.

IV. Secretary report (JJ Compton)

Jennifer moved we approve the April 20th Board meeting minutes; Tara seconded. All in

favor. Passed unanimously.

V. Treasurer's Report (David Peters): (see Appendix A for a detailed accounting)

We need to change the wording from Audit to Annual Review, as an audit costs about a \$1000. Bailey suggested a widget for PayPal on the site for the future, as opposed to an EventBrite account. Membership list with fees and registration was handed out. Renewals will begin in January of 2019. Bailey will compare this with the Membership list on the Google drive. We need a second signer on the account/checks according to CPA. Challenge of you want to have information and be transparent, but we also need to protect financial information. We also need to activate the Treasurer's committee to review. Sarah did follow the bylaws by reviewing the budget with David. David will be filing out the Non Profit 990 form for 2018 Federal Tax Form which needs to be done annually. This will be signed.

VI. Information Officer Report (Bailey Hoffner)

There was a lot of work for this position, just because the nature of information being online. The information officer's duties as they now stand need to be split into two positions. 1. Membership and online communication, internal communication, this can be the Information Officer. 2. Social Media needs to be its own person, whether at large, or amended in the bylaws. Currently it is set up where blog post gets posted to Facebook. We don't have a good system for how information is transmitted in those posts. Many times copy needs to be created from an email sent to Bailey. Some of that responsibility needs to be moved to someone else. Perhaps an Outreach, Communication Officer, or just a committee that helps with this, or perhaps even the recruitment of a person to help manage this. This position is kind of the vetting position for all the other officers. Finding a way to connect people better. Focusing in on the exact responsibilities of the Information Officer who's duties do include posting to the website, which she recommends be pulled off of it. We need to solicit how to post information on the website. Let's see if we can figure out a way immediately to help lighten Bailey's load. She's going to put something in the newsletter to help with this position. It may not need to be elected but as a standing appointment. Let's try an ad hoc this year and see if it needs to be moved to a standing.

VII. Secretary Report (JJ Compton)

Jennifer (Day) Green and JJ will finish the file structure and naming documents. Also the organization of the Google drive will follow once this document is complete. The naming structure has been implemented, at least in the minutes and action documents.

VIII. Review and discussion of the bylaws

We'll need to distribute the changes to the membership at large these changes and then vote on them at the next meeting. A month in advance of the these need to be sent out. A draft revision compiled, reviewed by the board, then sent to the membership for a 30 day comment period, before the next meeting.

ACTION ITEM: JJ will compile the list by Jan 30, board will review and edits be made before March 1. Send to the membership before Spring Break.

XI. New Business

G-suite discussion: Free for nonprofits. If we can get our 501(3)c filed then we can utilize this. Without it, we can afford the cost. We've talked about it in the past, but haven't pulled the trigger. The center for nonprofits has paid staff to assist us. We should enlist help from them. We now have the year's worth of budget documents and other documents. Sarah volunteered to do this in a past-president role. Bailey will forward appropriate emails to the appropriate person to handle until this transition can occur.

ACTION ITEM: file 501(3)c paperwork.

OAA workshop for public librarians on preservation of paper items

Jennifer spoke with Judie Matthews about doing some programming for public librarians on paper documents. OLA is in March and we've missed the deadline, but there are other avenues.

OMA workshop

Jennifer spoke with Jennifer Holt at Will Rogers Museum in Claremore on an archives workshop for museum curators. There was support by Brenda Granger and asked for a submission. We could do a pre-conference workshop. We also have support of OHRAB. Could we put together a panel of 3 to serve on this panel. This would be a four hour workshop. Very basics. How to create a finding aid at a series level, or a preliminary inventory. First 2 hours, inventory and processing, second 2 hours creation of a finding aid. This fits in the organization goals of outreach. Jennifer Day will take the head. JJ and David can help as well.

ACTION ITEM: Submit workshop proposal to OMA for pre-conference workshop

Talked about presence, but OLA is hard to get into without having a Roundtable influence

Helen Clements just retired still a co-chair for OLA Tribal Libraries Roundtable but they are interested in having some kind of OAA workshop or training opportunities.

ARMA/OKC reserved the classroom for the history on Thursday, April 18, 2019 at the History Center. We have the opportunity to use it. One suggestion is how to write for a digitization grant. This would appeal to tribal libraries as well. Tara will follow up on this. We might not be able to get another date. We need to check with Jan before letting go of this room.

Goals for 2019

October Archives Month--Lisa suggested we have a profile with this. Bring this

back up in April/May because of the restructuring of Information Officer. Includes Ask an Archivist

Archives Bazaar--this is on the rotation. We'll have a pre-day (workshop and business meeting) and then the bazaar. Day and half or just a shortened bazaar. Jennifer suggested a dinner following the bazaar. One day due to travel. Saturday is a good day. We're in the venue fact finding time. Also options with neighborhood associations. We should form an Ad-Hoc for the Bazaar. Determine where it should be and putting in on the calendar. We shouldn't limit ourselves in anyway. Talk with someone with the Oklahoma Genealogical Society to get a feel for where this kind of event would be received. Plaza District was also suggested and Heard on Hurd and Paseo.

Angel Project--OHRAB has to right a new grant for the application NHPRC, 2 year grant program that is in renewal. Jan is interested in writing in a program similar to what happened in Drumright. There are a number of places because of Rebecca Elder doing preservation reviews. This would be 2020-2022. Opportunities for OAA members to take part in community service and facilitation. The last grant did pay for travel but no pay for work. For the grant purposes, we'll be listed as a resource. A letter from the President in support will be useful.

--Pawnee was mentioned by Jan. She needs to contact OAA on how to activate it. Lisa will follow up with Jan on this on get back. We just want to make sure the organization gets credit as opposed to individuals.

Standing Committee Appointments (we'll discuss by email) by Jan 31.

Nominating Committee

Membership Committee

Budget and Finance Committee

Created Committees Appointments

Ad-Hoc Events Committee--needs a Chair, Lisa will assign, suggested to ask

Rachel

Ad-Hoc Communications Committee (including Social Media)

X. Old Business

Nicole presented a certificate of appreciation to Sarah Milligan for her year of service as President and making our first year a success!

XI. Adjourned--David moved at 12:23pm; Jennifer seconded. Unanimous. Meeting adjourned.

Next meeting tentatively scheduled May 24 at 10am at ODL

APPENDIX A
Treasurer's Report

Financial Report 14-Dec-18

Funds	Institution	Amount	Date	Debits	Balance
	BancFirst	\$1,366.74	11/30/18	\$260.19	\$1,076.55
	PayPal	\$376.09	12/10/18		\$3,796.09

Total **\$1,452.64**

Last Year Same Time 20-Apr-2018 **\$1,543.47**

Expenditures for Annual Meeting

Travel/Accommodations	\$1,829.00
Gilcrease	\$789.19
Eventbrite Fee	\$114.51
Total	\$2,618.19

Revenue to Date for Annual Meeting

Eventbrite Registrations	\$885.00
Donations	\$1,400.00
Total	\$2,285.00

Addendum to minutes Business conducted electronically

Past-President proposed via email on April 12, 2019:

- permission to spend \$275 for a filing fee of the 1023-EZ form requesting 501(c)(3) status from the federal government for the OAA

Tara moved that

- permission to spend these funds and
- permission for Sarah Milligan to file on behalf of the organization be voted on electronically.

8 unanimous votes on both parts, proposal passed on April 23, 2019.

President-Elect proposed via email on April 15, 2019:

- try and initiate a project with OAA, OHS and the OKC Public Schools to preserve any materials that may be held by schools in the metro that are closing or being repurposed. I have spoken with the other parties and would like Board approval to approach the OKCPS with this, and later solicit volunteers from the OAA membership to process the materials.

(Draft attachment sent to members included here)

Oklahoma City Public Schools Heritage Preservation Plan UNAPPROVED DRAFT

The Oklahoma Archivists Association (OAA) is proposing to collect and assist in the preservation of historical materials held by Oklahoma City Public Schools (OCCPS) public schools affected in the 2019 Pathway to Greatness reorganization plan. The implementation of the plan includes the closing or repurposing of 15 schools. The Metropolitan Library System (MLS) has a written Memorandum of Understanding that designates MLS as the repository for OKCPS administrative records and historical material.

The Oklahoma Archivists Association has been in contact with the Metropolitan Library System and a verbal agreement to complete the proposed preservation plan as outlined below.

- 1) The OAA and MLS will draft a proposal document outlining the procedures for appraisal, collection, and processing of historical material from specific school locations.
- 2) The OAA will send representatives to the approved facilities at an agreed time to appraise and collect materials. OKCPS will identify responsible parties at each facility for donor agreements. The Memorandum of Understanding between OKCPS and MLS will be employed during collecting.
- 3) Upon acquisition of materials, the MLS will store unprocessed collections until such time that OAA will supply a team(s) of qualified archivists to process the materials to the standard of the MLS Special Collections under direction of Larry Johnson, Archival Collections Manager.

- 4) Upon completion of processing the MLS and OAA will disseminate information about the collected materials to the general public through social media and other media outlets.

The following schools are identified in the Pathway to Greatness Plan B as approved by the Oklahoma City School Board:

Linwood Elementary
Edgemere Elementary
Edwards Elementary
Gatewood Elementary
Green Pastures Elementary
Horace Mann Elementary
Johnson Elementary
North Highland Elementary
Oakridge Elementary
Oklahoma Centennial Mid-High School
Pierce Elementary
Putnam Heights Elementary
Sequoyah Elementary
Telstar Elementary
Westwood Elementary

7 unanimous votes came in in favor, proposal passed May 8, 2019 and was sent to Buddy Johnson at the Metropolitan Library System.

Information Officer proposed via email on May 9, 2019:

- Allowing okarchivists.com to expire (once the site is safely transferred) and instead using okarchivists.org
- Moving our hosted wordpress site from Siteground to Dreamhost, allowing us to apply for free hosting
- Signing up to be hosted by Dreamhost for 3 years to get the lowest rate (\$2.59/mo or \$5.95/mo)

7 unanimous votes came in in favor of all three, proposal passed on May 10, 2019.