

Oklahoma Archivists Association Meeting Minutes June 12, 2019

2:00 p.m. Virtual Meeting
Various locations

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, Rachel Henson, Deborah Hull

Called the meeting to order at 2:06pm

I. Welcome

II. Call to Order

III. Approve Last Meeting Minutes & Electronic Voting Addendum
Jennifer moved, Tara seconded. Motion passed unanimously.

IV. Committee reports

President's Report (Lisa Henry)

Recognized Bailey for Website migration and Jennifer for the lead on the OKCPS project
Board trainer--look for more info on this from Lisa

ACTION ITEM: Send Board trainer name and info to the group

Networking with colleges/programs and intern opportunities were discussed as a way to
grow the profession. Mentor/mentee partnership was also discussed.

OMA Project Awards still accepting nominations

ODL/OHS grant money to help Mangum as an outreach event/angel project

ACTION ITEM: Work with Jan to set a date and figure out financial end with grant
opportunities "grants in aid" program.

ACTION ITEM: put a call out to members who may need help after recent flooding

ACTION ITEM: plan next meet up event for members/potential members; use the Bazaar
as a topic for meet up

Lisa proposed spending the money to join the [Oklahoma Center for Non-Profits](#) for \$129
and scholarship would be a portion. More info was requested.

ACTION ITEM: Send info on Oklahoma Center for Non-Profits

Nominating Committee (Lisa Henry)

Rachel was nominated for Bazaar committee

ACTION ITEM: Need a chair for Angel project/outreach event

Budget & Finance Committee (David Peters)

Balances -- Bank: \$851.55 Paypal: \$859.75 Total: \$1711.30

Expenses -- Achieved non profit status \$250; sent OMA \$250

Income -- Donation \$350

We really don't have an annual budget but next year we can propose one based on previous years.

Membership Committee (Jennifer Green)

28 individual, 14 students , 2 institutional, includes 24 new but means 20 didn't renew
3 students did take student scholarships; 1 more available

Ad Hoc Events Committee (Rachel Henson)

Bazaar

Booked with downtown branch with MLS 11-4 October 26, 2019; FREE
Has a committee in place: Lisa Henry, Hannah Pryor, Mattie Barlow and working
with Lisa Bradley, Judie Matthews and Buddy Johnson from MLS

Put together a small budget; \$987.82 was the 2017 Bazaar budget

ACTION ITEM: Request official budget from the board

ACTION ITEM: Send Google form sign up to membership for participants;
proposed deadline for booth space is Sept 26.

ACTION ITEM: secure additional sponsorship; fundraising.

ACTION ITEM: plan Pre day Workshops

ACTION ITEM: logo/placeholder page for upcoming event, work with IO

Information Officer (Bailey Hoeffner)

Thanks to Sarah/Jennifer the non-profit status is good and website has been changed to .org and we're using Dreamhost. Saving over \$200/yr. Also just received non-profit status for GSuite. See the 10 page document.

ACTION ITEM: need to change link on SAA page

ACTION ITEM: create a redirect from .com to .org for the entire page

Would like to propose Communications Committee as a permanent committee. One member Barb is undergoing treatment for Acute Myeloid Leukemia at OU Medical Center. Her husband Mark is keeping us all updated through CaringBridge.

<https://www.caringbridge.org/visit/blaufers/journal/view/id/5cf7fe05431f319d518b4843>

ACTION ITEM: check account to see if forum posts can be sent as emails. This may be personal setting but Bailey will check on system user plug-in first.

V. New Business

OAA, OHS and OKC project

Bazaar

New non-profit distinction; level of reporting increasing, we do need to know our boundaries. Need a more in depth discussion of OK Center for Nonprofits vs. having a Board trainer come in.

ACTION ITEM: everyone look at the website to discuss at the new meeting

<https://www.oklahomacenterfornonprofits.org/>

SAA/OAA Regional Archivist Conference rep call, interest received from Patrick Daglaris

of OSU, proposed by Sarah to accept Patrick as rep. Motion by David, Jennifer seconded. Unanimously approved.

Monthly check in on **ACTION ITEMS** for accountability; 4th Friday of the month at 11am and whoever can come, comes. July 26th will be the first one. We can continue to use this conference call number.

ACTION ITEM: send out phone number and meeting request

VI. Old Business

Angel Project/Outreach Project/Volunteer day for members

Archives Month- Ask an archivist

October is coming

ACTION ITEM: brainstorm a list of potential events

Bylaws

OKCPS pickup went well on June 11. Monday 17th rest of 3 schools pick up scheduled and will be taken to MLS. Should call on general membership for volunteers.

ACTION ITEM: send out call after set up with MLS

XI. Adjourned at 3:17pm

Next meeting tentatively scheduled for July 26 for **ACTION ITEM** check in. At this meeting an in person date will be proposed.