

**Oklahoma Archivists Association  
Meeting Minutes  
December 20, 2019  
(Approved Feb 12, 2020)**

11 am. Meeting  
Research Division at the Oklahoma History Center

Members Present:

Sarah Milligan, Lisa Henry, Jennifer (Day) Green, JJ Compton, Tara Carlisle, Nicole Willard, Rachel Henson, Deborah Hull, Mallory Covington, Kristina Wolfe, Kera Newby, Nicole Willard, Phillip Fitzsimmons, Hannah Pryor

Called the meeting to order at 11:07am.

I. Welcome and introductions to executive board (outgoing and incoming)

Welcome the 2020 Executive Board:

President: Jennifer Green

Vice President: Kera Newby

Secretary: Hannah Pryor (rotating off JJ Compton)

Treasurer: Nicholas Wojcik (rotating off David Peters)

Information Officer: Patrick Daglaris (rotating off Phillip Fitzsimmons)

Past President: Lisa Henry (rotating off Sarah Milligan)

Board Members: Tara Carlisle

Mallory Covington

Rachel Henson

Christina Wolf

(Rotating off Nicole Willard, Deborah Hull)

II. Approval of minutes from last board meeting

Question about roll off period in order to determine vote. No date in the bylaws, but last meeting of the calendar year, new slate takes over at the end.

Unanimously passed

III. President's report

We had a good year in projects, outreach and growth as an organization

IV. Treasurer's report

David unable to attend, presented by Lisa.

Total Funds \$1809.53 see spreadsheet for full details

V. Information officers report

Thanks to Phillip for stepping in to finish off Bailey's term

VI. Archives Bazaar committee report

2019 2nd Bazaar held at Downtown branch at MLS, space donated by them. 22 institutions attended, several sponsors. Lucas Ross did Banjo music, JA Pryse did a personal archiving workshop. Full report located on the Google drive.

VII. Membership committee report

No changes since the last meeting

VIII. Old Business

No changes

IX. New Business

What do we want to accomplish as an organization in the next year? Professional development that OAA hosts is feedback we've received. Sarah volunteered to help organize. JJ will send out a survey in January. Jennifer talked to SAA about hosting courses Digital Archives (DAS) vs. Arrangement & Description (A&D) (2 day in person course). Fundamentals early fall of 2020. Asking for dates that would work for us. Host has to accommodate facility and travel funds for presenters. Might be able to partner with OHRAB for scholarships. Partnership with OMA was also suggested, as well as some of the larger regional organizations, Arkansas, MPMA, Kansas, SSA, etc.

Ad Hoc Committee for Education: Headed by Sarah Milligan, Jennifer Green and JJ will sit on it for this next year.

2-3 webinars were also suggested for the OAA membership this next year as well. Topics to be decided at a later date. These could also be resources available via login behind our site for members only login. The aim will be to help emerging professionals with foundational knowledge as well as seasoned professionals with additional skills.

Goal is quarterly membership meetings, as well as quarterly board meetings. Google map of membership can be made from membership to determine best site(s) to host in person events.

G-suite is set up and Jennifer will have a more indepth training at the next board meeting.

Announcements:

OLA Digitization on a shoestring workshop on Feb 27, 2020 announced by Phillip.

SWOSU will be hosting the digital commons user group in October for people in the Midwest. He is going to write up some information and send it to the OAA.

Special thanks to Lisa Henry for her work with OAA through all the difficulties of this year.

X. Adjourned at 11:47am. Motion by Nicole, seconded by Phillip, all in favor.