

2023 OAA Exec Minutes

2023-12-07

2023-11-09

2023-08-04

2023-07-06

2023-06-20

2023-04-25

2023-03-01

2023-01-30

2023-12-07

Position	Name	Present	Absent
President	Max Prud'homme	X	
Vice President [Interim]	Julie Lyles	X	
Treasurer	Christina Wolf	X	
Secretary	Julie Lyles	X	
Information Officer	Sana Masood	X	
Past President	Patrick Daglaris	X	
Board Member 1	Leigh Dudley		X
Board Member 2	Paige Long-Wheeler	X	
Board Member 3	Heather Scheele-Clark	X	
Board Member 4	Benjamin Hedges		X

Recap of the year

- 1) Vote on the proposed model— 84.4% yes; 9.4% maybe out of 32 responses
- 2) Past spending trends and 2024 proposed budget (Christina)
 - a) Membership Dues to date \$520
 - b) Proposed 2023 budget was \$825, Actual was \$765
 - c) Proposed 2024 budget

Expenses		
Donations	\$0.00	
Annual Mtg/Bazaar	\$1,500.00	
Workshops	\$200.00	
Scholarships-auction	\$0.00	
Admin	\$500.00	

Dreamhost- payment information to be transferred to Treasurer position

- 3) Receiving newsletter posted from WordPress (Sana)
 - a) Newsletter Plugin- has been used in the past, but not sent to everyone on membership list
 - i) Full wordpress update to try to fix it or check settings Newsletter Plugin
- 4) Status— nominations (Sana)
 - a) Nominees need to be contacted to accept nominations

Action item: — Status

- a. Christina-will email out the past spending trends and 2024 proposed budget— done
- b. Sana-Look into issues with Newsletter Program
- c. Max and Sana- Contact Nominees to approve nomination
- d. Sana- Send out ballot as soon as we get confirmation, Voting deadline Monday Jan 8
- e. Max with board feedback- Finish By-Law editing — will send by 12/8
- f. January Meeting: Thursday, 18th 10:00-11:00

2023-11-09

Position	Name	Present	Absent
President	Max Prud'homme	X	
Vice President	Mattie Barlow		X
Treasurer	Christina Wolf	X	
Secretary	Julie Lyles	X	
Information Officer	Sana Masood	X	
Past President	Patrick Daglaris	X	
Board Member 1	Leigh Dudley		X
Board Member 2	Paige Long-Wheeler	X	
Board Member 3	Heather Scheele-Clark	X	
Board Member 4	Benjamin Hedges	X	

Recap of the year

- 1) Vote on the proposed model
 - a) Currently, 26 responses (out of 151 emails not bouncing back), 84.6% yes, and feedback
 - i) Will donations be sufficient to fund the programs that have been available in the past?
 - ii) As long as enough funds exist to support needed programs, I'm good with it
 - iii) If there is an annual plan and Budget that can be met from donations outside of the organization. For any workshops or events there would need to be funds already in the account. Which also can mean that the organization needs a grant writer not only for Dept of Library grants.
 - b) Should we extend the response time?
 - i) It doesn't hurt to extend it by a week.
 - c) We should create a budget runthrough for the membership.
 - i) What is the baseline cost outside of events?
 - (1) This would be funded with a donation model
 - ii) How much does the average event cost?
 - (1) This should be funded by event fees with sponsorship being an extra we do not rely on.
- 2) Bylaws edits
 - a) (if proposal passed)
 - b) "Officers and Government" revision, what happens when
- 3) Annual election: Call for nominations sent out early next week, Ballots to be sent out December 15.
 - a) Nominations for VP
 - b) Nominations for Secretary

- c) Nominations for 2 Board members at large
- d) Nominations for Treasurer:
 - i) Christina Wolf
- e) Interim VP/2024 President elect following decision by the Board per OAA Bylaws to remove current VP due to excessive absences, lack of participation and communication
 - i) Julie Lyles - motion to accept nomination and elect Julie Lyles to replace the vacant VP/2024 President elect position seconded and approved by acclamation of the present Executive Committee.

Action item:

- a. Christina-will email out the past spending trends and 2024 proposed budget
- b. Sana- Email call for Board Nominations next week Deadline December 1st, Nov. 27th reminder.
- c. Max with board feedback- Finish By-Law editing
- d. December Meeting: Thursday, 7th 10:00-11:00

2023-08-04

Recap from July 6 & 21 (Bazaar) and now

- 1) July workshop— 29 people (8/4),
 - a) Eval from June workshop— + workshops, people asked
- 2) **Bazaar23** site = OSU Library Tulsa = sponsor
 - a) Tables & chairs— qty?
- 3) Save the date
- 4) Logo — if ok by all, drop in Bazaar/Logo folder
- 5) Text in Bazaar folder
 - a) Sponsors
 - b) Booths — general text via newsletter. + Paige to list of organizations & shared w/ Patrick to pass it on to Karen Neurohr. Sana will 2x check w/ Ben about the official start time.
- 6) Save the date first, followed by the booth invites
- 7) Bazaar23-Organizations— please update as needed before 8/4 meeting for discussion
- 8) Actions Steps document (including text-sponsor-general and other text for SSA in Events/Bazaar/text folder, if needed)
- 9) What are we missing?
 - a) For reimbursement of water — ask Christina.
- 10) Sponsors
- 11) Expenses
- 12) OU SLIS
- 13) Tulsa Public Research dept

Previously

- 14) Where in Tulsa? (OU SLIS and student engagement?)
 - a) OAA-Bazaar-2023-Planning
 - b) Volunteering — contacts at organizations, drafting
 - c) Logistics— facilities info 2017 &
 - d) SponsorsPromo— 3 files (funding and sponsorship) in Events\2017_Bazaar folder.
 - e) Sponsor or raffle (e.g. free entrance to a site in Tulsa, etc. for someone)
 - f) Bonus: Arranging a local visit made possible by a sponsor? Tulsa Air, Tulsa Squadron, or...?
- 15) Reminder: Mapping
 - a) Ben is using our membership records to create a map of archival institutions

Action items

- a. Booths —

- i. general text via newsletter
 - ii. Paige to add emails to spreadsheet & shared w/ Patrick to pass it on to Karen Neurohr.
 - iii. Sana will 2x check w/ Ben about the official start time.
- b. Save the date first, followed by the booth invites —
 - i. Save the date tentatively by 8/7
 - ii. booths by 8/10
- c. Talk about programming next meeting— could include Tulsa Public Research dept

2023-07-06

Recap (to be discussed) from June 20 meeting + new business

- 1) Discussion details [doc: “7-6-2023 Planning Discussion” in same folder as agenda|minutes]
- 2) Options
 - a) October 7th Tulsa Public Library (need to reserve August 7th) — **Done**
 - i) Room Fee- \$250 for first two hours \$350 every hour after
 - b) Corey at Bob Dylan and Woody Guthrie Center
 - i) No response yet
 - c) Tulsa Historical Society
 - d) Greenwood Rising
 - e) Tulsa University
 - f) OSU- Tulsa
 - i) Room Fee- \$115
- 3) **Bazaar option** organizations— sponsor— including OU SLIS and SSA
 - a) Possible Ideas: Tulsa
 - i) Woody Guthrie/Bob Dylan?
 - ii) Public Library (Greenwood)- Policy
 - iii) Cherokee Archive?
 - iv) Tulsa Historical Society?
 - v) Tulsa Air and Space Museum?
 - vi) Living Arts Guthrie?
 - vii) University of Tulsa
 - b) Funding
 - i) Costs:
 - (1) Venue
 - (2) Speaker Fees (\$50 for 1 hour workshop)
 - (3) Refreshments
 - (4) Any other supplies
 - ii) SSA may have a grant to help fund the event
 - iii) We currently have \$3867 in the OAA Bank Account
 - c) **Tulsa** (or maybe set up next year’s annual meeting in Tulsa)
 - i) Hosting Site **TBD** –
 - (1) Site preference?
 - (2) Contacts at various locations?

Today (& existing resources)

- 4) Suggested **September 30**. (alternative: Oct 7)

- 5) Where in Tulsa? Museum, historical ctr, public library (**Question**— What about OU SLIS and student engagement?)
 - a) OAA-Bazaar-2023-Planning
 - b) Volunteering — contacts at organizations, drafting
 - c) Logistics— facilities info 2017 &
 - d) SponsorsPromo — 3 files (funding and sponsorship) in Events\2017_Bazaar folder.
 - e) Sponsor or raffle (e.g. free entrance to a site in Tulsa, etc. for someone)
 - f) Bonus: Arranging a local visit made possible by a sponsor? Tulsa Air, Tulsa Squadron, or...?
 - g)
- 6) Targeted Invitation and Marketing- Sana
 - a) Save the date and table solicitation
 - b) Museum and Library Schools
 - i) University of Tulsa
 - c) Native American Communities
 - d) Tulsa Local Archives and Museums
 - e) Julie and Heather to develop list of contacts
- 7) Reminder: Mapping
 - a) Ben is using our membership records to create a map of archival institutions
- 8) Suggested at the last Exec meeting
 - a) Classes – topics taught at the last Bazaar? Classroom-style space?
 - b) Community Scanning Day – details, details, equipment (laptops w/ scanners?)

2023-06-20

Position	Name	Present	Absent
President	Max Prud'homme	X	
Vice President	Mattie Barlow		X
Treasurer	Christina Wolf	X	
Secretary	Julie Lyles	X	
Information Officer	Sana Masood		X
Past President	Patrick Daglaris	X	

- 1) Permissions issues for Shared Drive
 - a) Permissions to remove access is missing under the admin account
 - i) Individuals are listed as Content Manager or Contributor
- 2) Workshop summer series– Patrick & Sana
 - a) Postings in \Events vs Home – visibility? Thoughts?
 - b) Reminder Schedule for workshops set up
 - i) Re-promote the call
 - ii) Payment to presenters (\$50? Per presenter)
 - iii) First workshop: set up reminders twice a week for a while
 - (1) Utilize OLA or OMA to promote them
 - iv) On the webpage
 - (1) We currently have an upcoming webinars page that we can use to promote the 2023 workshops
 - (2) Following the workshops, any recordings or resources can be organized by year, or we can create a new page under events with past resources.
 - (a) Document consent for recording
- 3) Moving forward with 2023-OAA-discussion (reviewing documents (bylaws, etc. as listed in 2023-04-25 Minutes will follow)
 - a) Social and Networking Function
 - i) Free Membership with fees for higher cost events
 - (1) Dues may need to be collected to be claimed as a professional organization, but we would need to ramp up events and opportunities to justify the cost.
 - (2) Communication needs to be sent to membership to allow for feedback before an official vote from membership regarding changes in fee structure
- 4) Mapping
 - a) Ben is using our membership records to create a map of archival institutions
- 5) OAA and student engagement– OU SLIS
 - a) Max has reached out to OU for ideas

- 6) Bazaar option w/ OU SLIS
 - a) Conflicting Event October 24th (maybe scheduled event for September 30th or October 7th?)
 - b) Funding
 - i) Costs:
 - (1) Venue
 - (2) Speaker Fees (\$50 for 1 hour workshop)
 - (3) Refreshments
 - (4) Any other supplies
 - ii) SSA may have a grant to help fund the event
 - iii) We currently have \$3867 in the OAA Bank Account
 - c) Tulsa (or maybe set up next year's annual meeting in Tulsa)
 - i) Hosting Site
 - d) Schedule a Bazaar Specific Meeting
 - i) Classes
 - ii) Community Scanning Day

2023-04-25

Position	Name	Present	Absent
President	Max Prud'homme	X	
Vice President	Mattie Barlow		
Treasurer	Christina Wolf	X	
Secretary	Julie Lyles	X	
Information Officer	Sana Masood	X	
Past President	Patrick Daglaris	X	
Board Member 1	Leigh Dudley		X
Board Member 2	Paige Long-Wheeler	X	
Board Member 3	Heather Scheele-Clark		X
Board Member 4	Benjamin Hedges	X	

- 1) Call to Order
- 2) Discuss and vote on the three proposals: 2023-OAA-Proposals-set2
 - a) Projecting early June for the 1st one?
 - b) Jennifer Green can invite people for a panel
 - c) Compensation- call stated membership rather than monetary.
 - i) Some institutions don't allow honorariums
- 3) Review the mission— how does it align with future objectives, how do we see OAA as an association?
 - a) Social Community
 - b) Education and Information Sharing
 - c) Focus on Students and Recent Graduates
- 4) Discussion points from document: 2023-OAA-discussion— feedback | comments in doc
 - a) Venmo-Paypal
 - i) Fees in Paypal, Maybe none in Venmo
 - ii) Is there a difference between Venmo for professional use rather than person to person transfer?
 - b) Membership
 - i) More information about our members locations and their needs
 - (1) Social Gatherings could help with that
 - (2) List of Annual Meeting Attendees can help as well
 - (3) OMA Map
 - (a) Start with Membership
 - c) Funding
 - i) Donation
 - (1) Membership sliding scale
 - (2) We would need to create tiers for membership
 - ii) Event Sponsorship

- iii) Pay for Event Registration
 - (1) Free Membership but still asking for registration to receive the OAA newsletter, to be able to contact followers
 - d) Annual Event
 - i) Interest in social element
 - 5) Review existing documents,
 - a) About page
 - b) Bylaws-proposed-revisions 2022-10 (to be looked over once more and approved following our discussion)
 - c) 2021-OAA Articles.
 - 6) Comments— Bylaws (revision to be looked over once more and approved), "education committee is the one that makes sense to make a formal standing committee"
 - 7) Sana's comment in 2023 Events Schedule
 - a) "A voice that they feel connected to, with which they can relate and engage," – Yes
 - 8) Treasury Report
 - a) ODL Check came in for \$730 (Requirements already been met)
 - b) Under \$400 a year for administrative expenses

[Heather] "Save the Date" for the Metadata Justice in Oklahoma Libraries & Archives Symposium. UCO's Inclusive Metadata Initiative with links to last year's symposium

Action items:

- a. Create Standardized Compensation Guidelines for Speakers
- b. Christina Add Membership List with Locations to Discussion Document:
- c. Benjamin to work on creating a map of membership
- d. Max to contact Jennifer Green to set up panelists and schedule for June
- e. Add to Agenda Planning for Archives Bazaar
- f. Add to Agenda Plan Social Events for August

2023-03-01

Position	Name	Present	Absent
President	Max Prud'homme	X	
Vice President	Mattie Barlow	X	
Treasurer	Christina Wolf	X	
Secretary	Julie Lyles	X	
Information Officer	Sana Masood	X	
Past President	Patrick Daglaris		X
Board Member 1	Leigh Dudley		X
Board Member 2	Paige Long-Wheeler	X	
Board Member 3	Heather Scheele-Clark	X	
Board Member 4	Benjamin Hedges	X	

- 1) Call to Order 2:05
 - 2) Membership renewal mass email – newsletter w/ logo, stating “your membership to the Oklahoma Archivists Association is about to expire or has expired Member list-old and current
 - i) (5 have paid thru 2023;
 - ii) w/ last activity:
 - (1) 31 in 2022;
 - (2) 18 in 2021/2022;
 - (3) 9 in 2021
 - (4) 18 in 2019
 - b) Collecting invoices-Christina is out for bereavement until Mid-March
Membership renewal emails are sent out by the membership committee
Email List
Paypal automatically receipts
Membership Committee needs a list of new members from Christina (1st of the month) to send a personal welcome email
Access to website (entering them into the system and creating password) is part of the Information Officer duties
Do we want a time limit to renew?
Add new procedures to this document
- Let's brainstorm!
- c) Sana's comment in 2023 Events Schedule – people have already contributed txt + img for FB posts Other ways to draw attention?
 - i) Call for proposals for a Webinar Presentation in May or June- 15-20 minute presentations with Q&A
 - ii) Include workshop proposal call as well
 - (1) Sana can work on drafting the call (send out on March 7th)

(2) Schedule first event for June

- d) “A voice that they feel connected to, with which they can relate and engage,” – Yes
- 3) New member introduction – Yes → (volunteer)
- 4) Call for proposal based on “Workshop ideas (2021 member survey [where?])” + 2022 annual eval survey → (volunteer)
- 5) OAA Leadership roster – Education (Ad Hoc)
 - a) We could all be involved in the Education Committee instead of creating an ad hoc committee.

2023-01-30

Position	Name	Present	Absent
President	Max Prud'homme	X	
Vice President	Mattie Barlow		X
Treasurer	Christina Wolf	X	
Secretary	Julie Lyles	X	
Information Officer	Sana Masood	X	
Past President	Patrick Daglaris	X	
Board Member 1	Leigh Dudley		X
Board Member 2	Paige Long-Wheeler	X	
Board Member 3	Heather Scheele-Clark	X	
Board Member 4	Benjamin Hedges	X	

Committee Chairs attending:

- I. Call to Order- 10:05am
- II. Old Business
- III. New Business
 - A. New member introduction
 - B. 2023 Calendar
 - C. Committee signup
 1. Communications Committees- Work with Sana on social media. May need to adjust the website using WordPress. Committee can draft website posts for Sana to share.
 2. Education Committee- Work with Max and Patrick on planning Educational Opportunities. Maybe work with other social events as well
 - D. Membership renewal
 1. Membership Chair- Usually VP
 - a) No communication to Members for renewal
 - b) Change membership this year from March-March?
 2. Paypal vs Venmo
 - a) Paypal- no receipt available, higher fees
 - b) Venmo- would need it to be done on a phone app
 3. Membership- May need to streamline process
 - a) Currently, New Members Pay, Christina adds them to an Excel Sheet, and informs the President before sending welcome email to the member.
 - (1) Maybe the communication committee can help to streamline this process?
 - E. OHRAB funding
 1. Preparing to ask for events next year. Mid-February Deadline

- a) SAA Workshop is a possibility
 - F. Board meeting schedule
 - 1. Next Month Meeting:
 - a) Patrick leaving around April
 - 2. Max will send a poll to the team for February
 - G. Bazaar
 - 1. Border Archives Bazaar as a template?
 - 2. Shift Bazaar event toward community archiving event
- IV. Action items for next meeting
 - A. Venmo Rather than Paypal for Membership- Gather more information table discussion until March
 - B. Patrick to link 2021 Survey Results to Calendar
 - C. Follow up with Ask from OHRAB
- V. Adjourn