

KCAA spring business meeting (zoom)

May 14, 2020 at 11:30 a.m.

Samantha Bradbeer, senior co-chair, opened the meeting at 11:35 a.m. and provided a verbal agenda before launching into her own report.

Volunteer updates: Liz Lumpkin, Registrar and Rights and Reproduction Manager at Kemper Museum of Contemporary Art, has volunteered to take over as the Membership Chair, filling in the vacancy left by Adonna Thompson, which Lindsey Warner had been temporarily filling in.

Samantha Wilson will take over as social media coordinator, a new position designed to handle all social media created by KCAA, including the current [LinkedIn](#) group and [Facebook](#) page. Please submit job announcements, exhibit openings, and other news to KCAA's Social Media Chair Samantha Wilson (samwlsn4@gmail.com).

Ethan Anderson was unanimously voted the new Secretary by the membership via an online vote conducted through SurveyMonkey between May 1-14, 2020. Ethan is the Government Records Archivist for the Kansas Historical Society, where he advises state and local agencies on creating and updating retention schedules, conducts records management training, and processes incoming records. He has a bachelor's degree in history from South Dakota State University and a master's degree in history from Kansas State University. He has been a member of KCAA since 2018. Marcella is pleased to step down as KCAA's Secretary!

Samantha provided an update about volunteer positions still available: we are immediately seeking a new Education Committee chair; for 2021, we will be looking for the junior co-chair, treasurer (both elected positions), Minority Internship chair, and a new website administrator (both appointed positions). Samantha pointed out that leading a small regional archival organization is a great way to develop leadership skills; volunteers also help KCAA grow and develop and continue to be a resource to the Kansas City metro's archival community.

- **Education Chair, 2020** | The education chair is responsible for planning and coordinating the Spring Meeting, Fall Symposium and other KCAA-sponsored events. The education program aims to provide professional development and networking opportunities for KCAA members.
- **Junior Co-Chair, 2021** | The co-chairs are responsible for planning, directing and coordinating the affairs of the organization, with guidance from the membership, and shall preside at all business meetings of the organization. The co-chairs are also responsible for notifying members of meetings. The junior co-chair shall be elected for a two-year term for each position held, serving as junior co-chair/vice-president for two years and senior co-chair/president for two years consecutively.
- **Minority Internship Chair, 2021** | The minority internship chair is responsible for managing the internship program: planning, advertising, finances, soliciting host institutions, selection process, etc. The internship program aims to increase interest in the archival profession among ethnic minority students. Diversity within the archival profession will lead to diversity within archival collections, helping to accurately and fully record the past.

- **Website Administrator, 2021** | The website administrator is responsible for managing the KCAA website (<http://www.kcarchivists.org/>). The website administrator aims to provide accurate and up-to-date information to KCAA members. The website administrator will work with the Newsletter Editor and Social Media Chair to create a cohesive design for the newsletter, social media, and website. And, as discussed at the KCAA Fall 2019 Symposium, the web administrator will also be responsible for selecting, rolling out, and/or trouble shooting a new platform for the website.
- **Treasurer, 2021** | The treasurer handles all KCAA finances, writes checks, accepts payment for membership dues and donations, keeps an accurate account of the organization's finances and provides reports of same to the membership.

Megan Rohleder provided a brief junior co-chair report, noting that the spring business meeting was going to be at the Kansas Historical Society. She indicated KSHS may be available for the fall symposium and asked for input regarding other hosts, as well as topics for either the fall symposium or a future event. If you have ideas or would like to help plan, please email Megan at megan.rohleder@ks.gov. Both Megan and Samantha reminded everyone that we still have uncertainties surrounding the fall and meeting in larger groups due to the COVID-19 pandemic.

Lindsey Warner provided the Treasurer's report (see attachments). Currently, 30% of membership dues are divided equally to the Scholarship and Minority Internship funds; in 2019, there was some leftover income, and the Steering Committee has discussed turning that leftover money to these two funds. The Steering Committee has also discussed increasing contributions from membership dues from 15% to 30% to help make both these funds more sustainable. Lindsey also noted that before the pandemic, the Steering Committee had been discussing moving KCAA's money market account to a different bank or other account that is earning higher interest rates.

We have been using the savings account for the Scholarship funds, which currently has around \$336 in it. Rolling over some additional funds would provide another \$300 or so, which could potentially fund up to 2 or 3 more scholarships for professional development this year for up to \$250 each.

If you have not yet renewed your [KCAA membership](#) for the 2020 calendar year, please do so.

Tara Laver provided an update from the Scholarship Committee. The last \$250 available from 2019 had been awarded for a member to attend MAC, but because MAC was cancelled this year, that money has not been spent and is available again. There is additionally another approximate \$500 available for scholarships this year, totaling around \$750. Tara wanted to remind everyone that scholarships can be used toward online professional development opportunities, and provided a reminder about requirements for applying for funds. Please contact Tara (tlaver@nelson-atkins.org) or visit [KCAA Member Scholarships](#) for additional information.

Letha Johnson discussed the Minority Internship. Typically the internship has been offered in the summer; the Steering Committee has delayed the internship to the fall, but even this timing is still

tentative since there is still a great deal of uncertainty surrounding institutional openness in the fall. Letha has concerns about adding undue pressure on an institution by hosting an intern. She also stated that she's updating procedures and documentation for the internship because that hasn't been updated in several years.

Samantha used the discussion to ask members to send internship announcements (particularly virtual or remote internships) to her to share out with the rest of the membership. She also mentioned sharing job announcements. You can reach Samantha at samantha.bradbeer@hallmark.com or at kcarchivists@gmail.com.

Laurie Harrison stated she would like to put out the next KCAA newsletter in mid-June, and she would particularly like to hear from members about what they have been doing while working from home and how they have been coping. She would like news by *June 3* and provided her email address: laurie.austin@nara.gov

Laurie also asked for feedback about what content members would like to have in the newsletter, whether they would prefer local or national content, and what they find most useful or interesting. Again, you can email Laurie with feedback.

Ryan Leimkuehler updated about the website administrator role. He noted that the next person's role might be more time-intensive than his time has been because the website is in need of a major upgrade/migration. He asked that anyone interested in the role contact him as soon as possible (rleimkue@ksu.edu) in order to be involved in that transition and to be better prepared when taking over.

Ryan noted that he can only see a month's worth of statistics and traffic on the website at a time due to the Concrete5 platform limitations, which is what KCAA's website is currently on. He stated that in the past 4-6 weeks there has been a spike in traffic on the website, reaching 200 page hits in the past month. Letha thought some of this traffic might be from individuals preparing for recertification.

Samantha reiterated the request for feedback about website content: what do people want to see on the website?

Adam Paxson, former senior co-chair, is looking at ways KCAA has previously awarded its members. He is also acting as a nominations chair; if anyone is interested in taking a leadership position or wants to suggest somebody else (see the above list in Samantha's update), please contact Adam at the KCAA email account, kcarchivists@gmail.com.

Samantha asked if there were any questions or other topics for discussion. Marcella noted that KCAA had requested a Speakers Bureau event from the Midwest Archives Conference (MAC) and had been approved for an event prior to the pandemic. Tara, who is on MAC Council, noted that both the Speakers Bureau program and the 2021 MAC fall symposium, proposed to be held in Kansas City, are in flux on MAC's side due to the uncertainty surrounding large in-person meetings. She stated that

hopefully we will know more about all meeting planning by later this summer. She indicated that MAC Council was positive about the proposal for the fall 2021 proposal from Tara and Lindy Smith (one of the local arrangements committee co-chairs) but they are being cautious.

Martha Imparato offered her services for the fall KCAA symposium, assuming it's located in Topeka, since she is in the same city at Washburn University. Samantha noted that there has been a lot of interest in holding an all-day event, which she suspects won't happen this year but may occur next year. She noted that while some institutions are further afield, we could use the KCAA listserv to coordinate carpooling, etc. She also stated that both the Truman and the Eisenhower Presidential Libraries have volunteered their space as meeting options. Samantha stated KCAA will research livestreaming or recording future meetings to help mitigate the need for larger in-person gatherings.

Additional items of business: SAA is still accepting applications and donations for the Archival Workers Emergency Fund (<https://www2.archivists.org/news/2020/archival-workers-emergency-fund-launched-by-saa-foundation>).

If Interested, the SAA Acquisitions & Appraisal Section steering committee invites us to a community discussion of experiences and plans for archival acquisitions in the time of coronavirus, to be held via Zoom on Thursday, May 21 at 2:00pm CST (Join Zoom Meeting <https://zoom.us/j/99188572936> Meeting ID: 991 8857 2936)

Official business ended at 12:15 p.m., and the call turned over to a freeform discussion regarding everyone's experiences working during the pandemic. Discussion focused on reopening reading rooms and getting staff back into on-site work, concerns surrounding handling collection materials, reprioritizing work, what people have been able to accomplish and work on from home, etc.