



E - NEWSLETTER  
WINTER 2011



# THE DUSTY SHELF

VOLUME 30, ISSUE 1

## IN THIS ISSUE...

KCAA Spring Luncheon and Membership Meeting, March 10th ..... 1

What's Happening at Area Institutions ..... 2

Greetings from Morgan Davis ..... 3

Get Involved — Get Noticed ..... 3

Mark Your Calendars ..... 4

Reports from KCAA Scholarship Recipients ..... 5

KCAA Awards ..... 6

KCAA Committees .. 7

Treasurer's Report ..... 7

Meeting Minutes ..... 8

## KCAA SPRING LUNCHEON AND MEMBERSHIP MEETING THURSDAY, MARCH 10, 2011

**KANSAS CITY PARKS AND RECREATION  
4600 EAST 63RD ST. TRAFFICWAY  
RESERVATION DEADLINE  
MARCH 4, 2011**

You won't want to miss this year's spring luncheon—March 10, 2011 from 12-3 at the Kansas City Parks and Recreation offices.

Make sure you come hungry! The luncheon will feature an Italian buffet from V's Restaurant — meat and veggie lasagna, salad, and rolls. The luncheon is \$10 payable by cash or check at the door.

The program will begin at 1:00 with our speaker Emily Black. Emily is an assistant educator in digital media at the Nelson-Atkins Museum. Emily will be speaking about mobile tours, digital interpretation, social media, and the Nelson-Atkins' upcoming multi-media landing page "Studio 33." Anyone interested in creating a stronger online presence for their archives should definitely plan on attending.

Following the speaker, we will hold our annual KCAA business meeting. Stay for the meeting to hear committee updates and reports from scholarship recipients as well as to elect new officers.

Following the business meeting, there will also be a tour of the KC Parks and Recreation archives located just a short distance from the meeting location in underground storage. Hop in the car with a fellow KCAA member for the two- to three-minute drive. Security requirements ask that we provide a list of names prior to the tour, so make sure you

include your interest in attending the tour when you RSVP!

The meeting is free for KCAA members and you may purchase a membership at the door. Plan to have lunch with us at noon for \$10, bring your own lunch, or just come for the meeting at 1:00.

RSVP today to:

Cat Riggs at [ccriggs28@ku.edu](mailto:ccriggs28@ku.edu).

### ABOUT OUR SPEAKER



Emily Black is the Assistant Educator for Digital Media at the Nelson-Atkins Museum of Art in Kansas City, Missouri. There she

designs resources that fulfill the digital needs and interpretative strategies for featured exhibitions and permanent collections. She led the research and development of the Nelson's mobile interpretive strategy and Mobile Guide web-based application tour. She also oversees the launch of the Nelson-Atkins Multimedia microsite, Studio 33. Emily has a passion for providing unique online learning experiences that connect diverse audiences to art. She is interested in the questions and connections formed when media-rich content and art are presented to visitors both onsite and online.

THE DUSTY SHELF IS A  
REGULAR PUBLICATION OF  
THE KANSAS CITY AREA  
ARCHIVISTS.

FOR SUBMISSIONS OR  
QUESTIONS, CONTACT:

KATHI WHITMAN,  
COMMUNICATION CHAIR  
KWHITMAN@  
INCREDIBLEENGLISH.COM



**Kansas City Parks & Recreation  
Terry R. Dopson Bldg.  
4600 East 63rd Street Trafficway  
Kansas City, Missouri**

### DIRECTIONS:

The Terry R. Dopson building is located directly north of Swope Park at 63rd and Elmwood. Parking is available either on the east side or in the back of the building. If entering in the back, you will need to ring a buzzer and announce yourselves. All will need to sign in at the front desk.

# WHAT'S HAPPENING AT AREA INSTITUTIONS

## NATIONAL ARCHIVES AT KANSAS CITY ANNOUNCES STAFF ADDITIONS

The National Archives at Kansas City is pleased to announce the following staff hirings. National Archives staff are charged with the care and maintenance of archival documents and are responsible for ensuring that these materials are preserved and provided to the public.

**Diane Cejka** is the new Regional Administrator for the National Archives at Kansas City. Prior to coming to work for the National Archives, Cejka worked for the United States Citizen and Immigration Services (USCIS), Department of Homeland Security, in Lee's Summit, MO. At USCIS, she served as the Director of the National Records Center (NRC) which is responsible for providing records management and maintenance services for over 20 million immigration records, and for administering the USCIS FOIA program. She joined the former Immigration and Naturalization Service in September 1999, after serving 23 years at the Defense Finance and Accounting Service (DFAS) and Marine Corps Finance Center in Kansas City, MO. Cejka held various positions within DFAS in the areas of military active duty and retired pay, Freedom of Information Act, manpower and resource management, systems development and quality assurance, customer service, and process improvement/reengineering. Cejka assumed her duties as of September 13, 2010.

**Mickey Ebert** has joined the staff as the Education Specialist. Ebert is a retired school teacher from the Blue Springs (Missouri) School District, where she taught from 1976-2007. She also taught for the Shawnee Mission School District. Most recently she has been teaching as an adjunct professor at Ottawa University. Ebert has a B.S. in Education, M.S. in Elementary Education and Supervision, and M.A. in Economic Education. She was the winner of the Missouri Outstanding Elementary Social Studies Teacher of the Year award in 2001. Ebert is also a former STARR (Select Teachers as Regional Resources) trained educator and has authored dozens of lesson plans on EconEdLink, a website dedicated to economics education. In addition she is an online contributor to the PBS series, Slavery and the Making of America. Ebert assumed her duties as of August 30, 2010.

**Jessica Schmidt** joined the Archives staff as an Archives Technician after working at the National Personnel Records Center in Saint Louis, and at the Federal Records Center in Lenexa, Kansas. In Saint Louis she worked as a Digital Imaging Clerk, restoring and digitizing personnel records for Air Force and GSA employees. In Lenexa she served as an Archives Technician, pulling standard IRS documents and film canisters from cold storage or "Ice Cube." Schmidt graduated in 2007 with a Bachelor of Arts degree in History and Journalism from Northwest Missouri State University. She worked for several newspapers, interned for the university archives and served as a graduate assistant for the English as

a Second Language department and Career Services. She plans to graduate in December 2010 with a Master of Arts degree in History. Schmidt assumed her new duties as of September 14, 2010.

The National Archives at Kansas City is one of 13 facilities nationwide where the public has access to Federal archival records. It is home to more than 50,000 cubic feet of historical records dating from the 1820s to the 1990s created or received by nearly 100 Federal agencies. Serving the Central Plains Region, the archives holds records from the states of Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota. The facility is located at 400 West Pershing Road, Kansas City, MO 64108. It is open to the public Tuesday - Saturday from 8 a.m. to 4 p.m. for research, with the exhibits open from 9 a.m. to 5 p.m. For more information, call 816-268-8000 or visit: [www.archives.gov/central-plains](http://www.archives.gov/central-plains).



## CHFM ANNOUNCES 2011 INTERNSHIP IN THE HISTORY OF FAMILY MEDICINE

The Center for the History of Family Medicine (CHFM) is presently accepting applications for one internship position with an emphasis in the history of Family Medicine.

The position is open to all interested undergraduate and graduate students living in the Kansas City metropolitan area and surrounding communities, with preference given to students majoring in history, library or information science, historical administration or a related field. The successful applicant must complete a total of 80 hours over 8 to 10 weeks; weekly hours and scheduling are flexible. Upon successful completion of the internship, a scholarship award in the amount of \$600.00 will be given. For additional details on duties and responsibilities of the position, please visit the Center's website at:

<http://www.aafpfoundation.org/online/foundation/home/programs/center-history/internship.html>

The CHFM serves as the principal repository for the collection, conservation, exhibition and study of materials relating to the history of the specialty of Family Medicine in America, and acts as a combination library, archives and museum.

The Center is located at the national headquarters of the American Academy of Family Physicians (AAFP) at 11400 Tomahawk Creek Parkway in Leawood, Kansas. **For more information, please contact:** Don Ivey, MPA, Manager at the Center for the History of Family Medicine, 11400 Tomahawk Creek Parkway, Leawood, KS 66211.

Telephone: (800) 274-2237, ext. 4420

Fax: (913) 906-6095

E-mail: [chfm@aafp.org](mailto:chfm@aafp.org)

*Continued on Page 4...*

## GREETINGS FROM MORGAN DAVIS, SENIOR CO-CHAIR



Believe it or not, spring is right around the corner. Our days will get longer, and no doubt busier, but remember that KCAA is here to help.

Would you like to build a professional network? Attend the KCAA spring luncheon (March 10) to meet archivists from the Kansas City area and beyond. Our members attend from as far as Manhattan, Kansas to Jefferson City, Missouri and represent a variety of archival repositories. Continue to build your network by joining the KCAA Facebook page—connect with other archivists and get updates on KCAA activities all at the same time.

Is there a professional development activity or conference you would like to attend this year? Apply for a KCAA member scholarship for up to \$200 in financial assistance. I am really looking forward to the Midwest Archives Conference this year in St. Paul, Minnesota (April 28-30, 2011) and would love to see you there.

Has your archive recently completed a project or have other news you want to share? Get the word out by submitting an article to the KCAA newsletter. The *Dusty Shelf* is now an electronic publication and would love to have updates from as many repositories as possible. Watch the website and discussion list for upcoming calls for submission or send your article in to me at any time.

Want to get more involved in the archival profession? KCAA has several openings for officers and committee members. We are especially looking for someone who would like to further develop the website and Facebook page for KCAA. We are also looking for people to help with the newsletter and serve as committee members in education and scholarships. If you are too busy to serve on a committee, you can help by hosting one of our upcoming meetings. We are always looking for new repositories willing to host. It's great exposure for your institution and a minimal time commitment.

Do you have a new idea for KCAA? Let me know! I welcome all questions, suggestions and ideas from our members. You are what makes KCAA great. Get in touch with me at any time — [mrd@ku.edu](mailto:mrd@ku.edu).

I am looking forward to warmer weather and seeing all of you at the KCAA spring luncheon. We have an exciting program planned that you will not want to miss. Don't forget that RSVP is required. Send yours in today to [craiggs28@ku.edu](mailto:craiggs28@ku.edu). See you all in a few weeks!

## GET INVOLVED — GET NOTICED!

**Enhance your resume. Increase networking opportunities. Make new friends and share new thoughts, or see new sights. Sound appealing? Then, consider an executive position with the KCAA.**

You say, you are too busy, or you don't have the experience to be involved. No one is asking you to step in and take over. All you have to do is volunteer to assist one of the chairs, and they will take you under their wing and help you through all the time. As the job ads said many decades ago, no experience required. You will find that even though it takes up some time, it is not as bad as you thought. And, with the collegial group of people whom you will be working with, you will see that the team is always behind you. You will get any and all help every step of the way. We do things as a team, and we always help each other succeed.

Current opportunities exist with communications, education, membership, minority internship, scholarship, and awards and nominations committees.

Usually committee meetings are held over the phone, so you need not worry about traveling. Much of our business is done by e-mail as well. For more information, contact the committee chair responsible for the area that interests you most. For a list of committees and their functions, see page 7.

### KCAA'S STEERING COMMITTEE NEEDS YOU!

We have an opening for a Secretary for KCAA. The secretary attends the membership meetings, takes notes, and provides typed minutes for publication in the *Dusty Shelf*. In addition, the secretary serves on the Steering Committee, which meets only a few times a year, usually via conference call.

**If interested, contact Joe LaFramboise at:**

**[awards-nominations@kcarchivist.org](mailto:awards-nominations@kcarchivist.org)**



**A special thanks to outgoing secretary, Tammy Kelly, who has held the position for several years. We're indebted to you, Tammy!**



## *What's Happening, Continued...*

### FREE ONLINE SEMINARS BY RECORDS MANAGEMENT EXPERTS AND ARCHIVISTS

The San Jose School of Library and Information Science continues to host a series of presentations by archivists and records management experts, which are freely available online. Though designed to meet the needs of graduate students in the School's fully online Master of Archives and Records Management (MARA) program, these presentations may be of interest to all archivists and records management professionals.

Recent presenters include David Best, former archivist at Harvard University, who discussed how to manage risks in web-based records, and John Voss, a leading thinker in the field of linked data, who described how to link data from various archives in an open, community-maintained database.

A list of more than a dozen online presentations can be found on the School's website at:

<http://slisweb.sjsu.edu/mara/presentations.htm>

Please also note that applications are now being accepted for the next MARA cohort, who will begin their graduate program in Fall 2011. The deadline to apply is March 31.

To learn more about the MARA program or apply, visit

<http://slisweb.sjsu.edu/mara/index.htm>

You are also invited to contact Dr. Patricia Franks, the MARA Program Coordinator, at:

[patricia.franks@sjsu.edu](mailto:patricia.franks@sjsu.edu)

**KCAA IS ON FACEBOOK!**  
**CHECK US OUT AND BECOME A**  
**FRIEND OF KCAA.**

## MARK YOUR CALENDARS!

### MARCH EVENT AT DOLE INSTITUTE OF POLITICS

KCAA members are invited to attend an afternoon program and reception with Dole Institute Archive Visiting Fellow David Palkki, who is Deputy Director of the Conflict Records Research Center (CRRC) at National Defense University.

David will be speaking about the Captured Records collection at National Defense University and his own research. The CRRC contains records relating to Saddam Hussein's Iraq, Al-Qaeda, and associated movements. Documents from the collection will be displayed and discussed.

- **Location:** The Dole Institute of Politics, Lawrence, Kansas
- **When:** Thursday, March 31. Program 3-4, reception 4-5
- **For more information:** Contact Morgan Davis, [mrd@ku.edu](mailto:mrd@ku.edu), 785-864-1405
- **RSVP suggested –** [mrd@ku.edu](mailto:mrd@ku.edu)

### MUSEUM OF OSTEOPATHIC MEDICINE (KIRKSVILLE) AWARDED GRANT FROM THE CRANIAL ACADEMY FOUNDATION

The Cranial Academy Foundation announced that funds were extended to the Museum of Osteopathic Medicine<sup>SM</sup> and International Center for Osteopathic History to support the Viola Frymann Legacy Collection. The Frymann Legacy Collection is a collection of the life work of Viola Frymann, D.O., FAAO, FCA, a pioneer, innovator, advocate, and friend of the osteopathic profession for more than 50 years.

"There are few among us who are more worthy of high esteem and few who have such a distinguished body of work as the profession's beloved Doctor Viola Frymann," said Michael Lockwood, D.O., FCA, president of The Cranial Academy Foundation.

The Cranial Academy Foundation is dedicated exclusively to teaching, advocating, advancing osteopathic medicine, specifically osteopathic medicine in the cranial field. "It is distinctly our honor to aid in the research and advancement of the Osteopathic Paradigm and Sutherland concepts," Dr. Lockwood said. "Members of the Board of Directors embrace the philosophy that serving is not an obligation or opportunity but a gift."

The Viola Frymann Legacy Collection will consist of a two phase preservation effort. Phase I will entail the initial transfer, safe shipment of the cumulated works to the Museum of Osteopathic Medicine<sup>SM</sup> in Kirksville, Mo. Phase II will assess, prioritize, and make Dr. Frymann's singularly unique works available for education and research.

The transfer and project will be facilitated and aided by Debra Loguda-Summers, curator of the International Center for Osteopathic History; Jason Haxton, director, Museum of Osteopathic Medicine<sup>SM</sup>; and Brian F. Degenhardt, D.O., director of the A.T. Still Research Institute in Kirksville, who will consult directly with Dr. Frymann regarding the substance of papers and artifacts to best understand the historical significance and the impact of this unique collection for our time and future generations.

### MAMA/MHC CONFERENCE SET FOR OCTOBER

Missouri Association for Museums and Archives and the Missouri Humanities Council will be co-hosting a conference, tentatively scheduled to take place on October 7 and 8, 2011 in Columbia.

The conference theme will be "Back to Basics," and it will include workshops on grant writing and fund raising, object preservation and small museum exhibits.

We are still taking your suggestions for additional sessions and conference speakers.

If you have an idea, please contact either:

Geoffrey Giglierano at [geogg@mohumanities.org](mailto:geogg@mohumanities.org)

Debra Loguda-Summers at [dsummers@atsu.edu](mailto:dsummers@atsu.edu)

## REPORTS FROM KCAA SCHOLARSHIP RECIPIENTS

### MOUNTAIN PLAINS MUSEUM ASSOCIATION

#### REBECCA MARTZ-BURLEY, UNION STATION/ KANSAS CITY MUSEUM

On September 17, 2010, I spoke at the Mountain Plains Museum Association in Rapid City, South Dakota with Dan Brosz, Curator of Collections at South Dakota State Historical Society and Mark Sundlov, Site Supervisor at the Ronald Reagan Minuteman Missile State Historic Site in Cooperstown, ND. I was able to afford the conference registration as well as a room in the beautiful Black Hills because of the scholarship provided by the KCAA.

The session title was “Seize the Day: Collecting Materials from the Present for the Future.” We covered many interesting topics related to contemporary collecting in museums and archives including how much to collect; inherent vice in more recently manufactured materials; knowing when to collect; oral histories; and digital media. Among the main concerns included determining importance of materials without the filter of time, how much digital material to save and issues of media migration and hardware, and how many individual, oral stories are needed to represent certain subjects in our collections.

Because this was a roundtable rather than a lecture, we chose to present the topics, share our ideas and pose questions to the participants. Of the forty to fifty attendees, only a handful of people were actively collecting contemporary artifacts/archives. Of those people, only a few were pursuing digital media such as digital photos, audio and documents. Discussion included several comments about digital preservation problems. Some attendees were confused about knowing where to draw the line in collecting from within our own time period and some even felt that it was up to the next generation of archivists and collections managers to tackle. One participant stated that “time will sort out what is important,” therefore we do not need to seek out contemporary artifacts.

This roundtable was important because of the complex issues discussed, but also it was my first speaking engagement post graduate school. I was asked by a colleague because of my experience in a museum archives. Since each presenter was in a different state, we chose to have several conference calls as well as meet the night before our presentation. We also kept in contact through emails through which we discussed topics according to our interests and areas of expertise.

At the end of the session it was clear to us presenters as well as the participants that there are no easy answers. Each collections manager or archivist would do best by first closely following their mission statement and collecting policies. Another suggestion was that museum and archives professionals should collect materials that will bring their exhibits up to present times in order to engage new and younger audiences. A third main point brought

up in the discussion was that post-WWII manufacturing has produced materials that are less likely to last without the intervention of controlled environments and history professionals. This session may not have solved all the issues related to contemporary collecting; however we introduced the topics well and gave some new ideas to the participants to take back to their institutions.



### JOINT CONFERENCE OF THE ASSOCIATION OF MOVING IMAGES ARCHIVISTS AND THE INTERNATIONAL ASSOCIATION OF SOUND AND AUDIOVISUAL ARCHIVES

#### LETHA JOHNSON, UNIVERSITY OF KANSAS ARCHIVES, SPENCER RESEARCH LIBRARY

I received a \$200 scholarship to attend the 2010 joint conference of the Association of Moving Images Archivists and the International Association of Sound and Audiovisual Archives in Philadelphia, Pennsylvania, November 2-6. The conference was an opportunity for me to receive some much needed training and information in the following areas related to Audio Visual (AV) materials: preservation, access and data management, and the selection process for digitization.

The pre-conference, “Low budget and Open-Source Software for Audio and Video,” was a hands-on, how-to workshop where the software programs developed by Harvard and Indiana Universities for the Sound Directions project (<http://www.dlib.indiana.edu/projects/sounddirections/index.shtml>), as well as others, were distributed and demonstrated. The two most useful software programs from this workshop were Indiana University’s FACET and AWB programs.

FACET is a program that can be used to determine what items among AV collections are at highest risk for loss and therefore should be the highest priority for digital preservation. The AWB software is for the preservation of uncompressed analog video at 250 mbps using QuickTime, but it can also be used to provide a system of online access to film or video. The software is based on current archival file formats (METS, MODS, & XML), yet it assumes a Fedora digital repository will be used for the ingestion of video and that a preservation workflow already exists.

I attended conference sessions whose topics were mostly along the lines of the container formats others are using to preserve their AV collections and how they are describing them. I learned a great deal of information about the Material eXchange Format (MXF), a “container” format for professional digital video and audio media

*Continued on the next page...*

### ...Scholarship Reports Continued

defined by a set of standards developed and adopted by the Society of Motion Picture and Television Engineers. JPEG2000 is another format I learned more about, and the advantage of using it is that it can be reversed if content is loosed during the transfer. Audio Video Interleave(d), known as AVI, and QuickTime were also discussed.

The Federal Agencies Digital Guidelines Initiatives (FADIG) is a project that I learned about in multiple conference sessions was. This is a collaborative effort by federal agencies, formed as a group in 2007, to define common guidelines, methods, and practices to digitize historical content in a sustainable manner. The FADIG website, <http://www.digitizationguidelines.gov/>, contains drafts of the guidelines mentioned and other helpful information.

The way in which AV collections are described and cataloged was another key issue raised at the conference. A large number of these collections could be considered “hidden collections” due to the way they are described within and outside of cataloging systems or not described at all. Content Management systems are used to preserve and described AV collections, and changes in cataloging rules can negatively affect these systems.



Probably the most important thing I took away from the conference is the need to concentrate on developing a plan and means of preserving videos before motion picture film in our collections. Session speakers generally agreed that the preservation of video first was critical because of equipment obsolescence in about 10 years or it would be too expensive to preserve film in digital format. There is a concern about “born digital” items, but it was felt that there

is currently a lot of research underway that’s working on preserving formats, the most notable being the San Diego Supercomputer Center (SDSC) project.

Overall, the AMI/IASA joint conference was a positive experience for me. The knowledge I gained will be of tremendous help to me, University Archives, and Spencer Research Library as we move forward with plans to preserve our AV collections. I feel better equipped to deal with the challenges we face. I wish to thank the Scholarship Committee for providing funding to help me attend the conference.

## KCAA AWARDS



Awards and Nomination committee members solicit and receive nominations, from the membership at large, for the three possible KCAA awards. Based on the number of nominations, decisions are reached as to whom will receive any of the awards. Any award does not have to be given in any period.

There are three awards given by the Kansas City Area Archivists (KCAA):

1. **Award of Excellence** - The Award of Excellence recognizes outstanding contributions made by non-KCAA members to preserving the documentary heritage of the Greater Kansas City area and beyond. Recipients may include the region’s historical management professionals who have provided exemplary leadership or promoted excellence through institutional and professional achievements. Recipients may also be organizations or institutions which meet those criteria. Recipients will be presented with KCAA’s Holly Award.
2. **KCAA Fellow** - intended to recognize persons, either members or non-members, deserving of special recognition and acknowledgment, via a KCAA Certificate of Appreciation.
3. **KCAA Emeritus** - acknowledging KCAA members or non-members retiring from the archival profession, via a Certificate of Appreciation.

In general the KCAA Awards Committee evaluates nominees on the basis of information provided on the nomination form and its accompanying material.

Examples of areas in which contributions might take place include, but are not limited to: implementation of noteworthy management techniques, development of conservation programs, stimulation of document preservation through aggressive and focused collection development programs, encouragement of researcher use of archival holdings through a directed program, coordination of multi-agency cooperative solutions to particular archival problems, or exemplary public programming efforts.

### FYI:

Whitney Baker, Conservator for the University of Kansas Libraries, spent fall semester 2010 on sabbatical researching the manufacturing history and preservation needs of bumper stickers. As part of her research, she traveled to six cultural institutions to examine large collections of bumper stickers. She hopes to soon publish an article aimed at archivists, collection managers, librarians, and others who are interested in preserving these ephemeral, yet vital, examples of American popular culture.

# KCAA COMMITTEES — WHAT'S THE BEST FIT FOR YOU?

## MEMBERSHIP COMMITTEE – SHELLY CROTEAU, CHAIR

Conducts the annual membership drive. Maintains the membership database. Compiles the membership directory and makes it available to all members. Welcomes new members and helps them become acquainted with other members at KCAA functions.

Our membership area has traditionally been a “60-mile” radius around the KC metro area. But over the last few years, the organization’s scope has grown to encompass all of Kansas (as there is no support system for those in the western part of the state) as well as western and central Missouri.

## EDUCATION COMMITTEE – CAT RIGGS, CHAIR

Plans and coordinates programs for the membership meetings. Responsible for creation and continuing development of educational events, including the Fall Educational Symposium, Archives Fair, and History Day.

## MINORITY INTERNSHIP COMMITTEE – LETHA JOHNSON, CHAIR

Distributes information about the summer internship to undergraduate and graduate degree programs in Kansas and Missouri. Solicits host institutions (KCAA member institutions). Selects an intern through an application and interview process. KCAA funds these internships and provides stipends to selected candidates.

## SCHOLARSHIP COMMITTEE – CINDY EDWARDS, CHAIR

KCAA offers scholarships to members for attending professional conferences. The committee reviews applications and grants funds on an as-needed basis. Funds come from an established scholarship fund.

## AWARDS AND NOMINATIONS COMMITTEE – JOE LAFRAMBOISE, CHAIR

Selects nominees for the offices of Junior and Senior Co-Chair, Secretary, and Treasurer and presents the slate to the membership for election at the annual meeting. Makes recommendations for the replacement of vacated committee chairs to the board of directors. Solicits nominees and selects recipients for the Holly, Fellow, and Emeritus awards and presents these awards at the annual meeting.

## COMMUNICATIONS COMMITTEE – KATHI WHITMAN, CHAIR

This committee oversees the work previously split up into different committees: newsletter, publicity, and publications. Communication is responsible for strengthening all aspects of the organization’s public identity and communicating key messages and information consistently and professionally. The committee:

- Produces the membership brochure and annual membership directory.
- Publishes *The Dusty Shelf* several times a year. Committee members solicit news and features from KCAA members and affiliates. The Senior (or Junior) Co-Chair writes a Corner Chair column for each issue.
- Develops and publishes other publications, such as: *Directory of Archival Collections for the Greater Kansas City Area* (1981, 1986); *Disaster Planning Manual* (1982); *Keeping Our Past* (1987, 1989).
- Publicizes meetings and events. Cultivates relationships with vendors and prospective sponsors.
- Develops and manages the organization’s Web site and on-line promotions/publications.

## TREASURER’S REPORT\*: JULY 1, 2009 TO JUNE 16, 2010

### University National Bank

<b>Beginning Balance July 1, 2010</b>	<b>711.38</b>
Income	
Keeping Your Past	8.00
Membership (dues)	1,046.00
Minority Intern Donations	80.00
Scholarship Donations	5.00
T-Shirt Sales	35.00
<b>Income Total</b>	<b>1,174.00</b>
Expenses	
Communications	204.00
Education Committee	280.00
Secretary of State (Missouri not-for-profit registration)	10.00
<b>Expenses Total</b>	<b>494.00</b>
<b>Ending Balance February 16, 2011</b>	<b>1,391.38</b>

\*Report includes activity to date in checking account only



# MEETING MINUTES

KANSAS CITY AREA ARCHIVISTS MEETING  
THURSDAY, JUNE 17, 2010  
PONY EXPRESS NATIONAL MUSEUM  
ST. JOSEPH, MISSOURI



## 1. Welcome, Heidi Hornaday, Senior Co-Chair

## 2. Secretary's Report – Heidi Hornaday

Minutes from the last meeting were distributed by Heidi, as Tammy was unable to attend the last meeting. Motion to approve minutes made by Kate Rogge; motion was seconded. Minutes were approved unanimously as written.

## 3. Treasurer's Report – Maggi Mueller

Maggi reminded everyone that the fiscal year starts July 1, and the end of the fiscal year report will be available at the next meeting. She distributed the financial report as it stands today. The Minority Internship fund is suffering, despite the move that was made to distribute part of each member's annual dues payment to the fund. KCAA has filed our report with the Internal Revenue Service to document our non-profit status – this must be done every year. Maggi also mentioned that the History Day scholarship winners in both Kansas and Missouri have been paid.

## 4. Reports from Committee Chairs

### a. Scholarship Committee – Cindy Edwards

There have been no applications for scholarships since the last meeting. Cindy reminded people to use the scholarship money, as the fund has an abundance of money, and KCAA members are entitled to \$200 per year for scholarships to attend conferences. Cindy reminded everyone to please submit applications at least 15 business days before the conference, so that the committee will have time to discuss the application and get members their money in time before the conference. Scholarship applications are available on the website. Cindy also announced that Sam Rushay has joined the Scholarship Committee, and Tammy Kelly has left the Scholarship Committee to join the Communications Committee.

### b. Minority Internship – Letha Johnson (reported by Heidi)

There will be no Minority Intern this summer because of funding issues. The Committee has decided to offer the Minority Internship every other summer. A question was asked regarding how much money it takes to fund the internship, which is about \$2,000.

### c. Membership – Shelly Croteau (reported by Heidi)

The Membership Committee will be issuing renewal notices when your membership expires, and you can renew your membership today if you wish. There had been some talk

among the Committee and members of the Steering Committee regarding increasing the dues, but that discussion has been tabled for now – KCAA's dues rates are comparable with other organizations in the area.

### d. Education – Kate Rogge

There are several events coming up in the next couple of months. The first is a program, tentatively scheduled for July 21, that is a joint program with the Greater Kansas City Heritage League, regarding insurance issues for archives and museums. This event will take place at the Midwest Genealogical Center in Independence, Missouri. This will be a great opportunity to meet like-minded people and organizations in the area, and perhaps do some "cross-pollinating" of our organizations. There will be a meet and greet after the program. Kate and the Education Committee and the Heritage League would like to consider having another joint program sometime in the next year.

The second event is a train trip from Union Station in Kansas City to Jefferson City, which would be a day trip, probably on a Saturday in August. If there is enough interest, Shelly will arrange for a tour of the Missouri State Archives, and possibly the State Museum or another historic facility in Jefferson City. The train leaves Kansas City at around 7 in the morning, and will return to Kansas City around 7 or 7:30 in the evening. Kate took a quick poll to see if there was enough interest among the membership, which there was, and she agreed to contact Shelly and let her know to begin planning for the event. Kate also discussed the upcoming Fall Symposium, which will be a program about grant writing. Her Committee is hard at work lining up speakers and arranging a venue and date, sometime in late September or early October.

### e. Communication – Kathi Whitman (reported by Heidi)

Kathi did not have a report at this time, other than that there are continued plans to work on improving the KCAA website. She reminded everyone that the newsletter is now digital, and distributed via email. It is more important than ever for each member to have a current email address.

## 5. Senior Co-Chair Report

As Heidi is ending her service as Senior Co-Chair of Kansas City Area Archivists, she spent some time thanking the other members of the Steering Committee for their work and continuing service and their support over the last 5 years. She commented on the impressive changes that have taken place for some of our member organizations, such as the World War I Museum, the Federal Reserve Bank Archives, and the

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### *...Meeting Minutes Continued*

new facility for the National Archives Regional facility at Union Station. She ended her comments by saying that it has been a pleasure to call herself our colleague for the last 5 years.

#### **6. Election of New Officers – Joe Laframboise, Nominations and Awards Chair**

Most of the executives on the Steering Committee have agreed to continue to serve, with the exception of Jonathan Casey, Communications Committee Co-Chair. The new Senior Co-Chair nominee is Morgan Davis, Archivist at the Dole Institute. The new Junior Co-Chair nominee is Tonya Crawford, University Archivist at the University of Missouri – Kansas City. The motion to approve the slate of nominees was made by Kate, and seconded by Anne; the motion was passed unanimously.

#### **7. New Business**

Morgan reported on the PAHR Act – Preserving America’s Historical Records Act, which is a \$50 million appropriations bill. The proposed bill would distribute money to each state, amount To be determined by the Archivist of the United States, in the form of competitive grants. These grants would fund digitizing of collections, processing, and indexing of historical records. KCAA members need to do what we can to encourage our Congressman and Senators to support this bill. Morgan proposed meeting with members of the Steering Committee briefly after the meeting to draft a letter on behalf of KCAA that could be sent to Kansas and Missouri Congressional representatives. She also encouraged members to contact their representatives individually, either by email, phone, or regular mail.

#### **8. Presentation of Awards – Joe Laframboise/Kate Rogge**

KCAA Fellows Awards were presented to Kathy Buker Chief of Special Collections and Digital Projects Manager of the Combined Arms Research Library at Fort Leavenworth, Kansas; David Jackson, Archives and Education Director of the Jackson County Historical Society, Independence, Missouri; and Bobbi Rahder, Curator, Haskell Indian Nations University Cultural Center and Museum, Lawrence Kansas. Everyone present congratulated the Fellows Award winners. After the Awards, everyone stood and congratulated outgoing Senior Co-Chair Heidi Hornaday on her several years of tireless service to Kansas City Area Archivists.

The meeting was then adjourned.

Respectfully submitted,

Tammy Kelly

Secretary, KCAA