Society of American Archivists—Indiana University Student Chapter
Executive Meeting Minutes
October 2, 2008
5:00pm, SLIS Lab

In attendance: Walla Al-Salmi, Rachel Biars, Valerie Higgins, Jessica Moad

I. Student Essay Competition
   • Only one person needs to go to the meeting, but the reading can be split between several people.
     o Jessica and Valerie interested.
     o The readers will take notes on the essays and have comments prepared.
   • We are expecting roughly 30 essays of 300 words each.
   • Rachel will let Eric know we have people interested in reading.

II. Funding
   • We won't be allowed to do a bake sale for health reasons.
   • T-Shirts/Mugs: Café Press looks like a good option
     o Rachel will contact ALA chapter president Stacy to see if they are planning to do something similar. We might be able to coordinate with them and split the costs/profits. We don’t want to compete with them.
     o We can order 10-15 shirts and sell them in SLIS, but we can also sell them through the website.
       ▪ Jessica will find out whether we can still get a bulk discount if we order different sizes or styles of shirt.
       ▪ If we won’t get the bulk discount if we order more than one type of shirt, we may have to stick to one style. This project will use up our funds very quickly, otherwise.
       ▪ People can always order other types of shirts online at a higher price.
     o Design Competition: We would still like to do this if we don’t coordinate with ALA and open it to all SLIS students—Quotes? Lizards?
     o If we don’t sell all the t-shirts, they can always be saved for future years.
   • Book Sale: We might be able to get donations and sell them either in SLIS or online.

III. Tours of Campus Archives
   • We won’t post the schedule online, since this would give us too little control over the number of people that will show up.
   • Potential locations to tour: Film archives, Kinsey archives, audio archives, art archives. Not the Lilly Library right now.
   • We will aim to have one tour a month with at least one SAA exec member on each tour.
   • Tentative schedule:
     o October 21 or 28, probably in the evening: Kinsey archives. Rachel will organize this.
     o November: Audio archives. Walla will organize this.

IV. Nashville Trip
   • Tentative date: November 15th
   • Should we rent a car?
     o If we go through the SOA office, we need to have the final number of people three weeks before the trip, which might be too early for us. The cost would be tax-exempt, but we would only be able to use Enterprise, which would be expensive.
We could rent a car independently. One of us would have to pay for it and be reimbursed.

- Should we just carpool?
  - This would probably be cheaper and the better option.
  - Passengers can help pay for gas.
  - We would prefer to have people carpool together rather than drive independently and meet there.
- Tentative deadline for people to commit: November 7th
- Rachel will start sending out emails about this event during the week of October 13th and will send out weekly reminders after that.
- Just for archives students or open to all SLIS students?
  - We would prefer it to be mostly archives students.
  - Since we can’t access our database on the website, we have to publicize this through the Listserv right now, which means it has to be open to everyone.

V. Indianapolis Art Museum Tour
- Rachel will talk to Carrie about arranging this.

VI. Preservation Lab Workshop on Conservation and EAD Workshop
- Rachel will look into scheduling these.
- Tentative Date: Spring 2009

VII. Publicity: Flyers
- Flyers advertising our events can be hung anywhere in the SLIS corridor
- Jessica is willing to design flyers

VIII. General Meeting: Thursday, October 9th, 5:15pm, SLIS 033
- Roundtable Discussions
  - Who is interested in organizing these? Can be organized by an SAA member with the support of the exec board.
  - What topics would people like to discuss?
- Notify people of upcoming events:
  - Archive Tours: Find out how many people are interested.
  - Nashville trip
  - Art Museum Tour in Indianapolis
  - Workshops
  - Possible Guest Speaker
  - The possible design competition for the t-shirts and mugs
  - Get suggestions for other possible activities, especially for Spring 2009

IX. Long-Term Plans
- General
  - We want to create better documentation of our activities to leave for future executive boards so they don’t have to start from scratch in planning activities each year.
  - We want to do the initial planning for activities for the upcoming academic year now so some events will already be partially prepared for the incoming executive board.
  - Valerie will email Rhonda Spencer to get the procedures for reserving rooms and will send this on to Rachel so it can be saved for future exec boards.
- Guest Speaker
  - Michael Brown?
    - He deals with issues related to the objects and materials of indigenous cultures that are kept in archives.
- Will be particularly relevant to people interested in museum work. Other departments on campus, particularly the Folklore department, may be interested, as well.
- Check out his article “Can Culture Be Copyrighted?”
- Rachel will find out more about him: where he lives, etc.
- Tentative Date: Fall 2009
- We should try to bring in a speaker every year.
  - The university or other departments might be able to help us pay to bring him to campus.
- Symposium
  - Tentative Date: Spring 2010
  - We should set up a plan to do one of these each year.
- Elections
  - We need to come up with a system for doing these.
  - We want to keep the elections at the beginning of September as it invites new members to become involved with the exec board early on in their time at SLIS.

The meeting concluded at 6:00pm