Society of American Archivists—Indiana University Student Chapter
Executive Meeting Minutes
September 25, 2008
5:00pm, SLIS Lab

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

I. Website
- At the moment we can’t update the site because we are locked out. We are working on fixing this.
- Our webmaster may not be able to make all the meetings but will keep our website update.

II. Upcoming Events/Activities
- National Archives Month in October
  - Rachel has the Archives Month website up
  - First event tomorrow (Friday, September 26) at the Kinsey Institute
  - The organizers are looking for an SAA member to help judge a student essay competition.
     - Rachel will find out what kind of time commitment this will demand, but it probably won’t be very much.
     - Rachel will send out emails with more information about the contest and requests for volunteers within the next week.
- Kate Cruikshank will be talking about political papers next week.

III. Potential Activities
- New members’ membership forms indicate a lot of interest in museums, preservation, and conservation activities.
- Speakers
  - SAA member Ashley may be able to get speakers from the Organization of American Historians for us. Rachel will get a list of potential speakers and their areas of expertise from her.
- Round Table Discussions
  - These can be organized by the executive board or individual members. The exec board will assist members with any discussions they would like to organize.
  - Previous topics include Oral History and the Endangered Libraries Program. Wells has hosted discussions on preserving your personal materials, such as photographs, which might be a potential topic for us. We should find out who ran that workshop.
- Tours of Archives on Campus
  - Would allow people to get a better idea of what areas of archiving they might be interested in and see how different archives work on the inside.
  - Potential archives to visit include:
    - Music Archives
    - Film Archives
    - Archives at Wells
    - Tours of the ALF not necessary—Many classes go on tours here.
  - Scheduling
    - October would be a good time to do this, as it is National Archives Month.
    - We could have a different tour each week.
- Tours should be held on different days and different times each week so more people will have the opportunity to go on them.
- Some of them could be scheduled shortly before the 581 archives class to encourage people in this class to attend. Philip Bantin can also make announcements about upcoming tours in his class.
- Schedules of tours could be added to the website.
  - We will have at least one exec board member present at each tour.
  - At next week’s executive meeting, we will arrange the details of the schedule and decide who will contact which locations.
    - We will say we are expecting around 10 people on each tour when we make the arrangements.

- Museum Visits/Tours
  - Potential museums to visit:
    - The Art Museum
    - Mathers Museum
      - Rachel works here and may be able to get us a tour in November.
    - The Art Museum in Indianapolis
      - A former Slissard works here and may be able to get us a tour.
      - Time: Maybe in the spring.
    - Columbus Indiana Architectural Archives
      - Brad used to work there and might be able to line up a tour for us.
      - Time: Maybe in the spring.
    - Wylie House

- Social Events
  - Scrapbooking
  - We could spend the day shopping in Nashville in early November. Might visit the Folklore Center that will open soon while we’re there.

- Conservation Workshop at the ALF
  - Would provide members with an opportunity to get hands-on experience in conservation.
  - Could be a source of funds for us through fees for the workshop.
  - Rachel will contact Doug to see when he could lead a workshop.
  - Time: Maybe February, before people get overwhelmed with work in the spring semester.
  - They might have a minimum or maximum number of people that they can accommodate.

- EAD Workshop

- Publicity for These Events
  - Emails to SAA members
  - SLIS Listservs
  - Posters, flyers
  - We should try to get other departments involved in our programs and advertise to them, as well. People in history and interested in museum work might want to attend these events.

IV. Funding
- We need to find ways to raise money: We have about $260 in our checking account and $50 on a credit card.
- We have about $30 or $40 in membership dues coming in, but probably won’t be getting much more. We currently have about 10 members.
• Potential Expenses:
  o Last year’s EAD speaker cost $150, so we only have enough money for maybe two speakers right now.

• Ideas for Fundraisers:
  o Bake Sale
    ▪ We’re not allowed to compete with the Wells Café in any way if we sell in the library.
    ▪ Rachel will ask Rhonda Spencer if it would be possible for us to do a bake sale and what the library’s policies would be about such an event.
    ▪ Location: The SLIS area of the library building, where we will get traffic from both SLIS students and undergraduates.
    ▪ We could have a baking day at someone’s house to make baked goods to sell.
  o Sale of Archive-Themed T-Shirts/Mugs/Other Merchandise
    ▪ We could have a contest for designs
      • 1 month to turn in designs
      • $25 prize
    ▪ CaféPress
      • Online store that can be used to create custom t-shirts and mugs.
      • Might not require us to pay upfront for items.
      • Jessica will look at the website.
    ▪ Zucchini Press
      • A local place that can create custom t-shirts. However, they require us to pay for the t-shirts upfront.
    ▪ We could sell these items at a bake sale.
  o Can charge for workshops

V. Upcoming Meetings

• Next Executive Meeting:
  o Thursday, October 2, 5:00, SLIS Lab

• Next General Meeting:
  o Thursday, October 9, 5:00, SLIS 033
  o Valerie will email Rhonda Spencer to find out how to reserve 033.

The meeting concluded at about 6:10pm