



## **AHA! Board Meeting Agenda: February 18, 2016**

Present: Andrew Gustafson, Emily Vinson, Sandra Yates, Matt Richardson, Sarah Gesell, Adrian Melissinos, Albert Duran, Vince Lee

1. Welcome
2. Review of the By-Laws/Duties for officers
  - a. To start the new year and orient the new board, the AHA! Bylaws were reviewed. Andrew called attention to expectations for each position not formally codified, such as Archives Month responsibilities for the Vice President.
  - b. The question of AHA!'s own archives came up, along with the potential for an archivist position. The archives at kept at Rice. What is in the archives? Is it just minutes, or are promotional and information materials included? Is anything being actively deposited there? There was discussion of whether Archivist ought to be created as a committee position, or possibly added to the secretary's duties. The board will look into the details of the archive at Rice, and consider the scope of the work involved before moving on the position.
3. Budget
  - a. New treasurer Sandra Yates reviewed AHA!'s finances. Although we have had more than 60 members in each of the last two years, we opted to continue using this figure for budget projections (\$600/year)
  - b. Sandra has been added to the bank account, and Dara Flinn has been removed. Lee Pecht and Lorraine Stuart are still listed on the account.

After discussion, it was decided that the incoming Vice President (Emily Vinson) should be added as a secondary signer for the account. This will allow her to be on the account for two years, whereas appointing the president would require changing it every year. Emily and Sandra will go to the bank to handle this.

4. Programming

a. President's theme: Outreach, Community & Archives

i. Outreach and speaker ideas (some of which could be Archives Month):

1. Texas Archive of the Moving Image
2. Astrodome Memories Project
3. Follow up with Olive Wood cemetery
4. Preservation community workshop—HPL?  
Conservator?
5. High school history outreach, National History Day
6. Preservation Houston—partner w/neighborhoods to combine archives and modern day walking tours in a “then and now” experience
7. Lancaster Hotel—private, very interested in history, has great and reasonably priced food. Possibly hold an AHA! banquet there?
8. Outreach, membership drive for area students in archives and related programs
  - a. Could we offer a student membership rate?
  - b. Mixer at a bar (or archive)? Could we fund this?
9. A&M will have a Folger Shakespeare folio—could we arrange carpools to visit?
10. Church Archives workshop, private schools with archives
11. Buffalo Soldiers Museum
12. Holocaust Museum

- b. Vice President and Archives Month
  - i. Numerous ideas were shared, some of which are listed under Outreach above. A trip to the Archival Bazaar in Austin was also discussed as a potential Archives Month tie-in.
  - ii. Focus on Public Relations: try to get on Houston Matters, KUHF, KPFT, KTRK, in the Chronicle, etc. Raise awareness of archives.
- 5. Meeting Locations
  - a. Ideas proposed include the Kinkaid School, the Printing Museum, and the Gregory School. Sarah Gesell will investigate the possibility of a spring meeting at the Kinkaid School during March. The Printing Museum was identified as a potential partner for a potential Archives Bazaar, so the board favored trying to arrange the summer meeting there with a speaker from the Austin Archives Bazaar.
  - b. Board meeting:
    - i. Discussed the possibility of having the next board meeting at the Raven Grill
- 6. Old Business
  - a. Archival Fair?
    - i. The board is in favor of exploring this idea, and recognizes that planning for an event in fall of 2017 may be the best option. The Austin Archives Bazaar took two years to plan. Moreover, that bi-annual event is happening this fall, so it makes sense to trade off years (Austin 2016, Houston 2017, Austin 2018...). Hopefully this will allow us both time to plan, and the opportunity to draw on experiences and resources of the Austin team.
    - ii. Form committee to explore, plan. They should get in touch with the Austin folks, and try to attend the Austin fair, possibly

even volunteering or setting up a table to start establishing a relationship.

- iii. When recruiting for this committee comes up on our general meeting agenda, be sure to advertise ahead of time, so interested parties can attend or express interest.
- iv. As an Archives Month event, we could arrange carpools to Austin's Bazaar (Oct.16)
- v. Galveston Historical Foundation Heritage Festival mentioned as another event model to be aware of.

b. By-Law Amendments!

i. The proposed changes were recapped:

- 1. Archives Month added to VP's duties
- 2. The due date for member dues will be moved from January to the date of the first member meeting
- 3. Committee positions—Web, Hospitality—will be codified

ii. The Board will propose last year's discussed amendments again this December at the membership meeting. Sarah has created a calendar alert for notifying the membership and distributing the changes in time.

c. San Jacinto Symposium—grant application this year, had been discussed previously. Happening in April, will consider having a booth. Will try to host the Spring membership meeting in time to discuss and plan for this. Andrew will look into the expense.

7. New Business

a. New website design. Sarah Gesell presented options for updating the AHA! website. The board was impressed by the improvements and requested a presentation at the next members meeting before moving forward with changes.

b. Committee members?

i. Program Committee: Adrian Melissinos, Albert Duran

- ii. Web Committee: Sarah Gesell continues; Is Lisa Cruces still active? *Update: LC has stepped down from Web Committee.*
  - iii. Hospitality Committee: Need to call for nominations/volunteers
  - iv. Potential Archives Bazaar Committee
- c. Possibility of offering scholarships to students to attend SSA. Probably too late this year, but could put in motion for next year. How would this work with our budget? How do we approve it? (more broadly, the board wondered what things require approval at membership meetings, and what the board has the power to enact directly).
- d. Question from Phil Montgomery:
  - i. The ACA is holding early bird registration for the certified archivist exam. There are 2 people requesting this exam in Houston, and it takes 5 to host it. Share/promote?
  - ii. What does/can AHA do to promote the efforts of members? Currently, we don't do a great deal. We discussed the possibility of a regular newsletter style email distribution highlighting service, accomplishments, activities, exhibits, events, etc. Would this be monthly? Quarterly? The idea generally met with a positive reaction. The question is how to move forward with this. There was also discussion of integrating relevant blog and resource content to website.
- e. Input from Mary Manning: SSA offers money for archival outreach events, much like the Bazaar we are discussing. Based on the timeline, we could apply both this year and next for an event in fall 2017. It would be the job of the appointed committee to follow through with this application.
- f. Next meeting tentatively set for March 24 at the Kinkaid school, pending availability. *Update: due to scheduling issues, meeting will be at the Gregory School on April 7.*

8. Closing

- a. Emily will email the membership reminding to pay dues, calling for volunteers for the available committee posts
- b. Prior to the members meeting, we will also provide links to the proposed new website design, to allow time to review beforehand and discuss at the meeting
- c. We'll need to finalize next meeting details, especially in light of planning for the San Jacinto Symposium
- d. Meeting adjourned.