

**Summer Meeting**

**Wednesday, July 8, 2015**

**6:00 PM**

**Texas Southern University**

**Barbara Jordan Archives and Special Collections**

**Robert J. Terry Library**

**3100 Cleburne Street**

**Houston, Texas 77004**

**In attendance (24):**

Mary Manning, Sarah Jackson, Julie Grob, Albert Duran, Elena Tanner, Andrew Gustafson, Philip Montgomery, Lee Pecht, Mark Young, Gary Chaffee, Cathy Fitch, Jeff Warner, Billy Glasco, Stacey Lavender, Matt Richardson, Adrian Melissinos, Charlean Sheard, Tyler Rountree, Betty Fisher, Sandra Yates, Emily Vinson, Mikaela Garza Selley, Adrienne Cain, Vince Lee

1. **Introductions**
	1. Vince Lee called the meeting to order, welcomed everyone, and thanked Gary Chaffee and Texas State University Library Special Collections for hosting AHA!
2. **Approval of Minutes/Secretary’s Report—Vince Lee/Matt Richardson**
	1. The minutes for the spring meeting April 1, 2015 were presented and approved.
	2. It was recognized that the December 11, 2014, holiday meeting minutes had not been presented at the spring meeting, so these were also presented and approved.
3. **President’s Report—Vince Lee**
	1. Vince Lee and Emily Vinson were recently featured on Houston Matters and KPFT following the recent floods. They discussed caring for damaged materials, resources, and promoted AHA! As a source for information and help during such challenges. Kudos to Sarah Jackson for the idea to get involved, and UH’s Director of Communications Esmeralda Fisher for helping get the attention of these media outlets.
	2. Olivewood Cemetery has said they are happy to host us for a tour, now we just need to finalize a date (Archives Month). There is no fee, but donations are requested.
	3. The Heritage Society has an exhibit on Houston’s GLBT History running June 2-Sept.19. In light of recent Supreme Court decision, Pride, our recent meeting at their space, etc., Vince encouraged viewing.
	4. The African American Library at the Gregory School has an exhibit “Independence Heights: A Window to the Past” running through October.
	5. Lee Pecht is stepping down as AHA’s representative to the Regional Archival Associations Consortium (RAAC). Emily Vinson has expressed interest in the position, and Vince formally appoints her to the position.
4. **Vice President’s Report—Andrew Gustafson**
	1. Andrew is working on planning Archives Month in October, and may be contacting members for assistance. Input from members welcome.
	2. Andrew will also work on updating the membership directory for this year.
5. **Treasurer’s Report—Sandra Yates for Dara Flinn**
	1. AHA! is currently one member short of our membership goal/breaking even.
	2. Sandra reviewed the budget, expenditures so far. So far meetings, the website, and SSA sponsorship are the main expenses this year.
6. **Old Business—none**
7. **New Business**
	1. Sarah Jackson spoke about this year’s Gulf Coast Reads
		1. People loved last year’s virtual exhibit, and Sarah encouraged members to get involved again this year.
		2. The topic is a book called *The Promise*, which features the 1900 storm in Galveston.
		3. Sarah encouraged members to think creatively about other resources, as there are so many storm photos already online.
		4. Other elements of the book that may be worth highlighting: the orphanage (diocese may have materials on this), the clothing of the time (especially given that the main character comes from Ohio wearing wool clothing), a concert pianist, Galveston before the storm, a dairy farm, the tide line along the western end of the island, barrier islands.
		5. The deadline is Sept. 1. On July 21 there is a planning meeting at MFAH. Sarah will email members more information.
	2. Archives Bazaar
		1. Some members had heard about the Austin Archives Bazaar during a presentation at Society of Southwest Archivists.
		2. Billy Glasco described the event and proposed putting together something similar in Houston.
			1. Took them a year to plan
			2. They fundraised and came in under budget
			3. It was held in a non-traditional venue
		3. Mary Manning added that SSA had funding available for such events
		4. The Austin group acquired oral history equipment and other materials they are willing to share. They plan to do their event every other year, so it would be great if we could get on an alternating schedule.
		5. Sarah Jackson and other members noted that AHA! had successfully held outreach events like this in the past, but had not done so recently.
		6. There was general interest in further exploring this idea, Vince proposed following up via email.
	3. Danielle Plumer—copyright workshop coming up
		1. The tentative date and location are August 14, 9am-4pm at Rice, though there was a question about this. Membership advised to stay tuned for updates.
	4. Mark Young at the UH Hilton Archives asked for advice on AV and offsite storage
		1. His institution has 400+ bankers boxes worth of Hilton film. They are trying to move them offsite, but have run into legal hurdles. Requested advice from anyone who has dealt with moving collections offsite. At least one person volunteered to email him directly.
8. **Presentation on Audiovisual materials archives—Emily Vinson (UH) and Sandra Yates (TMC). Both shared their background with AV, work in present positions, tips and tools.**
	1. Emily
		1. Experience: Pacifica Radio Archive, New York Public Library Preservation, WNYC Radio, UH
		2. Current: Emily is UH’s first audiovisual archivist. She is first working with the KUHT collection. KUHT was the nation’s first public educational television station. She discussed formats, size, condition, labels, and digitization prioritization. Umatics have the highest failure rate, so are a priority. She is also working on a film digitization project, assessing vendors, and is moving toward an RFP. Other work will include adding to the digital library, and building in-house capabilities such as a film inspection station, a freezer for film suffering from “vinegar syndrome,” rehousing, an accessioning policy, and potential in-house digitization options.
		3. Tips and tools: She distributed handouts with resources. Also referred to an OCLC webinar, tools from NYU and Michigan, and a video documenting different sound recording formats: <https://www.youtube.com/watch?v=cBy1X4-ul7o&feature=youtu.be>
	2. Sandra
		1. Experience: 5 years in film/video production, prior to attending UT and working at the Ransom Center. AMIA community archiving workshops.
		2. Current: McGovern AV collections include Texas Heart Institute, Hermann Hospital, TIRR (The Institute for Rehabilitation and Research), St. Luke’s Hospital, William Schull Papers, Daniel Creson Papers, TMC Historical Resources Project.
		3. Tips and tools: Showed shelving, rehousing, and distributed item description and condition forms, and a sample finding aid.
	3. Questions/general advice
		1. “Do something.” The problem won’t go away on its own; it will get worse.
		2. Know what you have—inventory, label, shelve correctly.
9. **Closing**
	1. Vince asked if we want to plan another roundtable discussion before Archives Month, perhaps in September. Members were in favor.
	2. The meeting was adjourned.