



**Archivists of the Houston Area!
Executive Board Meeting
Barnaby's Café, 414 W Gray St
February 22, 2018**

**Board Members Present: Matt Richardson, Emily Scott, Sandra Yates, Samantha Bruer
AHA! Members Present: Dara Flinn, Vince Lee**

I. RAAC Report/Survey

-Dara Flinn volunteered to submit the RAAC Educational Needs Survey on behalf of AHA!. She came to the board meeting for approval and additional feedback on the submission. Dara will submit this survey soon.

-She also discussed the Archives on the Hill event. This will be a day for groups such as SAA, NAGARA, and RAAC to lobby for the needs of archives on Capitol Hill. Each participating group was asked to contribute \$500 to pay a part-time coordinator. RAAC had requested its local organizations to provide money for this purpose. The board decided not to contribute.

II. Welcome New Board/President's Report

-Matt welcomed new board members Emily Scott and Samantha Bruer.

2018 AHA! Board

President: Matt Richardson

Vice-President: Emily Scott

Treasurer: Sandra Yates

Secretary: Samantha Bruer

- The board reviewed the organization's bylaws and mission statement to help focus the work AHA! completes this year. Matt would like to see action on professional development. He also outlined each board member's role in the organization. He suggested the potential creation of a board manual to list board rules, fuller concept of each role, and ease transition periods. This is something the board will discuss further, including consulting with past board members.

III. Committees

-Program

- Sara Wheeler is currently the only member. There will soon be a call-out requesting additional members. Hopefully, this will create a 3-5 member committee.
- It was suggested that this group also do a bit of preliminary planning for next year's Archives Bazaar.

-Hospitality

- Annie Golden will remain on the committee. Cathy Fitch will be contacted to determine if she is interested in remaining.

-Web

- Sarah Gesell is currently the only member and she would like to roll off by August. There will be a call to find at least one more member to start soon and learn the role before Sarah leaves the committee.
- Social Media: Matt would like to see AHA!'s social media presence continue to grow. The Archives Bazaar helped last year and it would be good to keep up with that momentum. It would be helpful to create policy and guidelines for social media use. This would help guide promotions of member institution's collections and events, as well as create a list of all accounts, passwords, and list who posts.

IV. Treasurer's Report

-Sandra went over the budget. List is currently at 27 paid-up members. Sandra will send out reminders soon. There were a few budget items she needed the boards input on.

- HHA Conference-May be several events rather than one. Matt will contact Debbie Harwell to see what their plans are for the year.
- Scholarship Fund-Decided to cover one registration fee for SSA in San Antonio (\$150). Requirements are still being discussed.
- Education for AHA! members- \$500 allocated for any seminars, talks, and/or webinars.
- Area Archives Brochures-Matt will see how many are left from the bazaar before we decide to adjust the printing budget.

V. Programming

-Happy Hours-A call will be made for suggestions for a new day and potential location.

-Archives Month-Emily will start brainstorming ideas.

VI. Next general meeting planning

-Matt will reach out to board members to select this year's first meeting date/location.