

## Board Meeting Minutes

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### Board Meeting: Los Angeles

August 26, 2018

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#### Attendees

- Melissa Dollman
- Dennis Doros
- Casey Davis Kaufman
- Andrea Leigh
- Yvonne Ng
- John Polito
- Teague Schneiter
- Lauren Sorensen
- Jayson Wall

#### Also attending

- Laura Rooney

Meeting opened at 11:03am: DDoros, President, presided, a quorum was present.

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#### Meeting Minutes

**Motion:** Approve the Minutes from the July 11 Meeting of the Board.  
Motion by CDKaufman, seconded YNg

**Vote:** Motion passes unanimously.

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**Action Item:** Change text to “to reach an overall goal” and change text to “In travel grants.” LRooney will post final Minutes to Basecamp and to the website.

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### 2018 AMIA Awards

**Motion:** Approve the recommendation of proposed Awards Committee for the 2018 Silver Light Award, William S. O’Farrell Volunteer Award, and The Alan Stark Award  
Motion by ALeigh, seconded JPolito

**Vote:** Motion passes unanimously.

The Board wishes to thank the Awards committee for their time and dedication.

The Board discussed ways of encouraging more nominations through the membership and will submit the recommendations to the Awards Committee, and making things clearer for folks who would like to nominate. E.g., submit a simple 50-100 word form initially through a web form instead of lengthy document. Then ask Awards committee to contact later for more full nomination.

**Action Item:** LRooney and JPolito will notify the Awards Committee that they may notify the recipients.

**Action Item:** LRooney and JPolito will discuss ways of encouraging more participation from the membership and will offer the board’s ideas to the Awards Committee.

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### Report from SAA

DDoros participated in a leadership forum at the recent SAA Conference, bringing together the leadership of archives and history associations. Shared concerns include: Diversity, Equity, and Inclusion goals, association membership benefits, and the growing number of conferences and events. The Board agreed it is important to continue to work with cross-institutional colleagues towards DEI goals for the individual associations and for the field.

A webinar idea was floated, wherein non-members could join for a discounted fee if they also purchase a certain number of webinars.

**Action item:** DDoros will continue discussions with affiliated leaders through SAA.

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### CCAAA Update

CCAAA will be represented at the Memory of the World conference in Panama. This is an opportunity to build stronger ties with UNESCO's program and to gain more participation in the Archives at Risk program. Rachel Stoltje will attend Panama Memory of the World conference on behalf of CCAAA.

JTS 2019 will take place in Amsterdam October 3-5, 2019. AMIA is a co-host of the event with representatives on the programming and organizing committees.

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### AMIA 2019

In its discussions about the location of the 2019 conference, the Board prioritized the costs associated with attending the conference.

**Motion:** AMIA 2019 will take place in Baltimore, December 4-7.

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Motion by CDKaufman, seconded YNg

**Vote:** Motion passes unanimously.

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### AMIA 2020

The Board discussed potential locations for the 2020 conference, noting that it will be the 30<sup>th</sup> AMIA anniversary. Cities discussed included El Paso, Kansas City, and Detroit. The office will continue to explore potential locations, and the Board will continue discussions about ways of recognizing the 30<sup>th</sup> anniversary.

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### 2018/2019 Budget Draft

The Board discussed the 2018/2019 fiscal year budget. Because of the shift in fiscal year, the 2017/2018 year end accounting is in process and will be finalized in September. The draft budget projects a loss of \$47,000 and the Board discussed ways to increase revenue and continue to find ways to lower costs.

The Board discussed ways of increasing revenues while still maintaining event and membership rates at accessible rates, included in the discussion: smaller, topic-focused events; expanded online education; exploring potential grants; and the creation of an advisory board. Each of these will be discussed at future meetings.

The Board will finalize the 2018/2019 fiscal year budget on a future call.

The Board discussed the value adds for AMIA members: discounts to the conference, community building, leadership positions (committees), membership directory for

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networking; ideas floated include online education perks, and addition of an advisory council to help the Board come up with fresh ideas.

**Action item:** CDKaufman will create a worksheet for the Board on the potential of an advisory board, including goals and expectations.

Action Item: YNg and LSorensen will produce a worksheet about smaller 1-day symposia for review at next in-person board meeting.

Action Item: LRooney will ask accountant about certain line items, including Bank Fees.

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### Reel Thing 2018

The Board started off a discussion of the success of the Reel Thing 2018 this year. The Board wishes to thank Michael Friend and Grover Crisp for all their hard work in organizing and volunteering their time to make Reel Thing 2018 happen.

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### Review of AMIA-L Moderation and Merging of AMIA-L and AMIA-M

In 2017, the Board merged the AMIA-M and AMIA-L lists and began moderating the public (AMIA-L) listserv, with the intention of reviewing the decision before making it permanent.

The Board agreed that the moderation of AMIA-L has been successful, though it has not resulted in more AMIA members joining the list.

**Motion:** Continue moderation of AMIA-L.  
Motion by JPolito, seconded MDollman.

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**Vote:** Motion passes unanimously.

The Board discussed the status of the AMIA-Member list and discussed whether the list is a useful communication tool between committees and members, projects and members, the board and members, and member to member. The Board outlined possible solutions, and will discuss further via BaseCamp.

The Board also discussed future options for communication, including a communications portal that brings together all of AMIA's communications channels; and, building lists via Twitter for AMIA members.

**Action item:** LRooney will create a worksheet for the Board with the options discussed and will post to BaseCamp for discussion.

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### Board Recognition

To recognize extraordinary efforts by members in 2018, the Board voted on three Recognition Awards to be presented at the Conference in Portland.

**NOTE:** LSorensen left the meeting.

**Motion:** To recognize Lauren Sorensen, Kara Van Malssen, and Steven Villereal, the founders of the AMIA/DLF Hack Day, now in its fifth year, a collaboration that has brought together developers and archivists to solve challenges and create open source solutions.

Motion by CDKaufman, seconded by TSchneiter

**Vote:** Motion passes unanimously, LSorensen abstained.

**NOTE:** LSorensen returned to the meeting.

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**Motion:** To recognized the work of the International Outreach Committee, and in particular Pamela Vízner Oyarce with Lorena Ramírez-López, Erwin Verbruggen, Goría Ana Diez, and Jo Ana Morfin for the translation of the AMIA website into Spanish.  
Motion by YNg, seconded by LSorensen

**Vote:** Motion passes unanimously.

**Motion:** To recognized the work the Projection Workshop Working Group, and in particular Rebecca Hall, Julian Antos, and Rebecca Lyon in creating the regional model for Level One Projection Workshops, to be paired with an online handbook and guidelines for others to use the model.  
Motion by TSchneiter, seconded by YNg

**Vote:** Motion passes unanimously.

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### Other Awards

Over the past five years the Board has discussed potential awards that highlight the work of archivists in preservation, restoration, and access. The goal of the awards would be to publically promote the work done by professionals in the field, and to highlight the importance of that work.

The Board also discussed the possibility of awards for projects that impact the field versus individuals or groups of people.

An award has been proposed to the Board by an allied organization, with the Award branded as AMIA and presented at an event early in 2019. The Board agreed to pursue a full proposal and then vote on the Award at a future date.

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**Action item:** DDoros and JWall will prepare a worksheet on the proposal.

**Action item:** DDoros, JWall, MDollman, and LRooney will prepare a worksheet for a future call that outlines other potential Awards and Lists to highlight and promote the work done by archivists.

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The meeting adjourned at 6:09pm.