**SRMA Annual Business Board Meeting**

**Date:** 08 May 2020

**Location:** Zoom meeting

**Time:** 1:00 p.m. to 2:00 p.m.

**Business conducted prior to the meeting:**

* A significant amount of business was conducted between meetings due to COVID-19. Please see the separate document relating to business conducted between meetings.

**Attendance:** Patty Rettig, Nathalie Proulx, Heather Bowden, Kate Crowe, Emily Schwartz, Laura Hoff, Erin Shafer, Sean Babbs, David Fasman, Aaron Ramirez, Kalyani Fernando, Craig Haggit, Megan Friedel, Ann Schwalm, Steve Fisher, Sherlene Searight, Ashlyn Velte, Jennifer Sanchez, Clarissa Trapp, Helen Baer, Keli Schmid, Shaun Boyd, Will Gregg, John Major, Jamie Wagner, Linda Meyer, Blake Graham, Jamie Seemiller, Rachel Gattermeyer

A quorum of members attended.

**President’s Report (Heather):**

* This has been an interesting time to be President. But, as archivists, we document this historic time.
  + Excited to have created a listing of institutions that are documenting COVID-19.
    - It is on the SRMA site under the Resources documentation tab.
  + Please email Heather or Sean Babbs to add your project or update any information.
  + Update on past year:
    - Successful fall conference at UNC: Born Digital for Everyone.
    - Had to cancel Western Archivists Meeting (WAM) due to coronavirus. This was a challenge to negotiate and a difficult decision to make. Fortunately, we were able to cancel without financial impact.
    - The Board, led by Kate Crowe, reviewed and updated the SRMA Long Range Plan, the Annual Plan, and the Financial Policies and Procedures.
      * These will be available on the SRMA site soon.
    - Added new content to the SRMA site on web archiving particularly for those interested in capturing COVID-related web content.
    - Hosted the first virtual meeting and first virtual happy hour last month.
      * Next virtual happy hour will be next Thursday.
    - Announcing new officers:
      * Received enough ballots for a quorum
      * Votes were as follows:
      * Ashlyn Velte (Vice President): 42
      * Walker Sampson (Member at Large): 41
      * Blake Graham (Secretary): 42
    - Congrats and welcome to the new officers!
    - Additional changes to the Board:
      * Megan Friedel is the incoming President, Heather Bowden is the new past president, Erin Shafer is the new Program Director, and Craig Haggit is the new Continuing Education Coordinator.
    - This information will be updated on the Governance section of the website.

**Treasurer Report (Patty):**

* Completed first year as treasurer building on work of previous treasurer.
* SRMA is fiscally stable.
  + Financial policies indicate we should have two years’ operating budget in savings which is about what we have now (approximately $31,000 between accounts).
* Received two phishing emails and prevented the attacks.
* Primary expenditures are for technology, Journal of Western Archives, scholarships to conferences, as well as conferences and workshops. Income is primarily from membership fees. We generally break even on conferences.

**Program Director/Member-at-Large Report (Emily and Erin):**

* Quiet programming quarter since this was supposed to be a WAM year, and WAM was canceled.
* Have discussed transitioning to the new officers.

**Outreach (Emily):**

* Set up a Hootsuite account to track and coordinate social media accounts.
  + Worked to transition this account to Erin.

**Membership (David):**

* Membership at 70
  + Membership is down a bit this year.
  + There are some new sustaining memberships.
* Created Trello board to manage the upcoming transition to Wild Apricot (WA) as part of the migration task force
  + WA will improve membership management including: rolling fees, automatic reminders, event registration, social media management.
* Working on organizing digital records relating to membership.
* Kate asked about the newsletter function in Wild Apricot.
  + David: it does have mail, blog, and forum functionalities, but we may need to maintain Google Groups as well.

**Website (Sean):**

* Website was already in great shape; currently working on normal cleanup/maintenance, and responding to inquiries on the site.
* Aaron updated the preservation resources section.
* Added new COVID and web archiving resources.

**Preservation (Aaron):**

* In response to a request for conservation resources, updated site info and links to resources.
* No recent requests for kits.

**Newsletter (Nathalie):**

* Third year as newsletter editor.
* Published quarterly newsletters.
* There will be a Spring edition and Summer edition forthcoming.
* Always looking for content, so please reach out to Nathalie with ideas or articles.
* Question from Craig: will we archive the newsletter once it goes to WA?
  + Kalyani: The PDFs are archived. Can continue to do this in the future or capture a web copy.

**Continuing Education (Craig):**

* Fall program on born digital preservation generated a lot of interest in Library Carpentry (LC) classes. The 2019 membership survey also showed an interest in this type of programming.
  + Uncertain when we will be able to gather for a workshop. LC is looking into online methods although their model is based on a classroom setting.
* Will send out a new survey to get an idea of what membership would like after the next Board meeting.
  + Will determine likelihood of in-person or online programming in the fall.
* Coordinating virtual happy hours, will send out a Google calendar invite for the next one.

**Archivist (Kalyani):**

* Updating documents in Dropbox.
* We don’t have many photos from the past year
  + If anyone has photos of the fall conference or other activities, please send them to Kalyani
* Do we need a new folder in Dropbox for COVID-19? To capture list of projects, project front page, project documentation.
* Kate: would make great newsletter content.
* Kalyani can bring this question to the next Board meeting for further discussion.

**Past president report (Kate):**

* Updated governance documents this year.
  + Bylaws still need to be updated and voted on by membership.
    - Requires 50% of membership present to vote which might be challenging in the current situation.
    - This will need to be completed by the next board .
    - Online vote could be done with a unique ballot per member and potentially making use of proxy votes.
    - Heather: we have 25% here today so we may be able to do this virtually.
    - Jamie: have done bylaw votes electronically in the past

**What’s next:**

* Wild Apricot transition
* Bylaws review
* More virtual happy hours
  + Even when we can have in-person happy hours again, it might be good to continue some more virtual meetings in order to include people who can’t get to the physical meetings.
* Incoming President Megan Fiedel, Head of CU Archives:
  + Perhaps like many others, undertaking parenting while working at home: have patience as we move forward!
  + Looking forward to working with everyone in the new normal.

**Adjourned:** Shaun moved to adjourn and Megan seconded. Meeting was adjourned at 1:53 p.m.