

Society of Tennessee Archivists

Monthly Meeting Agenda and Minutes, 2024 November 4

Agenda

- Upcoming *Tennessee Archivist* Newsletter
- Annual Meeting Feedback
- Southeastern Archivists Association Representative
- Committees
 - Arrangements Committee
 - Awards Committee
 - Nominating Committee
- Articles of Organization
 - Bylaws, Laws of Governance, or Articles of Organization?
 - ARTICLE III: OBJECTIVES
 - ARTICLE VI: PUBLICATIONS
 - ARTICLE VII : OFFICERS AND GOVERNANCE
 - Ex-officio appointments
 - Nominating Committee
 - Membership Committee
 - Southeastern Archivists Association Representative vs Southeastern Archivists Association Coordinating Committee
 - Education Committee
 - Arrangements Committee
 - Ad hoc committees
- Website

Minutes

Officers Present

- Runyon, Carolyn, President
- Boshers, Bradley, Secretary
- Roberts, Carol, Treasurer
- Lockhart, Lori, Webmaster

Officers Absent

- Ryland, Christopher, Vice President
- Billeaudeaux, Brigitte, Newsletter Editor
- Sowell, David R., Archivist

Notes

- Upcoming *Tennessee Archivist* Newsletter
 - The President is working with the Newsletter Editor to publish and distribute an issue of the *Tennessee Archivist* newsletter in January 2025.
- Annual Meeting Feedback
 - The President reported that they are working on finalizing a report of the survey findings and will work with the Webmaster to publish them to the website.
- Southeastern Archivists Association Representative
 - The members of the Executive Committee present reviewed the language in the Articles of Organization regarding the Society's representation in the Southeastern Archivists Association.
- Committees
 - The members of the Executive Committee present agreed to recruit for the following established committees for the 2024-2025 cycle:
 - Arrangements Committee
 - Awards Committee
 - Nominating Committee
 - The members of the Executive Committee present agreed to recruit for the following ad hoc committees for the 2024-2025 cycle:
 - Articles of Organization Ad Hoc Committee
 - Website Ad Hoc Committee
- Articles of Organization
 - The members of the Executive Committee present discussed the need to consider the following as part of the work of the Articles of Organization Ad Hoc Committee
 - Bylaws, Laws of Governance, or Articles of Organization?

- Determine what to call the Society's governing document as Bylaws, Laws of Governance, and Articles of Organization are all used.
- ARTICLE III: OBJECTIVES
 - The members of the Executive Committee present discussed the need to update objectives to be reflective of the membership's needs.
- ARTICLE VI: PUBLICATIONS
 - The members of the Executive Committee present discussed the need to define the periodicity of the newsletter.
 - The members of the Executive Committee present discussed the difficulty of producing a quarterly newsletter with a single newsletter editor and the possibility of appointing two newsletter editors.
 - The members of the Executive Committee present discussed the possibility of employing a designer to develop a template to make the newsletter easier to produce.
- ARTICLE VII : OFFICERS AND GOVERNANCE
 - Ex-officio appointments
 - The President offered that typically appointed officers that are not elected by the membership do not have voting privileges.
 - Membership Committee
 - The members of the Executive Committee present expressed the need to establish a more specific charge for the Membership Committee or that it should be removed from the governing document.
 - Southeastern Archivists Association Representative vs Southeastern Archivists Association Coordinating Committee
 - The members of the Executive Committee present discussed the history of the need for the Southeastern Archivists Association Coordinating Committee, but that need is no longer relevant.
 - The members of the Executive Committee present agreed to recruit a Southeastern Archivists Association Representative to fill the position for the 2024-2025 cycle while the to-be-formed Articles of Organization Ad Hoc Committee reconciles the three positions described in the Society's governing document.
 - The members of the Executive Committee present discussed the possibility of having the immediate past president of the Society fill this position.
 - Education Committee

- The members of the Executive Committee present discussed the desire to establish an Education Committee, but that the efforts on the governing document and website should take priority in the 2024-2025 cycle.
- Arrangements Committee
 - The members of the Executive Committee present discussed the need to establish an Arrangements Committee to plan and execute the Annual Meeting as soon as possible.
- Ad hoc committees
 - The members of the Executive Committee present discussed the need to create a formal mechanism for ad hoc committees to manage one-time projects.
- Website
 - The members of the Executive Committee present discussed the need for a new website and considered a budget of approximately \$2000 to pay for a year's subscription, design, and legal fees to ensure compliance with state laws governing nonprofit organizations that collect money via a website.
- The members of the Executive Committee present discussed the Society's finances.
 - The Treasurer reported that roughly fifty people have paid their 2024-2025 membership dues, approximately five of whom are students.
 - The Treasurer also reported that the Tennessee Archives Month poster cost the Society \$500 in design fees, and \$433 in printing and mailing costs for a total of \$933 in expenses.
 - Finally, the Treasurer added that the Society currently has about \$7,400 in the bank.
- The President indicated that they will work with the Webmaster to start publishing minutes to the Society's website.

Action Items

- The President will draft and disseminate to the Executive Committee a call for volunteers to serve on the following:
 - Arrangements Committee
 - Awards Committee
 - Nominating Committee
 - Website Ad Hoc Committee
 - Articles of Organization Ad Hoc Committee
- The President will recruit Past President David R. Sowell to serve as the Southeastern Archivists Association Representative.