

# Society of Tennessee Archivists

## Executive Committee Monthly Meeting Agenda and Minutes 2024 December 2

### Agenda

-  STA Monthly Meeting Agenda and Minutes, 2024-11-04
  - Approval
  - Website publishing workflow
-  STA Annual Meeting Feedback Survey Report, 2024
  - Website publishing workflow
-  STA Volunteer Request Survey Results, 2024-11
-  STA Expense and Income Report, 2024
-  Tennessee Archivist newsletter, 2025 Winter

### Minutes

#### Officers Present

- Runyon, Carolyn, President
- Ryland, Christopher, Vice President
- Roberts, Carol, Treasurer
- Billeaudeaux, Brigitte, Newsletter Editor
- Lockhart, Lori, Webmaster
- Sowell, David R., Archivist

#### Officers Absent

- Boshers, Bradley, Secretary

### Notes

-  STA Monthly Meeting Agenda and Minutes, 2024-11-04
  - The members of the Executive Committee present approved the minutes from the November 4, 2024 meeting.
  - The Webmaster agreed to post the approved meeting agenda and minutes to the STA website at <http://www.tennesseearchivists.org/minutes.html>.
-  STA Annual Meeting Feedback Survey Report, 2024

- The members of the Executive Committee present reviewed the feedback from Annual Meeting attendees.
- The Webmaster agreed to post the report to the STA website at <http://www.tennesseearchivists.org/meetingarchives.html>.
- **✚ STA Volunteer Request Survey Results, 2024-11**
  - The members of the Executive Committee present reviewed volunteers for the Nominating Committee, Arrangements Committee, Articles of Organization Ad Hoc Committee, and Website Ad Hoc Committee.
  - The members of the Executive Committee decided that all volunteers would be given their first choice of committee assignments.
  - The President will confirm committee appointments with volunteers.
- **✚ STA Expense and Income Report, 2024**
  - The members of the Executive Committee present discussed expenses for 2024.
  - The Treasurer noted that the Society automatically paid \$350 for a Zoom subscription that is not currently being used. Members of the Executive Committee present to cancel the subscription. The Treasurer will locate credentials and cancel the subscription as soon as possible.
  - The Webmaster noted that the Society paid \$74.88 and \$19.99 in web hosting and domain registration in 2024.
  - The President noted that the Society spent more than it gained in membership dues last year, mostly on the design, printing, and mailing of the Tennessee Archives Month poster. The President also noted that if the Annual Meeting had not turned a profit, the Society would be operating at a loss for 2024. The members of the Executive Committee debated the value of the Tennessee Archives Month poster versus plans to migrate the Society's website to a hosted platform and agreed to seek input from the membership.
- **📁 Tennessee Archivist newsletter, 2025 Winter**
  - The members of the Executive Committee present discussed the upcoming newsletter to be published in January 2025. Several members have submitted articles.
- **Annual Meeting, 2025 October**
  - The Vice President inquired about the planning process for the upcoming Annual Meeting. The President will pass along working documents to the Vice President used for the planning of the Annual Meeting in 2024.

# Addendum

## Operating and Annual Meeting Expenses and Income, 2024

| Description                                | Expense/<br>Income | Description               | Expense/<br>Income |
|--------------------------------------------|--------------------|---------------------------|--------------------|
| Regular Membership Dues                    | \$1,380.00         | Dues                      | \$1,680.00         |
| Associate Membership Dues                  | \$270.00           |                           |                    |
| Institutional Membership Dues              | \$30.00            |                           |                    |
| Tennessee Archives Month Poster Design     | -\$500.00          | Poster                    | -\$933.82          |
| Tennessee Archives Month Poster Printing   | -\$256.82          |                           |                    |
| Tennessee Archives Month Poster Postage    | -\$177.00          |                           |                    |
| John H. Thweatt Archival Advancement Award | -\$267.79          | Award                     | -\$267.79          |
| Web Hosting                                | -\$74.88           | Website                   | -\$94.87           |
| Domain Registration                        | -\$19.99           |                           |                    |
| Membership Renewal Postage                 | -\$73.00           | Mail                      | -\$91.77           |
| Membership Renewal Printing                | -\$18.77           |                           |                    |
| Zoom Subscription                          | -\$350.00          | Zoom                      | -\$350.00          |
| Annual Meeting Regular Registrations       | \$3,060.00         | Registrations             | \$3,135.00         |
| Annual Meeting Student Registrations       | \$75.00            |                           |                    |
| Annual Meeting Sponsorship                 | \$750.00           | Sponsorship               | \$750.00           |
| Annual Meeting Catering                    | -\$2,300.10        | Catering                  | -\$2,300.10        |
| Annual Meeting Program Printing            | -\$583.90          | Programs and<br>Name Tags | -\$712.89          |
| Certificates and Name Tags                 | -\$128.99          |                           |                    |
| Annual Meeting Attendance Scholarship      | -\$450.00          | Scholarship               | -\$450.00          |
| <b>Profit</b>                              | <b>\$363.76</b>    |                           |                    |