

Society of Indiana Archivists
2015 Members' Business Meeting Minutes
Purdue University, West Lafayette
Saturday, April 11, 2015

I. President Jackie Shalberg called the meeting to order around 12:20 pm. Approximately 45 members and Board members were in attendance.

Jackie Shalberg introduced and thanked the SIA Board:

Dina Kellams, Vice President
Colleen McFarland Rademaker, Treasurer
Liz Fisher, Secretary
Lisa Lobdell, Board Member
Richard Bernier, Board Member
Lori Lindberg, Board Member
Debra Brookhart, Board Member
Brandon Pieczko, Webmaster
Adriana Maynard, Newsletter Editor

Jackie also recognized the members of the board, Local Arrangements Committee, Program Committee, and Education Committee for their work this year and thanked Purdue University for hosting our event today.

Local Arrangements - Rich Bernier, Jamillah Gabriel
Programs - Dina Kellams, Adriana Maynard, Mike Szajewski
Education – Liz Fisher, Lisa Lobdell, Sally Childs-Helton, Jamillah Gabriel, Andrew Noga

II. Approval of minutes from April 5, 2014 (Jackie Shalberg)

- Jim Corridan moved to approve the minutes and Lisa Lobdell seconded. The motion carried and the minutes were approved by the membership.

III. President's Report (Jackie Shalberg)

- Jackie reviewed SIA's 501(c)(3) status, the discussion on the topic from last year's annual meeting, and the board's work this past year toward the new status with the assistance of David Cropper, a CPA in Indianapolis.
- Jackie mentioned the website transition, to the new Wild Apricot platform, is going well despite some setbacks.

IV. Treasurer's Report (Colleen McFarland Rademaker)

- Colleen remarked that the increase in membership fees this past year has financially helped SIA and continues to be SIA's largest money maker, in addition to registration fees.
- SIA held/co-sponsored three events last year, including catering expenses paid for the MAC Speakers Bureau Workshop.
- Administrative expenses have increased to make the Treasurer's position more functional and easier.
- Colleen detailed the 501(c)(3) application expenses.
- Colleen noted a scholarship account was added this past year; only one scholarship was given out last year.
- Jim Corridan noted a title typo needed to be corrected under the Scholarship section in Colleen's handouts.
- Colleen hopes SIA will hand out two scholarships next year.
- Jane Gastineau asked Colleen about SIA's former Certificate of Deposits or CDs; Colleen said both CDs were cashed out and consolidated into other existing SIA accounts due to the low interest rate.

- Colleen noted a capital investment of \$400 in the budget for the laptop computer and QuickBooks Desktop software.
- Sally Childs-Helton asked about ongoing administrative expenses; Colleen explained that roughly every five years an updated laptop computer would need to be purchased and we would have an annual expense of \$540 for QuickBooks software with support.

Colleen McFarland Rademaker gave the treasurer's report for April 1 2014-March 31, 2015.

- Beginning balance in the checking account was \$8,746.75 and in the savings account was \$4,647.98 (The savings account included the scholarship fund totaling \$989.09).
- Ending balance in the checking account was \$10,010.58 and in the savings account was \$3,640.87.
- Ending balance in the Scholarship Fund, which now has its own account, was \$914.26.
- Total assets as of March 31, 2015 are \$14,565.71.

Colleen noted that scholarship donations have been down this year, largely because we have not figured out how to incorporate the solicitation of donations into the membership renewal and event registration processes. If scholarship donations exceed expectations, Colleen reported that we can expect a balanced budget for the next year, even with \$1000 of expenses budgeted for accountant fees and potential penalties associated with clearing up our tax status.

Colleen presented the proposed budget for July 1, 2015-June 30, 2016. It is a balanced budget and involves income and expenses, including membership dues and administrative expenses such as a computer for the Treasurer, the purchase of QuickBooks Desktop with support, Wild Apricot subscription, and IRS Tax-exempt application fees.

Lori Lindberg moved to approve the budget; Noraleen Young seconded. The motion carried and the budget was approved by the membership.

V. Membership Report (Jackie Shalberg)

- As of the beginning of April, SIA had 117 total members, with 111 paid memberships and a few in queue.
- 40 people had lapsed memberships, some which included students, members who had duplicate accounts, or members who moved.
- March 15 is the annual membership renewal deadline.

VI. New Business

A. Constitutional change proposal

Jackie Shalberg reviewed both Proposed Change 1 and 2.

Proposed Change 1

The first change adds a new paragraph to the "Purposes of the Society" section. This would be added in order to clarify how we handle finances and political issues, and how we can stay in compliance with regulations pertaining to 501(c)(3) organizations.

- Jim Corridan clarified that lobbying is allowed, but limited-to no more than 5% of our budget. He would like to focus on advocacy of SIA and the archival community in the state.
- Jackie agreed, stating there is room for advocacy as opposed to lobbying.
- Lori Lindberg stated that individual members are allowed to make a political statement.
- Colleen McFarland Rademaker referenced lobbying efforts of ALA as a good model, and MAC to a smaller degree.

- Noraleen Young thanked the board for all their work on the 501(c)(3) application process.

Jane Gastineau moved to approve Proposed Change 1; Alison Stankrauff seconded. The motion carried and the proposed change was approved by the membership.

Proposed Change 2

The second change alters what is written in the “Dissolution” section (currently listed as #15). The change states SIA will give assets to a 501(c)(3) organization if it is dissolved. Originally, the Society of American Archivists was listed as the organization where SIA’s assets would go, but SAA is a 501(c)(6). SIA would instead send its assets to the *SAA Foundation*, which is a 501(c)(3), or another organization that is a 501(c)(3) entity if seen fit. This change is also to comply with 501(c)(3) regulations.

- Noraleen Young voiced concerns about distributing money to SAA due to its lack of presence in Indiana. She would like to see money go to an organization more local or state wide.
- Colleen McFarland Rademaker responded that since SAA Foundation is a 501(c)(3) and supporter of smaller programs like the disaster recovery fund, they would be a good organization to choose. She said SAA is aware more than ever of their need to reach out to small populations, and noted that MAC is currently running at a deficit, and won’t be a good choice at the moment.
- Noraleen Young asked if the money could be placed in a disaster fund for Indiana.
- Beth Swift referenced that any archival organization could be chosen in the future if SAA is not the best fit, according to the new wording of Proposed Change 2.
- Jackie Shalberg said she could look into other organizations if the membership was interested.
- Lori Lindberg said she thought the language was acceptable.
- Alison Stankrauff agreed with Lori, because the language allows for the money to go to another archival organization if desired by SIA.

Colleen McFarland Rademaker moved to approve Proposed Change 2, Lori Lindberg seconded. The motion carried and the proposed change was approved by the membership.

Jackie reviewed the 501(c)(3) approval timeline; she will report to David Cropper that approval was received at the business meeting. The paperwork will then be submitted and SIA will have to wait a minimum of 3 months for a response.

B. Election of new officers and board members

- Jackie Shalberg thanked former Officers Dina Kellams and Colleen McFarland Rademaker, and board members Lisa Lobdell and Debra Brookhart, for all their tireless work as board members, officers, and SIA supporters.

Jackie Shalberg presented the Nominating Committee’s slate of officers:

Vice President: Carol Street, Archivist for Architectural Records at the College of Architecture and Planning at Ball State University

Treasurer: Rich Bernier, Processing and Public Services Archivist Purdue University Libraries - SPEC

Board Member: Carrie Schwier, Assistant Archivist at Indiana University Archives

Board Member: Jennifer Noffze, Registrar/Archivist at The Children's Museum of Indianapolis

Interim Board Member: Andrew Noga, State Records Center and Archives Processing Supervisor for the Commission on Public Records at State of Indiana

Colleen McFarland Rademaker moved to approve the slate, Noraleen Young seconded.

There were no nominations from the floor.

Nominations were closed.

The new board was elected by unanimous vote by the membership.

C. Scholarship winner

- Carol Street and Bethany Fiechter served on the Scholarship Committee, handling the search for scholarship candidates for the annual meeting.
- Jackie Shalberg introduced and presented the Krasean Student Scholarship award to Indiana University Bloomington student Alessandro Meregaglia.

VII. Announcements

- Jackie advertised that SIA is looking for committee members and persons interested in being an officer or board member in the future. Email SIA at siaarchivists@gmail.com. Board and officer nominations will then be sent to the nominating committee.

VIII. Adjournment

- Dina Kellams moved we adjourn; Colleen McFarland Rademaker seconded. The meeting adjourned at 12:59 PM.

Respectfully submitted,
Liz Fisher, Secretary