

SIA Members Meeting Minutes
Teleconference via Zoom
April 17, 2020

- I. Call to Order: Claire Horton, President
[Agenda](#) Shared on Zoom Screen
10:03 call to order after brief review of Zoom etiquette.
41 attendees

- II. Approval of [SIA 2019 Members Meeting Minutes](#): Claire Horton, President
 1. Claire invited comments on the minutes in chat. None were shared.
 2. Hearing no objections, minutes were approved by consensus.

- III. [President's Report](#): Claire Horton, President
 1. Thanked the planning committee, sponsors, and intended speakers for this annual meeting which, unfortunately, due to COVID-19 could not be held in-person with full programming.
 2. Sponsor funds are being retained for next year's 2021 meeting.
 3. Thanked board for work on transitioning to an online Zoom meeting, acknowledging members by name.
 4. Thanked membership for flexibility of attending virtually.
 5. Recognized and congratulated archivist and long-time SIA leader and member, Wes Wilson, upon his retirement.

- IV. [Treasurer's Report](#) and [Proposed Budget](#): Denise Rayman, Treasurer
 1. Treasurer's Report shared to screen. Denise noted that the most striking aspect of the report is the fact that SIA took a financial hit due to the cancellation of the annual meeting program. The biggest expense was the purchase of insurance for University of Indianapolis (intended location), which was nonrefundable.
 2. Proposed Budget was shared to screen. The most significant difference to this year's proposed budget is that we will not be holding fall workshop due to Midwest Archives Fall Symposium being held in Indianapolis at that time; therefore, there will be no income. We do expect the same number of membership, providing us a stable projection. In addition, we are no longer using Quickbook accounting software, which saves us \$500 annually.
 3. In order to approve the budget, membership was asked to express any concerns or "not in favor" of approving to the Zoom chat or vocally by unmuting microphones. No comments were expressed. The budget was therefore approved by consensus.

- V. [Membership Report](#): Tricia Gilson, Past-President
 1. Membership report was shared to the screen.

2. Tricia shared that membership steady, down by just two members. We've lost a few institutional memberships but increased in students. SIA has 121 active people as of the meeting.
3. Claire Horton (President) noted that we cleaned up the member listserv and removed inactive members. SIA uses an Indiana University listserv account so it is a manual effort to input new names and emails. A reminder that being added to the listserv is an advantage of membership.
4. Member, Wes Wilson, expressed that he thinks we would have more people [members] if they had opportunity to pay at the meeting. Claire agreed that registration for the meeting usually prompts renewal membership. The necessary transition to an online business meeting versus the usual annual meeting program does not spur new memberships in the same way. Claire also remarked that it is a great time to renew memberships and to consider donations to SIA since we took a hit with the inability to meet in person.
5. Tricia Gilson noted that we often get an increase in membership in the fall as well, with registrations for fall workshop.

VI. [Communications Committee Report](#): Julie Motyka, Board Member

1. The Communications Committee Report was shared to the screen.
2. Julie explained that she was sharing an update on the communications committee since it had never been done before at an annual meeting. It is a relatively new committee, established in 2017.
3. Prior to 2017, there was an SIA Facebook page but activity was inconsistent. SIA now has a Twitter account, and we are consistently active on both social media platforms. The committee has gotten SIA involved in national initiatives, with National Archives social media campaigns, for example.
4. The committee plans out posts and reposts member posts as well. The committee created our own hashtag in 2018 #WeRateArchives which was highlighted in an SAA blog.
5. Julie encouraged members to get involved using #INArchivists to highlight the excellent work that we all do and to promote SIA events.

VII. New Business: Claire Horton, President

1. The [agenda](#) was shared back to screen.
2. Election of 2020 – 2022 Board:
Members should have received a link to a Wild Apricot (web software) poll this morning. Thus far, 25 people have voted. Poll will close at midnight tonight. We will send an email later with official results.
3. Review of the slate: Bethany Fiechter for President, Rich Bernier for Vice President, Beth South for Secretary, Evan Miller for Board Member
4. Moving off the board: Tricia Gilson leaving as Past President, Carey Champion leaving as Secretary, Tony Barger leaving as Board Member
5. Scholarship updates: In case you missed it in recent newsletter, after some discussion, the Board decided to split both the Thomas Krusean student

Scholarship and the John Newman Professional Development Scholarship into two scholarships of \$75 for each. We will award two scholarships for the Annual Meeting and two scholarships for the Fall Workshop. We hope that this change encourages more people to apply. We noticed that we weren't getting a lot of applicants and wondered if \$150 was more than needed to attend so people didn't want to "take" from others who may be more in need. We would have awarded one each this spring meeting and will award one each in fall. It is a great way to get students involved so please encourage applicants in future.

6. Fall Symposium (Bethany Fiechter, Vice President): Excited to share that SIA is partnering with Midwest Archives Conference (MAC) for its annual fall symposium. It will take the place of the SIA annual fall workshop.
 - a. Title: *Driving Outreach into Victory Lane*
 - b. Dates and Location: Oct. 9-10 at Indiana State Library
 - c. Program: A focus on various types of outreach with related tips and strategies. Carey Champion, Carrie Schwier, and Carol Street are the three speakers. Symposium co-chairs are Jackie Shalburg and Bethany.
 - d. There will be an SIA networking event on evening of Oct. 8, led by Lydia Spotts and Lisa Lobdell.
 - e. The SIA Board decided to sponsor part of MAC symposium with a donation of \$750. SIA members will receive a discount rate of \$125. Be on the lookout for more info in upcoming newsletter and on website.

VIII. Announcements

1. Communications Committee member, Joseph Coates, invited members to consider assisting the committee with SIA social media. There are lot of potential things to do: FB, Twitter, Web page, Newsletter. The committee is looking for people to work with SIA to do some of the marketing in order to showcase archives throughout the state and help with hashtag initiatives. It could be as little as once or twice/year commitment. This does not require a lot of expertise, just new ideas and support. This could be great option for student participation.
2. Claire Horton announced that the Scholarship Committee is also seeking new members. It is a fairly low time commitment committee. It meets before spring and fall meetings to review applicants.
3. Lydia Spotts announced that SIA is looking for someone to assist her in the role of SIA webmaster. The webmaster works with the Treasurer to update membership, among other things. Her term is ending in 2021, after serving two consecutive terms, and she would like to hand over responsibilities more gradually over this coming year. Please contact her if interested.

VIX. Questions/Comments from Attendees: Claire Horton, President

1. Chat question: *Will annual meeting be held at University of Indianapolis next year?* Bethany Fiechter responded that it will be up to the program

committee. Traditionally the meeting is held in Indianapolis is every other year but since these are exceptional circumstances, we may revisit it. We will be open to almost anything, so stay tuned.

2. Claire ended the meeting with expressions of missing seeing everyone in person and appreciation of planning committee.

Meeting adjourned at 10:38a.m.

Meeting recording: <https://iu.box.com/s/19y5gxtjxkai6gbhlnleqjj00qwc9xb>

Minutes respectfully submitted by Carey Champion, Secretary