SRMA Board Meeting

Date: May 24, 2019
Location: University of Denver AAC 301
Time: 12:00 p.m.

Business conducted prior to the meeting:
Scholarship committee selected Hope Barajas as the scholarship recipient and the Board approved.

The Board held an election for open Board positions and the following new Board members were elected:
Vice President: Megan Friedel
Member-at-Large: Erin McElroy
Preservation: Aaron Ramirez
Treasurer: Patty Rettig

Attendance: Kate Crowe, Patty Rettig, Nathalie Proulx, Kalyani Fernando, Megan Friedel, Jamie Seemiller, Heather Bowden, Emily Schwartz, Mary Elizabeth Ruwell, Lisa Dunn, Laura Jackson., Laura Hoff, Sean Babbs, Katie Rudolph, John Major, Erin McElroy

Approval of minutes (Laura H): Approved with no changes.

Kate, new business:
SAA scholarship which will be announced soon. A committee will be formed that will include a past recipient.

Amanda may need to step down as Continuing Education Coordinator; position will need to be filled. Mary Elizabeth is also stepping down and a new Membership Coordinator will need to be appointed.

Kate is working on finalizing the budget and it is time to begin thinking about our next long-term plan. We will discuss this at the next meeting.

The new financial practices and procedures document clarifies credit card policies and reimbursing vendors. The policies will be shared with the full board and we will discuss and vote next meeting.

Outgoing board members should transfer any social media passwords to new members.

Heather:
Fall meeting should be out of the Denver/Boulder area. We previously discussed Greeley and Laura J. reserved a room at UNC. May be some issues with lunch/catering on that campus.

Still need to decide on a new meeting schedule/format (one or two per year, half days, etc.).
Fall theme may be around digital preservation based on survey feedback. Interested in filming/streaming, new continuing ed opportunities, expanding geographically.

Will implement Trello for SRMA coordinating.

**Meghan:**
Interested in looking into other regional orgs for inspiration and ideas.
Partnering with other local groups.

**Treasurer Report (Laura J.):**
Finances are healthy. Will still be a few years before we are back to pre-scam levels but we are on track.

Going forward, there should be two or three people with account access, even if only one person has credit card access (i.e., account access for Treasurer, President, and card access for the Program Coordinator).

**Jamie:**
Need to include Round-up scholarship in next year’s budget.

Recommends looking into insurance to protect board members as individuals as well as an organization.

A bylaws revision is needed this year.

**Nathalie:**
Seeking feedback on the newsletter.

Ideas:
Themes -- based on conference topics?
Blog format rather than newsletter? Some institutional members preferred PDFs but we don’t have institutional members anymore.
Spotlight on institutions, brief blurb about news or profiles, spotlight on archivists to include more people.
Share continuing education resources.
Move the quarterly publishing schedule by a month to more easily incorporate meeting wrap-ups.

**John:**
Formally transferred ERC notebook to Sean.

**Katie:**
Reminder to members to add their docs to the Board DropBox before June 30th when they will be accessioned.

Transferred archives accounts to Kalyani.

**Adjournment:** Kate adjourned at 1:10.