SRMA Board Meeting

Date: 2018 May 8
Location: Anderson Academic Commons, University of Denver
Time: 9:00am

Business conducted prior to the meeting: On April 24, John noted that links to sub-pages on the SRMA website from Google were being re-directed to a third party. This was confirmed by Google and BlueHost that same morning. The site itself was unaffected; the hack seemed limited only to the sitemaps Google publishes for search results. Nevertheless it was decided that SRMA should invest in more robust security for its BlueHost WordPress site.

BlueHost’s SiteSecurity plan, at a cost of $64/month for 12 months (or $640 for a full year), provides a number of security options, though there were concerns expressed among many board members regarding its cost. After some discussions John was able to negotiate a six-month subscription to the paid SiteSecurity service at the cost of $240; this allows us to resolve the current issues with the Google link re-directs, ensure that the site is secure through the upcoming Spring and Fall conferences, and investigate other site security options beyond BlueHost. The Board voted unanimously to approve this expense.

Attendance: Kate, Nathalie, Lisa, Jamie, Kevin (in person); John, Katie, Laura, Nicole, Jessie (phone); Allaina, Jane, Amanda, Mary Elizabeth absent.

Meeting called to order at 9:03am.

Approval of prior meeting minutes (Kevin): One change to the circulated April minutes was made prior to the meeting (the $65 fee for QuickBooks cited by Laura was in fact the discounted non-profit rate). No other changes suggested. Minutes approved as amended by acclamation.

Treasurer report and Consultant update (Laura): March Treasurer’s report has been circulated. April will be on the way soon. Has been working with Management Partners to set up QuickBooks and draft policies and procedures. Late afternoon yesterday, Laura received the first draft of that policies and procedures document. No one has yet had a chance to read it but we (Laura, Jamie, and Kate) should have some comments and questions soon.

Current balances: $5,732.55 in checking; approximately $20,122 in savings.

Spring/Fall Conference update (Jessie & Lisa): Even Stevens is lined up as caterer for the spring conference. They will supply box lunches (sandwich or salad) and will deliver to the site. Lunch options are built into the registration form already. Laura will handle pre-payments; if there are any day-of incidental charges, Kate has a SRMA credit card and can charge them directly to the organization.
For the program, we have finalized Ramona Beltrán as the keynote speaker. We don’t have many archivists represented on the list of Pecha Kucha speakers. Jessie would like to build Q&A into the lightning talks – six minutes speaking, three minutes of questions, to keep a conversation going (instead of it being a lecture). Once the program is finalized and Jessie receives bios, we can post all of that information to the SRMA website.

Honorarium for keynote speakers? We have the budget for this even if keynote speakers are local. We’ll also need to set up post-conference surveys for attendees, to distribute a day or two after the conference takes place (maybe the following Monday?).

Lisa has no leads on the fall conference, and would like to start looking further afield from Archives as Muse’s plans for a site if we don’t have any details locked down for the latter. Lisa is going to look for potential conference dates on Fridays in October. We are considering Snowden Becker as a keynote speaker and will inquire as to her interest and availability.

**CIMA Spring 2019 (Lisa):** We were approached by CIMA for sponsoring a CIMA/SRMA joint meeting in Las Vegas next year. Spring is our business meeting, so we may wish to invite CIMA to our own spring meeting, or consider co-sponsorship of other workshops.

Spring 2019: Possible Rocky Mountain ArchivesSpace Regional Forum (with LYRASIS co-sponsorship?). Kevin is working with Christine Kim on (very preliminary) details of this.

**Membership report (Mary Elizabeth):** Mary Elizabeth was absent, but says we have 132 members on the rolls. This is an increase from last year but still lower than where we’ve been in the past (typically membership is 200+). We do expect another increase in membership at the spring conference.

**Website report (John):** Save-the-date pages for the Spring Conference and Photo Preservation Workshop are both online and are updated (as well as the Cognito Forms) as more details on each are finalized. Yesterday evening the election ballots were circulated; we have already received 41 ballots.

A SRMA member looking into election details on the morning of April 24 noticed that the Google sitemap links had been re-directed to a third party. We learned that core site functionality was unaffected by this hack. The Board authorized a six-month subscription to BlueHost’s site security services, to carry us through the spring and fall conferences while the Board investigates other alternatives. All passwords to WordPress and other SRMA site accounts have been changed and the passwords are stored in hard copy in the Electronic Resources Coordinator’s personal files. No discrepancies in Cognito Forms data were found post-hack. We have confirmed with a third party that the SRMA website does not appear on any blacklists or fail any malware tests. John appreciates the Board’s prompt attention to this matter and expresses his assurance that the security measures we have taken are sufficient for the next six months at least.
Some plugins have been deactivated on the WordPress site if they are superseded by the BlueHost site security measures. April Board meeting minutes and event programs will be posted as and when they are approved and finalized. John will be looking into additional site security measures; he has no policy recommendations on this front at this time, but he will provide updates at future Board meetings.

Jamie noted that WordPress is known for this sort of site security issue; is it worth considering other platforms for the website? Tie it into a complete rebranding, as we have discussed in the past? John has a personal interest in such a rebranding but does not have time to focus on that effort right now. As far as look and feel, we could consider other WordPress themes.

We’ve also discussed reformatting the newsletter in some way (e.g. as a blog instead of a PDF distributed via e-mail), but the membership has in the past been opposed to that. More discussion on this over the summer.

**Preservation report (Nicole):** Nicole talked to Bob Henderson at Hollinger. He is willing to donate some of the items for the environmental monitoring kit – the insect trap, humidity and temperature reader, etc. This offsets about $150 of Nicole’s expected costs for updating this kit, but we will still need to pay $300 for new data loggers. This has been budgeted as an expense for next year.

**Outreach report (Jane):** Jane was unable to attend. She will be posting links to conference registration to social media as and when they are available. Also a reminder on social media to vote in the elections if they haven't already, and a reminder that the link to the ballot was sent via the Google group.

Nathalie Proulx is the new Newsletter Coordinator. The next newsletter is scheduled for August. The call for content will be July 1.

**Continuing education report (Amanda):** Amanda sent her report over e-mail. The photo preservation workshop will be $15 for members and $25 for non-members (membership is part of non-member registration). The plan is to open registration for the workshop on or before June 7 (spring meeting date). Lunch on one’s own, coffee and snacks in the morning and afternoon.

CSU has liability insurance for events such as this, but we do not. Jamie would like us to have event liability insurance; the cost for this is generally around $200-$300/event. We would budget this as part of the expenses of running the conferences.

**Archivist report (Katie):** Google Group transition is going well. The Yahoo Group will close June 1; should we save its contents somehow? We could download its contents using Archive-It and then close the group entirely, or just make it inactive and archive it at our convenience.
Katie reminded the Board to upload their business records to Dropbox, especially with board transitions coming up.

**Elections (Allaina):** Ballots went live last night. Member-at-Large is the only position with more than one candidate. Kevin and Allaina will work together to certify results.

**Western Roundup update (Jamie):** Kate and Jamie are on the planning committee. It will take place in late April 2020 (preference is April 22-25) in San Francisco. We may be asked to have a representative on the Local Arrangements Committee. We will also need to have a representative on the Program Committee (does not have to be a SRMA Board member). This will be our spring meeting in 2020, so we’ll need to have a business meeting there.

Jamie will take up service on the editorial board of *Journal of Western Archives*. Do we need to write something about this into the by-laws? Can look at this as part of the by-laws revision that may or may not take place next year.

**Board meeting at June conference (Jamie):** The next Board meeting will be at lunch of the Spring Conference on June 7. We should build 30 minutes into the agenda of the Spring Conference for the business meeting, to discuss the phishing scam and reactions to it, and to answer any questions people have about it (or anything).

Jamie moved to adjourn; Kate seconded. The meeting was adjourned at 10:17am.