

## **CIMA Council Meeting**

Participants: Michael Frazier (President), Charles Stanford (Incoming President), Walter Jones (Treasurer), Brandon Metcalf, Cory Nimer, Tom Sommer, Catherine McIntyre, Erin Passehl, Linda Reib, Kristi Young (Outgoing President), John Murphy (Secretary)

**Date: December 9, 2009**

### **1. Call To Order**

### **2. Secretary - Minutes to the Last Council Meeting , (Michael Frazier)**

Change to 5.D., remainder approved.

### **3. Treasury Report, Walter Jones**

(follow-up on e-commerce activity)

Walter will get together with Cory on January 7 and write a PayPal procedure manual. We now have four accounts with the new journal account. He will set up a spreadsheet to keep track of them.

Current unencumbered balance: \$19,833.01, or in actuality 16,833.01, since \$3K of that is dedicated to the Western Archives Journal.

Michael: the membership drive in January will be in two parts: an initial mailing telling of 2009 activities and planned 2010 activities; and a second announcement (either email or a postcard) notifying of the new PayPal account.

Approved.

### **4. Journal of Western Archives**

USU is taking the lead in managing it. The other organizations supporting are SRMA and SCA (California). Appointment of Editorial Board Representative

Duties include reading submissions, soliciting articles, attending board meetings, marketing.

Nomination: Tom Sommer, to serve through July 2011, at which time the incoming president will appoint a new representative.

Accepted by council.

#### **A. Appointment of Peer Reviewers (five to six slots available) – call for volunteers.**

Nominations: Peter Michell, Kristi Young, Shayne Del Cohen, Stephen Hussman

Accepted by council.

Michael called council to get more volunteers for peer reviewers. Walter suggested Roy Webb and will ask him.

#### **B. CIMA acting as fiscal manager**

Walter is optimistic about the management: it should not tax CIMA treasurers too much to handle the finances.

Tom: what are the responsibilities? Walter: Mostly managing the add dollars.

Council agreed to commit CIMA to the financial management of the journal. The CIMA treasurer will handle the management indefinitely (in the future an alternative arrangement could be made).

**5. Life-Time Achievement Award Committee Report follow-up, (Michael Frazier)**

The by-laws were sent to council members who all received them. Highlight of salient features: representation from each state, rotation. Michael proposed to change the name to “CIMA Award Committee” to give the chance to give diverse types of awards as needed. Adding the presented by-laws will change the present ad-hoc committee to a fully authorized one. The committee will discuss the by-laws and the entire CIMA membership will vote on them during the 2010 annual election. Meanwhile John will have leave to form and conduct the business of the committee.  
Approved.

**6. 3 Year Planning Committee Report follow-up, Charles Stanford**

**2010 Fall Caucus:** Salt Lake City, LDS Church Library and Archives. Conference Host: Brad Westwood.

**2011 Spring Meeting:** Boise, probably at Boise State University. Conference Host: Alan Virta.

**2011 Fall Caucus:** Cedar City. Conference Host: Paula Mitchell.

Kristi: this may be difficult for all the people from the Wasatch Front and it may necessitate an overnight stay.

Should we keep the SurveyMonkey account open to see how likely people are to attend? We can offer travel assistance since we have in the past. Attendance will be influenced by what day it is held.

Charles will make another survey focused on the 2011 Fall Caucus in Cedar City. We will keep the account for another three months.

**2012 Spring Meeting:** Phoenix. We may combine with SSA; we will find out for sure by February 2010.

**2012 Fall Caucus:** Orem, Utah Valley University. Conference Host: Catherine McIntyre.

**2013 Spring Meeting:** Salt Lake City.

**2013 Fall Caucus:** Logan. Conference Host: Brad Cole.

**2014 Spring Meeting:** Carson City. (Left out of newsletter pending confirmation and identification of host.)

Motion: accept 2011-2013 Spring Meetings as proposed, with Fall Caucuses and 2014 Spring Meeting still pending.

Approved.

**7. Nomination Committee Report follow-up, Kristi Young**

Renewed call for more names, especially for Vice President.  
Walter is satisfied to continue serving as Treasurer.

**8. 2010 Western Round-Up Report , Cory Nimer**

Emailed report from Cory Nimer:

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Michael,

I am afraid that I will not be able to attend the Council meeting tomorrow due to a prior engagement. However, I did want to report on the agenda item that relates to me:

8. The Program Committee has compiled the rankings and is currently negotiating the final session list. However, there is little to report at this time. It is hoped that the final report will be ready and session proposers will be informed in the next few weeks. The program will consist of 19 sessions and three workshops.

As I am involved with the Journal of Western Archives, I regret that I will be unable to be present for that agenda item as well. We have spoken with Walter, though, and hope that he will be able to represent the interests of the journal in the Council discussions.

If there is any additional information needed for the Council's deliberations, please let me know and I would be glad to forward it along to you.

Thanks,

Cory Nimer  
Manuscripts Cataloger/Metadata Specialist  
Brigham Young University  
1108 HBLL  
(801) 422-6091  
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The presidents of the other organizations have not responded to Michael about the joint fundraiser.

**9. Newsletter report & 2010 Annual Membership Drive, Michael Frazier**

There is still room for articles; please send them by the end of the week.

Kristi will submit something.

About \$300 will be required for postage. Walter is sending Michael a check. The mailings should be out before Christmas. They will include a presidential message, a magnetic calendar and the start of the membership drive.

Institutional membership: proposed adding wording to the membership form identifying an individual to represent a member institution during business meetings. There would be a separate form and separate treatment in other ways for institutional members.

Approved.

**10. Joining SAA as Institutional Member**

A.) Regular Membership vs. Sustaining Membership

Annual fees

B.) Benefits of Membership

Listed in SAA's records, sustaining members receive a copy of all publications.

CIMA could be a leader in regional organizations. No other regional organization is doing this now.

Kristi: Is it possible to talk to SAA about an alternative form of institutional membership?

If CIMA becomes an institutional member then how will we administer sending a representative to each SAA meeting? The president vs. a dedicated officer, funding from individual employers for CIMA business vs. funding from CIMA.

This could be a good opportunity but it would be best for CIMA to have a clear and sustainable plan before committing to it.

Charles: let's open the question up to the general membership at the next business meeting. Should we take it up at the next council meeting? Kristi: would prefer to bring it to the membership first.

Erin: a wider publicity for CIMA could be very beneficial for new archivists looking to relocate.

Proposal: table this for an indeterminate future council meeting, create a survey inviting council input, and bring up the question of SAA institutional membership at the 2010 business meeting.

Approved.

## **11. Other Business**

Charles introduced the Facebook page which he will continue to develop. Kristi suggested a listserv. More research will be needed to further develop such ideas. Michael will talk to Brandon about writing a Wikipedia article.

Next meeting January 13<sup>th</sup> ,2010 at 9:30 AM Mountain Time.

## **12. Adjournment**