

# CIMA Board Meeting

August 17, 2011

## I. Call to Order

- In attendance: Cory Nimer, Walter Jones, Charles Stanford, Erica Olsen, Sarah Langsdon, Chrystal Carpenter, Gina Strack, Gordon Daines, Tom Sommer

## II. Treasurer's Report (Walter Jones)

- Walter Jones would like to seek another Treasurer after his 5<sup>th</sup> year in this position. He suggested James Kichas to take over for him.
- Finances = \$13,700.00 Total in all three accounts (checking, scholarship, savings account). There is approximately \$2,500.00 in the scholarship account. One third of CIMA's money is ear marked each year for the scholarship account.
- *Journal of Western Archives* (JWA) has \$6,000.00 total in its account.
- Annual meeting in Boise, ID (2011) cost \$2,600.00. We collected \$2,700.00. 30-40 people attended this annual meeting.
- IRS Status = 5013 c status was canceled by the IRS. We can apply for non-profit status, but there is a lot of paperwork. Members were able to use their membership as a tax deduction. CIMA is still a non-profit status in Utah. CIMA will ask vendors how they feel about the organization being non-profit still with the IRS without the ability to use it as a deduction anymore.

## III. Procedure Manual Revision (Gordon Daines)

- Review and revise the procedures manual.
- Create a subcommittee to review and update the Procedures Manual for CIMA. Cory Nimer, Gordon Daines, and Walter Jones will work on it. Charles Stanford will help them, as well.
- Needs information on managing the CIMA website and Facebook pages.
- Needs checklist for the conferences each year.
- Society of Southwest Archivists has a procedures manual as well and can be utilized as a template for CIMA.
- Deadline for completing the updates is December 2011.

## IV. Committee Composition (Cory Nimer)

- Program Committee = Cory Nimer, Gordon Daines, and Brad Cole
- Education, Training, Membership Committee = Sarah Langsdon, Su Kim Chung, Chrystal Carpenter
- Nominating Committee = Charles Stanford, Su Kim Chung
- Newsletter Committee = Michael Frazier, Kristi Young, Erica Olsen
- 2013 Local Arrangements Committee (Salt Lake City, UT) = Gina Strack, Sarah Langsdon, possible location is the McCune Mansion in Salt Lake City.

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- 2014 Local Arrangements Committee (Carson City, UT) = Cory Nimer, Su Kim Chung, Tom Sommer, Chrystal Carpenter

## V. Fall Caucus Program, Preparation (Sarah Langsdon, Gina Strack)

- Friday, September 30<sup>th</sup> at the Utah State Archives
- All Day or half day caucus is still being decided.
- Jimi Jones will be in attendance. The Library of Congress will be paying for him to attend. CIMA will need to reimburse LC for him attending.
- There will be no registration fee for this caucus.
- There will need to be some promotion for this caucus though. Specifically, on the CIMA website, e-mails, and the CIMA Facebook page.

## VI. 2012 SSA/CIMA Joint Conference Planning (Cory Nimer)

- Theme = "Enriching the Archival Experience"
- Will meet in Mesa, Arizona
- Cory will provide more details later.
- Call for Papers will be in September. Deadline for submissions will be October.

## VII. SAA Meeting Presence (Cory Nimer)

- CIMA table top display will be in registration area at the SAA conference in Chicago. Cory will pick the materials up.
- Discussion booth will be set up within the exhibit hall from 5:30-6:30 pm on Thursday, August 25th. Su Kim Chung and Crystal Carpenter will be at the booth from 5:30-6 p.m. Gordon Daines and Cory Nimer will be at the booth from 6-6:30 p.m.

## VIII. Goals and Future Plans

- Melanie Sturgeon asked if CIMA would like to promote themselves at the Arizona History Convention in 2012. CIMA would need to promote the event on its website, etc. There is expected to be 300-400 people in attendance at this Arizona event in 2012. There could be a lower rate to CIMA members if we promote this event for them. CIMA would be considered a sponsor at this event. The Arizona History Convention will take place in April 2012.
- The CIMA Board agreed to be a sponsor at this event.

Next CIMA Board meeting will be on September 14, 2011 at 9am (Mountain Time)