

CIMA Board Meeting

Nov. 9, 2011

Attendees: Cory Nimer, Walter Jones, Erica Olsen, Sarah Langsdon, Chrystal Carpenter, Gina Strack, Gordon Daines, Tom Sommer, Michal Walden, Michael Frazier

1. Call to order
2. Approval of minutes
3. Treasurer's report (Walter)
 - \$13,891.89 balance currently in the bank. Checking account = \$2,195.28, Scholarship account = \$2,561.89, Savings account \$9,134.78.
 - Journal of Western Archives has a current balance of \$7,077.50. The Society of Rocky Mountain Archivists recently made their annual contribution of \$1,000.00.
 - Walter is currently working on the IRS' 503 (c) status (i.e., Non-Profit Status for CIMA). It was suggested that a law student at BYU take a look at the forms before we respond the IRS.
4. Committee reports
 - a. Program Committee (Cory)
 - The submission deadline for the 2012 CIMA/Society of Southwest Archivists Annual Conference in Phoenix, AZ is November 23rd. There are only 7 proposals submitted, so far. The meeting has 20 spots to fill, though. This will be the state of Arizona's Centennial.
 - b. Membership, Education, and Training Committee (Sarah and Su Kim)
 - There was discussion of creating an Archives 101 workshop. There should be a Web 2.0 and preservation component to this workshop. There was discussion of approaching the Society of Southwest Archivists about adding an Archives 101 preconference workshop to the 2012 Joint meeting in Phoenix, Arizona.
 - c. Newsletter Committee (Michael)
 - There is a need for a new Editor to take over the day to day management of the CIMA Newsletter. Michael is currently completed the next issue and a draft will be sent out in the next week. The last issue that he will be working on will be sent out

later this month. Michael would like someone to take it over from him. The biggest hurdle is having it come out on an annual basis. Michael suggested that we not only have more people work on it, but that more content be added to the upcoming issues.

d. 2013 Local Arrangements Committee (ad hoc)

- Joint meeting with the Society of Rocky Mountain Archivists (SRMA). CIMA's 40th anniversary Celebration. Looking into the a meeting place. Need to promote local amenities like the light rail system. It was suggested that the local arrangements Committee should look into the guest housing at the University of Utah. Cory will work with SRMA so that we have a formal agreement with them.

e. 2014 Conference Location Committee (ad hoc)

- It was agreed that Reno/Carson City, Nevada will be the location for the 2014 annual meeting. Tom Sommer, Su Kim Chung and Chrystal Carpenter will be the members of that year's local arrangement's committee. The committee will be in contact with the Nevada State Archivist Jeff Kintop in order to start the planning of the 2014 annual meeting.

f. Procedures Manual Revision Committee (ad hoc)

- The revision of this manual will be made available by January 2012. This document should be utilized within every archive in the CIMA region.

5. Digital Archives Specialist Program trainings

- UNLV has agreed to host one of these training programs.

6. Nevada Archives Caucus proposal (Michael)

- The following are points from Michael Frazier's Nevada Archives Caucus proposal:

1. That **CIMA** and **Nevada Library Association (NLA)** work together to provide archival programs and training in the state of Nevada.

2. To accomplish this; **NLA** agrees to incorporate a new interest group called the "**Nevada Archives Caucus**" in their organization; and any future Nevada archival programs be ultimately placed under the **NLA** organizational umbrella; but sponsored by **CIMA**.

3. **Nevada Archives Caucus** programs would occur during the regular **NLA** annual conference in Nevada.

(Note: The NLA annual conference is typically held during the first week in October, each year.)

4. In this agreement, **NLA's** regular annual conferences would include:
A. at least one archival themed pre-conference workshop; and
B. one 90-minute panel discussion (addressing archival issues) during the regular conference.

5. **NLA** would encourage members of the **Nevada Archives Caucus**, to fully participate in the **CIMA** organization; as well as attend **CIMA's** annual meetings and events.

6. **NLA** would continue to provide a literature table for **CIMA** and the **Nevada Archives Caucus**; at future NLA Conferences.

7. **NLA** and **CIMA** would have reserved space for reciprocal articles in each organization's newsletter.

TO SHOW SUPPORT FOR THIS INITIATIVE:

8 **CIMA** would agree to encourage it's Nevada members to join **NLA**; and to participate in the **Nevada Archives Caucus**.

9. **CIMA** would give direct support and input on the archival programming, in the **NLA** organization.

10. During an initial developmental time-frame of 2-3 years; **CIMA** would provide a free **CIMA** membership; to members of the **Nevada Archives Caucus**. Following this developmental period; an annual fee for **CIMA** membership would be added to the cost of joining the **Nevada Archives Caucus** (This fee would be assessed and collected within the **NLA** organization, and then paid to **CIMA**). A fund may be developed on the behalf of **CIMA**, to offset the initial cost of these membership fees.

11. An initial time frame of 3 years would be established for this agreement. After this period, both organizations would be allowed to analyze the mutual benefits of the **Nevada Archives Caucus**, and each organization would be given the opportunity to withdraw from the agreement.

- A discussion followed, that included a debate over a symbiotic relationship between the Nevada Library Association (NLA) and CIMA. Some members of the Council argued against the general concept for a binding relationship between the two organizations. In particular, the idea of passing money between the two organizations received opposition; as well as, committing to a 3-year mandatory time-frame. These members also suggested that the NLA should set up their own archives section; or follow the relationship model that CIMA has with the Utah Library Association; that of a liaison-based relationship. Other statements were made against a Nevada Archives Caucus being mandatory, for CIMA's Nevada members. Other council members also argued in support of the original concept of a CIMA stand-alone Fall Caucus meeting in each state; and having CIMA provide adequate support and promotion for these meetings. Other

questions included: What is the SAA membership presence in the state of Nevada? and, Could NLA conduct a membership survey to gauge the interest among the NLA members? It was also suggested, that further discussions take place with NLA, to explore other ways to develop a larger archival presence in Nevada. It was understood that the end results of these discussions and actions, would serve as a precedent for the other CIMA states to follow. This topic was tabled, and no action was taken.

Next CIMA Board meeting will be on Wednesday January 11, 2012 at 9am (Mountain Time).