



Section on University and Research Institution Archives

Section des Archives des Universités et des Institutions de Recherche

**2017 Annual General Meeting Minutes
University of Salamanca**

**October 4, 2018
Convene at 17:00**

1. Call to Order and Approval of the Agenda
2. Approval of Minutes from the 24 August 2017 Annual General Meeting in Riga, Latvia.
3. Report of the Chair
4. Secretary's Report
5. Nominations and Elections
6. Committee and Program Reports
 - a. Newsletter Committee
 - b. Biography Committee
 - c. Website and Blog
 - d. Folklore Archives
 - e. Committee on Archives of Science and Technology
7. Forthcoming Meetings
8. Member feedback
9. Any Other Business
10. Adjourn



Section on University and Research Institution Archives

Section des Archives des Universités et des Institutions de Recherche

**2017 Annual General Meeting Minutes
National Library of Latvia
August 24, 2017**

1. Call to Order and Approval of the Agenda

1:01PM – Moved and approved by unanimous consent.

Approximately 24 attendees.

2. Approval of Minutes from the 8 September 2016 Annual General Meeting in Seoul

No questions; no objection approved by unanimous consent.

3. Report of the Chair

- The chair provided an outline of the ICA organizational structure; the different categories of membership within ICA; the role of different constituent groups within ICA, including sections; the funding situation for sections; and the ICA Africa Strategy.
- The SUV is trying to insure that the Section has a presence and/or workshops at the ICA Annual meeting in Cameroon in 2018 and have sessions at the conference lead by African archivists who work at universities or research institutions.
- Our role as a Section is to bring people together to learn from one another, working with similar materials.
- As a Section our primary activity is the annual conference held in every year that does not include a Congress. The conferences are challenging to undertake because of the work and commitment involved. However, they are still crucially important as they are our central tool for communications and identity. The Section Bureau holds mid-year meetings for long range planning and other business.
- In the past we have had special projects that resulted in guidelines regarding scientific records appraisal and appraisal of student records.
- SUV is at crossroads as to how we will be moving forward with the general loss of funding, except for potential funding for special projects.

- The Section is also in a significant transition time as several of the current Section Bureau members, including the Chair and the Vice-Chair, have terms ending in 2018 and are not eligible to run again.
- The SUV Website is in the process of moving within the umbrella of the ICA Website from that of a stand-alone website. However, we do also have a blog that will be continuing separately and we are always looking for content, news or projects to feature on the blog.

4. Secretary's Report

Membership and Finances – add in later data – for each.

The Secretary reported the following

- Membership: As of August 2017 there were a total of 272 SUV members with an additional 20 members as “right holders” for their institutions. This is an increase of 15 members from February 2017. Prior to August 2017 ICA was not tracking “right holders” in section membership.
- Finances: The Section had a balance carryforward from 2016 of 7665€, with fluctuations in the exchange rate the current value was 7020€ as of August 7, 2017.
 - Money in the Section account is deposited in Euros, managed in U.S. Dollars, and reported in Euros.
- The section received a PCOM award totaling 8277€, and received no operating funds from the ICA. The only expenditures to date were 4142€ for travel expenses for Section Bureau members to the mid-year strategic planning/Africa Programme planning meeting.
- The PCOM award funds remaining are 3439€; the current account balance, setting aside the PCOM remaining funds is 7716€.

5. Nominations and Elections

Presentation by Gatis Karlsons and Megan Sniffin-Marinoff of the Section Bureau and Nomination Committee.

- The section is welcoming new members. We need new members for our Section Bureau that are willing to be strategic thinkers and active participants. We want new members to help shape the direction of the organization.
- The Section is looking for a member volunteer and to join Gatis and Megan on the Nominating Committee, that person cannot run for office in the coming election. The call will go out in September.
- There will be an election in 2018 and members are encouraged to run for the Section Bureau.
- The Section is also looking for members willing to host upcoming Section conferences.
- For members that are interested in developing a PCOM funding request for a project, Gatis Karlsons encouraged members to discuss their ideas with

members of the Section such as himself and Renata Arovelius who had successfully applied for PCOM funding in the past.

6. Committee and Program Reports

a. Newsletter Committee: Susanne Belovari is editor and designer of the Newsletter. She requests help and new software to create the Newsletter. She notes that the Newsletter is popular in Asia and Africa, however if she receives no help the Newsletter will have to shut down.

b. Biography Committee: Susanne Belovari is the lead on this project. She notes that the impetus for the project is the recognition that came out of conferences that we do not know one another's references to archival experts and theorists in other countries and regions. To date there are 25 entries. She can no longer carry this project on her own, more entry authors and editors are needed for the project. There has been good feedback on the project, but without more volunteers it will need to shut. If people are interested there are instructions, guidelines and templates online.

c. Website and Blog: (Given by Chair William Maher on behalf of Cherri-Ann Beckles). A stand-alone SUV website has been available since the 1990s. The site is now moving to become part of the larger ICA.org website and migrating to the Drupal platform. In her report, Cherri-Ann Beckles also gave a general call to all of the membership to send content and pictures of events, for the website & blog. The Section also has a blog that it wants to be more active so there is a call for posts and other content to add to the blog.

d. Folklore Archives: Maryna Chernyavska represents the folklore archivists on the Section Bureau. She is the co-chair of the Working Group on Archives for the International Organization on Ethnology and Folklore, and they are joining their activities with the SUV. Goal is to coordinate work with folklore archives, folklorists, and researchers, building an inclusive archival world. A major initiative in this area was the 2017 SUV conference, with credit to Gatis Karlsons for bringing this together. The section is hoping to gain new membership among folklore archivists.

Announcement that at the end of September the Estonian Folklore Archives will be hosting a conference – “Archives as Knowledge Hubs: Initiatives and Influences.” *Visions and Traditions* – a collection of articles on digital and historical perspectives of folklore archives is forthcoming; will be published by Folklore Fellows Communications.

e. Committee on the Contemporary Archives of Science and Technology: Anne-Flore Laloë presented the goals and beginnings of the Committee. Their focus is how to better capture scientific cultural heritage without getting in the way of science. We also need to find ways of communicating better amongst all the different institutions and individuals involved, the value of archivists always working closely with scientists. The Committee is looking to develop more of a framework and have more

activities. The members of the Committee represent many different areas of science. The founding members are as follows: Anne-Flore Laloë (EMBL, Germany), Bethany G. Anderson (University of Illinois at Urbana-Champaign, USA), Melanie Mueller (American Institute of Physics, USA), Brigitte Van Tiggelen (Chemical Heritage Foundation, Belgium), Jonathan Pledge (British Library, UK). They will be holding their next workshop in August 2018 in Washington DC, right before the Society of American Archivists annual meeting, with more information on that workshop forthcoming. The Committee is looking to develop guidelines for archiving science and are looking for those who have interests in these areas.

7. Forthcoming Meetings

a. SUV 2018 Conference: “Historical Records in University Archives, a Value Added” 3-5 October 2018, Salamanca, Spain. Co-Sponsored with the Conference of Spanish University Archives (CAU). The theme will be looking at historical records in universities and other kinds of special collections as a value added.

The call for proposals will go out in December 2017. The proposals undergo a blind review, and the accepted proposals will be announced by end of March 2018, with registration to open in June or July 2018.

The Section is still looking to develop programme content for Cameroon ICA Annual Conference in 2018.

The Section does not currently have a site or a theme set for the SUV Annual conference in 2019 or plans in conjunction with the ICA Congress in 2020. The Section Bureau is open to proposals for hosts and or theme ideas.

8. Member feedback

A question was asked and discussion continued about the differences in membership levels in ICA, particularly between individual and institutional membership and information on joining ICA/SUV.

9. Any Other Business

A motion to adjourn was moved and seconded and the meeting was adjourned at 14:07PM.