

**FRIENDS OF ARIZONA ARCHIVES**  
**Board of Directors Meeting**  
**Conference Room, Arizona State Library**  
**May 20<sup>th</sup>, 2008**

**Call To Order:** President John A. called the meeting to order at 11:19am  
Board members present: John Akers, president; Doug Kupel, treasurer; Anna Uremovich, secretary, John Jacquemont, director-at-large; Don Langlois, director-at-large; Margaret T. Baker, director-at-large. Ryan Flahive, FAZA vice-president was absent

Guests present: Renee Delong and Janet Fisher, Director of the Arizona Law & Research Library

**Approval of Minutes:** The Board approved the April 17<sup>th</sup>, 2008 minutes  
(Doug K./Don L.)

**Treasurer's Report:** Expenses and income summary was distributed to the Board. As of 05/20/08, FAZA has a balance of \$6166.96 in its general fund. Doug K. was thanked for putting in the time and effort to balance the books.

Payment of two invoices totaling \$1256.72 from the restricted fund was approved by the Board. The fund will be left with a balance of \$1631.96.  
(Doug K./Margaret B.)

Ms. Fisher reported that the Law Book Project, focusing on historic Arizona law and legislation is in need of \$1660.50 for a binding project. The Board agreed to expend up to \$1660.50 from a combination of the remaining restricted fund and general funding (if needed) to finance the law book binding project.  
(Doug K./Margaret B.)

**Membership Report:** John A. reported that FAZA membership is currently 54 members. Renewal letters have gone out to membership.

## **OLD BUSINESS**

**Audit Committee:** Margaret B. requested that the October audit committee meeting proceedings be typed and signed for inclusion in the record.

## **NEW BUSINESS**

**Membership and Volunteer Responsibility:** Membership activities have traditionally been performed by the treasurer, although not specified in the by-laws. The Board should consider reassigning the duties to the vice-president, secretary or a paid coordinator. The function of a coordinator would include

maintenance of membership and volunteers, listserv interaction with archives and other organizations, outreach and growth of membership. The coordinator would report to a Board member. A position description was requested for the record. Motion: Authorize up to \$2000 by contract to the position of membership coordinator (\$20 an hour) to perform membership and volunteer duties for FAZA. (Doug K./Margaret B.)

**Positions Review:** Initial discussion quickly brought to the forefront the need for formal Board position descriptions to reflect the work done by that Board member. The review was tabled until the new Board is in place.

**Arizona History Convention 2009 Workshop & Session:** Request to approve a preservation workshop by Steve Hoza for FAZA at the 2009 Arizona History Convention. Margaret B. requested what the expense would be prior to giving approval. Doug K. stated that the expenses were already included in the new budget. Motion passed after additional discussion. (Doug K./John J.) John A. proposed a "Treasures from the Collection" type session at the 2009 Convention, as well as Arizona ranching history. The deadline to submit the session is August of 2008.

**Prescott Preservation Workshop:** A general consensus was given for the pursuit of a FAZA preservation workshop in Prescott in the summer of 2008 administered by Ryan F.

**State Archives Move:** It seems there will be a lesser role for FAZA as the State had money for the move, but we will assist as best we can during phases of the move.

**Proposed Work Plan:** Doug K. presented for consideration and review the FAZA's work plan for '08-'09. John A. strongly supported that we continue participation in Arizona History Day. Anna U. requested formal Board responsibilities for activities and regular reporting to the Board, rather than dependence on volunteering to perform various tasks.

**Reports:** The FAZA workshop at the Arizona History Convention was attended by 6 people. The session at the Convention went over well with presentations by Melanie S. and Doug K. Nominations/FAZA positions are in the works.

**Next Meeting:** Annual Meeting on June 26<sup>th</sup>, 11am-1pm, Conference Room-Arizona State Library. Guest speakers may include Mike Braun, Director, Arizona Legislative Council and Gladys Ann Well, Director and State Librarian of the Arizona State Library. Additional meetings scheduled for July 31<sup>st</sup> and August 28<sup>th</sup>.

**Adjournment:** Meeting adjourned at 12:40 p.m. (John A./John J.)