

2024

Archivists of Central Texas

Board Updates

ARCHIVISTS OF CENTRAL TEXAS BOARD

ADMINISTRATION

FINANCE &
COMPLIANCE

MEMBERSHIP

OUTREACH

ARCHIVISTS OF CENTRAL TEXAS BOARD

ADMINISTRATION

Elizabeth!

FINANCE &
COMPLIANCE

Brooke!

MEMBERSHIP

Jennifer!

OUTREACH

You?!

ADMINISTRATION

Chair: Elizabeth Stauber

GOAL

stabilize administrative structure

Call board meetings

Secretarial/note-taking

- Set agendas
- Plan 3 months ahead
- Invite guests

Branding

- Keep messaging consistent

Keep bylaws up to date

- Annual meeting review
- Elections

Keep Google calendars updated

- Board calendar
- Public facing calendar

Records management



ACT History
Working Group

FINANCE & COMPLAINE

Chair: Brooke Lake

GOAL

achieve compliance

Budget

- Donations
- Expenses

Insurance

Taxes

- Federal (annual)
- State sales & Use

Accounts administration

- Zoom
- Canva
- Google
- Mailchimp
- Domain/Web hosting
- Password manager

Fundraising

- Grants
- Sponsorships

MEMBERSHIP

Chair: Jennifer Hecker

GOAL

engage membership

Membership

- email list
- recruitment

Internal communication


- website
- social media

Programming

- mentorship program
- [social events]
- [repository tours]
- [panels]

Working Groups

- Advocacy
- Membership Model



**Spring/Summer
2025**

MEMBERSHIP CLEANUP TASK FORCE

Chair: vacant

GOAL

establish a membership body
based on ACT email list

- Send mass opt-in email
- Create Membership tracking document
- Groom Google Groups email list
- Email membership confirmations



**Spring 2025 -
Summer 2026**

OUTREACH

Chair: vacant

GOAL

engage the public

Promotion

- Create Mailchimp account & add previous AAB attendees
- Create social media posts for Archives Month, etc

Austin Archives Bazaar

- Work with ACT board to find AAB date & venue
- Recruit AAB Steering Committee
- Liaise between ACT Board & AAB Steering Committee; provide support for AAB organizers

Programming ideas

- presentations
- panels
- radio show




Thanks!

archivistscentraltx@gmail.com



The Archivists of Central
Texas Players present...





Dedication Ceremonies for An Historical Marker for the
Paggi House: Riverside Drive at Lee Barton Drive, Austin,
Texas at 4:00 O'clock in the Afternoon on November 2nd,
1980. Transcribed by Mulkey Owens. Austin History Center
General Collection, call number A 976.40074 OWPA.

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FIN!

