

University of Washington Archives and Preservation Club

Meeting Minutes -- January 9, 2006, 4:00 pm, MGH 310D

Attendees: Melinda Snarr, Tammy Salman, Spencer Lamm, Janet Polata, Marjorie Reeves, Woods Fairbanks, Rose McLendon, Linda Wagner

A. iCareer Panel planning

WHAT: Careers in Archives and Preservation

WHEN: Monday, January 23, 2006, from 11:30 am to 12:45 pm

WHERE: MGH 420

WHO: Mary Montgomery, Associate Curator/Librarian, Museum of History and Industry
Sarah Nelson, Archivist, NARA – Pacific Alaska Region
Laurel Sercombe, Archivist, UW School of Music
TBA, Corporate Archivist

DESCRIPTION: Join the Archives and Preservation Club for a lively panel discussion featuring local practitioners in the fields of archives and preservation. Explore exciting career options, learn which skills are essential to success, and receive tips for how to land a job. Bring your lunch, bring your questions!

- Fourth panelist: Still looking for a panelist to represent the corporate realm. No word from Microsoft archivist or Chihuly Studios archivist. Spencer will email his contact at EMP. Marjorie recommended contacting Boeing. Linda will do so if no word from others on Wednesday.
- Format
 1. WELCOME: Rose will welcome guests, explain the format, ask panelists to introduce themselves, and serve as moderator throughout the discussion
 2. INTRO: panelists will introduce themselves, what path led them to archives
 3. STARTER QUESTION/get the ball rolling: which skills are most important for success in your job?
 4. Moderator starts audience Q&A
- Filler questions if needed
 - How did you get into the field? How did you find your first job?
 - What are some challenges in your job?
 - Can you recall an interesting experience or situation?
 - How important is certification? What are your thoughts on certification?
 - Are you affiliated with any professional organizations? How important are these connections to you?
- Panelist logistics:
 - Do you have any A/V needs?
 - Any brochures/postcards/etc. that they'd like to bring are welcome (20-25 copies)
- Publicity: Rose will send out announcement to non-iSchool listservs
- Incidentals
 - Rose, Woods, and Spencer will arrange MGH 420 tables to be most conducive for panel discussion
 - Snacks - Linda (Trade Joes grapes/cheese/crackers or sub sandwiches if within budget); water for panelists
 - Name cards for panelists – Linda
 - Writing speakers names on chalk board – Tammy if available
 - Listserv sign up sheet

B. Distance Liaison: Janet Polata is acting Distance Liaison. She and Rose are very much on the same page about possibilities to include distance students in APC's activities. These include identifying distance student

clusters (e.g. Portland) and aggregating possible directed field work or volunteer opportunities to be listed on the Web site; fostering tours in cluster cities; establishing contacts with students living in Washington, DC or other conference sites and having them perhaps host students at their homes are act as tour guides.

C. Future events

- Rand Jimerson visit: Panelist Sarah Nelson is WWU student and she may have information about when Rand and his class are scheduled to be in Seattle. Rose and Woods will continue to gather information. It's best to invite him during Winter quarter due to April application deadline for WWU archives certificate program.
- KEXP: Spencer will put some feelers out to the DJs he knows. This would be a good opportunity to partner with ASIS&T due to the technology component. Linda will run idea past Corprew and Leilani.
- Getty tour: Woods works there.
- Safeco tour: right in our neighborhood
- Municipal archives tour: is the 505 class going on any tours this quarter?
- Pub night after final meeting of 505 course

D. Next meeting: Monday, January 30, 2006, at 4:00 pm featuring Rose McLendon sharing her experiences

Secretary: Linda Wagner