

**The Archives of the Episcopal Church
Board of Archives Meeting
April 22, 2020; 2:00 pm**

Attendees

Pan Adams-McCaslin, *Chair*
Anne Bardol
Jennifer Baskerville-Burrow
Heather Calloway
Mark J. Duffy, *Canonical Archivist*
R. William Franklin, *Vice-Chair*
Fredrick W. (Ted) Gerbracht, Jr.

Lawrence R. Hitt, II, *Member-at-Large*
W. Keith McCoy
Robert F. Pace
Margaret Evans Porter
Samuel Rodman
Brian K. Wilbert, *Secretary*

Invited Guests

Michael Barlowe
Corrinne A. Collett
Whitney R. Hughes

Geoffrey Smith
David E. Hales

Opening prayer delivered by Jennifer Baskerville-Burrow

Welcome to everyone with special welcome to Duffy on his return from professional leave. Thanks were given to Corrine Collett, David Hales, and Whitney Hughes. Welcome to Michael Barlowe and Geof Smith. Personal update asked for and given by everyone.

Staff reported on the work of the Archives during the time of Duffy's leave. Pan Adams-McCaslin stated that the proactive planning by the staff as the public health crisis matter escalated was enhanced by the staff's visioning work done prior to Duffy's leave and was very well managed. When the time came for the staff to begin to work remotely, everything was in place and moved quickly. The Board received an update from Duffy on study and development time away from January 20–April 20.

Financial Report

Discussion about the current uncertainty with the economy was discussed. A request in March from the Treasurer asked for a 32-36% reduction in operations. Duffy and Hales reviewed the budget and were able to identify significant savings in the Archives Operations. They notified the Treasurer of identifying \$75,000.00 that can be held back if needed; that amounts to 42 % of the Operations budget line.

Even with this potential reduction in the budget, the staff have plenty of work to do and it will not affect core areas of responsibility in Digital Archives and the Digital Repository. We will continue to monitor the situation and work with the Board and management to anticipate our budget requirements for 2021 and the next triennium. When the budget process begins again, the Board may be asked to meet to review and approve the proposed budget for 2022-2024.

Barlowe clarified that this is not a budget cut as yet, but scenario planning is occurring across the DFMS. Regardless of any changes that take effect, none of the cuts will affect staff at least for 2020 and with no anticipated loss of staff in 2021. One way that this is being addressed is that no vacancies will be filled. Budget planning for next triennium will be revisited after the June Executive Council.

Archives project update

The Chair asked Secretary Barlowe for an Archives project update on any new developments since the Board met in January. He reported that there is no new news since the arrival of COVID-19. There is constant contact with the potential partner and no feeling that these discussions will not continue. A face-

to-face meeting is scheduled on Monday, April 27 via video conference (*this meeting was postponed -Sec. note*). There is an expectation of more momentum coming out of that meeting. All of the conversations have been positive and while there has been no backtracking, events on the partner's side have caused the project to move down on their priority list. There is no identified time-frame.

Archives/DFMS Management conversation

Adams-McCaslin asked Ted Gerbracht and Bill Franklin to report to the Board on a meeting they had with COO Smith at Episcopal Church Center on March 3.

Franklin relayed that Smith had invited him to meet about the history of the Archives Project. Franklin invited Gerbracht as a knowledgeable Board member and former member of the Archives Strategy Committee. Smith invited Treasurer Kurt Barnes who has been involved with the Archives Project since its early inception. There were two particular points of outcome: (1) a recognition of the work of various Archives projects committees and Council that this is a priority for The Episcopal Church and that we have followed a measured path forward to a suitable location, if not at SSW or Austin; and (2) the complexity of the canonical oversight of the Archives was acknowledged. The group named specifically the canonical relationship but also the many bodies/offices that have oversight of the Archives. How do we simplify and clarify the reporting relationships?

Board representatives received confirmation from Smith that the Board's statement from their February 2019 meeting submitted to Executive Council's Standing Committee on Administration and Governance is the basic vision statement for the Archives and is the operative document for conversations with the partner. We don't want to tarry on the project as the clock is ticking on the tenure of the Presiding Bishop. All are committed to movement toward the vision. During the meeting, Smith relayed that he was seeking his own understanding about archives through visitations. The group recognized the complexities within the one common vision. Gerbracht stated that it was a good meeting and he was glad to have Barnes involved.

Adams-McCaslin asked Smith about the status of the Iron Mountain contingency. He replied that it is just a contingency option in case the Seminary of the Southwest should come forward with an immediate request for the Archives to move. Smith stated that he had received the initial proposal from Iron Mountain on Tuesday and that will pass it along to Lang Lowrey for careful review.

Adams-McCaslin asked Duffy to report on his January meeting with Seminary Dean Cynthia Kittredge. Kittredge knew the land had been sold but was not aware that the Austin building plans were suspended. She did not share any concern that the Archives would need to leave or be asked to leave imminently from the Seminary. There continues to be general affection for the Archives and a sense of disappointment that the Archives will be leaving. She had also been in conversation with Lang Lowrey.

Continuing Remote Work

The University of Texas and the Seminary are closed to onsite learning for the semester. Austin School District is closed until the Fall. The staff will continue to work remotely until there is more clarity about the course of the pandemic.

The Board is set to meet face-to-face in September and may need to re-consider this in light of the current public health crisis.

The closing prayer was given by Keith McCoy. The meeting ended at 3:34.