

**The Archives of the Episcopal Church
Board of Archives Conference Call
Thursday, January 16, 2020
Meeting Notes**

Attendees:

Pan Adams-McCaslin, <i>Chair</i>	Keith McCoy
Anne Bardol	Robert Pace
Mark Duffy, <i>Canonical Archivist and Director</i>	Margaret Porter
Bill Franklin, <i>Vice-Chair</i>	Geof Smith, <i>COO</i>
Ted Gerbracht	Brian Wilbert, <i>Secretary</i>

Absent:

Jennifer Baskerville-Burrows
Heather Calloway
Larry Hitt, *Member-at-Large*
Sam Rodman

Opening prayer offered by Wilbert.

Extensive Professional Development Approved

Duffy's leave request was approved by the Board in February, submitted to DFMS management on September 2; and approved on December 16. The leave runs from January 20, 2020 to April 20, 2020.

Consultant to Manage the Archives

The approval came with notice of the appointment of a consultant to manage the Archives. Neither Duffy nor the Board were contacted about a consultant prior to this email announcement. Chair relayed that no further communication about who the consultant might be has been received to date.

Chair: Brought to the Board's attention the Action Plan for the period of Duffy's absence and reiterated that the plan is based on the Archives 2019-2021 triennial plan. No comments were received.

Bardol: Spoke to being back to square one in spite of all the work that has been done in planning and the subsequent sale. DFMS now has the proceeds from the sale and the Archives is still where it has been. There is not a good feeling to have someone come in during Mark's absence to evaluate the Archives program without having spoken to Mark and the Board first.

Franklin: Will the Board be made aware of and respond to who this consultant is, their CV, and job description?

Gerbracht: Who is the consultant reporting to?

Smith: Barlowe's email notice is an incomplete statement. The Action Plan was received yesterday and is very complete. With this in hand, there is no need for a consultant to be contracted. If a plan had not been in place by tomorrow, then a consultant would have been sought.

Chair: Asked Smith to confirm that there will be no consultant during Mark's absence, which he confirmed.

Chair: Barlowe did ask Pan if the Archivist had a plan for his absence and to receive a copy. This was in a January 14 email. She asked Duffy for a copy of what he had in place.

Role of the Board

Gerbracht: What would that appointment process look like? The Board is canonically charged with the oversight of the Archives and would like some clarification. Can you help with this understanding?

Smith: Perhaps you should go back to Barlowe about the role of the Board.

Chair: The Board did a great deal of work at their February 2019 meeting and presented their report on the theological basis and needs of the Archives to the PB. It feels like that report was taken and that the Board has been left out of any further discussions about next steps and possibilities.

Smith: The proposal for the downtown Austin facility did not go forward as there was no “financial” buy in on the Archives and the needs of the Archives were not being met by Block 87. The ELT has been looking at what might be able to be done for the Archives however, there is nothing at the moment. Happy to have the Board of Archives involved in the process.

Duffy: Replied to correct Smith’s statement that the needs of the Archives were not being met by the lot downtown, but that it was really the view of consultant, archivist, and Executive Committee that no further gain could be obtained by waiting for developer Cielo to gather their financial resources to start the building project and be successful with developing Block 87. Evidence of this is that the block remains a surface parking to this day. Duffy also stated that the August leave letter of agreement from Smith set out three specific leave conditions and delivery of an action plan was not one of them.

Franklin: There has been no response from the Presiding Bishop or Executive Council after the June 2018 meeting with McCaslin, Duffy, and Franklin. A year-end report was to be sent back to the Board.

Directive re. Archives Computer Operations and IT

Archives received an email from IT Director Darvin Darling on December 6, 2019 advising the Archives that a server purchase request was denied and that “all servers live in the datacenter at 815” with shared administrative access to be granted to Archives IT consultant. Duffy sent a memo to PB and Executive Officer expressing concerns. Duffy met with Curry and Barlowe last Friday and with the PB’s representatives earlier this week at their request.

Chair: Asked Duffy to provide briefly his major concerns about this matter.

Duffy: This is a precipitous decision with no stated goal or explored business need. Others without sufficient accountability would have access to the Archives and veto power over the decisions regarding their technology requirements. It would give administrative accessibility to all of the electronic records of the DFMS and center that control in one department. The long-range affect on the protection and security of electronic records is unknown.

Wilbert: Not sure why this is going forward at all. Franklin: As a historian I feel that this proposed move should not be made in isolation. The Archives and Archivist cannot be left out of the decision.

Smith: What we are talking about is not to remove the control of the applications of the Archives. We are talking about moving the servers to New York for security reasons. There are risks to the DFMS and data transfer. We have been “stonewalled” in this effort by Mark.

Chair: Asked Smith to talk about his request that Iron Mountain contact the Archives about storage.

Smith: I reached out to my contacts at Iron Mountain because the Archives will eventually be asked by the Seminary to move. I asked Iron Mountain to meet with the Archives staff to do an assessment of what

might be able to be done with the Archives and a large, unused building that Iron Mountain has near the airport that is set up and could be used as a “turn-key” operation with office, meeting, and kitchen space.

Wilbert: Does “turn-key” mean temporary? Smith: Absolutely.

Archivist’s Evaluation

Chair: The Board’s Executive Committee has done Duffy’s 2019 evaluation which included Duffy’s self-assessment. This will be forwarded to Barlowe who will complete the evaluation. The Board has asked Mark to take his sabbatical and come back renewed and ready to share that with the Board. Good wishes were extended to the Archivist on his sabbatical.

Future Meetings

The next meeting of the Board will be April 30, 2020 at 2:00 pm central to review and vote on the proposed Archives proposed 2022–2024 Triennial Budget which will need to be handed off to the Treasurer before May 1st.

The dates of September 10–12, 2020 are being considered for a meeting in Austin. Hales will send out a Doodle Poll for everyone’s availability in order to get that set on the calendar.

The concerns identified on this call will be shared with the Board for accuracy and then sent to Michael Barlowe who is the Board’s contact with the Executive Council.