

## **MEMO**

**TO:** Members of Brazoria County Commissioners Court

**FROM:** Jackie Haynes, Museum Director

**DATE:** May 27, 2026

**RE:** Requesting approval from Commissioners Court for out-of-state travel

### **COMMENTS:**

I am requesting approval for the Museum's Archival Manager to attend the 90<sup>th</sup> Annual Meeting of the Society of American Archivists in New Orleans, Louisiana from July 29 – August 1, 2026. The purpose of the SAA Annual Meeting is to provide a wide array of informative education sessions, pre-conference workshops, networking opportunities, and exhibits for its members. By attending this meeting, 2026, the Archival Manager will gain knowledge and skills that directly support the Museum's mission, including: improving access to archival collections, addressing privacy and ethical challenges, and adapting to emerging digital technologies.

Expenses associated with this educational opportunity will be covered by budgeted Museum funds. Estimated costs are as follows: \$509.00/registration, \$1087.56/hotel for four nights, and \$522.00/round trip by personal car from Pearland to New Orleans. TOTAL: \$2,118.56