

Society of Georgia Archivists
Board of Directors' Meeting
Augusta, GA
27 October 2010

PRESENT

Jody Thompson, Sheila McAlister, Suzanne Durham, Mandi Johnson, Caroline Hopkinson, Meredith Torre, Brittany Parris, Ryan Speer, Bridget Lerette, Renna Tuten, Christine Wiseman, Christine de Catanzaro, Kat Stein, Lynette Stoudt, Courtney Chartier, Andrea Jackson, Tamara Livingston, Anne Graham, Josh Kitchens, Marie Force

CALL TO ORDER

President Jody Thompson called the meeting to order at 5:18 p.m.

APPROVAL OF MINUTES

The Board unanimously approved the minutes of the previous meeting held on July 30, 2010.

OFFICERS' REPORTS

Treasurer:

Treasurer Sheila McAlister reported that SGA account balances total \$86,854. Most bills to be paid are from the annual meeting.

Archivist:

Archivist Suzanne Durham reported that she planned to transfer current working files to the incoming archivist while in Augusta.

Administrative Assistant:

Administrative Assistant Mandi Johnson reported that current membership stands at 241 members as of October 25, 2010--the new all-time record high for SGA--including 36 new members for 2010 to date. Last year at the 2009 annual meeting, SGA had 240 members, which was the previous highest membership.

Scholarship fund gifts for 2010 stand at \$1,052 (unchanged since last meeting). The scholarship fund gifts one year ago stood at \$750.

President:

President Jody Thompson reported that she encouraged further lobbying through the SGA listserv in support of PAHR funding. She also attended a SGA Presidents' meeting on October 20th.

She made appointments for 2011 Board positions: Scholarship Committee Chair Anne Graham, Education Committee Chair Wesley Chenault, Outreach Committee Chair Courtney Chartier, Associate Newsletter Editor Josh Kitchens, Mentor Committee Renna Tuten, and GAM Chairs Bridget Lerette and Tamara Livingston.

PUBLICATIONS REPORTS

Provenance:

Jody Thompson presented Editor Brian Wilson's report:

- The 2010 issue of *Provenance* is being edited. One article dropped out, but may have a late arriving article to replace it. The book reviews have been compiled, reviewed and are ready for the new issue.
- Winners of the 2009 Gracy Award are Michael Law and Greg Schmidt for their co-authored article "Functional Analysis and the Reappraisal of Faculty Papers."
- Provenance Board members ending their terms in 2010 are thanked for their service.

Jody Thompson proposed for Brian Wilson that Erin Lawrimore, of North Carolina State University, be added to the Provenance Editorial Staff and Board as Managing Editor. The motion passed unanimously.

Newsletter:

Assistant Editor Meredith Torre, with Editor Caroline Hopkinson, reported that:

- Articles for the Winter issue are due December 17, 2010.
- The newsletter will return to PDF/printable format with volume 43 (Spring 2011). It has been produced in Wild Apricot/Web format since Spring 2009.
- Rebecca Landel-Hernandez will take over the Institutional Spotlight column with vol. 42:4 (Winter 2011).

Website:

Website Manager Brittany Parris reported that she and Website Assistant Manager Kevin Fleming:

- Performed routine site updates and added new site content provided by Board and committee members.
- Continued to implement/oversee site changes as discussed by the Web Committee.

Listserv:

Listserv Manager Ryan Speer reported that he has:

- Added and removed members from lists as needed.
- Provided general assistance and trouble-shooting to list users as needed.

Subscriptions Manager:

Jody Thompson presented Subscriptions Manager Traci Drummond's report. Since the last Board meeting, there were no claims, back order issues or cancellations. SGA has 62 subscribers for 2010.

COMMITTEE REPORTS

Archives Month Liaison:

Georgia Archives Month Co-Chair Bridget Lurette presented a report for Co-Chair/SGA Liaison Elaine DeNiro:

- GAM is only \$13 off from 2010 budget (waiting for some pending donations). A balance of \$565.66 will be transferred to next year's GAM Committee.
- The GAM Proclamation was signed by the Governor and Secretary of State on September 9, 2010. A donation of \$100 to the Georgia Humanities Council will be made in the names of Governor Perdue and Secretary Kemp.
- The GAM website listed 33 events held across the state.

- A survey for GAM participants to evaluate the annual celebration will be distributed in November by e-mail to all members of the organizations which received a poster mailing this year.

Education Committee:

Education Committee Chair Renna Tuten reported on the two Annual Meeting workshops:

- “Description and Discovery,” taught by Elizabeth Russey Roke and Laura Carroll of Emory, was held October 27, 9 a.m.-4:30p.m., and had 23 registrants.
- “Grant Basics,” taught by Alex Lorch (NHPRC) and Shanon Hayes (Watson-Brown Foundation), was held October 27, noon-4 p.m., and had 16 registrants.

Membership:

Membership Committee Chair Christine Wiseman reported:

- Held SGA office hours and a happy hour at the SAA Conference in Washington, DC in August.
- Promoted SGA through sponsorship and distributing brochures at a welcoming reception for Richard Pearce-Moses on September 23.
- Sent new brochure electronic files to Georgia Tech for the Dark Archives.

Scholarship:

Jody Thompson announced that Scholarship Committee Chair Kristy Dixon was absent due to bad weather preventing travel, so scholarship certificates will be mailed, instead of presented at tomorrow’s Business Meeting.

Dixon submitted a written report, which included the following items:

- Meredith Torre from Columbia Theological Seminary is the recipient of this year’s Larry Gulley Scholarship.
- No applicants for the Dees Scholarship, so it was not awarded this year.
- Gil Head will be our scholarship auctioneer again this yearundefinedthis is his 10th year serving in this capacity.
- Meeting held between SGA and SCAA representatives to discuss the issue of fairly dividing proceeds of the auction between SGA and SCAA. Agreed that the auction will be promoted as a SGA-sponsored activity that all are welcome to participate in, and that one of the allocations of the proceeds will be a donation to the SCAA scholarship programs.

Nominating:

Nominating Committee Chair Christine de Catanzaro reported that the 2010 Fellows would be recognized at tomorrow’s reception, as well as, all 2009 Fellows present at the reception. She also reported that election results would be announced at the Business Meeting. She then listed the winning candidates:

Marie Force as Vice President/President Elect

Laura Botts as Secretary

Andrea Jackson as Archivist

Paul Crater as First Year Director

Two members of the Nominating Committee: Morna Gerrard and Caroline Hopkinson

2010 Annual Meeting:

First Year Director Kat Stein reported that the Program Committee finalized the 2010 program and confirmed all of the speakers. Approximately \$4,000 was spent on speaker travel and accommodation reimbursements and approximately \$100 was spent in audiovisual fees.

Second Year Director Lynette Stoudt reported that the Local Arrangements Committee registered 129 annual meeting attendees (exceeding the goal of 70). They also registered seven vendors: AB Enterprises, Aeon/Atlas Systems, Belfor, Crawley Company, Hollinger/Metal Edge, Munters and Preservation Technologies.

Estimated Local Arrangements Committee annual meeting expenses: \$13,092; estimated annual meeting income \$15,097

Outreach Committee:

Outreach Committee Chair Courtney Chartier reported that the committee continued administration of the SGA Blog, Facebook and LinkedIn accounts. They also revised President's Award procedures and promoted the annual meeting.

SGA membership will vote on full committee status for the Outreach Committee at tomorrow's Business Meeting.

Mentoring Committee:

Mentoring Committee Chair Renna Tuten reported that 2010 mentoring participants would be recognized at the annual meeting reception. The committee is creating an assessment tool for participants and soliciting participants for the next cycle.

OLD BUSINESS

Investment Committee:

Treasurer Sheila McAlister reported that the Investment Committee has selected a software package to manage SGA accounts (QuickBooks). McAlister will begin to transition accounts in early 2011.

Web Redesign & Redevelopment Committee:

Web Committee Chair Brittany Parris reported that the committee is continuing to improve the SGA website's organization and appearance. Parris asked that everyone let her know if they find any broken links on the site.

NEW BUSINESS

SGA Business Meeting:

Jody Thompson reviewed the procedures for the SGA Business Meeting, to be held October 28 at 4:15 p.m.

Provenance microfilming/scanning:

Jody Thompson reported that no microfilm/preservation work for *Provenance* has occurred since 1995 (15 issues). She noted related issues:

- It is in the budget to microfilm the journal, which usually happens every 10 years, but the \$500 budgeted may not be enough.
- We could consider scanning, rather than microfilming, the issues; store the master files in Georgia Tech's Dark Archives; and possibly make issues available on the SGA website.
- We have existing contracts with EBSCO and ABC/Clio for abstracts, scanning and making issues available online.

Christine Wiseman stated that she has copies of the contracts with ESCO and ABC/Clio, and believes that we agreed to provide a PDF of the *SGA Newsletter* and a hard copy of

Provenance to the database companies, and also that we would receive royalties, but she needs to do a fuller review of the contracts.

The decision was made to research and discuss this business again next year. To be determined:

- SGA and the database companies' contractual obligations,
- Microfilm vs. scanning (preservation/access considerations),
- Microfilming and scanning costs and work plan.

ANNOUNCEMENTS

Jody Thompson asked the 2010 Board members to meet at the reception room entrance at 5:30 p.m. tomorrow for a group photo.

Thompson asked Incoming and Outgoing Board members to make arrangements to transfer working files by the end of year.

Thompson asked for volunteers to assist with distributing and collecting the ballots for the membership voting at the Business Meeting.

Treasurer Sheila McAlister asked 2011 Board members to start working on budgets now and submit them by mid-December, which is earlier than usual, in order to assist with the transition to the new accounting software.

ADJOURNMENT

There being no other business the meeting was adjourned at 5:46 p.m.

Respectfully submitted on November 3, 2010,

Marie Force
SGA Secretary