

Society of Georgia Archivists  
Board of Directors' Meeting  
Greenville, SC  
16 October 2013

## **PRESENT**

Lynette Stoudt, Michael Nagy, Meredith Torre, Rebecca Landel-Hernandez, Joshua Kitchens, Laura Starratt, Heather Oswald, Courtney Chartier, Stacy Jones, Traci Drummond, Renna Tuten, Sarah Quigley, Luciana Spracher, Wendy Hagenmaier, Allison Galloup, Marie Force

## **CALL TO ORDER**

President Lynette Stoudt called the meeting to order at 4:06 p.m. Board members and guests (Outreach Co-Manager Wendy Hagenmaier and Incoming Administrative Assistant Allison Galloup) introduced themselves.

## **APPROVAL OF MINUTES**

The Board unanimously approved the minutes from the previous meeting in July 2013.

## **OFFICER REPORTS**

### **Treasurer**

Treasurer Michael Nagy reported on SGA profit and losses and balance sheet. He filed Form 990 with IRS. Created subaccounts for new General Scholarship Fund. Answered institutional requests for FEIN to generate payments to SGA. Transferred PayPal funds for 3<sup>rd</sup> Quarter 2013 to checking account. Processed online office supply orders for annual meeting and assisted with other annual meeting-related financial activities. He attended Heritage Emergency Response Alliance (HERA) Board meeting on 27 August 2013, on request, to advise HERA Board on SGA non-profit status, registrations and financial management practices.

### **Archivist:**

Archivist Meredith Torre reported that students in the Master of Archival Studies Program at Clayton State University with guidance of Richard Pearce-Moses and SGA officers will assist in planning and implementing a digital archives program for SGA that builds on SGA's existing archives' policies and procedures.

A revised SGA retention schedule is ready to submit for 2013 (previous update was in 2011.) To date, SGA has transferred 20.25 cubic feet of records to the Georgia Archives. All records are deeded on permanent transfer to the Georgia Archives. The SGA Archivist only retains the most current records. We can access the SGA Archives by visiting the Georgia Archives and asking for Collection #19870014M.

### **Administrative Assistant:**

Administrative Assistant Rebecca Landel-Hernandez reported that SGA has 274 active members, including 43 students. There are currently 29 overdue renewals.

Tri-State Annual Meeting registration as of 12 October was 201 attendees (81 SNCA members, 50 SCAA members, 70 SGA members.) For the annual meeting, 13 vendors and 1 guest registered (9 registered online via PayPal.)

**President:**

President Lynette Stoudt reported that she attended a Georgia Archives Transition Luncheon, the Georgia Archives Month proclamation signing, and two class meetings with Richard Pearce-Moses and his students in the Clayton State Capstone project to answer questions about SGA records, procedures, and processes.

She selected and notified President's Award winner Joe Tanner & Associates, filled open 2014 Board appointments, and prepared four proposed bylaws changes for membership voting via electronic ballot. All bylaws changes were approved by the membership.

She also reported that Jill Severn is stepping down as SurveyMonkey Chair. The Board thanks Jill for her service in this position. Moving forward, the Webmaster will incorporate SurveyMonkey duties.

**PUBLICATION REPORTS**

***Provenance***

Lynette Stoudt reported for Editor Cheryl Oestreicher that the Special Issue on advocacy is live and freely available on the *Provenance* site; it may be printed with the 2013 issue next winter. Process started of putting all back issues of *Provenance* online. The 2013 issue is taking shape with 3-4 articles plus the two plenary speaker essays from Tri-State Conference.

**Newsletter**

Lynette Stoudt reported that Newsletter Editor Anne Graham is working with Incoming Newsletter Editor Michael Law to transition files and responsibilities.

**Website**

Lynette Stoudt reported for Website Manager Kevin Fleming that he has updated current activities, newsletter, and job listings on the site; performed routine site maintenance and addressed various payment questions related to annual meeting and workshops.

**Listserv**

Listserv Manager Joshua Kitchens reported that he helped members who were having issues with the listserv, made minor updates to the lists, and added new members who joined last quarter. Early in 2014, he will give everyone access to Google Apps.

**Subscriptions Manager**

Subscriptions Manager Amanda Pellerin did not present a report. The Board congratulates her on the birth of her baby!

## **COMMITTEE REPORTS**

### **Archives Month Liaison**

Georgia Archives Month Co-Chair Laura Starratt reported:

- Spotlight Publicity Grant presented to Macon County Historical Society. The grant of \$300 was used to promote their new Montezuma Music Club exhibit.
- Sponsors were SGA, Georgia Records Association, Georgia Library Association, Georgia Historical Records Advisory Board, Hollinger MetalEdge, and Digital Libraries of Georgia.
- Twitter added to social media outreach. Currently have 161 followers and reach up to 370 on Facebook. Facebook events created for each week during October.
- Press release issued to media outlets in Georgia in coordination with SGA Outreach.
- Over 1,200 save-the-date postcards printed and mailed.
- GAM Proclamation signed by the Governor on September 10, with 25 people in attendance. Photos and video taken by Wendy Hagenmaier posted on SGA Flickr and YouTube pages and GAM Facebook page.

### **Education**

Education Committee Chair Heather Oswald reported two Tri-State Conference workshops held: “Beyond Preservation: Oral History as a Dynamic Archival Tool” and a SAA DAS workshop. Education Committee plans to work with Outreach to improve promotion of workshops.

### **Membership**

Membership Committee Chair Courtney Chartier reported that due to demand two Summer Tours were held at the Atlanta Public Schools Museum and Archives. Article about the tours is in the recent issue of newsletter. Held SGA Office Hours at SAA and encouraged submitting articles for publication in *Provenance*. Partnered with SNCA and SCAA Membership Chairs to arrange a tri-state meet and greet. Created sign-up sheets for 2014 committees and sent 43 new member packets.

### **Scholarship**

Scholarship Chair Stacy Jones reported that the Taronda Spencer Award was presented to Camille Vincent, from Spelman College, and the Anthony R. Dees scholarship was presented to Natalie Logue, a student at University of South Carolina Columbia. She also reported that this year there will not be a live auction at the reception, but a silent auction will begin at noon and end 30 minutes before conclusion of reception.

### **Nominating**

Nominating Committee Chair Marie Force reported that 2013 Fellow Philip Mooney would be recognized at the reception and election results would be announced at the business meeting.

She then listed the winning candidates:

Sarah Quigley as Vice President/President Elect

Michael Nagy as Treasurer

Laura Starratt as First Year Director

Two members of the Nominating Committee: Kevin Fleming and Jody Thompson

## **2013 Annual Meeting**

First Year Director Traci Drummond reported that the program was finalized and available online, speaker arrangements made, and final housekeeping done regarding registration table, session assignments, and other administrative duties.

Second Year Director Renna Tuten reported that the committee worked with Webmaster to update website with annual meeting information, worked with Treasurer to pay for annual meeting facility and catering expenses, solicited vendors, and selected giveaway items (travel mug and bag.)

Renna also suggested that SGA Board consider idea again of a dedicated vendor committee to work with Annual Meeting, Newsletter, and Provenance to streamline outreach to vendors and advertisers.

## **Outreach Committee**

Outreach Committee Co-Managers Sarah Quigley and Wendy Hagenmaier reported the following activities:

- Edited legislative advocacy webpage to incorporate tips from Joe Tanner & Associates training and to add list of archives in Georgia with corresponding legislative districts.
- Revised and reformatted the press contacts list.
- Helped Georgia Archives Month Committee draft press release.
- Added photos and video of Georgia Archives Month Proclamation signing to Flickr and YouTube.

## **Mentoring Program**

Mentoring Co-Coordinators Luciana Spracher and Lynette Stoudt were pleased to announce that Mentoring Program is now an official SGA Program as approved by membership in recent bylaws changes. They encouraged Board members to sign up to become mentors. Program promoted on listserv, in newsletter, and at annual meeting this year. Active mentoring relationships: 8 pairs plus 1 pending.

## **OLD BUSINESS**

### **Collaborative Project with Clayton State University**

President Lynette Stoudt reported that students are currently working with SGA data from Wild Apricot. Kevin Fleming sat in on a meeting to answer questions.

See also Archivist and President reports for additional details about this project presented earlier in the meeting.

## **NEW BUSINESS**

### **Volunteer Program**

Chair Courtney Chartier invited consideration of a volunteer network of professional archivists and SGA acting as administrator to coordinate institutions and volunteers, set up partnerships and volunteer schedules. This program idea was first raised by Christine Wiseman and Tina Seetoo several years ago.

The Board is interested in developing this program in 2014 with items to be considered further including supplies, program structure, links with Mentoring, and paperwork to address potential liability and privacy issues.

Courtney will draft and circulate a program description to the Board and then to membership for discussion on the listserv.

### **2014 Local Arrangements**

Outgoing First Year Director/Incoming Second Year Director Traci Drummond reported that she is gathering hotel quotes, has contacted the Classic Center and will be working with UGA Special Collections about conference and reception facilities in Athens. Annual meeting dates: November 5-7. Giveaway idea mentioned: travel umbrellas.

### **ANNOUNCEMENTS**

The Board briefly discussed program for Business Meeting.

President Lynette Stoudt asked Incoming and Outgoing Board members to make arrangements to transfer working files by the end of year. She thanked Board members for their service this year.

### **ADJOURNMENT**

There being no other business the meeting was adjourned at 4:55 p.m.

Respectfully submitted on October 21, 2013.

Marie Force

Nominating Committee Chair (filling in for Secretary Brittany Parris)

**ADDENDUM:** Voting members of the SGA Board voted by e-mail (January 7-8, 2014) to approve the budget (as put forth as a proposal by Traci Drummond) for the 2014 annual meeting. The budget was approved.