

Society of Georgia Archivists
Board of Directors' Meeting
Mercer University Library
25 July 2008

PRESENT

Morna Gerrard, Jamal Booker, Muriel McDowell Jackson, Reagan Grimsley, Renna Tuten, Jody Lloyd Thompson, Christine de Catanzaro, Jill Severn, Elizabeth Russey, Teresa Burk, Mandi Johnson, Marie Force

CALL TO ORDER

President Morna Gerrard called the meeting to order at 10:13 a.m.

APPROVAL OF MINUTES

The minutes had been distributed by email prior to the meeting. The Board unanimously approved the minutes.

OFFICERS' REPORTS

Treasurer:

Treasurer Jamal Booker presented a written report that stated:

- SGA has an ATM card.
- Year-to-date income is at \$7,681.80, and year-to-date expenses at \$2,415.94.
- Overall accounts total \$66,069.47 (\$34,807.50 cash on hand, \$31,261.97 scholarship funds) through July 13, 2008.

Jamal Booker made a motion to approve \$1 over budget for the Gracy award at the request of Provenance Editor Reagan Grimsley. Two articles tied for award and one article was co-written, so with the \$1 increase, the award could be split three ways with each person getting \$67 of \$201. Motion passed unanimously.

SGA Newsletter Editor Renna Tuten asked Booker to increase the Newsletter Year-to-Date Income total from \$150 to \$300.

Archivist:

Archivist Muriel McDowell Jackson presented a written report, stating that she is preparing a deposit for the Georgia Archives. Currently there is only one master microfilm of Provenance for years 1972-1977 and 1978-1982 (2 reels total). She recommended having a print master made to have copies in the Georgia Archives and retained by the SGA archivist.

McDowell Jackson is creating a list of items that should be retained by the current Archivist and not filed in the Ga. Archives: notebook with a list of all inventories and deposits in the Georgia Archives, copies of the last five years of minutes, a separate list of Provenance issues, copies of all the deposits made to the SGA Archives and the Georgia Archives, and a print master set of the Provenance microfilm.

McDowell Jackson will get a print master quote and e-mail it to the Board. She will also go through inventories and make sure officers have copies of items they need, like articles of incorporation for Jamal Booker.

Administrative Assistant:

Morna Gerrard introduced Mandi Johnson, the new SGA administrative assistant, and welcomed her to the Board.

Administrative Assistant Frances Overcash was not present but submitted a written report. Current membership for 2008 stands at 216 with 27 new members. Overall 2008 scholarship fund gifts total \$940.

Johnson reported that she met with Frances Overcash earlier in the week, and went over duties and Wild Apricot database. She will assist Frances with Annual Meeting duties.

For annual meeting registration, Morna Gerrard recommended having both hard copy and online registration options. General agreement from the Board. Johnson noted that Wild Apricot requires an e-mail address, so we do need to offer the hard copy registration also.

Morna requested Jamal Booker, Frances Overcash and Mandi Johnson to experiment with Wild Apricot and online payment process and report back to the Board President and Annual Meeting group by August 15.

Morna Gerrard and Marie Force both reported having a similar problem when testing registration on Wild Apricot and will let Abby Griner know.

Some Board members reported not being able to open Administrative Assistant's report which was in .docx format. Gerrard will send an e-mail reminding everyone not to send documents as .docx format.

President:

President Morna Gerrard submitted a written report, stating that she:

- Attended Healthy Collections Initiative first meeting on May 20 at NARA: Discussed scope of the grant and developed criteria for survey. Provided Christine Wiseman with copy of the SGA mailing list to use in creating one mailing list of all cultural resources in Georgia. Next meeting October 7.
- Represented SGA at the Georgia Archives Institution on June 12.
- Met with Membership Committee Chair Christine de Catanzaro and Membership Committee member Bill Hardesty on July 2, about 40th anniversary celebration. Susan Potts McDonald agreed to chair the anniversary committee. Will meet with Potts McDonald within next few weeks to discuss celebration possibilities.
- Initiated listerv/blog proposal with Jamal Booker, Abby Griner and Nora Lewis. Planning to contact other organizations and see what they are doing, will meet/conference call and have a proposal by November.
- Sent e-mail to SGA membership about establishing outreach committee. Have four responses to date. Board member Jill Severn will be on the committee.
- To do: Find replacements for officers rotating off at end of 2008: administrative assistant (Mandi Johnson in place), listserv manager, Provenance editor and the subscriptions manager. Creating a subcommittee to address filling the Provenance editor position. Managing Editor Susan Hoffius agreed to stay for one more year. Gerrard recommends meeting with new editor, Susan Hoffius and herself about realigning technical responsibilities.

Board members offered suggestions for SGA 40th anniversary activities: oral histories, exhibit(s), lists of all past presidents on SGA website and past editors in Provenance, logo and

special give-away item. Jamal Booker volunteered to do a SGA history video. Anniversary subcommittee will have budget timeline by November.

Christine de Catanzaro noted that Nancy Davis Gray is also rotating off the Education Committee.

PUBLICATIONS REPORTS

Provenance:

Editor Reagan Grimsley was not present, but submitted a written report, stating:

- The 2007 issue is in final design phase and should be printed early August.
- Have seven submissions for the 2008 issue under review.
- Pam Hackbart-Dean resigned from the Board of Editors effective June 2008.
- EBSCO now has content from 2006- in the Library databases.
- 2006 Gracy Award co-winners are Catherine Stollar Peters, "When Not All Papers are Paper: A Case Study in Digital Archivy" and Laura Botts and Lauren Kata "Are the Digital Natives Restless?: Reaching out to the Ne(x)t Generation."

Newsletter:

Renna Tuten presented a written report, which included the following items:

- Posted the current issue of the SGA Newsletter 40:2 (Summer 2008) to the SGA website, and notified members on July 7.
- Greg Markley is the new Institutional Profile writer. Renna Tuten thanked Mandi Johnson for her excellent work in that position previously.
- Advertised again for assistant editor, but received no response. Will post the position announcement to the SGA listserv.

Website:

Website Editor Abby Griner was not present but submitted a written report on July 28:

- Wild Apricot membership database: member profiles and Pay Pal account information uploaded. Sending out login/password to SGA membership this week. Still working on customizing interface to match with SGA website.
- Added images from Spring workshop to SGA Facebook page, to Flickr and sent to Jody Lloyd Thompson to be archived.
- SGA now has 31 fans on Facebook.
- Added several posts to the SGA Blog.
- Expenses: \$71.40/year for website services, \$50/month for Wild Apricot

Listserv:

Listserv Manager Nora Galler was not present but submitted a written report. She conducted routine management of the SGA lists.

Renna Tuten asked if possible to reset auto setting to reply directly to sender rather than to the entire SGA listserv. Morna Gerrard will forward request to Galler.

Subscriptions Manager:

Subscriptions Manager Jody Thompson presented a written report. There are 59 subscribers to date for 2008. She received 7 claims related to Provenance this quarter, and 2 subscription renewals. She e-mailed the SGA Newsletter 40:2 (Summer 2008) issue to institutional subscribers and subscription vendors, and plans to submit that issue to the Georgia Tech Dark Archives.

COMMITTEE REPORTS

Archives Month Liaison:

Georgia Archives Month Chair Sara Saunders was not present and did not submit a written report.

Morna Gerrard noted that the Board approved \$500 for the GAM Committee. Marie Force reported that the GAM Committee is meeting to prepare flyer/poster packets for mailing on August 1.

Education Committee:

Education Committee Chair Nancy Davis Bray was not present but submitted a written report. The Spring Workshop, "Fundamentals of Audiovisual Preservation" was held at the University of Georgia Main Library on May 30. 12 participants including Morna Gerrard and Muriel McDowell Jackson. McDowell Jackson said, "It was a positive experience. Everyone kept saying it was too short; there was so much to learn from each instructor."

Elizabeth Russey will contact Nancy Davis Bray to work out details for pre-conference workshop.

Membership:

Membership Committee Chair Christine de Catanzaro submitted a written report, which included the following:

- Committee met on July 18.
- Directory updated; new directory launched with new username/password.
- New member welcome letters and e-mails to non-member attendees in Spring Workshop were sent.
- Wild Apricot implementation begun.
- Membership Committee members attended Georgia Archives Institute reception.
- Office hours at SAA scheduled for Friday August 29, 2008, 11-noon
- Proposal for establishing a Distinguished Service Award program is drafted and ready for Board approval [see Old Business]
- SGA is invited to join NAGARA for a barbeque during NAGARA's meeting, July 25, 2008, 5 p.m. at Georgia Archives
- SGA reception at SAA: Friday August 29, 2008, from 6-7 p.m.
- Informal "meet and greet" for new/student members at Continental Breakfast for everyone at SGA Annual Meeting.

The Membership Committee is interested in offering SGA member tours of corporate archives. Agreement from Jamal Booker to host Coca-Cola tour and Marie Force to host Delta tour. Christine de Catanzaro will follow up with them about scheduling.

Nominating:

Nominating Committee Chair Jill Severn presented a report. The Nominating Committee opened a Survey Monkey online nomination form and has received less than 10 suggestions for available position. Will make 2 more appeals by listserv of suggestions through July. Committee will review all nominations to develop a slate in August. Election will go live in early September through Survey Monkey.

Jill Severn will contact Frances Overcash for most current SGA member e-mail list to update existing list in Survey Monkey.

2008 Annual Meeting:

2008 First Year Director Teresa Burk and 2008 Second Year Director Elizabeth Russey presented a joint report.

2008 Annual Meeting in Athens:

Sessions almost complete; need to finalize one moderator. Roundtable informal sessions need more discussion.

Found graphic designer to do conference brochure and flyer for about \$200, but would like to see this type of graphic design budgeted across SGA functions to establish a stronger print/Web identity and re-usable templates. Elizabeth Russey contacted Mandy Mastrovita, who designs the Georgia Archives Month poster, and she is interested in doing this graphics design work next year.

Budget is tight this year due to air fare for five speakers, but under budget so far for local arrangements: Center Stage Catering will do the catering at the Classic Center (\$3,528). Meeting and reception space confirmed (\$2,817.10 total).

2009 Annual Meeting:

Did initial request of bids for meeting space in Savannah and Jekyll Island. Recommend that the 2009 meeting be in Savannah, based on that investigation, and as 51% of SGA survey respondents voted for it.

Burk and Russey proposed that the 2009 annual meeting be held in Savannah on November 3-6, 2009. Morna Gerrard motioned and Christine de Catanzaro seconded the proposal for vote. Motion passed unanimously.

Discussion followed about raising funds for covering annual meeting luncheon. As mentioned in the last meeting, agreement to add a survey question about lunch to the annual meeting survey. Elizabeth Russey recommended raising the SGA annual meeting fees because our fees are about \$20-\$30 lower than other regional conference fees.

Conversation about luncheon costs led to broader discussion about overall SGA fees. Mandi Johnson noted it has been almost 10 years since the last membership rate raise. Christine de Catanzaro said the Membership Committee will be investigating membership fees at other organizations comparable to SGA. Increase planned for covering 2010 membership dues.

General agreement that if we raise membership fees, we should also investigate raising publications fees. Jody Lloyd Thompson will investigate comparable publications fees.

Scholarship:

Scholarship Committee Chair Luciana Spracher was not present but submitted a written report.

The Edward Weldon Scholarship was awarded to Alison Bentley, Reference Archivist for the Georgia Historical Society (selected out of two applications).

The Brenda Banks Educational Workshop Scholarship advertised through various listservs and the SGA website. No applications were received by deadline. This was attributed to short turn

around time after workshop announcement and too many application requirements for a \$50 award. Banks scholarship reposted to workshop registrants, with only application form required (no supplementary materials). Received three applications, from which the committee chose John Kennison, Director/Archivist of the Bryan-Lang Historical Library in Camden County.

In the future, for both workshop scholarships (Banks and Dees) we will only require the application form (unless the award value is \$200 or more).

Announced Larry Gulley Scholarship (for SGA meeting and membership) on various listservs, direct emails to educational programs, SGA newsletter and website (deadline August 15th).

Made contact with 2008 Annual Meeting Local Arrangements Committee and Gilbert Head regarding auction arrangements. Gilbert is on Local Arrangements Committee and will communicate directly with them about auction needs and logistics.

Will coordinate with Education Committee for the announcement and award of the Anthony Dees Scholarship for the SGA Pre-Conference Workshop.

OLD BUSINESS

Wild Apricot online system:

Morna Gerrard and Marie Force will report on problems they experienced with registration testing.

PayPal online payment system:

Jamal Booker reported that SGA's Pay Pal account is up and ready to go for online credit card payments. Booker is testing payment process this week and will communicate process to members. We do need to keep in mind that some institutions will not let members pay by credit card.

Archival Supplies/Vendors Survey to cultivate vendor support:

Jill Severn explained current issue is how to not duplicate numbers received from each institution if two or more members both report for that institution. Will put on hold until after the election and annual meeting.

SGA 40th Anniversary in 2009:

This business discussed earlier. See President under Officer's Reports.

Distinguished Service Award:

Christine de Catanzaro presented a proposal for a Distinguished Service Award from the Membership Committee.

One section of the proposal titled "Award Presentations" raised some suggestions for changes that ended up with the Board asking for a larger Fellows program rather than a Distinguished Service Award. Jill Severn and Elizabeth Russey suggested presenting more than one award per year, up to maybe five. Jill Severn commented that we need some way of acknowledging the award recipients and to keep them involved, such as getting them together each year at the annual meeting. Jody Lloyd Thompson suggested maybe at the reception or breakfast - everyone is invited to attend, but the Fellows will be recognized. Elizabeth Russey suggested the Fellows could decide each year who next year's Fellows will be; we can give them a room at the annual meeting. This suggestion had general agreement from other Board members. Jamal

Booker suggested that with next year being SGA's 40th anniversary, might be good timing to recognize more than Fellows that year (5-10) to launch the program, and after a year or two goes by only recognize 1-2 people. General agreement from other Board members to this idea.

Morna Gerrard, Christine de Catanzaro and Bill Hardesty will go back and rethink this section, draft a new proposal and e-mail it to the Board.

The new proposal will be for a SGA Fellows program rather than Distinguished Service Award. Will have multiple Fellows (5 or more) for 40th anniversary year and maybe year or two afterward, then reduce to 1 to 5. Will find ways to keep Fellows involved, such as have them appoint new Fellows each year and have them get together every year at SGA meeting, and be recognized there.

SGA Conference Lunch Speakers/Reports:

The Board felt that the Board reports time at the SGA annual meeting lunch goes on too long and speakers should be reduced.

Elizabeth Russey moved that the SGA conference lunch presentations will be in this order: SGA President, Treasurer, Provenance Editor, Scholarship Chair, Nominating Chair will introduce new officers, President will recognize all committee chairs and members and finally the Vice President/President-Elect will introduce initiatives for next year. Marie Force seconded the motion, and it passed unanimously.

Archiving SGA Annual Meeting Electronic Records:

Elizabeth Russey recommends recording portions of the annual meeting (as podcasts) and archiving them. Start small with just recording keynote speaker. Will archive recordings at Georgia Tech Dark Archives. Need equipment and release forms. Jill Severns said the University of Georgia staff can support for the meeting in Athens.

Discussion about archiving Survey Monkey results as electronic files in the Dark Archives. General agreement to save in .pdf or .doc format in addition to the current hard copies.

Jody Lloyd Thompson will send Muriel McDowell Jackson an inventory of SGA items in the Georgia Tech Dark Archives.

NEW BUSINESS

Introduce Mandi Johnson to the Board:

This business discussed earlier. See Administrative Assistant under Officer's Reports.

Proposal to move SGA Board Meetings around the state:

General discussion about looking at where in the state members are coming from with each new Board and move meeting to most central location for that Board. No decision reached.

Elizabeth Russey and Jill Severn proposed adding a short, wrap-up meeting with current and outgoing Board members at the end of every SGA Annual Meeting. This will be the last meeting of the outgoing Board. The president will have nominations for appointments done by the regular Board meeting on Wednesday night of conference. Motion passed unanimously.

Other:

Renna Tuten is working to correct problem with printing out last parts of the SGA Newsletter.

ADJOURNMENT

There being no other business, the meeting was adjourned at 12:27 p.m.

ADDENDUM TO MINUTES

The following items of business were proposed by e-mail in August-November 2008. SGA Board members voted on these items by e-mail, and all motions passed unanimously:

- On August 9, 2008, Christine de Catanzaro made a motion to approve a proposal from Teresa Burk and Elizabeth Russey to increase fees to attend the annual meeting: \$95 for SGA members, \$115 for non SGA members, \$70 for students, onsite fee of \$115.
- On October 20, 2008, Morna Gerrard made a motion to approve the appointment of Brian Wilson as Editor for Provenance, 2009-2011.
- On November 3, 2008, Morna Gerrard made a motion to approve the appointments of Elizabeth Russey as Education Committee Chair, Courtney Chartier as Scholarship Committee Chair, Traci Drummond as Subscriptions Manager and Jeffrey Seymour as Listserv Manager.

Respectfully submitted on November 6, 2008.

Marie Force
SGA Secretary