

Society of Georgia Archivists
Board of Directors Meeting
University of Georgia, Russell Library
12 November 2008

PRESENT

Morna Gerrard, Abby Griner, Jody Lloyd Thompson, Christine de Catanzaro, Jill Severn, Teresa Burk, Luciana Spracher, Marie Force

CALL TO ORDER

President Morna Gerrard called the meeting to order at 5:41 p.m.

APPROVAL OF MINUTES

The minutes had been distributed by email prior to the meeting. Morna Gerrard requested these corrections: show Reagan Grimsley as not present and Gerrard as not attending the Spring Workshop. The Board unanimously approved the minutes with these corrections.

VOTING POSTPONED

Because the meeting lacked a quorum of attending Board members, all items proposed will be sent by e-mail for voting by the full Board.

OFFICERS' REPORTS

Treasurer:

Jamal Booker was not present but submitted a written report. Year-to-date income is at \$16,268.91 and year-to-date expenses are \$7,896.54. Overall accounts total \$67,857.53 through November 9, 2008.

Booker stated that SGA Paypal account has handled 87 online transactions to date. He noted that Paypal charges about 2.5% processing fee for each online transaction. Booker proposed a \$5 cancellation fee for online registration refunds to cover administrative costs of issuing refunds.

Board members present agreed that the proposal was a good idea and requested that Booker submit his proposal by e-mail for voting.

Archivist:

Muriel McDowell Jackson was not present and did not submit a report.

Administrative Assistant:

Administrative Assistant Frances Overcash was not present but submitted a written report. Current membership for 2008 stands at 228 with 36 new members. Christine de Catanzaro noted that these were higher than usual membership/new member totals.

She also said that Incoming Administrative Assistant Mandi Johnson would be working at the Annual Meeting's registration/renewal/committee sign-up table with Membership Committee members.

President:

Morna Gerrard presented a written report that she:

1. Attended the second meeting of the Healthy Collections Initiative Advisory Committee held on October 7. The group assessed the survey tool that had been developed. A trial run is expected in late 2008/early 2009.
2. Met with Christine de Catanzaro and Bill Hardesty to discuss development of a Fellows Award.
3. Met with Provenance Editor sub-committee on October 10. Sub-committee members are Morna Gerrard, Christine de Catanzaro, Jill Severn, Jody Thompson, Bill Hardesty, Susan Hoffius. The committee unanimously approved the nomination of Brian Wilson. The SGA Board also approved the nomination by e-mail voting.
4. Found replacements for officers who will be rotating off at the end of 2008 (see Addendum to July 2008 Minutes for names and positions unanimously approved by the Board by e-mail voting).

Gerrard is also planning to work in late 2008 on a listserv and blog policies proposal with Jamal Booker, Abby Griner and Nora Lewis. She will also arrange a meeting after the SGA Annual Meeting with the committee to expand collaboration with other cultural resource managers.

PUBLICATIONS REPORTS**Provenance:**

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

1. The 2007 issue of *Provenance* is in the mail to members.
2. For 2008, had 9 submissions, of which 5 have so far been favorably reviewed. The book reviews are in hand for the 2008 issue. The 2008 issue may be out early in 2009. May use 1 or 2 of the articles for the 2009 issue.
3. The *Provenance* Board appointed Brian Wilson as Editor for 2009-2011. The current editor will continue to work with the journal until the completion of the 2008 issue to ensure a smooth transition.
4. Susan Hoffius has agreed to stay on one more year as the Managing Editor to assist with this transition.

Jill Severn asked when the editor transition officially happened, and Morna Gerrard said December 31. Gerrard noted that Reagan Grimsley mentioned difficulties scheduling *Provenance* Board meetings, and that he recommended doing conference calls for some meetings to keep business moving in the future.

Newsletter:

Renna Tuten was not present, but submitted a written report, stating:

1. She posted the current issue of the *SGA Newsletter* Volume 40, Number 3 (Fall 2008) to the SGA website, and notified members on October 6.
2. Greg Markley resigned as the Institutional Profile writer; Luciana Spracher will take over the column.
3. Each *Newsletter* page now has a link to a PDF of the article for easier printing. Thank you to Abby Griner adding an icon to each page in the top left corner.
4. Assistant Newsletter Editor search:
 - a. Advertised again for an assistant editor to gradually learn the ropes and round up news. No response.
 - b. If we don't have a volunteer by April 2009, an active search should begin by the Board.

The Board thanked Luciana Spacher for volunteering to be Institutional Profile columnist.

Discussion about the Assistant Newsletter Editor position and qualifications followed. Abby Griner said although the *Newsletter* files are in Dreamweaver, she did not see software access as a problem because there are good Open Source Software options. She did recommend finding someone who has at least edited a website to reduce the learning curve. Griner also suggested breaking up the duties between content and Web work for the newsletter and SGA website. Positive reactions from the Board and agreement that both Tuten and Griner need assistants.

Morna Gerrard asked Renna Tuten and Abby Griner to discuss and work up a proposal by the January Board meeting.

Website:

Website Editor Abby Griner presented a written report that she:

1. Set up registration for annual meeting and pre-conference workshop [Wild Apricot].
2. Set up online membership registration.
3. Did edits on scholarship pages.
4. Did edits and additions to Georgia Archives Month pages.
5. Added PDF icon with link to the *Newsletter*.
6. Added info about the annual meeting to Facebook. We have 42 fans on Facebook!
7. Added several posts to SGA weblog.

Griner also proposed transferring the SGA website to Wild Apricot interface in order to simplify Web work:

1. The Website Editor will only have to work with one website program instead of two programs.
2. Wild Apricot will allow setting up access and training for people to do basic text changes to the website, for example Administrative Assistant, Scholarship Chair, etc.

Griner will send the proposal by e-mail to the Board for voting.

Listserv:

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

Subscriptions Manager:

Subscriptions Manager Jody Thompson presented a written report. There are 60 subscribers to date for 2008. She received 18 claims related to *Provenance* this quarter, but the 2007 issue is in the mail, which will take care of the bulk of the claims by time of handover to new Subscriptions Manager. She e-mailed the *SGA Newsletter* 40:3 (Fall 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 but submitted a written report:

1. GAM Proclamation signing with Governor Sonny Perdue was held on Wednesday October 15th at 10:30 a.m. Donation of \$100.00 the Georgia Humanities Council in honor of Governor Perdue and Secretary of State Karen Handel.
2. Budget shows balance of \$66.00. This will be carried over to the 2009 Committee.
3. Mailed out 1775 packets promoting GAM. Postage for each packet was \$1.17.

4. Sponsors: Walter Hopkins Company paid for all the printing, (envelopes, flyers, letter and poster) total \$1432.00; The Coca-Cola Company donated \$500.00; SGA donated \$500.00; Metal Edge, Inc. donated \$300.00; GHRAB mailed 500.00 worth of packets; The Georgia State Archives mailed \$200.00 worth of packets.
5. 21 events posted on the GAM page of the SGA website.
6. 2009 Committee:
 - a. Saunders will not be able to chair the 2009 Committee; a chair or co-chairs need to be named.
 - b. Committee member Carol Waggoner-Angleton, Special Collections Assistant, Reese Library Augusta State University has made arrangement for the 2009 Committee to use bulk mailing.
 - c. The 2008 Committee would like to ask the 2009 Committee to use an image from the Coca-Cola Archives for next year's poster. We inadvertently left their name off as one of the sponsors on the poster

Some discussion by the Board about the 2009 Committee Chair open position, but issue tabled until January Board meeting due to lack of clarity in the SGA Bylaws about GAM status in SGA and who is responsible for naming GAM Chairs.

Morna Gerrard will ask Sara Saunders to attend the January meeting.

Education Committee:

Education Committee Chair Nancy Davis Bray was not present but submitted a written report:

1. Professor Martha Mahard, Visiting Professor at Simmons College, will be the instructor for the Pre-Conference Workshop, "Standards and Best Practices for the Description of Photographs." Hosted by the Richard B. Russell Library for Political Research and Studies, the workshop will be held on 12 November 2008 from 9-4.
2. As of November 7, there were 23 participants (two withdrew). There is a waiting list of approx 7 people, so we expect to have a full contingent of 25 by the 12th. (Registered so far: 14 SGA members, 4 non-members, and 5 students.)

Abby Griner asked if anyone took photos at the workshop, but no one knew [Nancy Davis replied by e-mail on 11/18/2008 that photos were taken.]

Discussion followed about the need for photos of SAG events. Marie Force suggested that taking photographs and submitting them to the Website Editor could be the responsibility of whichever committee is hosting an event. General agreement from present Board members, but decided to table the issue for further discussion at the January 2009 meeting.

Responsibility for taking photos of SGA events will be an agenda item at the January 2009 Board Meeting.

Membership:

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

1. SAA (8/29/08) – Held office hours. Good traffic, because it was during brunch.
2. SGA Annual Meeting registration/renewal/committee sign-up table staffed by Incoming Administrative Assistant and Membership Committee members.
3. Subcommittee re: attracting ex-members/new members (with Morna Gerrard, Bill Hardesty) met September/October 2008 to revise Distinguished Service Award proposal. A New Fellows Proposal drafted and ready for Board approval.

4. Annual Meeting roundtable to explore establishing a Mentor/Mentee program will be led by Renna Tuten and Bill Hardesty.
5. Social get-togethers:
 - a. NAGARA barbeque (7/25/08): ca. 8-10 current and former SGA members in attendance
 - b. SGA Happy Hour at SAA (8/29/08; expenditure of \$150 not needed): ca. 20 members (great turnout!)
 - c. Tour of Coke Archives (10/03/08): 10 signed up (good turnout, and wonderful tour!)
 - d. Savannah-area archivists mixer (10/21/08): turnout TBA
 - e. Informal "Meet and greet" planned for new/student members at the Breakfast at SGA Annual Meeting (11/14/08)
6. Mailing to faculty members at library schools completed in September.
7. Planning to complete mailing to historical societies, continue working with the 40th Anniversary Committee and plan additional tours for next year.

Luciana Spracher asked if the Mentor/Mentee program will work with the Fellows program. Christine de Catanzaro said that the sub-committee had not planned for that, but it could be a possibility as the programs develop.

Christine de Catanzaro will e-mail the new Fellow proposal again to the Board for voting. She will also follow up with Marie Force about scheduling a Delta Air Lines archives tour next year.

Nominating:

Nominating Committee Chair Jill Severn presented a written report:

1. Worked with committee members (Wesley Chenault and Chris Paton) to determine final slate of candidates for election.
 - a. Pool of candidates nominated by peers in SGA to encourage open and transparent elections process.
 - b. All races were contested.
2. Worked with committee to invite nominees to run and solicit brief bios for the election.
3. Designed online ballot for election using Survey Monkey. 117 ballots cast. No significant problems with using the online ballot format.

Elections results:

Vice-president, president elect: Jodi Thompson

Secretary: Marie Force

Director: Lynette Stoudt

Archivist: Suzanne Durham

Nominating Committee: Laura Botts and Katherine Shirley

Annual Meeting:

2008 First Year Director Teresa Burk was present and gave a verbal report:

2008 Annual Meeting in Athens

Will finalize 2008 Annual Meeting budget with Second Year Director Elizabeth Russey and report results at January meeting. Travel expenses were high this year. Had a high number of requests for vendor tables this year. Our vendor fees are low compared to other organizations. Intend to raise vendor fees next year.

2009 Annual Meeting in Savannah

Will propose two pieces of business for voting by e-mail:

1. Hotel selection for 2009 Annual Meeting.

2. Realignment of local arrangement responsibilities between first and second year directors.

Scholarship:

Scholarship Committee Chair Luciana Spracher presented a written report:

1. Larry Gulley Scholarship awarded to Rebecca Morris, Historian/Archivist for the Georgia Baptist Historical Archive and Museum (selected by the committee out of four applicants).
2. Anthony R. Dees Educational Workshop Scholarship awarded to Brittany Bennett Paris, Assistant Archivist for the Roman Catholic Archdiocese of Atlanta (selected by the committee out of ten applicants).
3. Will present scholarship certificates at Annual Meeting Luncheon (November 13).
4. Annual Scholarship Auction run by Gilbert Head (November 13).
5. Recommendations for 2009 Committee:
 - a. Coordinate with Georgia Archives Institute (Anne Smith, Georgia Archives) regarding the awarding of the Carroll Hart Scholarship. Anne Smith would like the scholarship award to come after the GAI application process. The Incoming Scholarship Chair needs to work with GAI to establish procedures before the 2009 scholarship award.
 - b. Very good response to the Dees Scholarship, receiving ten applications, due to accepting applications through email. The incoming chair may want to explore accepting applications online. This could especially attract younger archivists just coming out of school.

OLD BUSINESS

Replacement of outgoing officers:

This business completed. See Addendum to July 2008 Board minutes for names and positions unanimously approved by the Board by e-mail voting.

SGA 40th Anniversary in 2009:

Christine de Catanzaro said that 40th Anniversary Committee Chair Susan Potts McDonald has received lots of good ideas from her committee members and will present a formal report to the Board in person at the January meeting. Susan Potts McDonald would like to discuss setting up the 40th Anniversary as a budget line item. She is being mindful in planning activities/costs that we want to celebrate 40 years, but the bigger 50th anniversary is coming soon.

Fellow Award proposal:

This business discussed earlier. See Membership under Committee Reports.

Proposal to move SGA Board Meetings around the state:

After discussion, Morna Gerrard said that the Board will meet next on January 30, 2009 in Macon. We will find out the geographic make-up of the new Board and plan locations of the rest of the 2009 meetings at that time.

Luciana Spracher requested setting the 2009 meeting schedule earlier in the year to allow members to better plan their calendars. General agreement from the Board.

The Board also agreed that we should require members to join by conference call if unable to be present at future meetings in order to have a quorum for voting.

Jill Severn suggested, and the Board agreed, that in order to cut back on the length of the January meeting, outgoing members will not be required to attend, but only come if needed to. No lunch will be offered at the January meeting due to the shorter time planned.

Morna Gerrard will provide outgoing and incoming members with contact information and request that they contact each other to discuss duties and arrange transfer of files before the January 30th meeting.

Jill Severn will send a proposal for voting by e-mail for holding only one November Board meeting (not two as previously voted on at the July meeting), and it will happen as a Friday lunch after the Annual Meeting with incoming and outgoing members. The January meeting will start with new members only.

Switching duties of first and second year directors:

Teresa Burk will send a proposal for voting by e-mail.

NEW BUSINESS

SGA support for SAA Lone Arrangers publication:

Agreement from present Board members. Morna Gerrard will e-mail a proposal for voting that SGA support the SAA Lone Arrangers publication.

Requests for mailing lists:

Christine de Catanzaro received a request from a non-member for a copy of the SGA mailing list, but told that person that needed to become a member or contact a member an post announcement to the listserv.

Christine de Catanzaro will discuss with Nora Lewis and submit a proposal by e-mail that the Listserv Manager can review requests from non-members and post at the Listserv Manager's discretion.

Membership directory addition: "member since" field

Christine de Catanzaro received a complaint that the "member since" field does not show the correct year. Abby Griner said that Frances Overcash did not have the date when members joined, so a default date of 2008 (when the database went live) was entered. Abby Griner said members should be able to reset the "member since" field themselves.

Griner noted that she is still getting a lot of requests to update member information, but members have the ability to do these updates themselves with Wild Apricot now. She requested that all Board members take a minute and log into the directory and learn about the self-reporting options available.

Survey Monkey account manager:

There is only one log-in and password available for Survey Monkey. After discussion, it was decided that Jill Severn will continue duties as Survey Monkey technical manager, but not be required to attend Board meetings.

Facebook, Flickr and Blog:

Abby Griner will e-mail a proposal that the Membership Committee take over the Web 2.0 duties (Facebook, Flickr and Blog) currently handled by the Website Editor. These duties do not require Web technical skills and involve outreach to SGA members and potential members.

Placing forms on Forms Forum on the SGA website:

Morna Gerrard will confirm with Traci Drummond that those who submitted forms to the Forms Roundtable at the Annual Meeting are aware that these forms will be posted online.

ADJOURNMENT

There being no other business, the meeting was adjourned at 7:30 p.m.

ADDENDUM TO MINUTES

The following items of business were proposed by e-mail in November 2008-January 2009. SGA Board members voted on these items by e-mail, and all motions passed unanimously:

1. On November 14, 2008, Abby Griner proposed that the SGA website be transferred over to the Wild Apricot interface.
2. On November 25, 2008, Jamal Booker proposed a \$5 cancellation fee for all registrations refunds - from online and mailed check registrations to cover administrative costs of issuing refunds.
3. On December 1, 2008, Christine de Catanzaro made a motion that the revised Fellows proposal be approved by the Board.
4. On December 1, 2008, Theresa Burk made two proposals related to the 2009 Annual Meeting in Savannah:
 - a. Select De Soto Hilton as the conference hotel, meeting space, and pre-conference site.
 - b. Realign First and Second Year Director duties: the Second Year Director takes the lead for local arrangements and the First Year Director takes the lead on program planning.
5. On January 6, 2009, on behalf of the SAA Lone Arrangers Roundtable, Morna Gerrard proposed that SGA will endorse the publication of a printed resource for Lone Arrangers (endorsement only, no money/personnel required).
6. On January 20, 2009, Jill Severn proposed to change the SGA Board meeting schedule as follows:
 - a. November board meeting that occurs on the Wednesday prior to the annual conference will move to the Friday afternoon following the annual conference and will include the outgoing and incoming board members who will handle all transfers of knowledge and files at that time.
 - b. The January board meeting will be a regular board meeting of members serving in that new year.
 - c. Lunch will no longer be provided at the January meeting and instead will be provided at the Friday afternoon November transitional meeting.

Respectfully submitted on January 29, 2009.

Marie Force
SGA Secretary