

Society of Georgia Archivists  
Board of Directors' Meeting  
Georgia Archives  
24 July 2009

## **PRESENT**

Christine de Catanzaro, Jamal Booker, Suzanne Durham, Mandi Johnson, Brian Wilson, Renna Tuten, Brittany Parris, Jeffery Seymour, Traci Drummond, Katherine Shirley, Kristy Dixon, Elizabeth Russey, Jody Thompson, Courtney Chartier, Morna Gerrard, Lynette Stoudt, Teresa Burk, Susan Potts McDonald, Marie Force

## **CALL TO ORDER**

President Christine de Catanzaro called the meeting to order at 10:15 a.m. She introduced guests SGA Associate Webmaster Brittany Parris and Georgia Archives Month Co-Chair Kristy Dixon.

## **APPROVAL OF MINUTES**

The minutes of the May 1, 2009 Board meeting were distributed by email prior to the meeting. The Board unanimously approved the minutes.

## **OFFICERS' REPORTS**

### **Treasurer:**

Treasurer Jamal Booker reported on finances through July 22: income: \$8,413.19, expenditures: \$3,241.11. Cash on hand: \$38,033.64 and scholarship funds: \$30,120.19, total \$68,153.83

Now that Georgia Archive Month is fiscally under SGA, we are looking for a sustainable plan that we can put in place for GAM payments and expenditures. Recommend reimbursement/invoicing SGA. General agreement from those present to this plan.

### **Archivist:**

Archivist Suzanne Durham reported that she is waiting for changes from the Board to her proposed retention schedule and series description for SGA. Board members were invited to comment and make changes. *See Old Business for further discussion.* When series descriptions and schedule are finalized, she will go through the SGA records in her possession and weed or transfer to the state archives as appropriate.

### **Administrative Assistant:**

Administrative Assistant Mandi Johnson reported that current membership (as of 15 July 2009) stands at 222, including 31 new members for 2009, including 19 new student members. Very good numbers. Strong Georgia State University representation among the new student members.

Scholarship fund gifts for 2009 stand at \$750, compared to \$940 one year ago. Need to encourage online donation.

Christine de Catanzaro suggested sending a listserv message out reminding everyone to give online to SGA scholarships. Courtney Chartier agreed a good idea, and said she was also thinking of a scholarship fund/auction request flyer for the annual meeting packet.

**President:**

President Christine de Catanzaro reported that she:

1. Represented SGA at the 24<sup>th</sup> Annual Governor's Awards in the Humanities Luncheon (with Past President, VP/President Elect, Newsletter Editor - May 7).
2. Represented SGA at Georgia Archives Institute reception – June 11.
3. Met with *Provenance* Sub-Committee (Past President, VP/President Elect, *Provenance* Editor, Susan Hoffius) – June 4.
4. Met with reps from Outreach/40<sup>th</sup> Anniversary/Program/Local Arrangements Committees and Website/Newsletter re: publicizing Annual Meeting – July 7.
5. Coordinated with Susan Hoffius, 1<sup>st</sup> Year Director re: plans for joint meeting with SCAA in 2010 – June/July.
6. PAHR – Encouraged further lobbying for the bill through the SGA Listserv, article in summer newsletter – June/July.
7. Updated President's timetable on website – June 18.
8. Presidents' Meeting with Past President, VP/President Elect – July 16.

**PUBLICATIONS REPORTS**

**Provenance:**

Editor Brian Wilson reported:

1. 2008 issue of *Provenance* is printed and should be delivered soon.
2. Three articles ready for next edition are being edited now.
3. Have two articles in the works for the following edition, but looking for more to add to the pipeline.
4. Working on a page or an inclusion to the *Provenance* section on the SGA website with clear guidelines for authors submitting articles to the journal.
5. *Provenance* sub-committee met on June 4<sup>th</sup>. Good meeting and planning to meet again on August 20<sup>th</sup>.

Wilson asked those present to let him know about any papers being presented or people seeking places to publish their work.

Christine de Catanzaro asked Wilson to give some of his business cards to Traci Dummond or Courtney Chartier for *Provenance* promotion at the SGA booth at SAA in Austin.

**Newsletter:**

Renna Tuten was attending her last Board meeting as Editor. Caroline Hopkinson will be Editor with the Fall 2009 issue. Tuten reported that editor transition going smoothly. Will transfer working files to Hopkinson soon. Posted the current issue of the *SGA Newsletter* 41:2 (Summer 2009) to the SGA website, and notified members on July 6<sup>th</sup>.

Tuten is looking for volunteer(s) to write a feature article on the conference and perhaps another about Savannah.

The Board reviewed and approved a list of possible questions for a newsletter survey. Traci Drummond suggested adding a question about how informed you feel about archival activities and work going on in the state.

Christine de Catanzaro thanked Tuten for her excellent work and dedicated service.

**Website:**

Website Editor Abby Griner was absent, but submitted a written report. Associate Editor Brittany Parris who presented it at the meeting.

1. All .soga.org URLs now redirected to the new Wild Apricot site.
2. Old .soga listervs still up and running. Forms Forum listserv created.
3. 1969-2009 added to the website logo.
4. Added 40<sup>th</sup> anniversary image and flyer to the front page and to the annual meeting page.
5. Developed website survey questions that need Board review and approval. *See New Business for discussion.*
6. Updated amount of Gracy Award to \$200 on website.
7. Forms Forum developed by Traci Drummond is live.
8. Google Analytics working now and tracking visitors to new site: 749 unique visitors from May-July 20, 2009.
9. SGA Board members gradually adding more dynamic content to Facebook and Blog.
10. Annual meeting information and registration posted on website.
11. Traci Drummond noted that she will be doing the blog for the Annual Meeting, but does not have access with her permissions to add a title bar to the template for the Blog. She needs additional permissions.

Christine de Catanzaro asked about job listings post/removal process (she had seen jobs still posted that she knew were filled). Brittany Parris agreed that the job listing process does need to be streamlined.

**Listserv:**

Listserv Manager Jeffery Seymour gave a verbal report:

1. Listserv developed problem about 1 ½ months ago – probably because still connected to old server software to retain soga.org addresses. Working with Abby Griner on the problem.
2. Unable to change setting for size of e-mail attachments. Set too low (150 kb).
3. Suggest switching to gmail if cannot resolve problems next month.

Teresa Burk has the Annual Meeting flyer that needs to go out quickly. Seymour will circumvent the listserv and e-mail the Annual Meeting announcement and flyer to the membership directly so file size is not an issue.

### **Subscriptions Manager:**

Subscriptions Manager Traci Drummond reported that she:

1. Processed 1 subscription renewal, for a total of 26 subscribers as of July 17<sup>th</sup> (we had 60 subscribers in 2008).
2. Processed 2 back issue orders and responded to 2 claims.
3. E-mailed *Newsletter* 41:2 (Summer 2009) to institutional subscribers and submitted it to Georgia Tech for the dark archives.

### **COMMITTEE REPORTS**

**Archives Month Liaison:** Georgia Archives Month Co-Chairs Katherine Shirley and Kristy Dixon reported that the poster “Quench your thirst for history” has gone to press. They passed one around the table, and everyone present agreed that designer Felicia Johnson at the Digital Library of Georgia created a beautiful poster. The Board greatly appreciates the donation of her time and skills.

They also reported:

1. Package of poster, flyer and letter will be mailed out second week in August to institutions, not individuals.
2. Confirmed sponsors: GHRAB, Georgia Archives, Coca-Cola, Digital Library of Georgia, The Metal Edge, Walter H. Hopkins Company, SGA
3. Working with Membership Committee to set up a tour in celebration of Archives Month.
4. A survey subcommittee was established to create a survey for GAM participants to evaluate the annual celebration.

Board members requested to submit October events for GAM section of SGA website page. Kat Shirley will e-mail GAM’s mailing list to Teresa Burk for to use for Annual Meeting promotion.

### **Education Committee:**

Education Committee Chair Elizabeth Russey reported that the Spring workshop “Grant Writing for Archivists” took place on May 8<sup>th</sup> at the Georgia Archives. Grants instructor was Jack Smith. 20 attended (8 non-members). Evaluations were generally good. Workshop cost: \$727.26 (budgeted \$1121.80).

Everyone present reviewed a list of possible Fall workshop topics. By a show of hands, majority selected: exhibit development and design. Education Committee will work on planning and speaker for this workshop. Morna Gerrard asked that the workshop include online exhibits, with general agreement from those present.

Gerrard also noted that the Oral History Association is meeting in Atlanta next year and this will be a good opportunity for partnership for oral history workshop next year. Will keep everyone posted.

**Membership:**

Membership Committee Chair Jody Thompson reported:

1. Mailing addresses for library schools and history programs sent to Teresa Burk for Annual Meeting promotion.
2. Welcome letters sent to 12 new members as of July 20<sup>th</sup>.
3. Fox Theatre tour took place on July 10<sup>th</sup>. Good attendance: 18 members. Photos of tour posted to Facebook and Dark Archives.
4. Thompson gave Traci Drummond SGA items for SAA Office Hours. Drummond and Courtney Chartier will staff the SGA booth on August 14<sup>th</sup>.
5. Working on Mentor/Mentee program proposal.
  - a. Setting up Google docs account since one of our committee in Athens. It is an SGA account, so we will test and anyone can use it.
6. Scheduling another tour during Georgia Archives Month.

**Scholarship:**

Committee Chair Courtney Chartier reported:

1. Edward Weldon Scholarship was awarded to Nora Lewis of GHS. Only three applicants.
2. Past issue of newsletter included articles from 2009 recipients Donnie Summerlin and Carol Waggoner-Angleton.
3. Chartier is working on a Web form to replace application for next year.

**Nominating:**

Nominating Committee Chair Morna Gerrard reported that she e-mailed the membership to announce extension for nominations (June 5) and met with the committee to evaluate nominations (June 17).

Pleased with number of responses to the Fellows application, but forms really varied in completion. Next year, will be very explicit about completion of form to ensure fair scoring of content. Used very broad scoring across all the areas of the form. Maybe should focus on strengths instead, such as scoring top three areas.

Gerrard welcomed comments about the Fellows nominating process, tool used and scoring process. Susan Potts McDonald suggested maybe ask for letters of recommendation. *See New Business for further discussion and voting.*

Planning to open SGA nominations to entire membership and encourage those not thinking of joining the Board to consider.

Need to talk with Susan Potts McDonald about portion of 40<sup>th</sup> anniversary budget for recognition of Fellows (Nominating budget is \$100).

## **2008 Annual Meeting:**

First Year Director Lynette Stoudt reported:

1. Committee met on May 5<sup>th</sup> to finalize session topics/speakers.
2. Conducted "Name the 40<sup>th</sup> Annual Meeting" contest. Ed Weldon won with "What's Prologue is Past: SGA Faces the Future at Forty."
3. Solicited South Carolina archivists organization regarding possible joint meeting in 2010.
4. Contacted conference facilities in Atlanta, Augusta, Macon and Milledgeville as 2010 annual meeting venues.
5. Confirmed all session topics and speakers.
6. Confirmed all but two session moderators.

Stoudt asked those present to consider volunteering as a session moderator.

Stoudt asked Board members to send her any moderator recommendations. She will contact proposed moderators and finalize schedule by end of May.

Other Board members encouraged Stoudt to send out "save the date" card as quickly as possible even if all speakers not finalized. Will highlight the keynote speaker.

Second Year Director Teresa Burk reported:

1. Debra Rouse (SCAD, Savannah) has joined the local arrangements committee.
2. Hotel room block for the Savannah De Soto Hilton: 11/3: 10 rooms, 11/4: 35 rooms, 11/5: 45 rooms. SGA discounted room rate: \$139 per night (up to 2 people/room at this rate) plus tax and \$11 per day for parking. Room block will be released October 9<sup>th</sup>.
3. Will be coordinating with 40<sup>th</sup> Anniversary and Education Committees on use of catering services. Decided to have heavy appetizers rather than dinner for the reception. This will give us more flexibility with the breaks which is what people requested in the survey last year.
4. Beginning to plan vendor tables/space.
5. Working with Jeffery Seymour to send out PDF postcard of the annual meeting announcement. Print version (100) will be taken to SAA and distributed. Membership shared mailing list. Will contact Administrative Assistant for SGA membership list.
6. Registration is now open on the website and via downloadable paper registration form. The annual meeting is more visible than ever before, and I thank Jamal Booker, Abby Griner, Brittany Parris and Mandi Johnson for their assistance with online meeting registration set-up and Web visibility.
7. Vendor fees are \$350 per table. Proposing additional options for vendor visibility at SGA: SGA newsletter advertising and vendor logos on back of a SGA anniversary tote bag as part of vendor package for annual meeting. Still working out pricing and logistics.

Burk requested those present to let her know needs for room set-up (reserved a table for Membership).

Morna Gerrard asked when we register online is there a check box for bringing partners to the reception. Teresa Burk said there was not that option currently, but agreed with others that it is a good idea to offer guest options, especially with the 40<sup>th</sup> anniversary and Savannah location.

Burk will coordinate setting guest fees, updating form and reloading it on website. Guest tickets will be printed and added to packet. Local Arrangements Committee will have double-fee, on-site guest tickets available for purchase at the reception.

#### **40<sup>th</sup> Anniversary:**

Susan Potts McDonald gave a verbal report:

1. 40<sup>th</sup> anniversary presence now on SGA website.
2. Work started or completed on historical components, including officers 1969-present, scholarship and Gracy award recipients 1991-present, Provenance editors, workshops 1990- present and Fellows 2009-present.
3. To do: update SGA timeline from 30<sup>th</sup> anniversary. Will probably use minutes to do so.
4. Have all current addresses of past presidents. Committee idea to offer price break to past presidents to encourage attendance.
5. Two good leads for jazz trio.
6. Anniversary cake planned.

Teresa Burk made a motion to offer all past SGA presidents an invitation to attend the 2009 annual meeting's reception free with one guest. Motion passed unanimously.

Burk will include a RSVP card with the invitation to past presidents.

Susan Potts McDonald will coordinate with Teresa Burk about take-away gift (tote bag, etc.) and with Morna Gerrard about Fellows identification item (ribbon on name tag or more permanent button). She will also coordinate with Christine de Catanzaro and Teresa Burk on program for reception.

Susan Potts McDonald to circulate a written report by e-mail to the Board.

#### **Outreach Committee:**

Christine de Catanzaro shared the minutes of the Outreach Committee meeting of July 7<sup>th</sup>.

Committee made up of 40<sup>th</sup> Anniversary, Local Arrangements, Membership, Website and Newsletter Committee Chairs.

The Outreach Committee will continue its work in 2010. It may become a full-fledged committee.

#### **OLD BUSINESS**

##### **Forms Forum:**

Traci Drummond reported that all forms received so far have been posted online. Contacted University of Washington about permission to post their good online film preservation manual. Sent Facebook and SGA listserv announcements. Planning to send press release-type announcement to SAA listserv. Courtney Chartier making "Ask Me about Forms Forum" Georgia-shaped buttons for SGA representatives at SAA to wear and Traci Drummond to make information cards.

Jody Thompson will e-mail Archives Institute flyer to Traci Drummond (re: Forms Forum promotion).

Christine de Catanzaro said that as Jamal noted, this is a unique SGA project--even SAA doesn't have this service. Jamal Booker suggested may want to make Forms Forum more prominent on the website. Several present agreed.

Brittany Parris and Abby Griner will look into a scrolling banner for Forms Forum on the website.

**Updates to Administrative Handbook:**

Jody Thompson and Morna Gerrard will e-mail updated sections to Board for review and discussion at next Board meeting. Others will look at their sections as schedule permits. Christine de Catanzaro noted that this is a rolling project that will extend into next year.

**ANNOUNCEMENT**

Elizabeth Barr joined the meeting at this point and spoke for five minutes and passed out flyer about new GHRAB program to help local governments and historical repositories digitize their records (September 1<sup>st</sup> deadline).

Brittany Parris will post information about the grant on SGA website.

**OLD BUSINESS (Continued)**

**Provenance Electronic Format updates:**

Jody Thompson reported that for now will focus on making back issues of *Provenance* available electronically to all on SGA website. Current issue will be password protected. Using SAA somewhat as a model. Will examine vendor database agreements re: violations of contract. Confirmed with Abby Griner that SGA website can handle the PDFs.

This change will drop providing back issue copies from Subscription Manager duties. Will add Traci Drummond to subcommittee when planning gets to that point.

**Education Fund plans:**

Elizabeth Russey and Christine de Catanzaro recommended that the President appoint an ad hoc committee of the Treasurer, President and Education Chair, with one or two additional Board members, to allocate responsibilities for these funds. Christine de Catanzaro suggested holding action until next year after we see where Savannah meeting leaves us financially. General agreement. Will continue to pursue next year.

**Vendors proposal:**

Renna Tuten and Teresa Burk led discussion about coordinating newsletter and annual meeting vendor solicitations. Elizabeth Russey suggested a large sponsorship (approximately \$1200) to include annual meeting, newsletter and Georgia Archives Month. General interest in this idea. Issues mentioned with timing publication of newsletter for annual meeting vendor ads. Christine de Catanzaro suggested continuing discussion by e-mail.

**SGA Retention Schedules proposal:**

General discussion about Archivist Suzanne Durham's proposed retention schedule and series. Board members thanked Durham for her excellent work preparing these documents.

Jody Thompson suggested the Retention Subcommittee split up the list and contact those responsible for each area's records and work on what they should retain.



Teresa Burk recommended that the Local Arrangements Committee be rolled up as part of Annual Meeting Committee. Jody Thompson recommended making Local Arrangements records permanent, not 7-years, retention. Based on records management practices, only human resources and financial information should be 7-year retention, all other records permanent.

Thompson noted that if we store records with 7-year retention at the Georgia Archives, we need to make sure SGA can purge files held at the Georgia Archives ourselves. Suzanne Durham said other option is that the SGA Archivist keep records with 7-year retention schedule so SGA can do own purging.

Retention Subcommittee will work on proposed retention schedule and series further and report back to the Board.

## **NEW BUSINESS**

### **Annual Meeting 2010 Venue proposal:**

Lynette Stoudt reported results of hotel prices and facilities research for proposed venues. Those present by show of hands unanimously selected Augusta as venue for 2010 annual meeting.

Christine de Catanzaro will contact Susan Hoffius of the South Carolina archivist association to let her know about SGA's Augusta venue in 2010 and invite her to co-host a joint conference.

### **Call for Officers/Committee Chairs for 2010:**

List distributed and reviewed of open elected and open appointed positions in 2010. Christine de Catanzaro and Morna Gerrard encouraged outgoing Board members to nominate themselves for same or new position. They also invited all SGA members to nominate themselves or others for open positions.

Gerrard asked Board members let the Nominating Committee know in the next 2-3 weeks if anyone needs to leave their term early.

### **Website/Newsletter Survey proposal:**

Newsletter questions reviewed earlier. *See SGA Newsletter under Publications Reports.* Reviewed website questions. Jamal Booker suggested adding a question specifically about the online payment process. Those present agreed.

Christine de Catanzaro recommended doing the survey sooner, rather than later, to avoid Annual Meeting activity.

### **Logo:**

Christine de Catanzaro reported that she contacted designer Felicia Johnson, who created this year's Georgia Archives Month poster, about designing a logo for SGA as a donation. Johnson was interested, but we need to determine work involved and production schedule. Hope to get logo in place in time for use on the annual meeting give-away.

Christine de Catanzaro and either Brittany Parris and Teresa Burk will meet with Johnson in Athens and report back to the Board.

Burk noted that the Local Arrangements Committee does not have resources to lead this project.

Elizabeth Russey suggested perhaps we could unveil the logo at the Annual Meeting's reception instead? Brittany Parris added that we could have a second or third logo option on display also and allow members to vote for their favorite. Kristy Dixon and Courtney Chartier volunteered to help with the display/voting at the reception if needed. Others commented that it may be harder for the designer to create 3 options instead of 1 logo.

The subcommittee will discuss these ideas with Felicia Johnson and report back.

Jamal Booker suggested that we could offer Johnson a free membership to SGA for a year.

### **Fellows Nominations:**

During the final forty-five minutes of the meeting the Board discussed and voted on the 2009 Fellows nominations. Also decided:

1. Add/clarify the Fellows Program nomination guidelines.
2. Fellows will be limited to two the following year.
3. Deceased members can be nominated.

### **ANNOUNCEMENTS**

Christine de Catanzaro announced that next Board meeting was Friday November 6 in Savannah. It will be a lunch meeting after the Annual Meeting morning session with all incoming and outgoing members. [Note: Meeting date later changed by e-mail to November 4, 2009, from 5:15-6:45 p.m.]

### **ADJOURNMENT**

There being no other business the meeting was adjourned at 2:10 p.m.

### **ADDENDUM TO MINUTES**

The following items of business were proposed and voted on by e-mail in September and October 2009. All motions were unanimously approved:

1. On September 2, 2009, Suzanne Durham made a motion to approve a revised proposal for a records retention schedule for the SGA Archives.
2. On September 14, 2009, Christine de Catanzaro made a motion to extend to SGA Fellows free admission to the reception at the Annual Meeting.
1. On September 28, 2009, Christine de Catanzaro made a motion to nominate the following for open appointed positions for 2010: Renna Tuten – Education Chair; Kristy Dixon – Scholarship Chair, Courtney Chartier – Outreach Chair, Meredith Torre – Associate Newsletter Editor, Kevin Fleming – Associate Website Manager.
2. On September 28, 2009, Jody Thompson made a motion on behalf of the Membership Committee to approve a revised Mentor Program proposal.

3. On October 9, 2009, Christine de Catanzaro made a motion to raise the membership fees for 2010 as follows:
  - a. Membership Level
    - Contributing \$35.00 (USD) Subscription period: Year Automatic renewal: no New - \$40.00
    - Couple \$30.00 (USD) Subscription period: Year Automatic renewal: no New - \$40.00
    - Individual \$25.00 (USD) Subscription period: Year Automatic renewal: no New - \$30.00
    - Patron \$100.00 (USD) Subscription period: Year Automatic renewal: no New - \$100
    - Students \$10.00 (USD) Subscription period: Year Automatic renewal: no New - \$15
  - b. Sustaining \$50.00 (USD) Subscription period: Year Automatic renewal: no New - \$60
4. On October 20, 2009, Jody Thompson made a motion to approve revisions to the Membership Committee Handbook.

Respectfully submitted on October 30, 2009,

Marie Force  
SGA Secretary