

Society of Georgia Archivists
Board of Directors' Meeting
Georgia Archives - Morrow, GA
7 May 2010

PRESENT

Jody Thompson, Suzanne Durham, Mandi Johnson, Brian Wilson, Meredith Torre, Brittany Parris, Elaine DeNiro, Bridget Lurette, Renna Tuten, Christine Wiseman, Kristy Dixon, Christine de Catanzaro, Lynette Stoudt, Kat Stein, Courtney Chartier, Marie Force

CALL TO ORDER

President Jody Thompson called the meeting to order at 10:11 a.m.

APPROVAL OF MINUTES

The Board unanimously approved the minutes of the previous meeting held on January 29, 2010.

OFFICERS' REPORTS

Treasurer:

Jody Thompson presented Treasurer Sheila McAlister's written report. For 2010 to date: income \$4,095 (does not include scholarships); expenses \$2,035.

Archivist:

Archivist Suzanne Durham reported that she plans to retrieve a box of SGA award materials for the SGA Archives from Sallie Loy.

Administrative Assistant:

Administrative Assistant Mandi Johnson reported that current membership stands at 213 as of May 2010 (total of 17 new members for 2010 to date). Contributing and sustaining memberships are higher than this time last year. Scholarship fund gifts for 2010 stand at \$1,052 (up from \$735 last year at this time).

President:

President Jody Thompson reported that she lobbied the SGA listserv to seek sponsors in U.S. Senate for PAHR legislation. She sent letters to Georgia's U.S. Senators on behalf of SGA in support of PAHR. She also sent e-mails on behalf of SGA in support of keeping Georgia Humanities Council's statewide humanities grants in the budget and restoring the Council's current annual state appropriation.

Thompson plans to represent SGA at the Georgia Archives Institute in June.

PUBLICATIONS REPORTS

Provenance:

Editor Brian Wilson reported that the 2009 issue of *Provenance* was mailed and there are a good number of articles on hand to consider for the 2010 issue.

This past issue was Susan Hoffius' last as Managing Editor, but she will remain on the board of *Provenance*. Wilson plans to post an ad on the SGA listserv for candidates for the Managing Editor position. The Copy Editor position is also open. Plans are to post an ad for the Copy Editor position or add the responsibilities to the Associate Editor position.

Jody Thompson noted, as discussed in past Board meetings, if there is difficulty in finding candidates, we can look at hiring someone as the Managing Editor.

Newsletter:

Associate Newsletter Editor Meredith Torre presented a joint report from herself and Editor Caroline Hopkinson who was absent.

Torre participated in the website planning meeting. The group reconsidered using Wild Apricot and a web-based format for Newsletter. Rather, a newsletter in PDF format might work better for members. Hopkinson did a brief survey of other state-level archival organizations, and most had on their website a link to the PDF version of a 7-10 page newsletter, probably composed in Publisher. If the Board decides to change the Newsletter format, Hopkinson suggests doing so with the first issue of vol. 43 (Spring 2011).

Jessica Lemming is now writing Preservation News (replacing Tina Mason Seetoo). Rebecca Landel-Hernandez will replace Luciana Spracher as Institutional Spotlight editor with the Winter 2011 issue. Need a volunteer to do the Calendar of Events.

The Summer 2010 issue will have a new feature on SGA members participating in SAA. The Newsletter editors are seeking full representation from participating members.

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 look at different Web hosting plans and domain name registration vendors anticipating current contracts expiring later this year.
- Took care of problem with routing of system e-mail notifications.
- Formed the Web Site Redesign/Redevelopment Ad Hoc Committee. Delegated task of trying to boost search engine traffic to the Web Committee.
- Adjusted Wild Apricot's billing from a monthly to an annual plan, which will result in a 10% discount (\$60 savings annually).
- Added SGA logo created by Kirk Henderson to the website. Still having some technical difficulties with its display properties. Delegated problem to the Web Committee.
- 933 new visitors to site since late January.

Listserv:

Jody Thompson presented a written report from Incoming Listserv Manager Ryan Speer, who has completely shuttered the old Mailman-based SGA lists and hopefully eliminated resent listserv problems that have popped up. Thompson asked everyone to let Speer know if they have any problems.

Subscriptions Manager:

Jody Thompson presented a written report from Subscriptions Manager Traci Drummond. Drummond is continuing regular duties, and SGA has 60 subscribers for 2010.

COMMITTEE REPORTS

Archives Month Liaison:

Georgia Archives Month Chairs Elaine DeNiro and Bridget Lerette reported that this year's theme is "Travel Back in Time." Archival images of people traveling were collected.

The poster and flyer will be designed by Connie Huddleston of Interpreting Time's Past, LLC. The flyer will be available in electronic (PDF) format only.

Confirmed sponsors: Georgia Historical Records Advisory Board, Georgia Archives, The Coca-Cola Company, Walter H. Hopkins, Co., and Hollinger Metal Edge, Inc.

An official proclamation was requested from the governor's office.

The Survey Subcommittee is implementing a survey developed last year of those receiving the poster to determine such factors as how much GAM affects recipients' institutions.

Education Committee:

Education Committee Chair Renna Tuten reported that the Spring Workshop "Implementing More Product, Less Process" (co-sponsored with SAA), to be held on May 17, had 24 registered. Ten members took advantage of the \$100 discount offered by SGA.

The Committee is planning two concurrent workshops (1 full day, 1 half day) for the Annual Meeting, as inspired by MARAC and MAC. The half-day workshop topic is "Grants (Government and Private)" led by Alex Lorch (NHPRC) and Shanon Hayes (Watson-Brown Foundation), and it will be free to SGA members. Tuten is soliciting ideas from committee members about the full-day workshop.

Membership:

Membership Committee Chair Christine Wiseman reported:

- Committee met on February 26.
- Working on design of a new brochure that will incorporate the new logo. The mailing panel will be eliminated, allowing more space for text.
- Planned two social gatherings/tours:
 - June 4, tour of Roosevelt Institute, Little White House and historic pools.
 - July 23, tour of Jimmy Carter Library and Museum, including behind-the-scenes tour of the Archives.
- Ordered 500 mechanical pencils (\$370).
- Planning promotional activities for Georgia Archives Institute and SAA office hours and happy hour.
- Carried out regular duties: recruitment letters e-mailed to historical societies, promotional letters e-mailed to library schools, membership renewal reminders sent (2 listserv postings), non-renewals purged (and archived) from Wild Apricot and removed from listserv, and welcome letters sent to new members.

Scholarship:

Scholarship Committee Chair Kristy Dixon reported that the Carrol Hart Scholarship was awarded to Laura Starratt, volunteer at the Southern Labor Archives at GSU. There were 11 applicants. The Committee coordinated with the Georgia Archives Institute and Friends of the Georgia Archives during the process.

The Brenda S. Banks Educational Workshop Scholarship was awarded to Kassandra Ware of Spelman College. There were 4 applicants.

There were no paper applications for these scholarships; all were on-line. The new process went well.

Nominating:

Nominating Committee Chair Christine de Catanzaro reported that the committee:

- Revised Fellows Award procedures and nomination form.
- Solicited and received nominations for 2010 Fellows.
- Continued work on lapel pin for Fellows.
- Contacted 2009 Fellows.
- Made arrangements for Fellows meeting and luncheon on May 13 (anticipate 11 here/online).
- Met with Nominating Committee on May 4 to discuss nominees.
- Forwarded nominations to Fellows for discussion at their May meeting.
- Began revising timetable for Nominating Committee.

2010 Annual Meeting:

First Year Director Kat Stein reported that the program theme is “Archives in Transition: Current Issues and Future Trends.” Keynote speaker will be Kathleen D. Roe, Director of Archives and Records Management at the New York State Archives. Roe is also Chair of Preserving the American Historical Record (PAHR) Task Force.

Basic session topics have been developed. The Committee is in the process of confirming the speakers and finalizing the sessions and has found someone to tape the keynote and plenary addresses. SGA and SCAA business meetings will be held on Thursday afternoon and both SGA and SCAA presidents will speak.

Second Year Director Lynette Stoudt reported that the Committee:

- Compiled and forwarded the 2009 annual meeting survey for review by the 2010 Annual Meeting Committees.
- Updated SGA website with basic annual meeting details.
- Researched and compiled a list of four off-site venues for the Thursday night reception. None of the off-site venues are within the budget (exceeded by \$100-\$800). Considering having the reception at the hotel.
- Updated 2010 vendor registration form and compiled list of vendors to contact.
- Updated 2010 participant registration form (registration deadline is September 28).

Outreach Committee:

Outreach Committee Chair Courtney Chartier reported that the Committee:

- Administered the SGA blog, Facebook page and LinkedIn page.
- Created a Legislative Action page.
- Proposed Fellows interviews series to Nominating Committee. Interviews would be posted to the blog first, and then to the Fellows page.
- Drafted a proposed handbook entry.

Mentoring Committee:

Mentoring Committee Chair Renna Tuten reported:

- Program numbers: nine people submitted applications to be mentees (includes four students). Five people submitted applications to be mentors. Committee solicited four more mentors (three from committee, one from SGA Board).
- Wrote and mailed packets to applicants informing them of their match's contact information and preferences, with a mentoring agreement and tip sheets.
- Monitoring matches to provide support (March-October).
- Creating assessment tool for participants.
- Preparing SGA handbook information.

After discussion, the Board agreed to keep the Mentoring Committee as an ad hoc committee for now. After at least one year evaluation process, if determined to be successful, will make it a formal committee then.

OLD BUSINESS

Healthy Collections Initiative/SGA proposal:

Christine Wiseman reported that the Georgia Archives did not receive funding from IMLS to continue the HCI project, so at this point they do not need the SGA mailing list.

Investment Committee:

Jody Thompson presented a written report from Investments Committee Chair Jamal Booker. The Committee formed and developed mission statement/goals:

- Review SGA accounts and make recommendation to the Board on an investment strategy.
- Propose ways and/or programs that utilize SGA financial resources and investment to further support mission of the organization.
- Develop an investment policy for SGA.

This committee will not be an ongoing committee, but limited to performing research and making a recommendation.

The committee members met separately with professionally certified investing advisors to get a broad range of potential options for an investment strategy. Recommendations are being shared via a wiki and will be discussed in a conference call next week and will be reported at the next Board meeting.

Web Committee:

Web Committee Chair Brittany Parris reported that the Committee plans to improve the SGA website's organization and appearance based on member feedback from the 2009 website/newsletter survey and from assessment of the site underway by the Committee members. It will also work on generating an administrative/content guide to SGA's technology ventures, which will help with transitions of Board members.

The Committee met April 8 and discussed site modifications, deletions, additions, and problems, and generated a task list based on the discussion. Some changes planned:

- Portions of the site will be condensed from individual Web pages into single PDFs/single pages with internal navigational links.
- Arial will be the primary font for Web content.
- Navigational categories will be reorganized so content is easier to find.

- Working with Newsletter editors to determine best format for the newsletter via the website.
- Site will become more colorful.
- Annual Meeting content will be more centralized.

Georgia Archives Month:

Jody Thompson made a motion that the Georgia Archives Month (GAM) liaison be an appointed position by the SGA president, similar to a committee chair.

- The GAM liaison must be a SGA member.
- If the GAM liaison wants to have a co-chair, that person can be from any other organization.
- The only link between Georgia Archives Month and SGA will continue to be financial.
- The GAM liaison is required to attend SGA Board meetings.

The motion passed unanimously.

Various Board members noted that this arrangement should take the burden off the GAM chairs to find their replacement each year and help ensure GAM's continuity. The Board also expressed strong interest in future GAM liaisons reaching out to other organizations for their co-chairs; it is a good opportunity for increased outreach and funding.

For more GAM discussion, see New Business: Location of 2011 Annual Meeting.

Outreach Committee handbook entry:

Outreach Committee Chair Courtney Chartier presented a handbook entry she drafted for the Committee. The Board liked the mission statement, and Chartier will take the draft entry to her Committee and report any changes before the Board votes on it.

Mentor Committee handbook entry:

Mentor Committee Chair Renna Tuten presented a draft of the proposed handbook entry. After discussion, the Board decided to hold off approval of the handbook entry until at least next year dependent on the Board deciding to make the Mentor Committee a permanent committee.

NEW BUSINESS

Georgia representation at the national level:

Nominating Committee Chair Christine de Catanzaro proposed that SGA consider promotion of SGA members who are running for office at the national level. The Board agreed and the Outreach Committee will take on this activity.

Candidates could be promoted in the Newsletter, blog, listserv and the front page of website. Christine de Catanzaro recommended that Outreach Committee Chair Courtney Chartier consult with Pam Hackbart-Dean on the SAA Nominating Committee.

Lapel pins for the Fellows:

Christine de Catanzaro presented two design options for the Fellows lapel pin. The Board selected the 1-inch size pin with "Society of Georgia Archivists" in upper and lower case letters and "FELLOWS" in all upper case letters.

Postcard v. electronic/printable flyer for SGA meeting PR:

Second Year Director Lynette Stoudt proposed for cost savings that the Annual Meeting postcard be replaced by an electronic flyer that could be printed as necessary. The Board agreed with this proposal.

Possibility of mid-June registration opening for Annual Meeting:

Second Year Director Lynette Stoudt proposed opening registration for the Annual Meeting earlier (in mid-June rather than July). The Board agreed to the earlier timeline, noting that this might help some members with their institution's budget planning. Jody Thompson recommended starting to promote the earlier registration soon. Stoudt agreed, and said that early bird registration dates will also be set soon.

Location of 2011 Annual Meeting:

Director Kat Stein reported that the majority of SGA members surveyed would like to meet in Atlanta for the next Board meeting. The Board approved Atlanta as the site of the 2011 Annual Meeting.

Kat Stein and Lynette Stoudt will put together a list of site requirements for Christine Wiseman, and explore the possibilities of holding the 2011 meeting at the Georgia Archives and a joint meeting with NARA.

Anticipating a possible joint meeting with NARA, Jody Thompson recommended keeping the records managers on the GAM mailing list for 2011. She also recommended that GAM co-chairs have at least one chair that stays on for 2 years for easier transition.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

There being no other business the meeting was adjourned at 11:28 a.m.

ADDENDUM TO MINUTES

The following items of business were proposed by e-mail in May-July 2010. SGA Board members voted on these items by e-mail, and all motions passed unanimously:

1. On May 28, 2010, Kat Stein proposed offering the speakers at the annual meeting a discounted registration.
2. On June 7, 2010, Christine de Catanzaro moved to approve four nominees as 2010 Fellows.
3. On June 29, 2010, Jody Thompson proposed on behalf of Christine Wiseman to accept the revised SGA brochure. The brochure was approved by the Board with two text corrections recommended.
4. On July 15, 2010, Brittany Parris proposed that SGA move its domain name registration with its current vendor to an account for SGA versus keeping it as part of someone's personal account. She also proposed that the domain name registration be renewed at 5 years, as was done previously.

Respectfully submitted on July 22, 2010,

Marie Force
SGA Secretary