

Society of Georgia Archivists  
Board of Directors' Meeting  
Georgia Archives - Morrow, GA  
28 January 2011

## **PRESENT**

Christine Wiseman, Jody Thompson, Sheila McAlister, Mandi Johnson, Brian Wilson, Meredith Torre, Brittany Parris, Ryan Speer, Traci Drummond, Bridget Lurette, Renna Tuten, Wesley Chenault, Marie Force, Anne Graham, Kat Stein, Paul Crater, Courtney Chartier, Laura Botts

## **CALL TO ORDER**

President Christine Wiseman called the meeting to order at 10:07 a.m. Written reports from 2010 and 2011 members were submitted by e-mail earlier in the week; only 2011 reports were reviewed at the meeting.

## **APPROVAL OF MINUTES**

The minutes of the October 27, 2010, board meeting and October 28, 2010, business meeting were distributed by email prior to the meeting. The board unanimously approved both sets.

## **OFFICERS' REPORTS**

### **Treasurer:**

Treasurer Sheila McAlister reported that she would like to use the online version of QuickBooks as SGA's bookkeeping software; the board approved this purchase. She is preparing to consolidate accounts according to recommendations from the Investment Committee. She has paid the deposit for *Provenance*, the WildApricot fee for the web site, and the corporation renewal for 2011.

### **Archivist:**

Archivist Andrea Jackson was not present but emailed her report. She received archival files from Suzanne Durham, outgoing Archivist, at the October 27, 2010, SGA board meeting. These included 2010 files from the President and the Scholarship, Membership, Investment, and Nominating Committees. The Outreach Committee has been added to the retention schedule with the same parameters as other standing committees.

### **Administrative Assistant:**

Administrative Assistant Mandi Johnson reported that current membership stands at 116 as of January 25, 2011. 10 new members have joined since the last board meeting. She is continuing to process renewals and new memberships and providing the Membership Chair and Listserv Manager with current information. Second renewal notices will be distributed by mid-February.

### **President:**

President Christine Wiseman reported that she met with Past President Jody Thompson and Vice President Marie Force on January 19. Her goals for the year are to continue

collaboration with other cultural resource managers and organizations, to continue advocacy efforts, to continue to streamline year to year transitions for incoming and outgoing officers, and to represent SGA at such archival functions as the Georgia Archives Institute reception.

She hopes to foster partnerships with Clayton State University through their Master of Archival Studies program. She will also support the efforts of the Outreach, Mentoring, and Investment Committees as well as other initiatives of the board and committees.

## **PUBLICATIONS REPORTS**

### ***Provenance:***

Editor Brian Wilson reported that the 2010 issue had a major delay when an article was dropped by the author as it was being edited. Fortunately, a replacement was found, and the work on the 2010 issue was finished the week of the board meeting. It is expected to be ready to mail by mid-February.

A new printer has been chosen for the journal. After looking at several possibilities, Wilson and Managing Editor Erin Lawrimore decided to use the Sheridan Press. They handle several other journals in the Southeast, so they know what level of service SGA needs. Also, the *Provenance* board has been set for 2011, and article submissions are encouraged.

Discussion about the microfilming of past *Provenance* issues was postponed until the Old Business section of the meeting.

### **Newsletter:**

Editor Meredith Torre reported that she and Associate Editor Joshua Kitchens have completed the Winter 2011 issue, which is on the web site. Articles for the Spring 2011 issue are due March 30, 2011. The editors are looking for an SGA member to take over the Member Spotlight column starting with the Spring 2011 issue; please let them know if you are interested.

The Spring 2011 issue will be published online in PDF format; Meredith and Joshua are currently working on the layout of articles and advertisements. They plan to move some of the "event" articles to the SGA blog and focus on more feature stories. Ideas and submissions are welcomed.

### **Website:**

Website Manager Brittany Parris reported that she and Assistant Manager Kevin Fleming have updated administrative privileges to the site for 2011 board members and committee chairs. They are continuing to oversee and guide changes proposed by the new Web Committee and will begin working on a "technical manual" for SGA. They will also fill in missing names from committee rosters.

The board discussed the possibility of creating a wiki to facilitate the transfer of information from old to new committee chairs and board members. Brittany will see if the website offers functionality of this kind that can be used in lieu of setting up a wiki through another provider.

**Listserv:**

Listserv Manager Ryan Speer reported that he has begun to update committee lists and email forwarding to reflect new members and officers. There have been some issues with members receiving duplicate messages or, in some cases, no messages at all. Let him know if you notice problems.

**Subscriptions Manager:**

Subscriptions Manager Traci Drummond reported that she has processed subscription renewals, claims, and back issue orders. She has received about two thirds of the expected renewals for 2011 thus far. Subscription agents and libraries have been notified about the new issue of the *Newsletter*, and it has been submitted to the Georgia Tech dark archive. She has also updated *Provenance* institutional orders/back issue information on the website.

**COMMITTEE REPORTS****Georgia Archives Month Liaison:**

Georgia Archives Month Co-Chair Bridget Lerette reported that there are three new sponsors lined up for 2011: the Digital Library of Georgia, the Georgia Library Association, and the Georgia Records Association. The GAM Committee will meet February 2, 2011, at Kennesaw State University to discuss plans for the year and select a theme.

**Education Committee:**

Education Committee Chair Wesley Chenault reported that the 2011 proposed budget has been submitted for two workshops. He and former chair Renna Tuten have discussed workshop ideas and surveyed committee members for suggestions. He hopes the spring workshop will be in April or May, possibly at the University of West Georgia.

**Membership:**

Membership Committee Chair Marie Force reported that welcome letters have been sent to 9 new members who have recently joined. A Membership Committee meeting is scheduled for February 17, 2011, at the Jimmy Carter Library. The Membership and Scholarship Committees will work together this year to do student/new member outreach.

2011 committee goals include: planning member tours for Spring/Summer and October (Georgia Archives Month), hosting an SGA social event and office hours at SAA Annual Meeting in Chicago in August, and staffing the membership table at SGA Annual Meeting in November.

**Scholarship:**

Scholarship Chair Anne Graham reported on her discussion with Membership Committee Chair Marie Force and their plans to reach out to archival sciences and library students in Georgia, Alabama, Florida, and South Carolina, as well as archivists and librarians who are new to the profession. The Scholarship Committee will also investigate using social media sites to promote scholarships, review application deadlines for the scholarships (revising as needed), and update information on the website.

The committee's goals for 2011 are to increase the number of scholarship applicants from last year; add webforms for the Carroll Hart, Edward Weldon, and Larry Gulley scholarships; review applications and submit decisions in a timely manner; and submit a budget request on review of previous Scholarship Committee reports.

**Nominating:**

Nominating Committee Chair Jody Thompson reported that she is coordinating a meeting of her committee. She has asked Kaye Minchew to continue serving as "chair" of the SGA Fellows. The Fellows have discussed the possibility of conducting some oral histories of past SGA presidents and founders, and they will work with the Outreach Committee to move ahead with this idea.

**2011 Annual Meeting:**

First Year Director Paul Crater reported that the Program Committee is planning to meet in February. They will discuss ideas for sessions and speakers and use past surveys for additional feedback. Overall ratings from annual meeting surveys were positive. The committee reminds SGA members that survey responses are vital for selecting future speakers and topics.

Second Year Director Kat Stein reported that the Local Arrangements Committee has selected the dates and location of the 2011 meeting, which will be held Nov. 3-4 (with the pre-conference workshop on Nov. 2) at the Georgia Archives and NARA-SE in Morrow. They are working on location possibilities for the auction and reception and considering the possibility of a silent auction for some items. There was discussion among the board about hotel possibilities in the area. Stein will find out if there is a charge to reserve a block of rooms, in which case the committee may simply suggest local hotels.

**Outreach Committee:**

Outreach Committee Chair Courtney Chartier reported that the committee's goals for 2011 include legislative advocacy (PAHR), working with the SGA Fellows on an oral history project, evaluating the timeline for nomination for the SGA President's Award, and ongoing promotion of SGA and its activities. They have submitted an entry for the *Newsletter* and continued to update SGA social networking accounts. There was discussion about creating an SGA Twitter account as well as renewing the Flickr account and using the SGA blog more widely.

**Mentoring Committee:**

Mentoring Committee Chair Renna Tuten reported that 2010 mentoring participants were recognized at the annual meeting reception. The committee is distributing an assessment tool to participants and making decisions about whether to use a mentorship cycle or to provide on-demand service. Professional obligations have led Tuten to step down as chair, and she will be succeeded by Luciana Spracher from the City of Savannah Archives.

**OLD BUSINESS**

**Microfilming/Scanning of *Provenance*:**

President Christine Wiseman and Provenance Editor Brian Wilson have received two vendor proposals for microfilming *Provenance* and are waiting for two more. The board decided to appoint a *Provenance* Scanning Sub-Committee consisting of Sheila

McAlister, Ryan Speer, Brian Wilson, and Traci Drummond; this group will investigate options for scanning and storing the issues which are not currently saved in PDF format. Further discussion will take place at the next board meeting.

**Investment Committee:**

Treasurer Sheila McAlister reported that she will begin implementing the committee's recommendations as she moves SGA's financial record-keeping into QuickBooks. She will add a login for President Christine Wiseman to view the data as well.

**NEW BUSINESS**

**SGA Annual Meeting 2011:**

The board approved the dates and location for the 2011 meeting, Nov. 3-4 (pre-conference workshop on Nov. 2) at the Georgia Archives and NARA-SE in Morrow.

**Future Board Meetings:**

President Christine Wiseman proposed dates for 2011 board meetings, all of which will be held at the Georgia Archives:

- Friday, May 6
- Friday, July 29,
- Wednesday, Nov. 2

**Approval of Committee and Board Members:**

The board approved 2011 members for the Education, Membership, Scholarship, Program, Local Arrangement, and Outreach Committees as listed by their respective chairs. The board also approved the *Provenance* Editorial Board as listed by Editor Brian Wilson.

**Georgia Archives Month:**

The board approved Georgia Archives Month liaison Bridget Lerette and Co-Chairs Tamara Livingston and Bridget Lerette.

**2011 Budget:**

Additional figures were added to the budget during the meeting. The board will conduct an email vote when Treasurer Sheila McAlister has all of the numbers in place.

McAlister also mentioned fees incurred when SGA uses PayPal to accept payments for dues or workshops. Website Manager Brittany Parris will investigate options for receiving online payments in other ways. McAlister and Jill Severn will create a Survey Monkey survey to seek member input as well.

**SGA Newsletter Format:**

The board approved the return of the SGA *Newsletter* to PDF format on the website. Editor Meredith Torre and Website Manager Brittany Parris will work on the layout.

**Membership and Scholarship Committees Outreach Initiative:**

Membership Chair Marie Force and Scholarship Chair Anne Graham presented some ideas for ways of reaching out to students and other new members, including the possibility of creating SGA student chapters, developing a New Members' Round Table, placing students on SGA committees, and providing an orientation session at the annual meeting. Other ideas that were discussed included encouraging student submissions to

*Provenance* and developing a poster session or student-led session at the annual meeting.

**ADJOURNMENT**

There being no other business the meeting was adjourned at 12:46 p.m.

Respectfully submitted on February 9, 2011

Laura Botts  
SGA Secretary