

Society of Georgia Archivists
Board of Directors' Meeting
Morrow, GA
6 May 2011

PRESENT

Christine Wiseman, Jody Thompson, Sheila McAlister, Mandi Johnson, Brian Wilson, Meredith Torre, Brittany Parris, Traci Drummond, Wesley Chenault, Marie Force, Anne Graham, Paul Crater, Courtney Chartier, Andrea Jackson, and Laura Botts

CALL TO ORDER

President Christine Wiseman called the meeting to order at 10:10 a.m. She thanked everyone, especially the Outreach Committee, for their advocacy on behalf of the Georgia Archives. One third of its budget money was restored by the legislature.

APPROVAL OF MINUTES

The minutes of the January 28, 2011, board meeting were approved.

OFFICERS' REPORTS

Treasurer

Treasurer Sheila McAlister reported that she has updated the profit and loss report and is completing the setup of QuickBooks, entering data for both 2010 and 2011. There are some minor adjustments as she changes SGA's procedures to comply with the new software.

Sheila is receiving income from annual meeting vendors as well as money for *Provenance* back issue requests and is still waiting to follow up with SCAA about funds from the 2010 annual meeting. She has merged the Banks, Dees, Education, Gracy, Gulley, Hart, Savings, and Weldon accounts and is working with a banker to get the highest interest rates possible.

Archivist

Archivist Andrea Jackson has received files from the Vice President, Secretary, and Second Year Director. She will work with Brittany Parris to ensure the most up-to-date retention schedule is on the website.

Administrative Assistant

Administrative Assistant Mandi Johnson reported that current membership stands at 219 as of May 3, 2011. Numbers are higher than usual for both Sustaining and Patron memberships. This is her last year of service as Administrative Assistant, and she will be glad to work with someone who is interested in taking over the duties.

President

President Christine Wiseman has been working with interns at the Georgia Archives on the scanning of *Georgia Archives/Provenance* microfilm. She has sent eight letters to donors who have given \$100 or more and will represent SGA at the Georgia Archives Institute reception in June.

PUBLICATIONS REPORTS

Provenance

Editor Brian Wilson reported that the 2010 issue of *Provenance* had shipped but was experiencing delays. He will contact the publisher to find out how it was mailed. Brian also mentioned that this is his last year as editor and that he would like to work with a new editor on the 2011 issue.

He has worked with Northwest Micrographics to film the *Provenance* issues that needed it while Christine has overseen the scanning. He is seeking articles for the 2011 issue of the journal; please let him know if you have ideas.

Newsletter

Editor Meredith Torre reported that the Spring 2011 issue of the *SGA Newsletter* is available on the website. It was generated with MS Publisher and is in PDF format again. She has received payment from five advertisers and has invoiced a sixth.

Website

Website Manager Brittany Parris reported that she and Assistant Manager Kevin Fleming had continued routine maintenance on the site. An issue with a payment field resulted in Wild Apricot double charging some event registrants. Brittany added Archival Repository Social Media Links (compiled by Pamela Nye) to the Resources section of the pager.

Brittany is looking for a “guinea pig” to try online document sharing. Scholarship Chair Anne Graham volunteered to try sharing her committee’s files. Brittany and Kevin are also developing file-naming conventions and will let the board know when they are in place.

The board discussed PayPal fees and who should manage SGA’s Flickr account. Additional discussion was deferred until New Business.

Brittany also reported on behalf of the Web Site Redesign & Redevelopment Ad hoc Committee: minutes of board and business meetings are now online as PDFs. Andy Carter has created a new color scheme for the site. The committee is conducting link-checking and cleanup on the site and beginning work on a technical manual.

Listserv

Listserv Manager Ryan Speer was not present but submitted a report. He has

revised SGA committee lists and resolved listserv access issues. He is waiting on the final list of non-renewing members in order to purge the names from the general SGA list.

Subscriptions Manager

Subscriptions Manager Traci Drummond reported that subscription numbers are a little low, but she's not overly concerned. She submitted the *Newsletter* to the Georgia Tech dark archive and updated *Provenance* back issue information on the website. She reminded the board that this is her last year of service.

COMMITTEE REPORTS

Georgia Archives Month Liaison

Georgia Archives Month Co-Chair Bridget Lurette was not present but submitted a report. The theme for 2011 is "Georgia Archives – Worth Saving!" The poster and flyer are being designed by Christina Rodriguez, a student assistant at Augusta State University's Reese Library. Andy Carter has created a Georgia Archives Month Facebook page. Text has been drafted for the GAM proclamation later this fall.

Education Committee

Education Committee Chair Wesley Chenault reported that the spring workshop, "Technology for Advocacy & Outreach: A Bootcamp for Archivists Going Digital," has been scheduled for Saturday, May 14, 2011, at the University of West Georgia. The committee supported a workshop at Clayton State University as well, providing coffee and donuts for the group. The committee will next meet to plan the fall workshop in conjunction with the annual meeting committee.

Membership

Membership Committee Chair Marie Force reported that three tours of archives and historic areas have been scheduled: May 17 in Savannah, June 17 at the UPS Archives, and an event in Madison in October. This is the first time SGA has offered three tours in a year. Ideas for student and new member outreach include SGA student chapters, Annual Meeting Mentors, and academic recruitment. SGA is scheduling office hours and an evening activity during SAA. The committee also reminded members to pay 2011 dues and update directory listings. Marie thanked committee member Mary Katherine Barnes for offering to write the Member Spotlight for the newsletter.

Scholarship

Scholarship Chair Anne Graham reported that Leah Mickens has been selected as the Carroll Hart Scholarship recipient for 2011. Deadlines for scholarships this year are May 9 (Banks), June 1 (Weldon), Sept. 1 (Gulley), and Oct. 8 (Dees).

Nominating

Nominating Committee Chair Jody Thompson reported that the SGA Fellows will have a meeting and luncheon at the Georgia Archives on May 17. Nominations

have been received for 2011 Fellows, and they will be discussed at this meeting. The board will approve the new Fellows via email or at the July meeting, and they will be recognized at the annual meeting.

2011 Annual Meeting

First Year Director Paul Crater reported that the Program Committee has selected a theme for this year's meeting (Nov. 3-4): "Real World Solutions: Policies, Procedures, and Technology for Archives." Sessions are still being developed, but proposed topics include Archon/Archivists' Toolkit/ArchivesSpace, donor relations, web 2.0, preservation, digital projects, arrangement and description, and access. The committee reviewed three years' worth of surveys as part of their planning process. It was suggested that David Carmicheal might provide a "state of the state archives" address as part of the meeting.

Second Year Director Kat Stein was not present but submitted a report. Meeting dates and locations (Georgia Archives and NARA-SE) have been confirmed. Two vendors have been confirmed so far, and Mandi Johnson has already received checks. The conference hotel is the Hampton Inn Atlanta Southlake, and a block of rooms has been booked. Catering and auction arrangements are underway. There was a question about parking at Georgia Archives and NARA; Christine Wiseman mentioned that the back employee lot could also be used.

Outreach Committee

Outreach Committee Chair Courtney Chartier reported that the committee has continued to update SGA's Facebook page, blog, and LinkedIn account. They created a press release, form letter, and contact list for state Appropriations Committee members re: the Georgia Archives budget. They also sent an email reminding ACA members of several Georgia candidates who were running for ACA offices. They are working on a press release template as well as a statewide press contact list, but it has been difficult to put together a comprehensive list of radio, TV, and newspaper outlets. They are also updating the "Get Involved" section of the website and promoting the President's Award.

Mentoring Committee

Mentoring Committee Chair Luciana Spracher was not present but submitted a report. The committee has looked at feedback from the mentors/mentees who just completed the first mentoring cycle and decided to switch to an "on-demand" format. The next round of mentor applications will be due Sept. 1, and potential mentors/mentees will have a meet and greet session at the annual meeting.

OLD BUSINESS

Microfilming/Scanning of *Provenance*

President Christine Wiseman and *Provenance* Editor Brian Wilson have begun working on the filming and scanning project. There is a gap from 1978-1982, and Christine is going to see if she can scan from microfiche or if she'll need to use

the originals. The issues will be OCRd by Georgia Tech and posted online using Open Journal Systems (OJS) software. Traci Drummond will link the back issue listings on the website to the online content when it is ready.

NEW BUSINESS

Flickr Account Management

Marie Force mentioned that the Flickr account needed to be renewed and photos added. The Outreach Committee will work on this and will also recruit photographers for SGA events (perhaps someone on the Education Committee). SGA members will also be asked to submit photos from community events. Archivist Andrea Jackson will work with the Outreach Committee on workflow before July.

Online Payments/Donations and PayPal Fees

Brittany Parris and Marie Force led a discussion about online payments and donations. Brittany will add "Donate" buttons to the online renewal form and scholarship page. PayPal fees are charged regardless of whether the item is a payment or a donation. The board will vote before July on how to proceed in order to have the new forms ready for the annual meeting. Sheila McAlister will work on a membership survey to assess members' feelings about paying surcharges for online transactions.

SGA Student Chapters:

Marie Force and Meredith Torre led a discussion about student chapters. Meredith provided a draft constitution that could be used by the groups. It was suggested that student poster sessions be encouraged at the annual meeting. Sheila McAlister asked if other state archival associations have student chapters. Board members were not aware of any or of any SAA student chapters in Georgia.

ADJOURNMENT

There being no other business the meeting was adjourned at 12:00 p.m.

Respectfully submitted on June 3, 2011,

Laura Botts
SGA Secretary