

Society of Georgia Archivists
Board of Directors' Meeting
Morrow, GA
2 November 2011

PRESENT

Laura Botts, Courtney Chartier, Paul Crater, Traci Drummond, Kevin Fleming, Marie Force, Allison Galloup, Anne Graham, Andrea Jackson, Mandi Johnson, Josh Kitchens, Rebecca Landel-Hernandez, Michael Law, Bridget Lurette, Sheila McAlister, Michael Nagy, Cheryl Oestreicher, Brittany Parris, Ryan Speer, Luciana Spracher, Laura Starrett, Lynette Stoudt, Jody Thompson, Meredith Torre, Christine Wiseman

CALL TO ORDER

President Christine Wiseman called the meeting to order at 5:15 p.m. She thanked everyone for attending and asked both old and new board members to introduce themselves.

APPROVAL OF MINUTES

The minutes of the July 29, 2011, board meeting were approved.

OFFICERS' REPORTS

Treasurer

Treasurer Sheila McAlister provided updated Balance Sheets and Profit and Loss Reports through the end of October. She has moved some funds into money market accounts but is still waiting for certificates of deposit to generate larger returns before moving additional monies.

Archivist

Archivist Andrea Jackson has not received any files since the July meeting but has heard that some are on the way. She met with Christine Wiseman to see if any additional copies of *Provenance* were needed for the archives, but they found they had enough. Andrea is working on updating the handbook to reflect the Archivist's duties for selecting Flickr images for inclusion in the dark archives; Courtney Chartier has updated the duties for the Outreach Chair.

Administrative Assistant

Administrative Assistant Mandi Johnson reported that SGA's membership as of October 26 was 250 members, an all-time high! The previous high was 241. There have been 11 new members added since the July board meeting for a total of 42 new members thus far in 2011, about half of which are students. She remarked that two people had already renewed for 2012. Mandi is working with Rebecca Landel-Hernandez, who is transitioning into the Administrative Assistant role.

President

President Christine Wiseman will present the 2011 President's Award to Sonja Tolbert, City Clerk for the City of Albany, and David Yoakley Mitchell, archives advocate. These individuals will receive certificates and be honored at the reception.

Appointments for 2012 have been approved by the board:

Administrative Assistant: Rebecca Landel-Hernandez

Education Committee Chair: Michael Law

Georgia Archives Month Co-Chairs: Tamara Livingston and Laura Starrett

Mentor Committee Co-Chairs: Luciana Spracher and Lynette Stoudt

Newsletter Editor: Josh Kitchens (Assistant: Anne Graham)

Outreach Committee Chair/Manager: Courtney Chartier

Provenance Editor: Cheryl Oestreicher

Scholarship Committee Chair: Allison Galloup

Subscriptions Manager: Amanda Pellerin

Survey Monkey Manager: Jill Severn

Website Manager: Kevin Fleming (Assistant: Andy Carter)

Christine has also represented SGA at the GHRAB Awards, attended a President's Meeting, participated in the SGA member tour of Madison, and has been in touch with SAA president, Gregor Trinkaus-Randall, about collaboration between SAA and state archival associations.

PUBLICATIONS REPORTS

Provenance

Editor Brian Wilson was not present, but incoming Editor Cheryl Oestreicher presented a report on his behalf. One 2011 article is finished, and a second is being worked on. The keynote address and pictures from the annual meeting will be included in this issue. They would like another article and are not sure of the publication date. Brian has ideas for the cover of this issue, and Cheryl will be fully on-board in January.

Newsletter

Editor Meredith Torre reported that the Fall 2011 issue of the *SGA Newsletter* is now available on the website. A new feature, "Picture Story," debuted with this issue. Because of some complications, one of the images selected was retracted at the request of the submitter's institution. Meredith will add a disclaimer to the submissions guidelines to alleviate this problem in the future. She also mentioned that she has been in discussion with the Midwest Archives Conference about swapping advertisements with them.

Website

Website Manager Brittany Parris reported that she and Assistant Manager Kevin Fleming had posted job announcements and continued routine maintenance and troubleshooting on the site. Content was updated on the Georgia Archives

Month, Annual Meeting, and Education Committee pages. Kevin also added Feedburner, an RSS management tool, to the home page. Brittany discovered limitations with regard to configuring Wild Apricot to recoup PayPal fees and asked that the board revisit this discussion.

In her report from the SGA Website Redesign & Redevelopment Ad Hoc Committee, Brittany mentioned that she has cleaned up file names on the site, backed up copies of old files and deleted them from the site, and updated links and formatting as appropriate. She asked board members uploading documents to follow the naming conventions now in place.

Listserv

Listserv Manager Ryan Speer has continued to update list membership as necessary and resolved problems with access. He will update information for new officers and committee members after the annual meeting.

Subscriptions Manager

Subscriptions Manager Traci Drummond reported that subscription numbers are still down (55 renewals), possibly because of library budget cuts. She notified subscription agents and libraries that there is a new issue of the *Newsletter* and submitted it to the Georgia Tech dark archive. There have not been many claims for undelivered subscriptions.

COMMITTEE REPORTS

Georgia Archives Month Liaisons

Georgia Archives Month Co-Chairs Bridget Lerette and Tamara Livingston shared that they had mailed approximately 1,250 poster packets and had issues with a new ZIP code in Gwinnett County. There was good attendance at the proclamation signing with 18 SGA members present.

Education

New Education Committee Chair Michael Law has taken over committee duties from Wesley Chenault, who has moved out of state. Michael reported that the pre-conference EAD workshop went well. The committee is considering a workshop on grant-writing for Spring 2012.

Membership

Membership Committee Chair Marie Force reported that the Georgia Archives Month tour of Madison went well, with 12 members attending. Seven new SGA members (or first-time attendees) have signed up for the "New Faces" meet-up during the annual meeting, and there is enthusiasm evident. Six posters will be presented during SGA's first poster session. In August, Marie and Outreach Chair Courtney Chartier held SGA office hours during SAA and posted pictures of SGA members in attendance on the Flickr site.

On October 5, 2011, the SGA board unanimously passed a motion extending the terms of SGA student-level memberships from two to four years. This issue will be on the ballot for the membership to vote on during the business session.

Scholarship

Scholarship Chair Anne Graham reported that Patricia Gerard had been selected as the recipient of the Larry Gulley Scholarship and that Brandon Gipson had received the Anthony R. Dees Scholarship. Anne has been working with Local Arrangements Chair Kat Stein to finalize plans for the auction.

Nominating

Nominating Committee Chair Jody Thompson reported that four new SGA Fellows will be recognized during the annual meeting reception. A full slate of candidates was found to run for vacant positions, and election results will be announced and winners introduced at the business meeting.

Officers for 2012 are:

Marie Force, President (2012, Past President 2013)
Lynette Stoudt, Vice President/President-Elect (2012, President 2013,
Past President 2014)
Laura Botts, Secretary (2012)
Michael Nagy, Treasurer (2012-2013)
Andrea Jackson, Archivist (2012)
Paul Crater, Second Year Director (2012)
Renna Tuten, First Year Director (2012, Second Year Director 2013)
Christine Wiseman, Past President (2012)

2011 Annual Meeting

First Year Director Paul Crater reported that everything was ready to go for the annual meeting. There are 29 speakers from 18 institutions in four states! Chris Prom of the University of Illinois will present the keynote address.

Second Year Director Kat Stein was not present but submitted a report; she will attend the annual meeting. 133 attendees have registered with an additional nine tickets claimed for the luncheon and reception. Time to Dine will cater breakfast, lunch, and the reception for an approximate cost of \$7,900. Coffee breaks and the reception bar will add another \$700 to the cost. The reception will be at the National Archives, and sessions and activities will be in both the Georgia Archives and NARA buildings.

Outreach Committee

Outreach Committee Chair Courtney Chartier reported that the committee has continued to update SGA's Facebook page, blog, and LinkedIn account; the Georgia legislators list; and the press contact list. They also promoted the annual meeting during SAA office hours and have developed a new format and

description for board positions. The advocacy/outreach toolkit is being updated. Marie Force will take pictures during the reception, and Laura Starrett will photograph the keynote address. The committee has put out a call for SGA pictures for *Provenance* and the website. Discussion about changing the nature of the chair's role will occur during new business.

Mentoring Committee

Mentoring Committee Co-Chairs Luciana Spracher and Lynette Stoudt reported that their committee is "in flux." Currently there are 12 mentors in their pool, and they have had inquiries from several prospective mentees. They also presented at the SCAA meeting, speaking on the history of SGA's mentoring program, and updated their part of the website. They will host a meet-and-greet session for the Mentor Pool and potential mentees.

Instead of a committee format, they feel that their services would be better provided in a co-coordinator structure. Several members of the committee have been serving as mentors, creating a conflict of interest in terms of monitoring relationships. They propose having two co-coordinators who cannot serve as mentors while in those roles. Jody Thompson mentioned that this proposal is why the board had not been asked to approve this as a standing committee. It is still ad hoc. The revised structure would allow more administrative oversight and follow-through with the program participants.

OLD BUSINESS

Microfilming/Scanning of *Provenance*

Ryan Speer provided an update on this project. Microfilm has been scanned, and PDFs have been created. Images have been cropped and cleaned. Someone with *Provenance* needs to see if the Open Journal Systems (OJS) software meets their needs; Ryan and Christine Wiseman will create a subcommittee to investigate.

NEW BUSINESS

Annual Business Meeting

Christine Wiseman reported that the business session will be held in the National Archives building in the same room as the plenary session. There are no tables in that space, so a box lunch will be served in the lobby before the meeting. David Carmicheal will provide an update on the status of the Georgia Archives' budget before the business session begins. Not every board member or committee chair will need to speak during the meeting, but printed reports should be available for attendees.

SGA members will be voting on two issues approved by the board.

1. Change the Outreach Committee structure to an appointed Outreach Manager and Assistant Manager (approved via email September 26, 2011).

2. Extend the terms of student-level memberships from two to four years with no increase in dues (approved via email October 5, 2011).

Scholarship and Gracy Award winners will be announced during the meeting, as will the location for the 2012 meeting. President's Award winners and Fellows will be recognized during the reception, which begins at 4:30 p.m. The live auction begins at 5:45 p.m.

ADJOURNMENT

There being no other business the meeting was adjourned at 5:50 p.m.

Respectfully submitted on January 20, 2012,

Laura Botts
SGA Secretary