

Society of Georgia Archivists  
Board of Directors' Meeting  
Morrow, GA  
27 January 2012

## **PRESENT**

Laura Botts, Courtney Chartier, Kevin Fleming, Marie Force, Allison Galloup, Joshua Kitchens, Rebecca Landel-Hernandez, Michael Law, Tamara Livingston, Sheila McAlister, Michael Nagy, Cheryl Oestreicher, Brittany Parris, Amanda Pellerin, Lynette Stoudt, Renna Tuten, and Christine Wiseman

## **CALL TO ORDER**

President Marie Force called the meeting to order at 10:07 a.m., welcoming and thanking everyone for attending. She reviewed the voting and non-voting board members.

## **APPROVAL OF MINUTES**

The minutes of the November 2, 2011, board meeting and the November 3, 2011, business meeting were approved.

## **OFFICERS' REPORTS**

### **Treasurer**

Outgoing Treasurer Sheila McAlister told the group that the 2011 budget numbers included catering from the 2010 Annual Meeting; the invoice was paid in 2011 when it arrived.

Incoming Treasurer Michael Nagy presented a report with current account balances (total funds: \$85,972.61) and a proposed 2012 budget. Revisions to lines for the oral history project, *Provenance*, Georgia Archives Month, and the SAA reception were proposed. Tamara Livingston mentioned that she would like to discuss the GAM budget further.

### **Archivist**

Archivist Andrea Jackson was not present but submitted a written report; she is continuing to receive files from officers and committees and is working on the handbook.

### **Administrative Assistant**

Administrative Assistant Rebecca Landel-Hernandez met with Mandi Johnson in December to discuss procedures and to transfer materials. Rebecca provided membership changes to the Listserv Manager, processed membership renewals and mailings, and created a new online account for SGA with the USPS. She provided an update on membership, which currently stands at 256 active members. She reported that since she took over administrative duties in December SGA had received \$80.00 toward the Gracy Award and \$50.00 toward the Dees Award.

## **President**

President Marie Force has been working with the Coalition to Preserve the Georgia Archives, SGA's Outreach Manager and Assistant Manager, and SGA Fellows Kaye Minchew and Ken Thomas on advocacy efforts. Goals for the year are to continue these efforts, support the work of SGA committees, investigate presenting the President's Award, and to represent SGA in her official capacity.

## **PUBLICATIONS REPORTS**

### ***Provenance***

Editor Cheryl Oestreicher reported that the 2011 issue should go to press next week. She is seeking articles and student papers for 2012. She will continue to work on online access to the digitized past issues. She is also updating the submission guidelines to reflect the latest edition of the *Chicago Manual of Style* as well as updating the website.

### **Newsletter**

Editor Joshua Kitchens reported that there have been problems with columnists missing deadlines. The current issue features the Madison tour as well as a new column on archives students at Clayton State and Valdosta State. Cheryl Oestreicher suggested that other students in distance education programs might also be profiled, and Christine Wiseman mentioned an emerging librarians group that could be included.

### **Website**

Website Manager Kevin Fleming reported that Andy Carter is the new Assistant Website Manager. They have updated the officer and scholarship information on the site, added administrative privileges for board members, fixed broken links on the repository list, and disbanded the Website Redesign & Redevelopment Ad Hoc Committee.

### **Listserv**

Listserv Manager Brittany Parris has begun updating committee lists and email addresses to reflect new members/board officers. She has added and removed members from lists as needed, trouble-shooting issues as they arise. She will also supply a first and last name for email addresses on the general public SGA list for easier identification when reconciling the public mailing list with the current member directory.

### **Subscriptions Manager**

Subscriptions Manager Amanda Pellerin had a question for Christine Wiseman about Georgia Tech and the dark archive. With no one from Tech on the Board, Amanda will need to contact Jody Thompson when items need to be deposited. Tamara Livingston suggested formalizing an agreement. Marie Force will talk to Andrea Jackson about the things to include in the dark archive. Andrea has

accepted both print and electronic records for the SGA archives. The dark archive will be discussed further at the next meeting.

## **COMMITTEE REPORTS**

### **Georgia Archives Month Liaisons**

Georgia Archives Month Co-Chair and Liaison Tamara Livingston was present. This year's committee plans to survey constituents for ways to promote archival and records institutions and organizations. She expects expenditures for 2012 to be the same or less than 2011; the committee may substitute a "save the date" postcard and "digital poster" for the previous packet of information. They have secured \$700 in donations thus far. They also expect to promote GAM further through Facebook and social media. Co-Chair Laura Starratt is out on maternity leave; please send suggestions to Tamara.

### **Education**

Education Committee Chair Michael Law presented his list of committee members for approval. The group is planning to support Clayton State's "Technology Bootcamp for Archivists" in March and to pursue additional partnership opportunities. The committee has requested \$3700.00 in funding for the "Bootcamp" and two workshops this year. Last year's survey indicated an interest in a grant-writing workshop, but if UGA will host the spring workshop in their new special collections building, it may be on preservation instead, saving grants for fall. Bob Henderson will donate supplies, and Toby Graham has offered free space in exchange for a waiver of registration for a UGA employee.

### **Membership**

Membership Committee Chair Lynette Stoudt is seeking ideas for member tours; the new building at UGA may be one of them. She has edited the online Membership Application and membership page to reflect the extension of student membership rates to four years. She will also encourage faculty and students in archival programs (within Georgia and via distance education) to join SGA. Membership brochures will receive labels indicating the new mailing address and the new student membership extension.

### **Scholarship**

Scholarship Chair Allison Galloup reported that her committee is investigating fund-raising ideas including the possibility of an SGA calendar or other items. Rebecca Landel-Hernandez asked if SGA had ever participated in the Decatur Book Festival, suggesting that it might be an appropriate venue to promote ourselves (Atlanta-Fulton Public Libraries, the Auburn Avenue Library, and others are there; Emory staffs a booth and sells things). The Scholarship budget has been adjusted to cover "cost of living" increases for most awards, excluding the Weldon and Hart scholarships. A line has been added for auction supplies. There was great feedback from the silent auction in 2011, but the auction paddles have disappeared. Allison has updated the website with accurate deadlines and forms.

## **Nominating**

Nominating Committee Chair Christine Wiseman is working with the Fellows to establish their role in SGA and to find a “chair” for the group. She is coordinating their luncheon in May and hopes to interest them in outreach and advocacy. Tamara Livingston asked if they had a Georgia Archives Month connection and suggested that they might be involved with the proclamation signing. Christine reminded the group that the Fellows solicit nominations for new Fellows, which are passed to the Nominating Committee, who sends them to the Board for approval.

## **2012 Annual Meeting**

First Year Director Renna Tuten was present; Second Year Director Paul Crater submitted a written report. Renna and Paul will compile the results of the last annual meeting survey. Several prominent speakers have been suggested for this year’s meeting. The Program Committee will meet in Athens in February. The proposed budget is for the same amount as in Augusta and Morrow. In terms of transportation, it may be easier for attendees to fly into Jacksonville instead of Savannah. There will be discussion about whether to have poster presentations; Marie Force has easels. Paul will ask what SGA is allowed to bring and what the hotel will provide for a fee. Christine Wiseman said that it is nice to have outside speakers and bigger names and that our bigger meetings might allow for this. Courtney Chartier asked about a call for presenters. Since SAA is far this year (San Diego), our meeting might be a regional draw, especially for Florida and South Carolina.

The Local Arrangements Committee is planning a site visit to the Sea Palms Golf & Tennis Resort on St. Simons Island in February. Paul has discussed the general budget with Michael Nagy. Paul sent a draft agreement listing the conference location, rental fees, room quotes, etc.; contact him with any questions. The Board usually votes to approve the location and will do so by email.

## **Outreach**

Outreach Manager Courtney Chartier presented a report. She and Co-Manager Sarah Quigley have requested \$100 for printing costs in 2012. They have created a letter template for the Georgia Archives budget crisis and met with Senator Jason Carter (Jimmy Carter’s grandson) to discuss it. They also created an invitation and press release for the Friends of Georgia Archives (FOGA) reception and distributed Marie Force’s Georgia Archives handout. The outreach managers are pursuing lobbying by SGA members, updating the press contact list, and creating a legislative advocacy guide. Having corporate archivists involved in advocacy made an impact on legislators. Rebecca Landel-Hernandez asked if the Georgia film industry had been approached about advocating for archives; the “Today in Georgia History” project and its extensive use of archives was mentioned. Michael Nagy reminded the Board that non-profit institutions can

support issues but not candidates. There was also some discussion about what state employees were allowed to do.

### **Mentoring**

Mentoring Program Coordinator Lynette Stoudt reported that the old committee structure has been replaced by an on-demand program. The Meet & Greet session during the annual meeting led to five new mentor/mentee pairings. Seven other mentors are still available for pairing.

### **OLD BUSINESS**

**Scanning/metadata of *Provenance*:** Christine Wiseman was present, and Ryan Speer submitted a written report. Georgia Tech has scanned all the issues of *Provenance* and *Georgia Archives* and created PDFs of the individual articles. At this time, Tech will not be able to host the issues online, but they will maintain backups of the PDFs, TIFs, and film scans in the dark archive. Sheila McAlister suggested contacting Andy Carter at UGA; he might be able to help with an open journal system he has used. A subcommittee will be formed of Christine Wiseman, Cheryl Oestreicher, Traci Drummond, and Amanda Pellerin to work on providing online access to back issues.

**PayPal fees for online payments:** Marie Force and Brittany Parris brought the Board up-to-date on the issues of Wild Apricot and PayPal. SGA is currently absorbing transaction fees of 2.9% + \$0.30 per payment received via PayPal. Wild Apricot does not work well with PayPal's structure and has posed some challenges in terms of formatting. As our balance is "healthy," Marie proposed tabling any discussion of changes at this time. Sheila McAlister said that SGA was originally listed as "corporate" with PayPal but is now "non-profit," resulting in lower fees. It was decided that no change is necessary at this point.

### **NEW BUSINESS**

**2012 Annual Meeting:** Location and dates will be confirmed via an email vote in February.

**SGA-SCAA-ANCA future joint meeting:** Lynette Stoudt mentioned the idea of a joint Georgia/South Carolina/North Carolina meeting, possibly in 2013 or 2014. North Carolina meets in the spring, but Georgia and South Carolina meet in the fall. Toby Graham has offered UGA as the site for 2013 if needed. Responses have been enthusiastic as the idea of a joint meeting has been brought up. Lynette will discuss this further with Renna Tuten.

**Wiki/intranet for SGA Board and committees:** Kevin Fleming is working on uploading reports to a Board page with limited access and investigating methods for online voting by the Board. Sheila McAlister said that some wiki platforms are either completely open or completely locked down. Christine Wiseman asked if

Wild Apricot might have a wiki component we could use. Kevin will explore this and report.

**Changing SGA post office box/mailing address:** Rebecca Landel-Hernandez has done a lot of leg-work with the USPS to find out about how to set up a new post office box that will be more convenient. Brittany Parris suggested that Rebecca use her [admin@soga.org](mailto:admin@soga.org) email address when applying for the new box; this will make it easier to handle when a new Administrative Assistant takes over in the future.

Marie Force reported on the changes necessitated by a new address, including new checks. Membership brochures will receive labels with the correct address; we have too many copies to warrant an immediate reprint. Amanda Pellerin will alert subscribers to the new address. Cheryl Oestreicher will update the address on the 2011 issue of *Provenance* before it goes to print. The Board approved Rebecca to start the process and notify us when it is complete.

Rebecca also presented her ideas for streamlining data processing; redundant tasks are performed in MS Access and in Wild Apricot. Eliminating this duplication will reduce the possibility of error. She wants to establish a procedure for migrating legacy information from Access to Wild Apricot and see if it is possible for members to update their own contact information. Rebecca will also see if she can export information to a QuickBooks format for Michael Nagy. The Board offered suggestions and approved her ideas for streamlining processes. Amanda Pellerin mentioned that data is in Access for subscription management, too, and Brittany Parris said she thinks it might be possible to move these functions into Wild Apricot.

**Approval of committee and board members:** The Board unanimously approved the proposed members as listed in the reports from Education (Law), Membership (Stoudt), Scholarship (Galloup), Program (Tuten), and Local Arrangements (Crater). In addition, the *Provenance* Editorial Board was approved as proposed by Cheryl Oestreicher.

**Approval of Georgia Archive Month liaison and co-chairs:** The Board approved Tamara Livingston and Laura Starratt to serve in these roles.

**Approval of 2012 budget:** Michael Nagy will make the adjustments discussed during the meeting and email a revised budget to the Board. Voting will occur online.

**Announcement of dates of Board meetings for 2012:** Marie Force announced that upcoming meetings will be on April 27, July 27, and November 7. We need to check the Annual Meeting dates and make sure the website is updated.

**ADJOURNMENT**

There being no other business the meeting was adjourned at 1:12 p.m.

**POST-MEETING UPDATES**

On February 2, 2012, Treasurer Michael Nagy emailed the revised budget, which the Board approved.

On February 23, 2012, Second Year Director Paul Crater put forth an emailed motion to approve the Sea Palms Golf and Tennis Resort on St. Simons Island as the 2012 meeting site. The Board voted to approve.

Respectfully submitted on April 26, 2012,

Laura Botts  
SGA Secretary