

Society of Georgia Archivists  
Board of Directors' Meeting  
Morrow, GA  
7 November 2012

## **PRESENT**

Laura Botts, Courtney Chartier, Paul Crater, Traci Drummond, Kevin Fleming, Marie Force, Allison Galloup, Anne Graham, Wendy Hagenmaier, Rebecca Landel-Hernandez, Andrea Jackson, Stacy Jones, Joshua Kitchens, Michael Law, Tamara Livingston, Michael Nagy, Heather Oswald, Brittany Parris, Amanda Pellerin, Sarah Quigley, Luciana Spracher, Lynette Stoudt, Meredith Torre, Renna Tuten, Carol Waggoner-Angleton, Christine Wiseman

## **CALL TO ORDER**

President Marie Force called the meeting to order at 5:31p.m., then welcomed everyone and asked them to introduce themselves.

## **APPROVAL OF MINUTES**

The minutes of the July 27, 2012, board meeting were approved.

## **OFFICERS' REPORTS**

### **Treasurer**

Treasurer Michael Nagy was present and submitted a report. The current money market balance is \$78,431.97, and there is \$15,790.21 in checking. Meeting expenses have not yet been deducted from that amount. Michael has acquired a PayPal Here card reader, which will allow us to accept credit and debit cards at the auction. We have upgraded our Wild Apricot account from "Community" to "Pro" because we were close to the limit of users the previous level could accommodate. Michael is planning to open an account with an office supply store to speed acquisition of supplies by board members without a need for personal reimbursements. He will send login instructions to the appropriate parties after the annual meeting.

### **Archivist**

Archivist Andrea Jackson was present and submitted a printed report. She has not received any new 2011 files since the July meeting, but she has acquired the 2008 Georgia Archives Month Proclamation. She will collect 2012 records related to the closing of the Georgia Archives from the president and welcomes additional documentation. Andrea and incoming archivist Meredith Torre will be glad to receive other 2011 records.

### **Administrative Assistant**

Administrative Assistant Rebecca Landel-Hernandez was present and reported a total membership of 271, up from 250 at the 2011 meeting. There were no additional scholarship contributions or donations since the July board meeting.

### **President**

President Marie Force was present and provided an update of her activities. She will present the President's Award at the reception to the Office of the Morehouse College Martin Luther King, Jr. Collection. She has filled open Board appointments for 2013 and attended SAA's Summit of Regional Archival Associations, for which feedback is welcomed. Marie was very involved with SGA's advocacy efforts regarding the proposed closure of the Georgia Archives and supported planning for the "Rally for the Georgia Archives" at the Capitol in October. Her upcoming tasks include attending the Coalition to Preserve Georgia Archives meeting, sharing feedback on SAA's Regional Summit with the SAA Council, meeting with the incoming president and outgoing nominating chair to transfer records and share information, and continuing advocacy efforts.

## **PUBLICATIONS REPORTS**

### ***Provenance***

Editor Cheryl Oestreicher was unable to attend but submitted a written report. The reprint of the 2011 issue was mailed in September to members and subscribers who had not received it. The *Provenance* board is working on the 2012 issue, which should go to press in early January. The board also approved a special issue on advocacy that will feature the Georgia Archives and provide perspectives from archivists, users, and other interested parties. This will be an online-only issue that should be available in spring 2013; it will include a mix of peer-reviewed and opinion/essay pieces. A call will go out on the SGA listserv soon. The online site for *Provenance* will be live by the end of 2012. The Gracy Award for 2011 was awarded to Gregory Schmidt and Michael Law for their article, "Functional Analysis and the Reappraisal of Faculty Papers: A Practical Application."

### **Newsletter**

Editor Joshua Kitchens was present and provided a report. The Fall issue will be ready this weekend, featuring photographs from the Georgia Archives rally. Anne Graham has contacted members about reporting on meeting sessions for the Winter issue. The Archival Studies Program at the UWM School of Information Sciences has expressed interest in advertising.

### **Website**

Website Manager Kevin Fleming was present and submitted a report. He has provided routine updates to the site including content on the homepage, the Fellows pages, jobs, and the calendar. As more Fellows submit biographical information, he will add it. During 2013 he will begin transitioning Website Manager duties to assistant Andy Carter.

### **Listserv**

Listserv Manager Brittany Parris was present and submitted a report. She has updated the listserv to reflect current membership, provided troubleshooting as needed, and shared information with incoming manager Joshua Kitchens. The recent flurry of "Save the Georgia Archives" initiatives led to an increase in Brittany's need to offer listserv support. There are still issues with some .com and .gov email addresses as well.

### **Subscriptions Manager**

Subscriptions Manager Amanda Pellerin was present and provided an update on her work. She has a final tally of the lost/not printed 2011 *Provenance* copies and has discovered a new problem with international subscribers. She will work with Kevin Fleming and Traci Drummond to resolve this issue on the website.

## **COMMITTEE REPORTS**

### **Georgia Archives Month Liaisons**

Georgia Archives Month Co-Chair and Liaison Tamara Livingston was present and submitted a report. This was a year of experimentation for the GAM Committee. The Bartow History Museum was the first institution to be selected for the new Spotlight Program and is the recipient of the first Spotlight Publicity Grant awarded by GAM. There were sponsorship issues, and the money was not awarded until November; however, the BHM will use the funds to create informational brochures. The Newnan Carnegie Library asked the GAM Committee for assistance in creating press releases and publicizing their event; forty people attended after learning about the event via press, Facebook, and the SGA, SAA, and GLA listservs. Approximately eighty people attended the proclamation signing, and Tamara would like to see that kind of turnout every year.

### **Education**

Education Committee Chair Michael Law was present and presented a report. Between July and November the committee offered workshops on DACS/Archivist's Toolkit and Basic Electronic Records. Michael pointed out that all SAA workshops are held at a loss to SGA as we have to provide refreshments. SGA also supported a technology bootcamp at Clayton State University.

### **Membership**

Membership Committee Chair Lynette Stoudt attended the meeting and provided a report. SGA hosted office hours and a happy hour at SAA in San Diego in August. An attendee from Hawaii won the raffle, so the SGA

name is being spread far and wide! The fall tour was canceled because of a lack of registrants. The Membership Committee will staff the registration table from 7:30-8:30am tomorrow morning. There are five first-time attendees at the meeting, who may be recognized by (optional) new member nametags. Committee sign-up sheets will be available in the registration area.

### **Scholarship**

Scholarship Chair Allison Galloup was present and submitted a report. Melanie Maxwell of Georgia State University received the Larry Gulley Scholarship. Catherine Miller, an M.A.S. student at Clayton State University, received the Anthony R. Dees Scholarship. Regarding the auction, Jim McSweeney will serve as auctioneer, and the silent auction will run from noon until the end of the live auction.

### **Nominating**

Nominating Committee Chair Christine Wiseman was in attendance and submitted a report. The committee put together a slate of candidates for vacant board positions and held the election via Survey Monkey in October. Christine thanked Jill Severn for her work with Survey Monkey. New officers will be announced during the business meeting. New Fellows (Laura Carter and Nancy Davis Bray) were approved by the board in July and will be announced during the reception. Fellow profiles are being added to the website as they come in.

### **2012 Annual Meeting**

First Year Director Renna Tuten and Second Year Director Paul Crater were present and provided reports. The schedule was finalized and confirmed during the past few months. The Program Committee is about \$500 over budget. There are 119 attendees and ten vendor personnel (representing seven exhibitors) registered. The business luncheon will be held in the resort's restaurant, and the reception/auction will be in the pool area.

### **Outreach**

Outreach Manager Courtney Chartier was present and provided a report. She and Sarah Quigley have been very busy since July working on the advocacy sections of the website; both the professional and the legislative areas have been updated. They worked with the Coalition to Preserve the Georgia Archives to create press releases on the Georgia Archives Month proclamation and rally. They also sent personal invitations to all legislators for the rally, created a "Save the Georgia Archives" Twitter feed, and started a video campaign. Congressman Bob Barr provided a short video interview offering his support for the state archives, and others are encouraged to do the same. Courtney has a camera available if anyone would like to be recorded.

Marie Force added special thanks to Courtney and Sarah for their hard work. The three of them created a presentation deck to be used as a handout; it will be used during the advocacy training session. Marie's sister, Sarah Fuoto, performed the design work. Courtney also thanked incoming Outreach Assistant Wendy Hagenmaier for her work.

### **Mentoring**

Mentoring Program Co-Coordinator Luciana Spracher was present and provided a report. She and co-coordinator Lynette Stoudt are working with eight mentor pairs and will continue to evaluate the program's progress. They have updated the mentor pool and are now taking applications on a rolling basis. They will host a Mentoring Meet-and-Greet from 8:00-9:00am on Friday; Marie will announce this during the business meeting. Luciana will be there if anyone has questions or would like to apply.

### **OLD BUSINESS**

**Online access to *Provenance* back issues:** See report from editor, above.

**SGA-SC-NC future joint meeting:** This agenda item was moved to New Business.

### **NEW BUSINESS**

**IRS Form 5768 (section 501h, regarding lobbying limits for 501(c)(3) organizations):** Treasurer Michael Nagy has been researching IRS filing guidelines related to political lobbying. At present SGA's role has been "advocacy" for the state archives (writing, rallies, etc.). However, at some point there will be legislation involved. If SGA wishes to contact individuals (or the public) about a piece of legislation, "advocacy" becomes "lobbying." If we do not change our filing status, we can do only an "insubstantial amount" of lobbying, and if we are challenged in court, there could be penalties. Form 5768 would allow us to spend up to 20% of our budget (not including advocacy time) on lobbying, and volunteer hours would not be counted against the 20%. The changes for the treasurer involve filling out a three-page 990EZ and Schedule C form. A four-year average of lobbying expenditures is considered to see if an organization has over-run the 20% limit consistently. Tamara Livingston asked if SAA or other archives groups have this status; Michael did not know. He has talked with the Friends of Georgia Archives about his research in case they would like to pursue a similar change. Courtney Chartier said she thought this would be a good change; the current budget decision does not fall under lobbying as there is no legislation involved, but things will be changing. Michael pointed out that "politics," is a different category, too, related specifically to candidates. Michael moved to fill out the form and change SGA's status; the motion was seconded and approved by the board.

**2013 Annual Meeting dates:** Renna Tuten and Lynette Stoudt provided an update on plans for a meeting in the Greenville, SC, area in 2013. Proposed dates were in October, and they will work with NC and SC representatives to confirm a time and place. There was no opposition to having some part of the meeting on a Saturday. Carol Waggoner-Angleton asked them to check the GLA/COMO dates for a possible conflict.

**Business Meeting (Procedures):** Marie Force reminded everyone that the meeting would happen during lunch but that attendees could eat during the session. She asked those with printed reports to come early and spread copies around the tables. She will acknowledge board members, speakers, and vendors. The Gracy Award and scholarship certificates will be presented, and Christine Wiseman will announce the new officers. Marie will encourage attendees to sign up for committees. After the business session is adjourned, Richard Pearce-Moses and Christine Wiseman will provide an update on the Coalition to Preserve the Georgia Archives. Everything should wrap up by 1:00pm in order to start the 1:15pm sessions on time.

**ANNOUNCEMENTS:** The board will take a group photo at the beginning of the reception. Courtney will also photograph individual sessions. Dr. Crawford from the Morehouse King Collection will attend the reception and accept the President's Award. Marie will announce the times for the auction and reception during the business meeting.

**ADJOURNMENT:** The meeting was adjourned at 6:38pm.

Respectfully submitted on November 29, 2012,

Laura Botts  
SGA Secretary