

Society of Georgia Archivists
Board of Directors' Meeting
Morrow, GA
12 April 2013

PRESENT

Courtney Chartier, Traci Drummond, Kevin Fleming, Marie Force, Anne Graham, Stacy Jones, Rebecca Landel-Hernandez, Michael Nagy, Heather Oswald, Brittany Parris, Amanda Pellerin, Sarah Quigley, Luciana Spracher, Laura Starratt, Lynette Stoudt, Merri Torre, and Renna Tuten

CALL TO ORDER

Prior to calling the meeting to order, Chris Davidson, Director of the Georgia Archives, provided the board with an update on the Georgia Archives situation with regards to operations, staffing, and budget. As of Davidson's update, there are five employees at the Georgia Archives location. There are also five preexisting employees at the State Records Center. Additionally, the Georgia Archives currently has seven part-time employees. Mr. Davidson provided a breakdown of the budget to date and a brief overview on the status of some of the Georgia Archives grant funding. It would be their hope to hire additional employees and to open another extra day each week if possible. Using student workers might also be a possibility, although this poses its own problems, as there is not really sufficient staff to train or supervise such workers. Davidson would also like to recommend that the Georgia Archives be able to hire a conservator. The Georgia Archives is currently moving under the University System of Georgia. Davidson emphasized that they have a long transition ahead of them and that many things are still "up in the air." **Lynette called the meeting to order at 10:16am.**

APPROVAL OF MINUTES

The minutes of the January 25, 2013 board meeting were approved.

OFFICER REPORTS

Treasurer

Treasurer Michael Nagy was present and submitted a report. Michael gave a summary of the Profit & Loss and Balance Sheet for the 2013 budget year as of April 9, 2013. He has posted the 2013 Approved Budget to the SGA website since the last meeting. Michael has downgraded SGA's checking service with SunTrust—the service has been changed from "Total" business checking to "Basic" business checking. The bank wanted to change the Terms of Service, so changing to the "Basic" business checking was done in order to save money with regards to monthly fees. Michael also mentioned that IRS Form 990 filing is due by May 15, 2013. Michael's report detailed activities to date and upcoming tasks.

Archivist

Archivist Merri Torre was present and submitted a report. She provided an overview of current projects, which include updating the retention schedule for SGA and updating the finding aid for the SGA archives. Merri provided a separate handout of retention schedule updates received by her thus far and asked that anyone with additional edits please contact her.

Administrative Assistant

Administrative Assistant Rebecca Landel-Hernandez was present and submitted a report. She presented a breakdown of overdue member renewals based on category of membership and Wild Apricot data. Using Microsoft Access, Rebecca has been able to "drill in" to the Wild Apricot data to get a better picture of membership renewal status. Rebecca also presented an overview of donations given to the various scholarship/workshop funds. She has also noticed a decrease in the amount of physical mail received—the majority of members renew online via PayPal. Also, most of the checks sent in as payment of subscriptions fees for *Provenance* and the *SGA Newsletter* are still being directed to the old SGA P.O. Box location—everyone needs to check with vendors to be sure that they are aware of SGA's new postal address: Society of Georgia Archivists, P.O. Box 688, Decatur, Georgia, 30031.

President

President Lynette Stoudt was present and submitted a report detailing activities accomplished to date, as well as ongoing and upcoming activities. In particular, Lynette highlighted that she has contacted Richard Pearce-Moses (Clayton State University) regarding a student project to help SGA develop a plan for retaining born-digital administrative records in digital format. Pearce-Moses has a group of students in the Fall who he thinks might be good for collaborating on this. More details on the possibility of this will be available closer to Fall. In the meantime, Georgia Tech continues to volunteer to serve as our dark archive for such purposes. Lynette also mentioned the ongoing work that is taking place with the Coalition to Preserve the Georgia Archives; she has worked with them to help disseminate information. Additionally, Lynette has coordinated with Outreach Manager Sarah Quigley with regards to forwarding information on Save the Georgia Archives advocacy efforts to the SGA listserv.

PUBLICATION REPORTS

Provenance

Editor Cheryl Oestreicher was unable to attend; however, she did submit a report, which was presented by President Lynette Stoudt. The 2012 issue was mailed in March and a Call for Papers has since gone out for the 2013 issue. Cheryl hopes to have 4-5 articles for the upcoming special online “advocacy issue” of *Provenance*. This advocacy issue will have a focus on the Georgia Archives situation. The first submission of *Provenance* was received through the new online system: <http://digitalcommons.kennesaw.edu/provenance/>. Cheryl is also looking into putting all back issues of *Provenance* and *Georgia Archive* online—she is exploring vendors for digitizing these publications.

Newsletter

Editor Anne Graham was present and submitted a report. Penny Cliff has retired as Associate Editor. Melanie Maxwell has accepted the position of Associate Editor. Volume 45 Issue 1 has been available for download since April 2, 2013. Anne announced that she has secured new advertisers for 2013: Eloquent Systems, Hollinger Metal Edge, Infolinx, LYRASIS (ArchivesSpace and LYRASIS Digital), and University Products. Also, the newsletter has undergone several design updates. The survey of membership, which would look into new formats, RSS possibilities, and other issues pertaining to the newsletter will be put off until Fall. The submission deadline for the Summer issue is June 17, 2013.

Website

Website Manager Kevin Fleming was present and submitted a report. He presented on updates regarding the website and upcoming actions to be taken. He has updated information on the Committees page, home page, and Georgia Archives Month page as needed. He continues to perform routine site maintenance and troubleshooting of administrative issues. Recently, JaguarPC had migrated servers and this caused a problem due to the fact that people were not being directed to the custom URL for the SGA website following this migration. The URL was instead pointing to a 2009 version of the website. The issue has since been resolved. No Google Analytics were presented due to the fact that the issues with the JaguarPC server migration caused that Analytics code to be “stripped.” Kevin has inputted the code back into the proper places on the website and will be able to track statistics going forward.

Listserv

Listserv Manager Joshua Kitchens was not present, but he did submit a report, which was presented by Lynette. He has updated board list and e-mail addresses and added new members to the listserv. His report also included a section detailing a problem that has arisen with the SGA listserv. Several times over the last three months sgalist@soga.org spontaneously drops e-mail address[es]. Joshua will continue to investigate to determine if there is an explanation for this issue.

Subscriptions Manager

Subscriptions Manager Amanda Pellerin was present and submitted a report. She has continued to process subscription renewals from institutions for *Provenance* Volume 31 2013. Other activities to date include filing back issue orders; communications with institutional subscribers regarding Volume 30 of *Provenance*, and working on the *Provenance* back issue inventory for the scanning project. Amanda noted that there are some issues for which she has no copies. She also presented *Provenance* subscription statistics, highlighting the fact that back issue orders (3 orders, 6 issues total) are more than is usual. Old subscribers are “coming back” and ordering so as to fill in their runs of *Provenance* where they are missing back issues of the journal. Amanda also provided a breakdown of subscribers to date. Amanda will also look at migrating the subscriptions database to Wild Apricot from Microsoft Access and inputting files/metadata on the *Provenance* Bepress site.

COMMITTEE REPORTS

Georgia Archives Month Liaisons

Georgia Archives Month Co-Chair and Liaison Laura Starrat was present and submitted a report. This year’s theme for GAM is “Current Events: Future History.” Laura mentioned that the GAM Committee had received two applications for the Spotlight Publicity Grant, which is a new initiative designed to highlight a Georgia institution or organization responsible for maintaining archives or historical records. Recipients of the grant must use the grant funds for publicity activities related to GAM in October. Laura’s report also highlighted the fact that letters soliciting donations have been sent out. Also, GAM has added a Twitter component to its set of outreach tools. Upcoming activities include printing/ mailing GAM materials; contacting the Governor’s office to set up a date for the proclamation signing/photo; and collecting information about programs and events happening in October—send any updates regarding GAM activities in October to the GAM committee and they will advertise them. Rebecca recommended that SGA/GAM advertise at the Decatur Book Festival. Sarah mentioned that she has a contact with the Festival and would be happy to facilitate with regards to making a connection with said contact.

Education

Education Committee Chair Heather Oswald was present and submitted a report that detailed activities to date. She has met with committee members via e-mail. The committee has scheduled and promoted an IMAP workshop, scheduled for May 3rd, in coordination with The Walter J. Brown Media Archives & Peabody Awards Collection at UGA. This served as the spring/summer workshop. The June 25 SAA DAS workshop, Appraisal of Electronic Records, has been scheduled and will take place at Kennesaw State University. The committee has also worked with Education representatives from SCAA and SNCA with regards to the upcoming Tri-State Meeting workshops. There will be a pre-meeting workshop and the committee is looking for a 1-day format for the workshop. Heather presented the committee’s budget and upcoming goals for the year. Goals include creating standardized forms and correspondence for all workshops; working with the Scholarship Committee to coordinate Banks and Dees winner registrations; coordinate SAA DAS workshop for the Tri-State Meeting; and arrange a SGA-Sponsored workshop for the Tri-State Meeting.

Membership

Membership Committee Chair Courtney Chartier was present and submitted a report. She provided an overview of SGA’s membership with regards to the maintenance of it. A renewal reminder was sent out to the listserv. Nine new members received letters and a pencil for joining. 103 members were contacted regarding renewals. Courtney highlighted the fact that often individuals join under a new e-mail address (even though his/her old e-mail address is still in the system.) This makes it *look* like there are members with outstanding renewals. Courtney also mentioned that the committee has discussed having two options for the Spring Tour: one outdoor and one indoor. Oakland Cemetery is the suggestion for the outdoor tour. This would include an add-on presentation regarding disaster recovery and the archival collections at Oakland. The presentation on disaster recovery would be particularly relevant in the wake of the tornado that the Cemetery had to recover from several years ago. The new SCLC exhibit at MARBL is the option for the indoor tour. The MARBL tour would consist of a behind-the-scenes tour of the archives. MARBL has agreed to the tour. Oakland Cemetery has not

confirmed a tour as of yet. Courtney is hoping that the MARBL tour can take place in May. In addition to working on planning tours, the committee has contacted SAA about a SGA booth at the annual meeting in August. Also, the committee has contacted the Georgia Archives Institute about the possibility of a SGA representative speaking to students, but the committee has not heard back yet about this matter.

Scholarship

Scholarship Chair Stacy Jones was present and submitted a report. She announced that the Carroll Hart Scholarship was awarded to Steve Armour of Valdosta State University. As for the Brenda Banks Scholarship, the deadline to receive all applications was April 12, 2013. With regards to the Edward Weldon Scholarship, the announcement was sent out on April 6 to listservs and organizations on SGA's PR list. The deadline for this particular scholarship is set for May 13, 2013. Stacy mentioned that the committee will send out more application reminders with greater frequency going forward.

Nominating

Nominating Committee Chair Marie Force was present and submitted a report. She presented an overview of activities to date. The committee met on February 22nd. The Fellows nomination form on the website has since been updated with 2013 deadline, contacts, and letterhead. The call for Fellows nominations was placed on the SGA listserv and followed up with a reminder. Susan Potts McDonald has agreed to serve as the "chair" of the Fellows. Marie knows that she has at least one Fellows nomination incoming as of now. Marie provided a timetable of her goals for the committee, which will culminate in the recognition of Fellows and newly elected officers at the Annual Meeting.

2013 Annual Meeting

First Year Director Traci Drummond was present and submitted a report. She announced the theme for the 2013 Tri-State Meeting: *Prepared in Mind and Resources: Collaboration, Relevance, and the Re-Imagined Archives*. Since the last board meeting, the SGA Committee met in February to discuss planning logistics and the theme. Also, three conference calls have taken place amongst the Tri-State Chairs since the last board meeting. Planning, tentative schedule, sub-committees (for presentations and posters), and speakers have been some of the topics focused on during these conference calls. The budget, as agreed on by the Tri-State Board, is \$5,000. Announcements regarding a Call for Proposals and a Call for Posters will go out. Traci also mentioned that committee member Rosemary Fischer has had to step down due to other priorities. Also, there have been some informal discussions with Tennessee on the possibility of a joint meeting with Tennessee in the future.

Second Year Director Renna Tuten was present and submitted a report. Renna has met with her SCAA and SNCA counterparts via conference call since the last board meeting. She provided a breakdown of which logistical duties each organization (SGA, SCAA, SNCA) will take on with regards to the upcoming Tri-State meeting. (SGA will be responsible for conference space and event insurance procurement; A/V set-up at conference site; online registration set-up; and onsite conference registration table. Contacting vendors will be a responsibility divided evenly amongst all three organizations.) Traci and Renna were able to take a tour of the conference site at Furman University and the tour went well. Renna also detailed actions accomplished to date. Blocks of hotel rooms have been reserved at Hampton Inn in Travelers Rest and at Hyatt in downtown Greenville. Vendors have also been contacted with a Save the Date e-mail. Charges to vendors will be increased this year since essentially the vendors are "getting three conferences for one price." Registration has been set-up online on the SGA website—it's just not live yet due to some needed adjustments and the need for setting a date for the early bird cut-off. Early bird registration costs will be \$75. The committee is brainstorming ideas for a giveaway item for meeting attendees and is currently soliciting ideas. Renna outlined additional to-do items for the committee, which included ascertaining A/V needs for the meeting; sending venue/lunch option information to the Education Chair for the pre-meeting workshop; and updating applicable website information. Another board member asked if the auction would still be part of this year's meeting and Renna replied in the affirmative.

Outreach

Outreach Manager Sarah Quigley was present and submitted a report. (There was a linking problem with the SGA website when Sarah initially submitted her report, but she was able to circulate it online at the meeting.) Sarah mentioned that updates from FOGAH and the Coalition to Save the Georgia Archives have been pushed out to membership. She also provided an update on pushing out recent legislative news regarding the Georgia Archives situation; specifically, Sarah wrote and distributed a press release regarding the legislative victories for the Georgia Archives to date. Also, an article about the Georgia Archives budget crisis has been submitted to the *SGA Newsletter*. Outreach Co-Manager Wendy Hagenmaier is creating a resource detailing archives in Georgia and corresponding legislative districts with the hope being that SGA can make targeted advocacy efforts in the future. Wendy and Sarah plan to have a meeting in May to begin planning for next year's Georgia Archives advocacy work that is to be done. There will be an increased focus on fixing communications and streamlining outreach work. Future activities include the possibility of new videos for the YouTube channel and looking at ways in which the Twitter account and YouTube page can be used for non-crisis advocacy issues, as well. The Outreach Manager and Co-Manager have also made updates to the SGA website, particularly in the "Getting Involved" section.

Mentoring

Mentoring Program Co-Coordinator Lynette Stoudt and Co-Coordinator Luciana Spracher were present and submitted a report. Luciana presented the report. There are currently five active mentoring relationship pairs. These pairs are from different states and Lynette does quarterly check-ins. Luciana detailed completed tasks from February to April. They have closed out two mentoring relationships and started two new mentoring relationships. The Mentor Pool on the SGA website has been updated to reflect availability for prospective mentees. Luciana noted that the Mentoring Program tends to receive more feedback from mentors than mentees, which she observed to be an interesting side note. Luciana detailed upcoming tasks for the Mentoring Program and made a special note of plans to "step up" PR marketing of the Program after a recent lull.

OLD BUSINESS

No Old Business.

A 15-minute break was taken prior to the start of discussions on new business.

NEW BUSINESS

Administrative Handbook: Lynette asked that all board members and committee chairs look at current Administrative Handbook entries to see what might need to be updated. The plan is to have drafts of updates ready for the next meeting in July. Send any updates to Lynette.

FOGAH, SGA, and Save the Georgia Archives: Sarah Quigley presented on this new business. SGA is looking to improve communications and our partnership with FOGAH. Sarah mentioned that she had extended a board meeting invitation to Dianne Cannestra, but Dianne could not make it. Sarah proposed the idea of looking into SGA making a donation to FOGAH. Discussion was opened to the board and a more specific discussion of the make-up of the Save the Georgia Archives Coalition ensued. Michael observed the somewhat divergent focus of FOGAH versus SGA. While FOGAH is focused more on the public users of archives, SGA is focused largely on the professionals in the field of archives. It was stated by several board members that the goal is to look for ways to improve communications and to have a singular, coordinated message of advocacy with regards to issues such as the Georgia Archives crisis. Luciana made the recommendation that it would be prudent to set up a meeting of FOGAH, GHRAB, SGA et al. first and foremost to look toward centralizing this message of advocacy. Sarah will pursue using funds for this purpose as of now. Marie also suggested that we offer the Tri-State meeting/Annual Meeting as a time to offer advocacy training.

Use of Wild Apricot for purposes other than membership: Rebecca presented on this new business. Rebecca asked if it would be possible for vendors to log into Wild Apricot so that they can pay and possibly register in WA, with limited access rights, of course. Vendors should not be able to see any kind of member directory information. Overall, there is a desire to manage SGA's data "under one roof." Merri mentioned that, per newsletter experience, vendor contact information is hard to maintain and it would be very nice if vendors could indeed update that kind of information on their own. Michael did express, however, that he would want to continue using QuickBooks as the managing tool for SGA's finances as it has more robust features in that regard. Amanda expressed the desire to migrate subscription Microsoft Access database information to Wild Apricot for management in Wild Apricot. Kevin will look into the possibilities available in Wild Apricot.

Next meeting: The next board meeting will take place on July 26, 2013.

ADJOURNMENT: The meeting was adjourned at 11:46 a.m.

ADDENDA: Voting members of the SGA board voted by e-mail (June 7-11) to approve a proposal created by Courtney Chartier for an award in memory of SGA member Taronda Spencer, who recently passed in May of this year. The proposal established a "Taronda Spencer Award" to support a student's attendance at the SGA Annual Meeting in October 2013 as a way of honoring Taronda's contributions to SGA and her work in encouraging students at HBCUs and students of color to consider careers in the archival profession. The motion was passed and details of the award are now available online: <http://soga.org/scholarships/spencer>

Voting members of the board also voted by e-mail (June 21-27) to approve a motion wherein SGA would enter into a contract with The Crowley Company to digitize back issues of *Provenance*. Cheryl Oestreicher, Editor of *Provenance*, provided the board with quotes detailing the costs it would take to digitize back issues of *Georgia Archive* and *Provenance*. The motion passed. After digitization is finished, Cheryl will work with Kennesaw State University to upload issues to the *Provenance* website: <http://digitalcommons.kennesaw.edu/provenance/>

Respectfully submitted on July 17, 2013.

Brittany Parris
SGA Secretary