

Society of Georgia Archivists  
Board of Directors' Meeting  
Morrow, GA  
25 January 2013

## **PRESENT**

Courtney Chartier, Penny Cliff, Traci Drummond, Marie Force, Allison Galloup, Anne Graham, Stacy Jones, Joshua Kitchens, Rebecca Landel-Hernandez, Michael Nagy, Heather Oswald, Brittany Parris, Sarah Quigley, Laura Starratt, Lynette Stoudt, and Merri Torre. Renna Tuten attended virtually via Google Chat.

## **CALL TO ORDER**

President Lynette Stoudt called the meeting to order at 10:16 a.m. and then welcomed everyone. She asked all present to give short introductions.

## **APPROVAL OF MINUTES**

The minutes of the November 7, 2012, board meeting and November 8, 2012 business meeting were approved.

## **OFFICER REPORTS**

### **Treasurer**

Treasurer Michael Nagy was present and submitted a report. Michael gave a summary of the Profit & Loss, Balance Sheet, and end-of-fiscal-year reports for 2012. Even though SGA budgeted for loss, the organization came out ahead overall. Since the last meeting he has sent out several end-of-fiscal-year reports. SGA started taking credit cards via PayPal for this past Annual Meeting in St. Simon's, Georgia. The majority of transactions at the Annual Meeting's scholarships auction were through credit card. This has been a positive and helpful experience. The feedback to the use of credit cards has been good. Other activities to date include the processing of check deposits/PayPal transfers, reconciling all bank accounts to statements, and opening an online account with Staples to make it easier for board members to acquire supplies as needed. Log-in instructions have been shared with the board. Michael also prepared a budget proposal for 2013, which was discussed as New Business.

### **Archivist**

Incoming Archivist Merri Torre was present and submitted a report. Non-current records of permanent retention have been transferred to the Georgia Archives while the SGA Archivist maintains the most current records. The deadline for transferring permanent records from 2012 to the Georgia Archives was January 25, 2013. Merri is considering the development of a born-digital materials collection policy and has set this as a goal to pursue. She encouraged board members and committee chairs to look at the current retention schedule with regards to respective positions and to contact her with any changes that should be made.

### **Administrative Assistant**

Administrative Assistant Rebecca Landel-Hernandez was present and submitted a report. She presented a summary of donations made to SGA for the year 2012—there was a total of \$2,040 in donations. Rebecca also presented a detailed “break-out” of SGA's membership. Touching on some specific points, it was observed that SGA currently has a total of 284 active members and 89 new members were added in 2012. Almost all members registered for the 2012 Annual Meeting online. Other activities to date included routine management of mail, membership changes, donations, and administrative end-of-year tasks. SGA had a total of 122 attendees at the SGA Annual Meeting in St. Simons.

### **President**

President Lynette Stoudt was present and submitted a report detailing activities accomplished to date, such as assisting with the transition of outgoing and incoming board members. She discussed the agenda for SGA at a recent meeting (held on January 15<sup>th</sup>) with SGA's Past President and Vice President. Additionally, Lynette has sat in on a Coalition to Preserve the Georgia Archives conference call with the lobbyists on January 2<sup>nd</sup> as

SGA's representative. Tours of the Georgia Archives for legislators, as well as pertinent topics related to the Georgia Archives and the new Georgia legislative year, were discussed as part of the conference call. Lynette also went over her goals for the year, which included supporting advocacy efforts related to SGA and the Coalition to Preserve the Georgia Archives. She highlighted the streamlining and improvement of SGA's policies and procedures as another key goal; for example, a by-laws update is needed. Lynette asked that board members and committee chairs please notify her of any changes that need to be made with regards to the by-laws—now is the time to ask for revisions and get information updated. Lynette also mentioned that she has received all pertinent files from Marie Force. Outgoing President Marie Force was also present and submitted a report detailing accomplishments in 2012.

## **PUBLICATION REPORTS**

### ***Provenance***

Editor Cheryl Oestreicher was unable to attend; however, she did submit a report, which was read by President Lynette Stoudt. The 2012 issue of *Provenance* is in production and will be mailed out in February. A Call for Papers (CFP) went out in December for the upcoming special issue of *Provenance* on advocacy. All present were asked to help spread the word regarding submissions for this special issue, which will be the first to make use of the new online “digital commons” submission system. It was suggested that a listserv announcement go out about the CFP. A CFP for the 2013 *Provenance* issue will go out after the publication of the 2012 issue. Content related to *Provenance* on the SGA website also has been updated. A revised *Provenance* Editorial Board list was submitted as part of the report.

### **Newsletter**

Incoming Editor Anne Graham was present and submitted a report. Penny Cliff, Incoming Associate Editor, was also present. Anne has been reviewing results from the last survey of membership, as well as other relevant sources, for ideas to help generate new content for the *SGA Newsletter*. Outgoing Editor Joshua Kitchens commented that the newest issue is now available online as of the beginning of the year.

### **Website**

Website Manager Kevin Fleming was unable to attend; however, he did submit a report, which was presented by President Lynette Stoudt. Kevin's report detailed activities completed to date, such as updates he has made to Wild Apricot and the website to reflect changes in board/committee positions and administrative interface/intranet privileges. Additionally, he has performed several updates to web content, as well as administrative updates within the Wild Apricot system to address issues pertaining to annual meeting refunds, routine site maintenance, and troubleshooting. The report presented a breakout of the 2013 proposed budget for the website, as well as website usage statistics delivered via Google Analytics.

### **Listserv**

Incoming Listserv Manager Joshua Kitchens was present. He commented that he has had pertinent files related to the position transferred to him from Outgoing Listserv Manager Brittany Parris, which he will use to carry out the administration of the listserv via Google Apps. Brittany was also present and did submit a report detailing activities for 2012.

### **Subscriptions Manager**

Subscriptions Manager Amanda Pellerin was not present and had been unable to submit a report prior to the meeting. President Lynette Stoudt said that she would see about getting a copy of the Subscriptions Manager Report after the meeting and would have it posted to the intranet and/or circulated.

## **COMMITTEE REPORTS**

### **Georgia Archives Month Liaisons**

Georgia Archives Month Co-Chair and Liaison Laura Starrat was present. This year the poster for GAM will be disseminated as a digital poster—it has been found that this is easier to do than mailing it out. Also, the GAM Committee plans to begin publicizing the Georgia Archives Month Proclamation Signing earlier this year. A

report was created by Archives Month Liaison Tamara Livingston highlighting the following issues: The Spotlight Program was a new initiative by GAM 2012 designed to highlight a Georgia institution or organization responsible for maintaining archives or historical records. This year there will be an application process to award the grant. Also, there is now a value-added list for organizations and donors who chose to sponsor GAM based on the amount of the donation. GAM has also added a Twitter feed for outreach, which is currently synced to GAM's Facebook page.

### **Education**

Education Committee Chair Heather Oswald was present and submitted a report that detailed activities to date. She has met with members of the Education Committee to discuss workshop ideas and priorities. There is still an ongoing initiative to have SAA-sponsored Digital Archives Specialist (DAS) workshops in Georgia. Heather also went over goals for the Committee for 2013. An immediate goal is to create standardized forms and correspondence for all workshops and then put this on the SGA Intranet and website. Other goals include updating the workshops portion of the SGA website and collaborating with other archival organization representatives to create a Fall workshop to take place at the 2013 tri-state Annual Meeting.

### **Membership**

Incoming Membership Committee Chair Courtney Chartier was present and submitted a report. She and the outgoing chair had met to transfer files related to the position. The Committee is currently brainstorming with regards to ideas for a Spring tour for membership—they hope to have two tours this year. Outgoing Chair Lynette Stoudt was also present and submitted a report detailing committee activities for 2012.

### **Scholarship**

Scholarship Chair Stacy Jones was present and submitted a report. When presenting proposed expenses for 2013, she noted that there will be a small increase for SAA DAS workshops fees, but that the budgeted expense for the committee will stay more or less the same otherwise. Transfer of files from the outgoing chair to the incoming chair occurred. Goals for the year include better publicizing for scholarships and brainstorming new fundraising ideas. Outgoing Scholarship Committee Chair Alison Galloup was also present and submitted a report detailing activities for 2012.

### **Nominating**

Incoming Nominating Committee Chair Marie Force was present and submitted a report. She presented a timetable of goals for the SGA Fellows program, detailing projected dates of nominations and supporting activities. She also presented projected goals related to the elections process. Additionally, Marie went over the budget projection for the Nominating Committee. Outgoing Nominating Committee Chair Christine Wiseman was not present, but did submit a report prior to the meeting.

### **2013 Annual Meeting**

First Year Director Traci Drummond was present and submitted a report. Traci plans to hold the first meeting of the Program Committee on February 5<sup>th</sup> at the Jimmy Carter Library in Atlanta. The committee will look over programs from past Annual Meetings of the organizations involved in this year's tri-state meeting (SGA, SCAA, SNCA.) The committee will only focus on programs from the last few years and will also look over the membership survey from last year's SGA Annual Meeting. They will then come up with programming ideas for this year's upcoming meeting. There appears to be an interest in projects involving collaboration across states according to the membership survey. Possible keynote speakers include Kate Theimer (Blog, *Archives Next*) and Dr. Cliff Kuhn (Oral History Association, GSU.) In terms of programming, there may be an attempt to have two keynote speakers this year since there cannot be a standard business meeting due to the fact that the Annual Meeting will be for three separate organizations. As the Outgoing Chair of the Annual Meeting Program, Renna Tuten had submitted a report, as well.

Second Year Director Renna Tuten was able to attend the meeting virtually via Google Chat and submitted a report. The 2013 Tri-State Archivists Meeting is tentatively scheduled for October 16-18 at Furman University,

but there is the possibility that the meeting may have to be moved up by one week. Renna plans to hold the first local arrangements committee meeting and also to coordinate with representatives from SCAA and SNCA. Other goals include confirming meeting details with Furman. This year the SGA Annual Meeting Local Arrangements Committee includes a vendor representative as one of its members—this should be helpful in setting up meeting logistics.

## **Outreach**

Incoming Outreach Manager Sarah Quigley was present and submitted a report. At the SGA Annual Meeting in St. Simon's, Sarah took part in the advocacy training for the Georgia Archives with Joe Tanner & Associates. She has also submitted an article regarding the Georgia Archives budget crisis to the *Society of Southwest Archivists Newsletter*. She has been gearing up to encourage the Legislature to support the Georgia Archives. President Lynette Stoudt commented that she had received feedback from the Coalition to Preserve the Georgia Archives in response to the relatively recent *Atlanta Journal Constitution* article on the Georgia Archives. Outgoing Outreach Chair Courtney Chartier suggested that SGA should talk to the Coalition about doing press releases on topics related to the Georgia Archives budget. She also mentioned the Save GA Archives Twitter account and how that has been a great advocacy tool. The overall consensus of the ensuing discussion was that centralized communications will be the best way to support ongoing efforts to save the Georgia Archives. While being proactive in producing press releases is an important effort on the part of SGA, Treasurer Michael Nagy emphasized the importance of coordinating with the Coalition/lobbyist. Both Sarah and Lynette commented that greater coordination with the Coalition is needed so that we can respond promptly to issues as they arise.

## **Mentoring**

Incoming Mentoring Program Co-Coordinator Lynette Stoudt was present and submitted both a final report for 2012 and a quarterly report for 2013. Program Co-Coordinator Luciana Spracher was not present. Feedback about the program (via mentor/mentee evaluations) has been very positive, so it seems to be the right time to make the program official. Thus, a proposed Administrative Handbook entry and Coordinator Job Descriptions have been created—continued discussion on this topic was reserved for New Business. There are currently 5 active mentor pairs.

## **OLD BUSINESS**

No Old Business.

## **NEW BUSINESS**

**Approval of Committee/Board Members:** The board voted in favor of approving all committee/board members for the 2013 year as submitted.

**Approval of Establishing a Mentoring Program:** Lynette Stoudt presented an official proposal for a formalized Mentoring Program for the Society of Georgia Archivists. This program would be a twelve-month program in which prospective mentors/mentees could join at any time. Lynette outlined the Program's purpose, composition, and the duties of the Mentoring Program Coordinator/Mentoring Program Assistant Coordinator. The SGA website's Mentoring Page would remain relatively the same, continuing to host mentor profiles online. Mentees in turn can select a mentor from these profiles. Once this action is completed, program participants will receive a guidebook. The Mentor Program itself offers support to these mentor/mentee relationships over the twelve-month period. Lynette opened the proposal up to questions from the Board.

- *How many participants are currently in the [pilot] program?* Currently, the program has five pairs of mentors/mentees. There are currently more mentors than mentees.
- *Are any of the mentors/mentees students?* Yes.
- *Do other state/regional archival associations have programs similar to the one being proposed?* No, not really as such. Renna Tuten helped start SGA's program. While it is largely based on the Northwest Archivists' Mentoring Program, SGA's program is a unique model, comparatively.

The Executive Board voted to approve the official establishment of a formalized Mentoring Program for SGA. The motion was approved. This proposal will be put to a vote by the SGA Membership as the next step.

**Approval of 2013 Budget:** Treasurer Michael Nagy presented the draft 2013 SGA budget proposal to the Executive Board for approval. He pointed out that a significant line item this year would be the increase in cost of Wild Apricot due to an upgrade to a more professional level. Michael also noted that he has relocated Outreach and the Mentoring Program's position in the budget. *Provenance's* budgetary status has remained the same, but there is the issue of not knowing what the exact printing cost will be yet. As of now, we have a spring/fall workshop planned, but SGA can add others later as needed. Costs for the Annual Meeting will need to be adjusted—the current figures in the budget proposal are a projection since SGA will be coordinating the Meeting with two other archival organizations. In summing up the proposal, Michael stated that SGA currently projects a deficit for this year; however, SGA had budgeted for a deficit last year as well, but the organization actually ended up with a surplus. The budget is flexible and can be adjusted over the year. The Executive Board voted to approve the 2013 Budget Proposal. The motion was approved.

**Membership Cycle Change:** Membership Committee Chair Courtney Chartier verbally submitted a proposal to change the current membership cycle. In SGA's paper-based membership renewal/joining system, it was easier to send out renewal notices at the same time each year, but one runs into the unfair situation where a member may join in October, for example, and then immediately need to renew again in January. Thus, Courtney presented a motion to change the renewal cycle to one based on the date on which the member joins SGA. (Wild Apricot will allow SGA to manage this administratively.) Wild Apricot does send out renewal notification, but it was mentioned during the discussion of this new business that that renewal notification process could also be folded into the Membership Committee's duties. The Board approved this move to go ahead with this proposal. As such, Courtney will prepare formal proposal language before the next board meeting. Following this, the board will look into either putting this to a membership vote as soon as possible (via an online vote, which would require a 2/3 majority turn-out) or waiting until the Annual Meeting for said membership vote.

**SGA-sponsored v. SAA DAS workshops:** Education Committee Chair Heather Oswald stated that she has met with her committee and that they would like to increase the number of workshops hosted each year. SGA will commit to hosting two SAA DAS [Digital Archives Specialist] workshops a year, but will also do two SGA-sponsored workshops. (The SAA DAS workshops will be a two-year commitment on the part of SGA.) Scholarship Committee Chair Allison Galloup inquired as to how the workshops will be "termed" since scholarships exist explicitly for the "Fall" workshop and the "Spring" workshop, for example. Heather responded that the Education Committee is thinking of having a Spring, Summer, and two Fall workshops. The Education and Scholarship Committees can coordinate as to which scholarship applies to which particular workshop. (SAA DAS scholarships allow one free participant slot, so that potentially can be used as part of the scholarship.) Program Committee Chair Traci Drummond suggested that SGA might be able to have two of the workshops occur at the 2013 Annual Meeting.

**Announcement of dates of future 2013 Board meetings:** The board went over proposed dates for future board meetings. Lynette asked that all board/committee chairs let her know if there were any conflicts with these tentative dates.

**ADJOURNMENT:** The meeting was adjourned at 11:47 a.m.

Respectfully submitted on February 20, 2013.

Brittany Parris  
SGA Secretary