

Society of Georgia Archivists
Board of Directors' Meeting
Morrow, GA
26 July 2013

PRESENT

Courtney Chartier, Traci Drummond, Kevin Fleming, Marie Force, Stacy Jones, Michael Nagy, Heather Oswald, Brittany Parris, Amanda Pellerin, Sarah Quigley, Laura Starratt, Lynette Stoudt, Merri Torre, and Renna Tuten

CALL TO ORDER

Prior to calling the meeting to order, Lynette invited Tim Crimmins, Vice President of the Friends of Georgia Archives & History (FOGAH) to provide an update on the Georgia Archives' transition to the Board of Regents and on the current status of "Save the Georgia Archives" efforts. [Governor Deal signed HB 287 May 6 2013, officially transferring the Archives from the Secretary of State's office to the University System of Georgia.] The Georgia Archives' budget has been partially restored and hours of operation have been expanded somewhat. The question now is "Where do we go from here?" There is still a need to increase the staffing at the Archives. The Archives will report to Steve Wrigley, Executive Vice Chancellor for Administration, of the University System of Georgia. Tim Crimmins and Dianne Cannestra, President of FOGAH, have met with Mr. Wrigley to discuss strategy moving forward. Prior to the next legislative session, efforts will be made to get legislature to support additional funding for the Archives. The past couple of years have been more of a "crisis" mode; per discussion with Mr. Wrigley, mindsets need to turn toward thinking in terms of how things can progress under the Board of Regents. Lynette asked Tim about ongoing advocacy efforts. Tim mentioned an upcoming Awards ceremony where supportive legislators in the Save the Georgia Archives initiatives to date will be recognized for their help. He emphasized the importance of continuing to contact representatives in government and to keep them aware of these issues. Merri inquired about efforts to bring legislators to tour the Georgia Archives so that they can see the work being done. Tim noted the importance of such efforts, but emphasized networking in general as an overall advocacy approach—individual efforts at contacting "your" representatives might be the most helpful approach at this point. SGA Board members thanked Tim for his overview. **Lynette called the meeting to order at 10:23am.**

APPROVAL OF MINUTES

The minutes of the April 12, 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 July 22, 2013. As of July 22, SGA has \$77,895.77 in the SGA Money Market account and \$5,378.01 in the SunTrust Main Checking Account. So far SGA is ahead for the year with the largest expenditure to date being costs for the Annual Meeting (\$3,436.10.) He highlighted that he has filed the Georgia Non-Profit Corporation registration renewal with the Georgia Secretary of State's Office and that he has filed an extension for IRS Form 990, which is due August 15, 2013. With regards to the IRS Form 990, Michael had sent out an e-mail asking about the number of hours that SGA members have spent dedicated to lobbying efforts on behalf of SGA in 2012. (SGA members do not need to assign a dollar value to the time spent—Michael just requires the number of hours.) Marie asked if information about lobbying requirements (and related paperwork) needs to be added to the Treasurer section of the SGA Administrative Handbook or Timeline for the Treasurer. Michael stated that he would look into it.

Archivist

Archivist Merri Torre was present and submitted a report. She mentioned that she and Lynette have spoken with Richard Pearce-Moses of Clayton State University (CSU) with regards to developing a born-digital materials collection policy. She has scheduled an August webinar with Pearce-Moses and his students with regards to the

proposal currently being considered, which is that CSU students in the Master of Archival Studies Program will, in conjunction with guidance from Pearce-Moses and SGA officers, develop and implement a digital archives program centering around SGA's born-digital records. Additional discussion of this topic was tabled for New Business. Merri also mentioned the revised retention schedule. She needs updates provided to her before September so that she can submit the revised schedule to Kayla Barrett at the Georgia Archives by September 1, 2013.

Administrative Assistant

Administrative Assistant Rebecca Landel-Hernandez was not present, but did submit a report prior to the meeting. Lynette provided a brief overview of the submitted report, which detailed current membership statistics and efforts to correct the quality of the membership data (i.e. misspellings, etc.) As of July 22, 2013, 28 attendees have registered for the Tri-State Annual Meeting. There are two vendors (Crawford Communications and Lyris) already registered for the Annual Meeting—Lynette mentioned that this was early, which was great to see. Rebecca's report also provided an overview of donations (scholarships, awards, and workshops) made to date for 2013. Lynette highlighted the fact that we continue to receive less and less physical mail at SGA's post office box.

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 summarized activities with regards to the Coalition to Preserve the Georgia Archives, highlighting the fact that she was interviewed by Georgia Public Broadcasting radio regarding the Georgia Archives transition to the Board of Regents. On another note, she has worked with Richard Pearce-Moses on collaborating together on a born-digital records project to assist SGA in planning for the administration of born-digital records. She had forwarded the project proposal overview to the Board for review and has received helpful feedback from Board members. [Additional discussion of the project was tabled for New Business.] Lynette has received one nomination to date in response to her announcement for the President's Award, which recognizes an individual or organization (not in the archival field) for noteworthy support of archives—the deadline is July 31 for nominations. She also noted that she met with the Past President and Vice President of SGA on July 12 and has continued working with the Society of American Archivists' Regional Associations Group Planning Committee and has forwarded a draft statement of the group's mission to the Board for feedback. Amongst several ongoing and upcoming activities outlined in her report, Lynette will represent SGA at a FOGAH-sponsored Georgia Archives Transition luncheon on July 29 and will also be attending a Georgia Genealogical Society event at the Georgia Archives on July 31 to celebrate increased public access at the Archives. She also gave a brief overview of upcoming membership votes and proposed bylaws edits, which include the following: creation of the Mentoring Program and two appointed coordinator positions; changing the membership cycle from annual to 12-months based on member join date; and switching director position descriptions in the Administrative Handbook to reflect current breakdown of tasks associated with each position. Michael mentioned that he would also like to change procedures so that the final budget proposal is due by the first meeting of the year instead of the last meeting of the year.

PUBLICATION REPORTS

Provenance

Provenance Editor Cheryl Oestricher was not present, but did submit a report prior to the meeting. Lynette provided an overview of Cheryl's activities to date. The special advocacy issue of *Provenance* will be out soon and will be freely available on the *Provenance* site at <http://digitalcommons.kennesaw.edu/provenance/>. The possibility of printing it with the 2014 issue next winter will also be explored. Cheryl has started the process of working with The Crowley Company to put all back issues of *Provenance* and *Georgia Archive* online. To date, a few submissions have been received for the 2014 issue of *Provenance*. The new online system appears to be working well and over the next year there will be changes made to improve communications with authors and reviewers through the system.

SGA Newsletter

SGA Newsletter Editor Anne Graham was not present, but did submit a report prior to the meeting. Lynette provided an overview of the submitted report. Volume 45, Issue 2 of the newsletter has been available for download as of July 1. There has also been some change in positions—Michael Law is replacing Melanie Maxwell as Associate Editor for the remainder of the year and will also be assisting as the Institutional Focus contributor. Lynette will also follow up with Anne about appointing Michael as the 2014 Editor. Upcoming activities for the newsletter include a call for volunteers to cover sessions during the Annual Meeting. Anne requests that Board meeting attendees mention this to committee members, as appropriate. The call for volunteers will go out in September. The submissions deadline for the fall issue is September 16, 2013.

Website Manager

Website Manager Kevin Fleming was present and submitted a report. He provided an overview of ongoing site updates and maintenance issues. At the last Board meeting, the Administrative Assistant asked about a possible online payment method for vendors. Kevin expressed his concerns that larger companies (such as Hollinger MetalEdge, Inc. et al.) would not utilize PayPal as a payment method. After discussing this topic with the Treasurer, Kevin has decided to wait and see if vendors use the online payment method for the Annual Meeting. Also, since there are very few advertisers to consider (i.e. six per the newsletter,) it might not warrant the effort to create a separate payment page for vendors/advertisers. Kevin also provided the Board with website usage statistics via Google Analytics. The top five pages viewed from April 11 to July 17, 2013 were the Home page, Jobs page, Annual Meeting Event page, Annual Meeting Local Information page, and Education page.

Listserv Manager

Listserv Manager Joshua Kitchens was not present, but did submit a report prior to the meeting. Lynette provided an overview of his submitted report, which detailed routine listserv membership maintenance issues. He has been looking into the issue of “spontaneous deletion of members” from the list. He has also completed the update to the *soga.org* e-mail addresses.

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 filling back issue orders; processing claims (one for the 2013 issue and one for the 2009 issue); communications with institutional subscribers regarding Volume 30 and 31 of *Provenance*, and working on the *Provenance* back issue inventory for the scanning project. With regards to the scanning project, Amanda was able to utilize the help of an intern to tab issues containing color illustrations. This process allows The Crowley Company to know to scan those particular issues in color. She has since sent the 1983-2005 issues to The Crowley Company for scanning. Amanda also provided subscriptions-based statistics for *Provenance* to date. Upcoming projects include migration of the Access database of subscription data to Wild Apricot and inputting files/metadata to the bepress site for *Provenance*.

COMMITTEE/MANAGER/COORDINATOR REPORTS

Georgia Archives Month (GAM) Liaisons

GAM Co-Chair and Liaison Laura Starratt was present and submitted a report. She highlighted the fact that Donnie Summerlin, one of the members of the GAM Committee, has taken over social media activities for the committee. On another note, the Macon County Historical Society is the recipient of the 2013 Spotlight on Archives Grant. The grant will be used to promote the Historical Society’s upcoming Montezuma Music Club exhibit. 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. Laura noted that GAM has received \$1,950 in pledges to date from SGA, Georgia Records Association, Georgia Library Association, Georgia Historical Records Advisory Board, Hollinger MetalEdge, Inc., and Digital Libraries of Georgia. With regards to social media, GAM currently has 139 “likes” on its Facebook page and a reach of up to 370. GAM Twitter

has fewer followers, but they are looking into growing it. As for advertising GAM, the save-the-date postcard has been printed and sent out. The poster has been created and approved. GAM will contact the Governor's Office at the beginning of August to schedule the GAM Proclamation/Signing/Photo with the Governor event for late September. The GAM Committee is also in the process of collecting information about GAM events happening around the state during the month of October.

Education

Education Committee Chair Heather Oswald was present and submitted a report detailing activities to date. After working with Education representatives from the Society of North Carolina Archivists (SNCA) and the South Carolina Archival Association (SCAA) regarding the Tri-State Annual Meeting workshops, all workshops are now finalized. The workshops will include the following: Beyond Preservation: Oral History as a Dynamic Archival Tool; Archival Bootcamp; and Digital Repositories (Society of American Archivists' Digital Archives Specialist workshop.) She has also worked with Treasurer Michael Nagy to coordinate pre-conference workshop registration and payment issues, which have proven to be complex at times. SCAA is taking the lead on running registration in place of coordinating a workshop. Heather also presented the costs of the pre-conference workshop (\$1,700) and listed goals for moving forward. She hopes that the Committee will be able to create standardized forms and correspondence for all workshops; work with the Scholarship Committee to coordinate registration for the recipient of the Dees Scholarship; and transfer records to SGA's archives.

Membership

Membership Committee Chair Courtney Chartier was present and submitted a report. The Spring Tour was held at MARBL at Emory University on May 17, 2013—approximately twelve people were able to attend. A potential Fall Tour location is the Atlanta Public Schools' (APS) new archives and museum, specifically the museum as the museum is open with the archives portion coming later as phase two of the APS plan. She has taken a poll of days and times when people might be able to attend a tour. The point of contact with the APS archives and museum has indicated flexibility in scheduling tours. Also, while there are plans for a tour taking place either in summer or late fall, there will not be one held in conjunction with the Annual Meeting due to the complicated logistics involved since it is a Tri-State meeting. Courtney has settled SGA's office hours at the Society of American's Archivists annual meeting—the hours will be Thursday, August 15, 2013 from 6:30pm-7:30pm during the vendor hall reception. In addition, there will be a meet-and-greet held on Wednesday, October 16, 2013 at 5pm as part of the Tri-State Annual Meeting. It will be held at Blue Ridge Brewing across the street from the Hyatt hotel in Greenville, South Carolina. Following discussions amongst the members of the Board, Courtney stated that she would explore options to have the Board meeting at the meet-and-greet site in the interest of streamlining logistics. Courtney expressed that she still needs to figure out some issues related to manning the registration table at the Annual Meeting. Traci suggested that she utilize some Program Committee members to assist. Courtney also provided a synopsis on activities to date with regards to the recently created Taronda Spencer Award. On June 1, 2013, Courtney attended Taronda's funeral and announced the Award's creation on behalf of SGA. She has also announced the Award on various listservs following publication of the most recent newsletter. SGA's website has been updated with information on how to apply for the Award, as well as how to make donations for the Award. There have not been many donations yet. She hopes to be able to make it a sustainable award. Since it is open to out-of-state applicants, costs are increased. There is still time left in the year, however, so there might be additional donations made before the year is over.

Scholarship

Scholarship Chair Stacy Jones was present and submitted a report. She provided an overview of scholarship applicants and recipients to date. The Brenda Banks Scholarship was awarded to Xhenet Aliu of the University of Alabama. Aliu has submitted an article to the *SGA Newsletter* on her experience at the IMAP workshop. The Edward Weldon Scholarship was awarded to Danilo Baylen of the University of Alabama. (Baylen, a former member of the Scholarship Committee, resigned from the committee prior to applying for the scholarship. Danilo's name was also removed from the committee's online roster.) The Larry Gulley Scholarship was awarded to Angela Stanley. The next upcoming scholarship is the Anthony R. Dees Scholarship, the deadline

for which is August 16, 2013—the first round of announcements for this scholarship has been sent. Stacy also provided an update on the newly created Taronda Spencer Award. She had e-mailed the Board applicant documents to review in preparation to vote and select a recipient at the Board meeting. [See New Business for additional details on this action.] A question arose regarding whether or not a scholarship auction was being planned for the Annual Meeting and if so, how will “earnings” be allocated in light of the Tri-State nature of this year’s Annual Meeting. Renna replied that each organization has a separate silent auction planned and that funds will go to separate organizations—she does not believe that there will be a live auction this year.

Nominating

Nominating Committee Chair Marie Force was present and submitted a report. She presented an overview of activities to date. She noted that the Fellows Luncheon was canceled this year due to the fact that there was only a single nomination to consider and there had been no changes to procedures for the year. Fellows Chair Susan Potts McDonald conducted online voting via Survey Monkey for the 2013 Fellows nomination. Marie has put the Fellows Chair in touch with the Local Arrangements Director to discuss planning a get-together for Fellows at the Annual Meeting, most likely to take place at a local restaurant. (SGA can provide funds originally budgeted for the Fellows Luncheon while Fellows will cover any additional expenses.) Marie wants to grow online content regarding the Fellows, so she will send out a request to Fellows for online profile information. On July 12, 2013, Marie participated in a (SGA) Presidents meeting. A list of goals for the Nominating Committee was also presented as part of the submitted report. Marie will notify the selected 2013 Fellow and nominator. Additionally, the committee will work to pull together a slate of candidates for SGA’s upcoming elections—work will continue on the nomination and election process. In October, the newly elected officers will be announced at the Annual Meeting.

2013 Annual Meeting

First Year Director Traci Drummond was present and submitted a report. She reviewed the theme for the 2013 Tri-State Meeting: *Prepared in Mind and Resources: Collaboration, Relevance, and the Re-Imagined Archives*. Since the last SGA Board meeting, program panels and posters have been chosen—seven posters will be presented. The plenary and keynote speakers have also been selected. The preliminary schedule is available online and people are encouraged to check it out. Notices about the Annual Meeting have been sent to listservs and SAA’s *In the Loop*. No printed reminders were sent this year. Traci pointed out that, moving forward, printing probably will not need to be something for which the Annual Meeting Program will need to budget. The budget has been amended to \$1,500 for the program. The plenary and keynote speakers will be covered and there will be enough funds left over for nametags and miscellaneous supplies. Courtney mentioned that a problem with last year’s meeting was that there were not sufficient vegetarian meal options. Renna replied that this should not be a problem for this year’s meeting as steps have been taken to address the issue.

Second Year Director Renna Tuten was present and submitted a report. Renna, along with the SGA President and First Year Director, met with SNCA and SCAA representatives at the Younts Center in May to examine the venue set-up and to discuss deadlines. The group also visited the site of the reception. Renna noted that SNCA has a vendor relations committee. The SGA website has been updated with registration, local arrangements, and vendor sponsorship information. The SGA Treasurer has paid the deposit for reception catering and space. Still remaining to do is to pay the balance for the meeting site, reception site, reception catering, and meeting catering. Renna also presented statistics on the number of registered members to date since registration was opened. Also, since opening vendor registration, there have been two registered vendors—Lyrasis and Crawford. The committee also has a verbal commitment from Polygon Corp/Bill Hawkins, as well as e-mail commitments from Hollinger/Metal Edge and Atlas. Representatives from the Academy of Certified Archivists will also be there. A list of outstanding tasks to accomplish was also presented as part of the report. Renna is still soliciting ideas for a meeting give-away item. (An example of a suggestion given was a coffee travel mug.) Event insurance needs to be procured. Renna will work with the First Year Director and the Administrative Assistant to order folders and nametags and additional miscellaneous supplies. The meeting will need to be promoted at SAA’s annual meeting. Registration desk volunteers will need to be scheduled—some of these

volunteers will probably come from the local arrangements committees of all three organizations. There will also be a PowerPoint presentation created for display in the lobby at the Younts Center. It will feature the meeting program and sponsors. Renna will also look into working with the other local arrangements committees to add interesting local information regarding Greenville to the website, such as restaurants, tours, and so on. Renna also announced that there will be ice cream cake at the reception and that the committee is within its budget. Money that is not being used will be reallocated from the Program Committee and will probably go toward food.

Outreach

Outreach Manager Sarah Quigley was present and submitted a report. Sarah and Outreach Co-Manager Wendy Hagenmaier met May 7 to discuss options for a joint advocacy strategy session between FOGAH and SGA. Advocacy efforts are in a transitional period and it appears that the idea of a “Coalition to Preserve the Georgia Archives” is transforming into something else. As the legislative session approaches, we can look into additional advocacy training if we feel that we need it. Since the last Board meeting, Sarah has written a letter in support of funding for the NHPRC. This letter was signed by Lynette in her capacity as President and was sent to the Georgia House Financial Services Subcommittee chair, as well as to all Georgia committee members. Wendy has completed a list of archives in Georgia and corresponding legislative districts—this list can be used to aid in targeted advocacy efforts. Sarah will be distributing this list soon. This list can be used to invite legislators to GAM events. Other recent activities to date include submitting a nomination for the President’s Award, continuing to manage social media, and communicating with SGA members about various advocacy efforts. Future activities for the Outreach Manager and Co-Manager include editing the Legislative Advocacy webpage to incorporate some of the tips from the Joe Tanner & Associates training and helping with promotion for the Annual Meeting and Georgia Archives Month. Courtney mentioned that SGA and others invested in saving the Georgia Archives need to look into long-term sustainable planning in terms of advocacy efforts. A discussion was had with regards to Outreach’s social media presence. Efforts to maintain and expand a social media presence continue. Facebook is doing well. For Twitter, work is being done to change the “Save Georgia Archives” account to “SGA” and then to employee use of a hashtag to group items related to “Save the Georgia Archives” initiatives. As for YouTube, there is currently not much content up. Sarah solicited feedback on social media ideas. Brittany suggested the use of Pinterest as a possible new social media venue, citing the National Archives’ Presidential Libraries’ Pinterest boards as an example.

Mentoring

Mentoring Program Co-Coordinator Lynette Stoudt was present and submitted a report. Lynette accounted for the current active mentoring relationships—there are five pairs plus one pending. During the period of May to July, one mentoring relationship was closed out, complete with certificates, “thank-yous,” and evaluations. One new mentoring relationship has been started. The coordinators continue to monitor and facilitate active mentoring relationships with quarterly check-ins. The Mentor Pool on the SGA website has been updated to accurately reflect current availability for prospective mentees. An article has been submitted to the *SGA Newsletter* regarding the development of the SGA Mentoring Program. Work will continue on advertising quarterly through the SGA listserv and *SGA Newsletter* for new mentor applications and mentee registrations/requests. Lynette mentioned that there would be some kind of publicity regarding the program at the Tri-State Meeting.

OLD BUSINESS

No Old Business.

A 15-minute break was taken at approximately 11:30am prior to the start of discussions on new business.

NEW BUSINESS

Taronda Spencer Award: Board members reviewed documents regarding the applicants for the Award. Lynette started a discussion regarding selection of a candidate to receive the Award. Feedback was provided and the vote was taken. Camille Vincent, a senior at Spelman College, was selected as a recipient. The announcement regarding the recipient will go out on August 2, 2013. Courtney will follow up with the SGA Treasurer regarding the financial logistics of the Award.

Collaborative Project with Clayton State: In May, information was circulated via the SGA Board listserv regarding the possibility of partnering with Richard Pearce-Moses and Clayton State University's Master of Archival Studies (MAS) program in the fall. Students in the MAS program at Clayton State University will work with SGA officers to plan and implement a digital archives program that builds on the existing archives' policies and procedures. Lynette brought up this topic along with some of the feedback that she had received thus far. Richard is also garnering feedback from the outside archival community for the sake of this project via his blog. There were some questions from Board members regarding sustainability of the project. Working with the students will be similar to working with consultants. The students will ask questions about our digital records and our needs. This is a unique opportunity, currently set up for only the fall semester. Amanda asked about what kind of quality control we can expect for the handling of SGA's digital records. Discussion ensued and it was concluded that, between feedback from SGA officers to students and assignment guidance from Richard Pearce-Moses in an instructor role, quality control conceivably should not be a problematic issue. However, the SGA Board should certainly keep this issue in mind. The motion to collaborate with Clayton State on this project was approved.

2014 Annual Meeting Location: The next proposed meeting location is Athens, Georgia in November 2014. There is a desire to tour the new University of Georgia's special collections building. Traci will take steps to ensure that there is no scheduling conflict with football season in the city. On a side note, Chattanooga, Tennessee has been mentioned as a possible meeting location for a future meeting beyond 2014 if SGA were to collaborate with the Society of Tennessee Archivists.

2014 Board Nominations and Appointments: Marie passed out a list of open positions and asked that people let her know of interest in any elected positions. If the position is an appointed position, members are to let Lynette know of their interest.

Next meeting: The final 2013 Board meeting will take place on October 16, 2013 in Greenville, SC.

ADJOURNMENT: The meeting was adjourned at 12:07pm for non-voting Board members.

SGA FELLOWS VOTE: Marie Force passed out nomination forms, biographical information, and paper ballots. Voting Board members cast their ballots. An announcement regarding the selection of the 2013 SGA Fellow will be made at the Annual Meeting reception.

ADJOURNMENT: The meeting was adjourned at 12:15pm for voting Board members.

ADDENDUM: Voting members of the SGA Board voted by e-mail (August 9-12) to approve a proposal by Courtney Chartier in which she moved that SGA allow its student rate to apply to part-time students in archives programs. The motion passed and was approved with the majority of Board members voting yes.

Respectfully submitted on August 23, 2013.

Brittany Parris
SGA Secretary

ADDENDA: Voting members of the SGA Board voted by e-mail (August 30-September 4) to approve the location and dates of the 2014 Annual Meeting. Traci Drummond moved that the meeting take place November 5-7, 2014 in Athens, Georgia. The motion was passed and approved by the Board.

Voting members of the SGA Board voted by e-mail (September 13-16) to approve the following changes to SGA's bylaws regarding the budget, as originally suggested by Michael Nagy and brought forward for a vote by Lynette Stoudt: "The Board of Directors shall be responsible for the funds of the organization, including establishing procedures for accounting and auditing of such funds. The fiscal year for the organization's budget shall be January 1 to December 31 each year. The Board shall prepare an annual budget within the first month of the new Board's term ~~one month after the annual meeting~~. The budget shall be published ~~in the next newsletter published~~ on the official website within the first month after the approval of the budget. Approval by a majority of the Board is required to amend the annual budget." The motion was passed and approved by the Board. This board-approved bylaws change will be part of the upcoming membership vote.

Voting members of the SGA board voted by e-mail (September 27) to approve the following proposal, as put forth by Michael Nagy, to create an SGA General Scholarship Fund (GSF):

The GSF would receive:

1. *Non-designated scholarship donations*
2. *Scholarship fundraising proceeds*

The GSF could disperse for:

1. *Annual deficits between designated gifts and disbursements in existing scholarship funds;*
2. *Additional funding for one-time awards or scholarships created by the Board and administered via the Scholarship committee;*
3. *Funding the principal balance of existing scholarship funds;*
4. *Capital for new permanent scholarships or awards created by the Board and administered via the Scholarship committee.*

As explained by Michael in his proposal, "SGA does not have a General Scholarship Fund (GSF). Our past process has been to equally divide undesignated scholarship donations and auction proceeds into existing scholarship funds listed in the Administrative Handbook. Over the years these funds have become out of balance, relative to annual disbursement and income. There is no clean way to transfer funds between them since they are a mixture of designated and undesignated gifts. A GSF would be an aid if these funds were audited, separating designated and undesignated gifts. SGA also does not have a way to fund new scholarships or one time awards with existing scholarship funds, since they cannot be taken from the principal of existing funds. A GSF could be used rather than budget funds. Some scholarships pay out more than others; some receive more designated gifts than others. A GSF could receive non-designated scholarship funds for future disbursement to the specific (or future) funds as needed. Designated gifts would still go directly to the scholarship fund designated by the donor. The GSF would exist as a subaccount within the checking and money market accounts, just as the other scholarship funds are currently." The motion was passed and approved by the Board.

Voting members of the board voted by e-mail (October 1-7) to approve the following 2014 board appointments:

Administrative Assistant: Allison Galloup, Robert W. Woodruff Library of the Atlanta University Center
Assistant Outreach Manager: Cathy Miller, NARA
Assistant Website Manager: Anne Graham, Kennesaw State University
Newsletter Editor: Michael Law, University of Georgia
Assistant Newsletter Editor: Valeria Baker

Education Committee Chair: Heather Oswald, Kennesaw State University
Scholarship Committee Chair: Kim Norman, Georgia Archives
Mentoring Asst. Coordinator: Ryan Rutkowski, NARA-Jimmy Carter Library
Georgia Archives Month Co-Chair: Justine Fletcher, Coca-Cola Company

This motion was approved and passed unanimously.

Additional items respectfully submitted on October 8, 2013.

Brittany Parris
SGA Secretary