

Society of Georgia Archivists
Board of Directors Meeting
Morrow, GA
24 January 2014

PRESENT

Andy Carter, Courtney Chartier, Traci Drummond, Allison Galloup, Wendy Hagenmaier, Stacy Jones, Michael Law, Michael Nagy, Kim Norman, Heather Oswald, Brittany Parris, Sarah Quigley, Ryan Rutkowski, Laura Starratt, Lynette Stoudt, Meredith Torre, and Carol Waggoner-Angleton

CALL TO ORDER

The meeting was called to order at 10:10am. Courtney welcomed all present and introduced herself as the 2014 SGA President. She thanked all board (incoming and outgoing) for their service. Board members were reminded to review the new board directory to verify position/contact information. This directory will go on the Administration and Leadership webpage of the SGA website. A review of voting (elected) and non-voting (appointed) board members followed. As a general reminder, Courtney also announced that there are handbook/timeline entries for each leadership position on the website. She also asked if incoming board members were having any issues with receiving transition files from their predecessors or with uploading documents onto the SGA Intranet. The board was reminded to pay their individual dues if anyone had not already done so. All present gave an introduction of themselves and their position.

APPROVAL OF MINUTES

The Board unanimously approved the October 2013 board and business meeting minutes.

OFFICER REPORTS

Treasurer

Treasurer Michael Nagy was present and submitted a report. Michael provided an overview of SGA's Profit & Loss and Balance Sheet reports for the 2014 budget year. A breakdown of current assets was provided. As of January 21, 2014, SGA has \$77,935.06 total in the SGA Money Market account and \$81,477.37 representing the organization's Total Assets. \$33,935 is budgeted for spending for 2014. With a projected income of \$33,098 in 2014, we currently have a projected (although unlikely) deficit of \$837. The 2013 end-of-fiscal year financial reports (i.e. Profit & Loss; Balance Sheet; Budget-to-Actual Comparison) have been prepared and posted on the SGA Intranet. Michael also detailed activities performed to date, including routine transactional tasks, as well as work conducted on the 2014 proposed budget. The board was reminded that SGA has an account at Staples for online ordering of office supplies. Log-in information and instructions are posted to the SGA Intranet.

Archivist

Archivist Meredith Torre was present and submitted a report. Meredith recounted that, upon receiving SGA records at the start of her role as incoming Archivist, she discovered a significant backlog in records to be processed—currently, she has records from 2001 to the present when ideally she should have only records from the last two years. The size of the backlog is

approximately five to six cubic feet. She also noted that there has not been a deposit of SGA records made at the Georgia Archives in some time. Meredith outlined steps to be taken in order to deal with the backlog. A “processing party” is being planned to address the backlog. (This was originally listed under New Business on the agenda, but instead was discussed during presentation of the reports.) Volunteers for this processing initiative could end up becoming a task force for assisting with SGA records management, keeping the retention schedule relevant, etc. There is a need to start developing a strategy for retaining and dealing with born-digital records for deposit into SGA’s dark archive. Traci, Laura, Carrol, and Stacy volunteered to assist with the processing party. Additional volunteers would be solicited via e-mail. Traci volunteered to host the event at her institution. Wendy volunteered to assist with digital-related issues and it was noted that Richard Pearce-Moses has also voiced that he is available as a contact.

Administrative Assistant

Outgoing Administrative Assistant Rebecca Landel-Hernandez was not present, but did submit a report. Incoming Administrative Assistant Allison Galloup was present and provided an update to the board on Wild Apricot membership data. Per Rebecca’s report, there are 276 active members—however, of these, 137 have membership renewals overdue. Rebecca’s report also noted that the transfer of the SGA mailbox has been completed and that Courtney Chartier is now the registered mailbox holder for the SGA Post Office Box 688.

President

Incoming President Courtney Chartier was present and submitted a report. She provided an outline of activities undertaken to date, which have included—but are not limited to—assisting with the transition of 2013/2014 board members; transferring the SGA Post Office Box; contributing a “Welcome” letter to the *SGA Newsletter*; and meeting with Richard Pearce-Moses to discuss the Clayton State University (CSU) project for SGA’s digital records. Courtney also outlined her goals for 2014, which included the following: proposing and exploring new SGA programs; supporting new and continuing efforts of SGA committees; streamlining and improving SGA policies and procedures; representing SGA at archival functions; and selecting and presenting the President’s Award, which recognizes an individual or organization not in the archival profession for their outstanding support of archives. Courtney asked the board to alert her of any possible candidates for this Award. She also presented the 2014 budget for her position: Proposed Total of \$261.

PUBLICATION REPORTS

Provenance

Provenance Editor Cheryl Oestreicher was not present, but did submit a report, which Courtney presented. There have been 365 downloads of the digital *Provenance* issue regarding advocacy. Cheryl is currently addressing a large project of ensuring that all back issues of the journal get uploaded and made available online.

Newsletter

Incoming *SGA Newsletter* Editor Michael Law announced that the winter issue is out now. Submission dates have been established for 2014 and the next issue will come out in March. Four invoices have been sent out to those (i.e. vendors) wanting ad space. A repository for the next “spotlight” section of the newsletter has not been selected yet, so board members were

asked to make any suggestions if they knew of an institution that should be featured. Courtney asked when the essay from the Taronda Spencer Award would be featured in the newsletter. Outgoing Scholarship Committee Chair Stacy Jones stated that the essay had been received and had been submitted to the newsletter previously, but that she will look into submitting it again for publication in the next upcoming issue.

Website

Outgoing Website Manager Kevin Fleming was not present, but did submit a report, which detailed activities to date (such as continuing website maintenance and troubleshooting on an as needed basis.) The report also provided a breakdown of statistics on website visitors and top web pages viewed. Incoming Website Manager Andy Carter was present and announced that Anne Graham will be the new Assistant Website Manager. Andy instructed board members to send any SGA website updates to him and if any board members require assistance with administrative rights in Wild Apricot, also contact him, as well.

Listserv

Listserv Manager Joushua Kitchens was not present, but did submit a report, which Courtney presented on his behalf. The report detailed routine tasks related to ongoing listserv maintenance. Google (i.e. *soga.org*) account information will be coming to each board member soon, explaining how to utilize position-specific (example secretary@soga.org) e-mail accounts if interested.

Subscriptions Manager

Provenance Subscriptions Manager, Amanda Pellerin, was not present due to maternity leave and did not present a report. While on leave, any subscriptions-related communications for Amanda should be sent to subscriptions@soga.org

COMMITTEE REPORTS

Archives Month Liaison

Both Georgia Archives Month Liaisons, Laura Starratt (Outgoing) and Carol Wagoner-Angleton (Incoming), were present. This year there will be increased focus on also publicizing GAM via forces “outside of the archival field.” The GAM Committee budget has been submitted for inclusion in the final SGA budget. Carol mentioned that she still was trying to determine someone to serve as co-chair for the GAM Committee. A member of the board mentioned that there was indeed a volunteer for the position, so Carol need not worry. Carol noted that Tamara Livingston at Kennesaw State University is continuing to allow the committee use of KSU’s conference calling facilities. The first meeting date still needs to be set. [Amendment: Following the meeting, the date has now been set for February 24 at 3:30pm.]

Education

Education Committee Chair Heather Oswald was present and submitted a report. She gave an overview of her committee membership, which consists of nine members this year. The committee plans to host four workshops in 2014. She has contacted Richard Pearce-Moses with regards to doing a workshop at Clayton State University. She has also scheduled a conference call to discuss doing an Independent Media Arts Preservation workshop at UGA and is currently trying to figure out a good time for this to take place. The committee is currently looking for an

instructor for the Fall “ArchivesSpace” Workshop. Lynette mentioned that Brad Westbrook has expressed interest in doing a workshop and Heather agreed that he would be a good contact.

Membership

Outgoing Membership Committee Chair Courtney Chartier was present and submitted a report, which detailed the committee’s proposed budget for 2014 (\$375) and outlined activities to date, which included working with SGA’s Administrative Assistant to set up a schedule for reviewing new members/membership renewals. A list of the committee’s members for 2014 was provided in the report. Incoming Membership Committee Chair Sarah Quigley has contacted other committee members and is soliciting ideas for membership activities—any ideas for possible tours should be submitted to her. Packages for new members will be sent out soon.

Scholarship

Incoming Scholarship Committee Chair Kim Norman was present and submitted a report. She provided an overview of the committee’s members for 2014. She went over proposed expenses for the 2014 budget year, highlighting the fact that the committee will be returning to a live auction format for the 2014 SGA Annual Meeting, which will help them to realize a profit. Jim McSweeney, who has served as auctioneer at recent past meetings, could serve as auctioneer again. Kim outlined her completed tasks, which included planning the 2014 scholarship deadline calendar, starting with the Banks and Hart Scholarships. She hopes to increase visibility and publicity for scholarships going forward.

Nominating

Incoming Nominating Committee Chair Lynette Stoudt was present and submitted a report. While going over activities conducted to date, she highlighted the fact that she is in the process of confirming that Susan Potts McDonald will continue to serve as the “unofficial chair” of the SGA Fellows. An overview of committee goals for 2014 was presented, which includes placing a call for 2014 Fellows nominations in early March and selecting Fellows circa May to July. The proposed 2014 budget for the committee is \$800 total.

2013 Annual Meeting

First Year Director: Incoming First Year Director Laura Starratt was present and submitted a report. She provided an overview of the Annual Meeting Program Committee members for 2014. The committee has started brainstorming regarding Annual Meeting programming. The first committee meeting is set for February 2014. A Call for Proposals will be going out again. Traci commented that the CFP approach was helpful in the process of setting up programming for the 2013 Annual Meeting. Carol mentioned that she could serve as a point-of-contact if the committee was interested in having a Digital Public Library representative as part of the programming for the upcoming Meeting.

Second Year Director: Incoming Second Year Director Traci Drummond was present and submitted a report. Traci provided an overview of members of the 2014 Local Arrangements Committee. Hotel and conference space (The Classic Center, Athens, GA) have been booked via a signed contract. The reception will take place at the UGA Special Collections Building. Deposits have been put down for venue and catering. Terrapin Brewery might serve as a sponsor for the reception. Traci announced that a save-the-date announcement for the meeting will be

going out soon. Courtney asked if there would be room for the board meeting at one of the venues. Traci replied that, yes, there is space at the UGA Special Collections Building. Traci also provided a recap of survey feedback from the 2013 Annual Meeting. She highlighted that some members noted the hardships in traveling long distances for the Annual Meeting and that it might be better to “space out” joint meetings by holding them every five years or so. Courtney agreed that spacing out joint meetings is a sound idea, but that we should balance those concerns with the fact that other archival organizations in the southeast continue to be interested in collaborating with us on joint annual meetings.

Outreach

Incoming Outreach Manager Wendy Hagenmaier was present and submitted a report. Catherine Miller will be serving as the 2014 Outreach Co-Manager. Outreach has requested a budget of \$900 for 2014—this amount was not used last year, but it has been requested in order to be able to plan ahead. It was noted that Outgoing Outreach Manager Sarah Quigley has revised the legislative advocacy webpage on the SGA website and added a list of archives in Georgia with corresponding legislative districts. This list will be maintained and it is possible that information regarding locally-elected officials might be added too. The press contacts list, which has recently been revised and reformatted, will continue to be maintained. Photos and videos from the 2013 Tri-State Meeting have been uploaded to Flickr and YouTube—Wendy is working on getting these added to SGA’s archive. SGA’s social media channels (Twitter, Facebook, Flickr, YouTube, Blog, and LinkedIn) are still ongoing and continue to be managed. Wendy is exploring Historypin, Pinterest, and Vine as additional social media venues. Outreach will continue to assist in coordinating advocacy efforts on behalf of the Georgia Archives, as well. Wendy also introduced a new themed advocacy campaign for 2014, entitled “Everyday Digital Archives.” This campaign to “market archives” focuses on increasing awareness of personal digital archives and the role of archives in stewarding digital records.

Mentoring Program

Mentoring Program Coordinator Lynette Stoudt and Assistant Coordinator Ryan Rutkowski were present. Lynette submitted a report and presented it. The Mentoring Program was made official last year by a vote of the membership and has since transitioned to a Coordinator/Assistant Coordinator structure. There are currently eight active mentoring pairs. Upcoming tasks for the program consist of (but are not limited to) facilitating and monitoring current mentor partnerships, which includes conducting quarterly check-ins with pairs. Goals include publicizing the program and trying to get more pairs established. Lynette asked Andy to update the SGA website with information listing Ryan as the new Assistant Coordinator. The proposed total 2014 budget for the program is \$150. Lynette announced that she and Luciana Spracher will be giving a presentation on the SGA Mentoring Program at the Society of American Archivists (SAA) Annual Meeting this year. Courtney and a past “mentee” will also be at SAA as a representative SGA mentor/mentee pair.

OLD BUSINESS

SAA’s Regional Archival Associations Consortium (RAAC) Group (Lynette Stoudt)

Lynette provided background history on SAA’s effort to create a national association with regional archival group representation. A representative from each regional organization is expected to make a two-year commitment. Lynette proposed the following question: How does

SGA want to be represented going forward? (An individual does not have to be a SAA member to participate as a regional representative.) Courtney pointed out that some of the difficulty is that the RAAC commitment does not match up with the three-year commitment for serving as President of SGA (i.e. one year of service per each role in SGA: Vice President, President, and Past-President (Ex Officio.)) More consideration will need to be given to this question. In the meantime, Lynette will start forwarding communications related to the RAAC Group to the board to keep everyone informed.

SGA Electronic Records, Clayton State University Project (Courtney Chartier)

Courtney provided the board with an update on the CSU SGA Electronic Records project. According to Richard Pearce-Moses, the project did not pan out as well as it had been hoped that it would. Students had difficulty in understanding SGA's structure. Richard did note that the endeavor helped him to document "lessons learned" that will be useful for the next time he teaches the course. He will author a plan/framework for handling born-digital records in return for SGA's time invested on the student project. Richard has also volunteered CSU's instance of Archon if SGA would like to explore using it for electronic records.

Spencer Award (Kim Norman)

Kim proposed the following questions regarding the Taronda Spencer Award: Does SGA continue to renew it and is it a sustainable award? It is still listed in the 2014 budget. Courtney noted that a pillar of SAA is the promotion of diversity in the profession, so she is in favor of maintaining it. The board voted in favor of continuing it indefinitely for the time being. Michael Nagy did have questions regarding allocating funds and denoting income sources (ex. auction proceeds) in order to make it a sustainable award. Courtney mentioned that many of the donations to date for the award have come from non-SGA members and members of the HBCU community. These issues will require further consideration.

The board took a short 10-15 minute break prior to the start of New Business.

NEW BUSINESS

Approval of Committee/Board Members

All committee/board members (Education, Membership, Scholarship, Program Committee, Local Arrangements, and Provenance Editorial Board) for 2014 were approved by the board.

Approval of 2014 Budget

The 2014 Budget, proposed by Treasurer Michael Nagy, was approved by the board.

Member Renewals (Michael Nagy)

Michael Nagy provided a brief recap of the different categories that Wild Apricot uses for membership. When a member is "lapsed" in Wild Apricot, they are actually still part of the system although the payment of their dues is not up to date. The categories in Wild Apricot are not automated currently, but SGA could automate them if desired. The SGA Board needs to determine how long an individual is overdue before they are technically "lapsed." Another issue is that individuals can begin the process of renewing or registering for an event and not actually pay in Wild Apricot, but still register for the event via the system. Administrative Assistant Allison Galloup mentioned that she is planning to watch a membership webinar about Wild

Apricot Management. Courtney asked Allison to make sure that renewals are now set to a twelve-month cycle from the member's join date and not a calendar-year cycle going forward. Michael Nagy and Allison will form a task force to determine dates and timeframes for changes (ex. expiration time windows) to membership statuses in Wild Apricot.

History Day Promotion (Lynette Stoudt)

Lynette stated that the 2014 deadline for National History Day (NHD) participation has been missed, but SGA can start in 2015. The Georgia [Humanities Council], NARA, and local/state groups approached SGA to help promote National History Day. (It is not a specific date, but rather a proposed Saturday in October. This could be held in conjunction with GAM activities.) SAA has an online toolkit to assist in NHD promotional activities. 2015 themes will focus on leadership, legacy, and history. Lynette introduced NHD as a possible outreach activity for SGA—this is a project that will require further consideration.

Archives Processing Party (Meredith Torre)

[Discussed as part of the Archivist's report.]

“Archives Crawl” (Traci Drummond)

Traci, based on ideas from archival contacts in the profession, proposed that we look into creating an “archives crawl” event. The overall idea is that members of the public would visit participating repositories, get a “passport” specifically designed for the event stamped at each place visited, and have their names placed in a drawing at the end of the event. She noted that this kind of event tends to work better in “walking cities,” but since Georgia repositories tend to be spread out, even in the Atlanta area, she wondered if there might be a way to achieve a similar type of event in Georgia? Or should SGA focus energy on the National History Day initiative instead? Laura suggested that we turn the idea into a scavenger hunt and Brittany suggested that we use SGA's online resource list of Georgia Repositories to design a digital scavenger hunt wherein participants would visit repository websites. Several ideas were discussed during this brainstorming session. The goal would be to capture different types of audiences, including students if possible. Traci volunteered to chair a committee should one need to be formed to investigate creation of an activity in this vein of thought.

Clayton State University Internship Program (Courtney Chartier)

Courtney informed the board that Clayton State University has expressed an interest in SGA's help with regards to graduate students of Archival Studies who are interested in doing internships, particularly digital internships. Creating a grant proposal for an IMLS Laura Bush 21st Century Librarian Grant was mentioned as a possible way to acquire resources for such an initiative.

SGA Volunteer Program Proposals (Courtney Chartier)

[This proposal was not done yet because Richard Pearce-Moses approached Courtney about the CSU internship program opportunity. See previous section.]

SGA Strategic Planning (Courtney Chartier)

As Incoming President, Courtney has looked over SGA's numerous goals and current programs. Her recommendation is that we pause as an organization and look into setting up a five-year

strategic plan. Courtney proposed the formation of a strategic task force to look into forming this plan. Sarah, Ryan, Brittany, and Lynette have volunteered to assist with this endeavor.

ANNOUNCEMENTS

Announcement of Proposed 2014 Board Meetings

Friday, April 25 (Georgia Archives)—Date might be changed due to scheduling conflicts.

Friday, July 25 (Georgia Archives)

Wednesday, November 5 (Athens, GA) [Corrected from Thursday, November 6 in Agenda.]

ADJOURNMENT

The meeting was adjourned at 12:11pm.

Respectfully submitted on February 18, 2014

Brittany Parris, Secretary

ADDENDUM

Lynette Stoudt contacted the board via e-mail on March 6, 2014 regarding Fellows nominating procedures. She had confirmed that the board had not yet reviewed the procedures as of last year. She asked that board members review the procedures posted on the SGA Fellows webpage and to vote to change the language from Example 1 to Example 2.

1. “The SGA Board will review these procedures in the **2013** calendar year, or prior to that date, at the Board’s discretion or upon the recommendation of the Fellows.”
2. “The SGA Board will review these procedures in the **2015** calendar year, or prior to that date, at the Board’s discretion or upon the recommendation of the Fellows.”

Board members reviewed the procedures online and voted via e-mail March 6-7. The motion passed.

Addendum respectfully submitted on March 21, 2014

Brittany Parris, Secretary