

Society of Georgia Archivists
Board of Directors Meeting
Athens, Georgia
November 5, 2014

PRESENT

Andy Carter, Courtney Chartier, Traci Drummond, Justine Fletcher, Allison Galloup, Wendy Hagenmaier, Stacy Jones, Josh Kitchens, Michael Law, Cathy Miller, Michael Nagy, Kim Norman, Brittany Parris, Amanda Pellerin, Sarah Quigley, Lynette Stoudt, and Carol Waggoner-Angleton.

CALL TO ORDER

The meeting was called to order at 4:03pm. President Courtney Chartier welcomed everyone and introduced new appointees for 2015. Since those present also included new appointees, Courtney asked that all give a brief introduction. (See Addendum to July 2014 Board Meeting Minutes for a listing of 2015 appointments.) She also noted that Paul Crater would serve as the next Assistant Coordinator for the Mentoring Program. In turn, Ryan Rutkowski will transition to Program Coordinator.

APPROVAL OF MINUTES

The board unanimously approved the July 2014 board meeting minutes.

OFFICER REPORTS

Treasurer

Treasurer Michael Nagy was present and submitted a report. He provided an overview of SGA's Profit & Loss Sheet, as well as the Balance Sheet for the 2014 budget year as of October 31, highlighting the following totals: \$93,854.14 in Total Assets and \$728.07 in Total Liabilities. Michael also noted that our Net Income with regards to SGA's Profit and Loss is \$6,408.68. To date he has continued to process check deposits and PayPal transfers; paid invoices, refunds, and reimbursements; and reconciled all bank accounts to statements. Michael noted that he had corresponded with Susan D. Hoffius, representative for the Archivists and Librarians in the History of the Health Sciences (ALHHS) regarding SGA's accounting and investment practices. As a follow-up to a topic raised at a previous board meeting, Michael also explained that he has corresponded with Wild Apricot (WA) regarding options for more file storage space. The only option for a storage upgrade per WA would be to upgrade to the Enterprise level (1,600MB storage at a cost of \$2,400 annually--twice what SGA is currently paying.) He recommends to not go with WA for storage options due to the significant cost increase. Other cloud-based storage alternatives for storing legacy intranet files, electronic records, and etcetera should be pursued instead.

Archivist

Archivist Merri Torre was not able to attend. Assistant Archivist Stacy Jones presented on behalf of Merri. She gave an overview of accomplishments for 2014 to date. With regards to a possible future project, Merri's report noted that the finding aid for SGA's archival records is in need of redrafting. It might be a good idea for an ad hoc committee to take on rewriting the finding aid and possibly to think about restructuring some of the series due to problematic issues with their

current structures. As a reminder, board members and committee chairs should turn over appropriate records for his/her position to the Archivist--please remember to write YOUR board position (do not write "Archives" or "Archivist"), name, and year on the packet of materials that you submit. As always, anyone needing to access SGA archives can do so by visiting the Georgia Archives and asking for SGA Archives collection #19870014M.

Administrative Assistant

Administrative Assistant Allison Galloup was present and submitted a report. The current total number of active members (which does not include lapsed or overdue members) is 260. SGA has 21 new members, the breakdown of which is comprised of 9 individuals, 2 contributing members, and 10 students. Allison noted that there had been an issue with couples memberships wherein couples memberships were not being bundled which led to an issue with event registration, but this issue has since been resolved.

President

President Courtney Chartier was present and submitted a report. She worked office hours for SGA at the Society of American Archivists (SAA) 2014 Annual Meeting. For the Georgia Archives & Genealogy Day, Courtney arranged for a presentation by Outreach Manager Wendy Hagenmeier and sponsorship through Scholarship Chair Kim Norman. The event was successful and Wendy received much praise for her presentation. While there was some difficulty in gathering names for 2015 appointments, the positions have been successfully filled and now she has additional names for possible future appointments. With regards to the Strategic Planning Task Force, the survey to membership to gather feedback was sent out again; however, the Task Force still has not received a statistically significant response. The Task Force is committed to continuing the process to gather meaningful feedback to develop a strategic plan for SGA. Other activities have centered on preparing for the transition to the 2015 board and turning over files to the incoming President Sarah Quigley and the Archivist as appropriate.

PUBLICATION REPORTS

Provenance

Provenance Editor Cheryl Oestreicher was not present. Courtney provided the board with an update on her behalf. There have been approximately 1,592 downloads of *Georgia Archives* and 14,538 downloads of *Provenance* since they have gone online. Cheryl has been and is currently generating articles publicizing and promoting the digital availability of these issues online.

Newsletter

SGA Newsletter Editor Michael Law was present and submitted a report. Incoming positions include Valeria Baker as Editor and Blynne Olivieri as Associate Editor. Returning columnists include James Cross, Pamela Nye, Mary Katherine Barnes, and Alix Bentrud. Michael has one more issue for which he will serve as Editor. That will be the Winter (Vol.46 N.4) issue, the submission deadline for which is December 15, 2014. Michael stated that he is happy to receive any articles regarding experiences at the 2014 SGA Annual Meeting. It was also noted that one advertiser, Lyrasis, did take advantage of the discount received via the vendor registration/newsletter advertisement package. Ads were submitted for both Lyrasis and Archives Space.

Website

Website Manager Andy Carter was present and submitted a report. He recently had drafted and sent out the voting form survey via Survey Monkey for the 2014 SGA elections. There were some technical "hiccups" along the way with the survey, but they were resolved. Andy has updated the Georgia Archives Month (GAM) page and uploaded the latest *SGA Newsletter* to the website. In 2015 Anne Graham will be taking over as Website Manager. Outstanding issues include further investigating a request made by Amanda Pellerin to explore migration of institutional subscriber records to WA, as well as requests made by Michael Law to use WA as a possible repository for *SGA Newsletter* files and to use WA to manage payments for newsletter ads.

Listserv

Listserv Manager Joshua Kitchens was present and submitted a report. He has continued to help members with listserv problems and to make minor list updates as needed. New members who have joined the listserv in the last quarter have been added. As always, he continues to provide troubleshooting for listserv issues as they arrive. Joshua also mentioned that he would like to send a "broadcast" e-mail to membership following the Annual Meeting at the start of the new year to remind people to contact the Listserv Manager with issues related to e-mail and so on.

Subscriptions Manager

Subscriptions Manager Amanda Pellerin was present and submitted a report. Activities to date have included (but have not been limited to) processing subscription renewals for *Provenance* Volume 32 and organizing both physical and electronic files for transition to the incoming Subscriptions Manager. Amanda provided an overview of *Provenance* statistics as of November 4, 2014: 43 subscription renewals for 2014; 2 new subscriptions, 2 back issue orders (3 issues total); and 1 claim. There have been no cancellation requests and no publisher requests for issues for inclusion in databases. As of 2014, there are 50 subscribers to date. Amanda noted that she also still needs to resolve issues with the CIDA/DELSA institutional subscription.

COMMITTEE REPORTS

Archives Month Liaison

GAM Liaison Carol Waggoner-Angleton arrived after the call to order and provided a verbal report later in the meeting. (Prior to Carol's report, it was noted that Justine Fletcher will be working as GAM Liaison and will be working on the Committee handbook.) Carol noted that she still needs to resolve issues with outstanding donation pledges and in turn determine how these issues impact the budget. The GAM proclamation event with Governor Deal was well-attended. The collaboration between SGA and National History Day (NHD) helped to add a great deal of events to the calendar. As a "lesson learned" she noted that all organizations and institutions wanting to advertise GAM events should submit details by October 1. She passed out GAM brochures to be handed out at the Annual Meeting. Courtney inquired about the NHD researcher round-up (i.e. How did it go? How often will it be held?) and some discussion ensued. Amanda shared that the Jimmy Carter Library's Education Specialist, Khalil Chism, met with students one on one even though the event itself at the Carter Library had to be cancelled due to a low number of registrants. Courtney shared an overall "lesson learned" in that SGA and the participating

institutions themselves need to take a greater lead on advertising these events. It would also be advantageous to advertise to homeschooling groups in addition to schools.

Education

Education Committee Chair Heather Oswald was unable to attend, but Courtney presented on her behalf. Heather's report provided an overview of 2014 workshops and the breakdown of their respective budgets, i.e. income versus expenses. For 2014 the Education Committee came out ahead with a total income of \$1,325 versus \$1,208.45 in expenses. Courtney noted that a great deal of work went into the Fall Workshops in particular and gave kudos to the Committee for their work overall. Upcoming goals for Heather include transferring materials to the incoming Education Committee Chair and to put said Chair in contact with ongoing Education partners.

Membership

Membership Committee Chair Sarah Quigley was present and submitted a report. She recently has sent an e-mail to the board with a revised handbook entry for her position. The revisions reflect changes to the Chair's responsibilities that have cropped up since the implementation of WA. Other activities to date have included planning the Annual Meeting membership "happy hour" for November 5, 2014 at Little King's Shuffle Club in Athens. She highlighted that the Fall tour for 2014 would be a walking tour of Athens following the conclusion of the Annual Meeting. Sarah also brought up that she has started conversations with Ernie Evangelista from the Georgia chapter of the Special Libraries Association regarding the possibility of SGA co-sponsoring a talk by Chris Vinson, Project Director of the Open Parks Network. Sarah noted that the nature of what is meant by co-sponsorship on the part of SGA is still open at this point and she asked that people e-mail any thoughts on the matter to her. Before closing out her report, Sarah also mentioned that a goal would be to revise the membership brochure and *Provenance* bookmark. Courtney thought that this was a good idea and noted that she has a point of contact for graphic design who could perhaps assist with such revisions.

Scholarship

Scholarship Committee Chair Kim Norman was present and submitted a report. She provided an overview of scholarship awardees:

- *Carroll Hart Scholarship* awarded to Greer Martin of DPLA in Athens, GA
- *Brenda S. Banks Educational Workshop Scholarship* awarded to Ryan Smith of The Black Archives in Miami, FL (*unfortunately unable to attend*)
- *Edward Weldon Scholarship* awarded to Meredith Torre, previously at Columbia Theological Seminary and now of the Atlanta Housing Authority
- *Larry Gulley Scholarship* awarded to Ephranette Brown of the Georgia Archives
- *Anthony R. Dees Educational Workshop Scholarship* awarded to Kacey Gill Davis of Birmingham, AL
- *Taronda Spencer Award* given to JoyEllen Freeman of Clayton State University MAS graduate program

Kim noted that the Silent Auction would happen at the Annual Meeting reception. 35+ items have been accepted and she plans to receive more. She asked if anybody would be available to "table-sit" the auction items during the day on Thursday.

Nominating

Nominating Committee Chair Lynette Stoudt was present and submitted a report. The nomination and selection of Fellows went well. The selected Fellows for 2014, Christine de Catanzaro and Kayla Barrett, will be announced at the Annual Meeting's reception. Elections for 2015 elected officer positions also went well and the results will be announced at the Business Meeting. Other projects include updating the Fellows' bios on the website. Lynette will transfer files to incoming Nominating Committee Chair and permanent files to the Archivist.

2014 Annual Meeting

First Year Director: Laura Starratt was not present due to maternity leave so Sarah presented on her behalf. (The board congratulates Laura!) Sarah announced again the Annual Meeting keynote and plenary speakers, Richard Mendola and Kate Theimer, respectively. Since Laura was unable to attend, it was announced that Christine Wiseman would act as chair while on location at the Annual Meeting. A recap of sessions was provided: there were fourteen respondents for sessions by the deadline. Two proposals were asked to become posters and the rest were arranged to fit in with or combined with other proposals to fill the session times. There were six respondents for posters by the deadline in total. Session participants were advised to save all presentations in each session in one file and to send a copy to the committee contact for each session as a backup.

Second Year Director: Traci Drummond was present and submitted a report. She provided an overview of activities in preparation for the Annual Meeting. She was pleased to announce that there will be plenty of space and tables. The giveaway item this year is an umbrella. There will be seven vendors (five on site) and 121 attendees. Traci commented that working with the committee members went very well, especially with them being in Athens and her in Atlanta. Courtney asked if there had been any non-profit vendors. Traci responded yes because Richard Pearce-Moses would have a table for Clayton State University's Archival Studies graduate program.

Outreach

Outreach Manager Wendy Hagenmaier was present and submitted a report. (Outreach Co-Manager Catherine Miller was also present.) Cathy continues interviews with digital archives stewards from Georgia, which are posted on the SGA blog as part of the Everyday Digital Archives campaign. Wendy's report provides a detailed overview of the 7/31 train-the-trainer workshop, which was also offered as a Georgia Library Association (GLA) Carterette webinar version on 10/22. An abridged version of the workshop was also taught on two other occasions, details of which can be found in her report. The workshops have been very successful. Courtney commented on the success of the workshop offered at the Georgia Archives Genealogy Day in particular. Outreach has partnered with Heather Oswald and Erika Farr on a series of break-out groups for the Annual Meeting to gauge the pulse of how SGA members feel about digital stewardship. Findings will be shared with the membership at large and will inform future outreach activities, education, and programming. Future activities include (but are not limited to) transitioning responsibilities to Cathy and incoming Assistant Manager Matt Bernard; wrapping up the Everyday Digital Archives campaign; updating legislative resources; creating knowledge management documentation for the position (social media account information, etc.); and transferring records to the Archivist.

Mentoring Program

Mentoring Program Coordinator Lynette Stoudt was present and submitted a report. There are currently five active mentoring partnerships. Activities to date have included monitoring/facilitating active partnerships; conducting check-ins with partners; sending certificates to three pairs who had completed their 12 month partnerships; encouraging partners to complete the program evaluation; and updating the Mentoring Guidebook. Upcoming tasks will include continuing these efforts as well as continuing to solicit new mentor applications and mentee registrations. Lynette will work towards transferring files to the incoming Coordinator Ryan Rutkowski and Assistant Coordinator Paul Crater. Permanent files will be transferred to the Archivist. Lynette closed by sharing that she and Luciana Spracher presented at the 2014 SAA Annual Meeting session on New Models for Mentoring regarding SGA's Mentoring Program. Courtney, who also attended, noted that it was a successful presentation.

OLD BUSINESS

Joint Annual Meeting proposal from the Society of Florida Archivists (Courtney Chartier)

The consensus from board discussions via e-mail is that the board is fine with moving forward with regards to a proposal from the Society of Florida Archivists (SFA) to collaborate on hosting a joint Annual Meeting with them in 2016. SFA has agreed to meet in Savannah. Lynette has prepared a draft contract providing an overview of roles, duties, and expectations based on recent past joint meetings. This proposal will be pursued further.

Handbook entry updates (Courtney Chartier)

Courtney had sent an e-mail to the board encouraging them to look at their respective position listings in the Administrative Handbook and update them accordingly. Once people have submitted their revisions, we can discuss on the board listserv and vote as a board. (Courtney will collate the revisions and put all in one e-mail and then will send to board for vote.) It was remarked that due to technology changes, a lot of revisions are most likely needed. Brittany, Michael, Allison, and Sarah have submitted revisions thus far.

SAA Regional Archival Associations Consortium (Lynette Stoudt)

Lynette provided an update on SAA's Regional Archival Associations Consortium (RAAC). Originally, SAA had installed the various organizational presidents as RAAC representatives. Many of these individuals are finding it to be logistically difficult and it does not coincide with the service timeline for SGA's Vice President/President/Past-President. The position is tied to SAA's schedule. Lynette proposed that we consider SGA's RAAC representative a new position within SGA. Courtney noted that positions such as SAA representatives and Academy of Certified Archivists (ACA) representatives to the International Council on Archives (ICA) require travel to the annual meeting as part of said positions, so it would be the same for a RAAC representative--they would need to commit to traveling to SAA's Annual Meeting. While it might be changed, SAA is looking at changing out RAAC representatives on a two-year cycle. Spring will most likely be the next call for representatives.

Virtual book group (formerly mentioned as Professional Reading Club in July 2014 Board Meeting minutes) (Carol Waggoner-Angleton)

Carol revisited her idea of a professional reading group, presenting the board with a proposal detailing the initiative. Richard Pearce-Moses has approved using Clayton State University's web

conference platform for the program. Carol mentioned that Richard has volunteered to moderate. She asked if the board approved of her moving forward with this plan. While a formal vote was not required, the board did indicate that she should move forward. Traci commented that making a web presence for this initiative would also be helpful.

NEW BUSINESS

Annual Meeting policy regarding registrations for speakers and registration cancellation (Michael Nagy)

Michael noted that we currently do not have a set policy on issues related to speaker registration or general registration cancellation. There is not a documented way to consistently handle questions and issues such as the following: If I am a speaker, can I register for only one day? Do I need to pay? What if I am a speaker and I want to bring a guest? While we are now utilizing a speaker form that includes some guidance, we still need a clearer, articulated policy and as of now, we have no cancellation policy. Some discussion ensued. Courtney noted that unless an individual receives an honorarium, it is expected that he or she will register. She noted that having a cancellation policy along the lines of allowing cancellation within so many days of the meeting would be good to explore and that we can also consider the idea of transferring registration (i.e. another individual goes in place of someone who has registered but can no longer attend.) Traci remarked that being able to count on registrations helps with the costs of the meeting. She also mentioned that this is the first year that we have had speaker forms, which was an idea that can be credited to the Society of North Carolina Archivists from when we last collaborated with them. Discussion ensued about aspects of the current form with Courtney noting that it would be good to include information about receiving permission from speakers and presenters with regards to reuse of presentation materials. Courtney asked that the First- and Second-Year Directors, Treasurer, Vice-President, and President get together and work on this issue further.

ADDENDUM

On November 2, President Courtney Chartier e-mailed the board moving that Paul Crater be appointed to the position of Assistant Coordinator for the Mentoring Committee. The board approved unanimously.

ADJOURNMENT

The meeting was adjourned at 5:16pm.

Respectfully submitted on 12/1/2014.
Brittany Parris, Secretary