

Society of Georgia Archivists
Executive Board Meeting
Jack Tarver Library, Mercer University
27 April 2007

PRESENT

Jill Severn, Muriel McDowell Jackson, Reagan Grimsley, Renna Tuten, Abby Griner, Jody Lloyd Thompson, Christine de Catanzaro, Morna Gerrard, Valerie Frey, Elizabeth Russey, Marie Force

CALL TO ORDER

President Jill Severn called the meeting to order at 10:24 am and welcomed new members.

APPROVAL OF MINUTES

The minutes had been distributed by email prior to the meeting. The Board approved the minutes unanimously.

OFFICERS' REPORTS

Treasurer:

Treasurer Elizabeth Barr was not present but submitted a written report and a draft 2007 budget. Barr's report showed year-to-date income at \$6,088 and year-to-date expenses at \$1,390.46. Overall accounts totaled \$63,931.40 through April 20, 2007.

Barr suggested that the Board may want to consider removing some funds from the checking account and placing them in a Certificate of Deposit (CD) to earn interest. The checking account currently has \$28,259 and around \$15,000 is actually needed for day-to-day operations throughout the year. The Board decided not to put money in a CD at this time, pending further discussion until next meeting.

Renna Tuten noted that there are currently only three vendors for the SGA newsletter, but the 2007 budget shows five vendors. Jill Severn asked Tuten to investigate discrepancy.

Christine de Catanzaro verified that workshop expenses could be balanced as an overall total and not by line items.

Archivist:

Archivist Muriel McDowell Jackson was present and submitted a written report. Jackson reported receiving archival materials from Valerie Frey, past president. Jackson also described plans to order supplies and process and prepare a deposit for the Georgia Archives. Short discussion on whether or not the budgeted \$60 would cover supplies. Jill Severn asked Jackson to submit a rough budget if her supplies order estimate went substantially over \$60.

Administrative Assistant:

Administrative Assistant Frances Overcash was not present but submitted a written report. Overcash reported that current 2007 membership now stood at 191, with 22 new members. Overall scholarship fund gifts for 2007 totaled \$663. Overcash also reported that she sent the

updated membership file to the Listserv Manager for listserv purge, and provided the Education Chair with mailing labels for current members.

President:

President Jill Severn was present and submitted a written report. Severn reported that she authored a summary report of the data collected in the 2006 Membership Survey, and collaborated with the Education Chair to create an online survey of members interests related to electronic records. Severn also reported on efforts to expand collaboration with other Georgia cultural resources managers in libraries, museums and record centers. She contacted GHRAB, GAMG, GRA and GLA about setting up leadership meeting to discuss collaboration. She received positive responses from GHRAB and GAMG, as well as suggestions for including other organizations.

Morna Gerrard suggested collaboration with the Georgia chapter of the Special Libraries Association (SLA). She offered to provide contact information to Severn.

Severn opened up a discussion about extending collaboration to the Friends of the Georgia Archives. It was noted that the group sometimes had more funding available than the state institution (Georgia Archives). Concerns were expressed about creating a too unwieldy group and desire to focus on challenges, differences and similarities in managing cultural resources. General agreement reached to start off small with focused collaboration.

Severn also reported signing a letter in support of a grant application made to the Institute of Museum and Library Science by an eleven-institution consortium in Atlanta, which is developing a model to use internal resources for scanning projects.

PUBLICATIONS REPORTS

Provenance:

Editor Reagan Grimsley was present and submitted a written report. Grimsley reported that he was in receipt of three articles for the Fall 2007 issue, and that the article deadline is July 15, 2007. A listserv was created for the Provenance Board of Editors and editorial team to improve communication. Journal workflow calendar dates were circulated to staff. Grimsley also reported that contracts were signed with EBSCO and ABC-CLIO to index/abstract the journal. Russell James completed the ten-year index for microfilming. Microfilming will be investigated next quarter.

Finally, Grimsley reported working with the Subscriptions Manager to procure back copies of Provenance. The problem of missing back issues was discussed later in the meeting as a new business item in the agenda.

Newsletter:

Renna Tuten was present and submitted a written report. Tuten reported that Elizabeth Keathley resigned as editor following much deliberation and discussion regarding how the transition from PDF to HTML format should be made. Primary issues were the software to be used and a few design elements. Jill Severn stated that she regretfully accepted Keathley's resignation, and expressed appreciation to Renna Tuten for filling the vacant post and to Abby Griner for her technical support.

Tuten reported that the Spring 2007 issue of the newsletter (volume 39, number 1) was the first to be produced in HTML. She reported that Abby Griner created style sheets for the masthead

and table of contents dropdown menus and inserted a tag that allows automatic page width adjustment for printing. Efforts were made to retain the feel of the PDF publication by using SGA Blue color and the same fonts. Tuten thanked Abby Griner and Jill Severn for support during this transition.

Tuten also reported that advertising invoices were prepared and sent out at the end of February. Payments were received from Metal Edge, Hollinger and University Products.

Elizabeth Russey inquired about current location of the Publisher software. Severn replied that she had it. Griner detailed problems encountered in using Publisher: code cluttered, difficult to edit and create a good HTML file. Griner found it easier to go and edit straight into a website program. She stated that with a template established, we will have a much easier time producing future issues. Griner stated that the Website Editor can provide technical support for future newsletter editors, but it should not be a problem to have a less HTML-experienced newsletter editor. General agreement from Board members. Muriel McDowell Jackson suggested offering an education class on newsletter Web publishing. Severn agreed with the idea and suggested keeping the class small and using the opportunity to build Web skills as an incentive to raise interest in editing the SGA Newsletter.

Website:

Website Editor Abby Griner was present and submitted a written report. Griner reported that the major change to the website was developing the HTML version of the newsletter. She also continued to maintain the website, updating content as needed to keep it current. Griner reported that in the month of April, 1,368 visitors made 2,163 visits to the website (1.58 visits/visitor) and visitor levels have stayed fairly steady since the beginning of 2007. A total of 16,843 visitors made 19,748 visits to the website since January 2007—a big jump from earlier visitor levels of 2006 and 2005. Finally, Griner reported that SGA currently pays \$71.40 annually for website listing service.

In response to an inquiry from Marie Force, Griner described lower than expected response to the blog and the need for new content. Elizabeth Russey commented that people probably go to the listserv and post comments/announcements there instead of the blog. Griner said she would cull blog postings from the listserv. Severn suggested that Griner also send out a survey to members on what they would like to see on the website.

Valerie Frey said the website is much improved: clearer and easier to navigate. Griner agreed that the main page is much better, but more work is needed. Jackson suggested adding a timeclock to the main page to count down the days to SGA's anniversary.

Listserv:

Listserv Manager Nora Galler was not present but she submitted a written report. Galler reported that the main listserv activity was the purge of non-current members and addition of new and returning members.

Subscriptions Manager:

Subscriptions Manager Jody Thompson was present and submitted a written report. Thompson reported only two claims since January related to Provenance. There were 63 subscribers to Provenance for 2007. The Spring issue of Provenance was mailed to institutional subscribers and subscription vendors on April 18, 2007. Thompson also reported that on the back issue order form, 1993 and 1998 issues reflect "sold-out" status, due to limited copies.

There was then a short break.

COMMITTEE REPORTS**Archives Week Liason:**

Georgia Archives Month Co-Chair Sara Saunders was not present but submitted a written report. Saunders reported that the 2007 theme was "Georgia Archives: Stay Tuned." She thanked Mandy Mastrovita for designing the flyer, and reported all wording changed from "Georgia Archives Week" to "Georgia Archives Month." Finally, Saunders reported seven sponsors committing \$4,050 to date: Hopkins, GHRAB, SGA, Metal Edge, GRA, GLA and DLG. She noted that GHS would like to be a sponsor by taking care of the recognition gifts for the Governor and Secretary of State.

Abby Griner will contact Mastrovita to confirm punctuation of the GAM theme for website postings.

Education Committee:

Education Committee Chair Christine de Catanzaro was present and submitted a written report. De Catanzaro reported on committee meetings held February 9, 2007 (Carter Center) and April 13, 2007 (SCSU, Milledgeville). Planning and publicity was started for the Spring Workshop, to be conducted by Geoffery Huth of the New York State Archives on July 20, 2007 (Georgia Archives). Preliminary plans were made for the pre-conference workshop on digitization/digital issues and presenters are currently under discussion. Discussions were also started about possible Brown Bag sessions in early 2008.

Christine de Catanzaro also reported on results of a SurveyMonkey survey conducted in March 2007, regarding workshops on digitalization/digital preservation. The approximately 50 responses indicated both interest in basic introduction issues and management of digital projects, so the Education Committee will address need for balance between novices and the more experienced. Board members suggested splitting into workshop into two sessions might be best way to address the issue.

Discussion followed about possible collaboration with record management groups for an electronic records workshop. Reagan Grimsley will contact records management groups regarding current e-records workshop offerings.

The Board members also requested that Abby Griner change the posting of future workshop registration forms on the SGA website from PDF into a form that can be filled out online.

Membership:

Membership Committee Chair Morna Gerrard was present and submitted a written report. Gerrard reported that the Membership Committee authored a summary report of the 2006 member survey findings which was published in the SGA newsletter. The Membership Committee also met on March 5, 2007 (Carter Library) and made plans to conduct a survey in SurveyMonkey of ex-SGA members to determine why they are no longer members and what would encourage them to rejoin.

Discussion about the survey followed. Valerie Frey noted that she is on committees with other archivists who are not in SGA and asked if the survey could be forwarded. Jill Severn replied that the Membership Committee is planning a big initial distribution, but encouraged SGA members to also find ways to increase the survey pool by forwarding the survey link to archivists outside SGA. Elizabeth Russey inquired about the membership turnover rate. Severn responded that SGA normally has about 200 members but we have had up to 300-350 members at a time, the rate of new members joining has remained steady and archivists with 15-25 years experience tend to go way down in SGA membership. Morna Gerrard noted that the 2006 survey showed a view of SGA as an organization more for new archivists.

Board member discussed incentives to retain more experienced members. Member suggestions included possible recognition or Fellows program, more two-track workshops, informal older member session at the Annual Meeting and sending questions out from feedback to reach those not able to attend the Annual Meeting. Short discussion followed about possibility of doing a podcast session, which raised questions about the Annual Meeting recording sessions and copyright issues.

Severn asked Elizabeth Russey to consider the podcasting forum for the Annual Meeting. Members agreed further discussion was needed with the recording company about copyright issues. Severn will investigate the possibility of using UGA Russell Library's recording equipment and staff.

Gerrard also reported that a subcommittee continues to explore migration of the SGA directory from PDF to HTML format. Board members suggested investigating an online/hosting membership directory company to handle the SGA directory and expressed a desire for SGA members to be able to update their own entries. Reagan Grimsley suggested investigating PastPerfect software and university foundations as a source for leads.

Gerrard also reported on the Membership Committee's goal to work more closely with student groups. Plans include redesigning and distributing the SGA brochure, talking to new classes in the Fall semester, and encouraging student participation in the Annual Meeting.

Discussion followed about working with student groups. Board members agreed that the SGA brochure needs to be updated and made the following suggestions:

- Distribute the brochure to schools outside Georgia that have archival related programs, as well as to Georgia schools.
- Make the brochure wording more welcoming to those outside Georgia.
- Emphasize that the newsletter is on the website.
- Note the affordability of SGA membership.
- Mail brochure to anyone on the Provenance mailing list.
- Amend the History of SGA brochure page to mention members outside Georgia.
- Add more information about benefits of membership, including SGA online job list and continuing education opportunities.

The Board also discussed the requirement limiting student membership rate to only full-time, not part-time, students. General agreement was to change to self-determination on the application form like SAA.

Gerrard will send a summary e-mail with brochure changes to Board members for approval. Severn requested the Membership Committee think about the costs and get several quotes for brochure printing and distribution. Muriel McDowell Jackson will give Gerrard the name of a Macon printer who has printed Georgia Archives Week/Month materials.

Board members also suggested actively seeking student involvement in states surrounding Georgia and thinking about ways to do that beyond the brochure (class presentations, etc.). Elizabeth Russey noted that SGA is the only archival organization that is focused on a single state.

Finally, Gerrard reported that the first SGA/SLA social hour was scheduled for May 10, 2007 at Neighbors Bar in the Virginia Highlands in Atlanta. The Committee also decided that the SGA social time at SAA conference would be held at one of the hotel bars.

The Board decided that the SGA social time will be held Thursday night of the SAA conference and left it to the Membership Committee to decide how to spend the \$100 budgeted for the event. The Membership Committee will also pick a time for the SGA table in the SAA Exhibit Hall.

Scholarship:

Scholarship Committee Chair Luciana Spracher was not present but submitted a written report. Spracher reported that the Carroll Hart Scholarship was advertised through various listservs and posted on the SGA website. The 2007 Hart Scholarship recipient is PhD candidate Keith Hebert. The Edward Weldon Scholarship for SGA members was announced on the SGA listserv and in the SGA newsletter (application deadline is May 15, 2007).

Jill Severn noted that the Hart Scholarship had been posted elsewhere with different deadlines, so applicants were grandfathered in.

Christine de Catanzaro and Luciana Spracher will start work on a proposed long-term project for the Education and Scholarship Committees to jointly investigate a scholarship for attending SGA workshops.

Nominating:

Nominating Committee Chair Valerie Frey was present and submitted a written report. Frey reported that a call for nominations was sent to the SGA Newsletter Editor for posting in the next issue and a request was made to add the nomination deadline (August 31, 2007) to the online calendar. Frey asked Board members for suggestions of names for nomination.

2007 Annual Meeting:

Second Year Director Tamara Livingston was not present but submitted a joint written report with First Year Director Elizabeth Russey and Local Arrangements Committee Member Reagan Grimsley who were present. Due to personal concerns, Tamara Livingston has delegated much of the responsibility for the Annual Meeting to Elizabeth Russey, who has taken over as chair of the Program Committee. Grimsley is handling much of the local arrangements. Jill Severn thanked Grimsley for taking on this responsibility.

After reviewing possible venues, Grimsley recommended the Columbus Marriott as the conference venue for the workshop, luncheon and sessions. The Thursday evening reception will be held at the Columbus State University (CSU) Riverpark Campus. The CSU Art Gallery may be open for tours that evening.

Based on the Columbus Marriott as the conference venue, Grimsley recommended the Columbus Marriott as the best option of the conference hotel (room \$125 + tax). Attendees can park once and not drive to any venue and there is easy access to downtown restaurants and the Riverwalk. Grimsley investigated lower-priced lodging and suggested listing these places as "additional options" with disclaimers: Howard Johnson (\$69 + tax), Quality Inn (\$75 + tax) and Rothschild Pound House Bed and Breakfast (cottages \$165 and up).

Preliminary budgets for the 2007 Annual Meeting are on target for the workshop (\$600-700), and over for meeting and reception space and program costs. Grimsley noted that the budgeted meeting space and audio/visual funds were very low and recommended increasing them in future budgets. Total venue costs are estimated at \$6,000-\$6,500. Budget was \$1,500 short for Thursday and Friday costs, but Grimsley is actively soliciting Annual Meeting sponsors to cover the shortfall. He has raised \$1,200 to date from Chattahoochee Valley Regional Library and CSU.

Elizabeth Russey reported on the proposed annual meeting program, which was reviewed by the Museum Board. Russey noted that the program costs were \$7,500 budgeted, but the Program Committee has gone over that amount by approximately \$2,000 based on the Board's charge to create strong panels and find national speakers. Renna Tuten recommended Ruta Abolins, UGA Media Archives Director for the Preservation Outreach session.

Russey discussed difficulties with transferring speakers to Columbus. Grimsley suggested the shuttle from the Atlanta airport as the best option to avoid danger of cancellation of flights in/out of Columbus.

Severn recommended that the Annual Meeting Committee think about advertising and promotion now that planning is so advanced. Russey will consult with Susan McDonald regarding vendor arrangements, coordinate with Reagan Grimsley and update the Annual Meeting Handbook regarding vendor arrangements.

General discussion followed about increasing budget for future annual meetings. A question was raised about what percent of costs should be met by registration fees. Further discussion is planned about the 2008 Annual Meeting budget.

Russey and Grimsley noted that the registration fee will be set after costs determined, but probably will be around \$80. Russey and Grimsley will consult on registration fee and discuss with Severn.

A motion to approve the Columbus Marriot Hotel as the 2007 Annual Meeting conference venue and hotel passed unanimously.

A motion to approve the preliminary budgets for the 2007 Annual Meeting also passed unanimously.

NEW BUSINESS

One item of new business was moved up on the meeting agenda to accommodate Jody Lloyd Thompson's early departure.

Back Issues of Provenance:

Jody Lloyd Thompson and Reagan Grimsley described the immediate need for back issues of Provenance for years 1993-1998 and 2006 for authors, archives, indexing and microfilming. Back issues also needed for scanning, but Ebsco is working backwards chronologically, so not an immediate priority. Long term need to replace loaned copies, but hoping can offer access to digital copies to avoid printing costs.

Board members recommended increasing efforts to acquire back issues. Jody Lloyd Thompson will post another request to the SGA listserv. Depending on response, Board members suggested setting a price incentive if needed. Also suggested was completing microfilming first, and then sending those issues for scanning.

Jill Severn suggested that the 1998-2006 issues and future back issue requests be filled through print-on-demand. Grimsley recommended going ahead with a reprinting of the 2006 issue since 200 copies were lost in the mail. Severn asked Grimsley to investigate the cost of printing 100 copies and print-on-demand costs.

ADDITIONAL 2007 ANNUAL MEETING MOTION

A motion to give Elizabeth Russey power to approach speakers for the 2007 Annual Meeting program passed unanimously.

OLD BUSINESS

Online Directory Move from a Database to HTML: No new progress reported.

SGA Minutes/Handbook/Bylaw Reconciliation Project: Project currently on hold.

SGA Disaster Preparedness Committee:

Valerie Frey reported that the first draft of the updated publication Shelter from the Stormy Blast: A Guide to Disaster Recovery Resources for Georgia and the Southeast was due May 1, 2007, but deadline probably to be pushed back to accommodate "May Day" disaster activities on the same day.

NEW BUSINESS

Approval of Committee Members:

A motion to approve John Lyles and Giselle Remy as Local Arrangement Committee Members passed unanimously.

Approval of Renna Tuten as Newsletter Editor:

A motion to approve Renna Tuten as Newsletter Editor passed unanimously.

ANNOUNCEMENTS

Elizabeth Russey reminded the Board that the 2008 Annual Meeting will be in Atlanta and asked

members to think about possible site institutions.

Valerie Frey announced that she signed with the University of Georgia Press to write a book *Teacakes and Squirrel Mulligan: Preserving Family Recipes* and asked for submissions of Southern recipes that have related family stories.

Jill Severn announced that the National Issues Forums Public Policy Institute (NIF PPI) at the University of Georgia was hosting an Issue Framing Workshop and Moderating Workshop on June 22-23, 2007.

ADJOURNMENT

There being no other business the meeting was adjourned at 1:40 pm.