

Society of Georgia Archivists  
Business Meeting  
8 November 2007  
Columbus Marriott Hotel and Conference Center

12:17 AM -- Called to order by President Jill Severn.

President Jill Severn welcomed everyone to the 2007 Annual Meeting. She then thanked the Board for their participation, and gave special thanks to Elizabeth Russey, Tamara Livingston and Reagan Grimsley, and the committees who organized the meeting.

## **OFFICERS' REPORTS**

### **President:**

President Jill Severn reported on progress of these three goals:

1. Greater awareness and responsiveness to member needs and interests.
  - a. Used data from member surveys in 2006 and 2007 to refine workshops, create two new workshop scholarships and identify member retention issues and gaps in services to current members.
2. Expand collaboration.
  - a. Severn recommended that the SGA newsletter editor seek columnists for regular updates from organizations such as the Georgia Association of Museums and Galleries, Georgia Records Association and Georgia Library Association.
  - b. Made contact with leaders of cultural resource organizations in Georgia to discuss opportunities for collaboration and cooperation.
3. Build relationships with future archivists.
  - a. Encouraged the Membership Committee to explore developing a liaison program with Georgia's graduate and undergraduate programs in public history, library science, archival studies and museum studies.
  - b. Encouraged newsletter editor and web editor to look for ways to develop student-centered areas of their respective publications.
  - c. Recommended *Provenance* editor and staff look for ways to expand awareness among students about opportunities to publish in *Provenance*.

### **Treasurer:**

Treasurer Elizabeth Barr provided a copy of the budget to all meeting attendees and reported that SGA is financially in good shape with \$34,429 in savings and \$2,746 in checking accounts, and about \$42,000 total cash on hand.

### **Archivist:**

Archivist Muriel McDowell Jackson requested items for the SGA archives. She also reported that the last major deposit was in 2006 with the next major deposit scheduled for 2009. Jill Severn added that additional copies of the 1993 issue of *Provenance* are especially needed.

### **Administrative Assistant:**

Jill Severn reported for Administrative Assistant Frances Overcash who was not present. SGA has 226 members, including 48 new members added in 2007 and 3 new members added for 2008. Severn urged annual meeting attendees who are not SGA members to join.

## PUBLICATIONS REPORTS

### **Provenance:**

Editor Reagan Grimsley reported that SGA has entered into an agreement with EBSCO to digitize the last five years of *Provenance* and provide access to those digital copies through EBSCO's database. Historical Abstracts will resume indexing and abstracting *Provenance* from 1993 to present. Grimsley requested that attendees let Jody Lloyd Thompson know if you are owed a back copy of 1996 *Provenance*.

Grimsley thanked members of the *Provenance* staff for their work. He also announced that Susan Dick Hoffius is leaving as managing editor, and asked anyone interested in the position to contact him.

### **Newsletter**

Renna Tuten thanked regular newsletter writers and all those with news and notes contributions. She reported on the newsletter transition from PDF to HTML-based format, and gave special thanks to Abby Griner for her support of this project.

### **Website:**

Website Editor Abby Griner reported that she took over the website in 2007, and recognized Sheila McAllister for the major redesign of the website in the previous year. Visitors to the website are up by 1,000 visits since January 2007, compared to visitor levels in 2006. Griner has added a blog and rotating graphics features to the website. She asked for more images from SGA members in order to rotate featured images monthly.

### **Listserv:**

Listserv Manager Nora Galler moderated four listservs: SGA Members, SGA Board, the *Provenance* Committee and the Disaster Committee. Galler asked attendees to e-mail her with any list changes.

### **Subscriptions Manager:**

Subscriptions Manager Jody Thompson reported 69 library subscribers to *Provenance*. Thompson also said members who had donated copies of the 2006 *Provenance*, in order to allow SGA to fulfill commitments when copies were lost in the mail, will receive a reprinted issue soon. For those who loaned copies of *Provenance* from other years for digitizing and microfilming, Thompson reported that arrangements are still being worked out for those projects.

## COMMITTEE REPORTS

### **Archives Month Liaison:**

Georgia Archives Month Co-Chair Sara Saunders reported on the change from "Georgia Archives Week" to "Georgia Archives Month" in 2007. There were 31 event postings on the activities website, about 800 posters and flyers mailed, a New Georgia Encyclopedia feature article posted and the governor signed the proclamation on October 29<sup>th</sup>. Saunders thanked committee members and sponsors of Georgia Archives Month.

### **Education Committee:**

Education Committee Chair Christine de Catanzaro reported two workshops held in 2007. The July workshop "Managing Electronic Records in Archives" had 29

participants. The pre-conference workshop “Building Sustainable Digital Collections” had 29 participants also. De Catanzaro thanked the Georgia Archives and Columbus State University for hosting the workshops, and asked members to send any workshop suggestions to her. Preliminary planning has begun for mini-workshops.

The Education Committee collaborated with the Scholarship Committee to develop two new workshop scholarships. De Catanzaro recognized Luciana Spracher for her help with this project. De Catanzaro also thanked Reagan Grimsley and Frances Overcash for support of the Education Committee, and thanked committee members for their work.

### **Membership:**

Membership Committee Chair Morna Gerrard reported on the committee’s progress:

1. Summary report of the 2006 member survey findings published in the SGA newsletter.
2. SGA brochure redesigned: changed student membership qualification to the honor system, updated text and added information about new workshop scholarships.
3. Office hours and happy hour held at SAA. SGA mechanical pencils produced for handing out at SAA were a big hit.
4. Joint SGA/Special Libraries Association happy hours held in Atlanta in spring and summer based on 2006 member survey responses requesting opportunities to network outside formal settings. Not great success. Gerrard encouraged SGA members outside Atlanta to consider organizing regional or local get-togethers.
5. SurveyMonkey survey sent to 262 ex-SGA members and collecting responses now to determine why they are no longer members and what would encourage them to rejoin.
6. Member Directory Subcommittee investigating vendors and Open Source Software for the migration of the SGA directory from PDF to HTML-based format. Sheila McAllister will conduct testing. Subcommittee will make recommendation in 2008.

A further item related to the Membership Committee is found under Announcements.

### **Scholarship:**

Scholarship Committee Chair Luciana Spracher recognized the work of committee members and listed their accomplishments:

1. Revised scholarship assessment and application tool to focus more on the applicant than their institution. A newsletter article is now required from each scholarship recipient.
2. SGA now has five scholarships with the two new workshop scholarships added this year.
3. The 7<sup>th</sup> Annual Scholarship Auction is tonight with Gilbert Head as auctioneer. Thank you to Gilbert Head for his hard work. The auction is a major contribution to SGA scholarships—40% of the 2007 auction funds will go to the new workshop scholarships.

Spracher announced the winners of three SGA scholarships: Carroll Hart scholarship to Keith Hebert, the Edward Weldon scholarship to Rosemary Fisher and the Larry Gulley scholarship to Audrey Cook. Spracher presented certificates to Keith Hebert and Audrey Cook who were present at the meeting.

**Nominating:**

Jill Severn reported for Nominating Committee Chair Valerie Frey who was not present. Severn thanked the committee members and all the candidates for participating in the SGA elections. Voting was electronic using SurveyMonkey. The results of the election were: Christine de Catanzaro—vice president/president-elect, Jamal Brooker—treasurer, Teresa Berk—director, Wesley Chenault and Chris Paton—nominating committee.

**2007 Annual Meeting:**

First Year Director Elizabeth Russey reported for Second Year Director Tamara Livingston who was not present. She thanked sponsors and committee members, particularly recognizing Reagan Grimsley for local arrangements assistance.

**OLD BUSINESS****SGA Disaster Preparedness Committee:**

Jill Severn reported for Valerie Frey who was not present. Severn thanked Valerie and her committee members for their work updating the publication *Shelter from the Stormy Blast: A Guide to Disaster Recovery Resources for Georgia and the Southeast*. SGA will host and maintain the document on our website in 2008.

**New Georgia Encyclopedia Article:**

Severn thanked Pamela Hackbart Dean and Susan McDonald for writing the SGA history article published in the New Georgia Encyclopedia.

**NEW BUSINESS****2008 Annual Meeting:**

Elizabeth Russey announced that the site for the 2008 Annual Meeting is Athens, Georgia.

**Workshop Scholarship Naming Selection:**

Christine de Catanzaro and Luciana Spracher announced the results of the workshop scholarships naming survey: the Anthony R. Dees Educational Workshop Scholarship and the Brenda S. Banks Educational Workshop Scholarship. They presented Brenda Banks with a certificate and will mail a certificate to Tony Dees' brother who was not able to be present.

De Catanzaro also announced that the scholarships are now available for 2008 workshops and applications are online at the SGA website.

**ANNOUNCEMENTS**

Reagan Grimsley gave directions to the evening reception and mentioned a local visitors kiosk will be in the hotel lobby at 3:30 p.m. for sightseeing directions.

Kay Minchew announced that the National Association of Government Archives and Records Administrators (NAGARA) Annual Meeting will be in Atlanta, July 23-26, 2008.

Morna Gerrard noted that she had an addition to her Committee Membership report. In order to better promote SGA to students, a new SGA membership brochure was designed and printed. Gerrard recognized Renna Tuten for compiling a list of archival professors in Georgia and surrounding states.

Jill Severn welcomed new members in 2007.

**ADJOURNMENT**

There being no other business the meeting was adjourned at 1:16 pm.

-- Respectfully submitted by SGA Secretary Marie Force on December 7, 2007.