

Society of Georgia Archivists
Board of Directors' Meeting
Savannah, GA
4 November 2009

PRESENT

Christine de Catanzaro, Jamal Booker, Suzanne Durham, Mandi Johnson, Renna Tuten, Caroline Hopkinson, Meredith Torre, Abby Griner, Traci Drummond, Katherine Stein, Kristy Dixon, Elizabeth Russey, Jody Thompson, Courtney Chartier, Morna Gerrard, Lynette Stoudt, Teresa Burk, Susan Potts McDonald, Susan Hoffius, Christine Wiseman, Elaine DeNiro, Marie Force

CALL TO ORDER

President Christine de Catanzaro called the meeting to order at 5:19 p.m. She noted this meeting included outgoing and incoming members. She introduced the new appointed members: Kristy Dixon (Scholarship Committee Chair), Renna Tuten (Education Committee Chair), Courtney Chartier (Outreach Committee Chair), Caroline Hopkinson (Newsletter Editor) and Meredith Torre (Assistant Newsletter Editor). Not present were Website Manager Brittany Parris, Assistant Website Manager Kevin Fleming and Listserv Manager Jeffery Seymour. Susan Hoffius was representing *Provenance* Editor Brian Wilson. Morna Gerrard introduced incoming members attending the meeting: Christine Wiseman (Vice President/President Elect), Katherine Stein (First Year Director) and Elaine DeNiro (Georgia Archives Month Chair). Christine de Catanzaro noted that only voting members of 2009 could vote on business at the meeting.

APPROVAL OF MINUTES

The minutes of the June 24, 2009 meeting were distributed by email prior to this meeting. The Board unanimously approved the minutes.

OFFICERS' REPORTS

Treasurer:

Treasurer Jamal Booker reported income through 11/2/2009 was \$20,170.13 and expenditures: \$5,699.96. (At the same period last year, income was \$19,063.22 and expenditures \$8,138.37.) Cash on hand as of 11/2/2009: \$39,708.33 and scholarship funds: \$30,130.14, for total \$69,838.47.

Archivist:

Archivist Suzanne Durham reported that with the help of Incoming President Jody Thompson, the proposed retention schedule and series description for SGA was finalized and approved by the Board. Using this schedule, Durham has been culling files that have accumulated for the SGA Archives, designating some for permanent storage in the Georgia Archives, boxing some for two-year retention, and discarding others. She has reviewed 3 linear feet, with about 2 feet yet to review. Durham also reported that she assisted David Gracy in finding records related to his term as SGA president and *Georgia Archives* editor. She also assisted Susan Potts McDonald in compiling historical information on scholarship recipients.

Durham asked Board members to weed their records first, before turning them over to the archivist.

Administrative Assistant:

Administrative Assistant Mandi Johnson reported that current membership stands at 240, the highest ever for SGA, with 45 new members joining in 2009. Scholarship fund gifts for 2009 stand at \$750, compared to \$940 one year ago.

Christine de Catanzaro recognized the work of the Outreach and Membership Committees efforts this year in achieving this high membership level.

President:

President Christine de Catanzaro reported that she:

1. Represented SGA at GHRAB awards on October 5.
2. Encouraged further lobbying for PAHR through the SGA Listserv, article in summer *SGA Newsletter* and October's Fright Fest. Four Georgia Representatives have signed on to co-sponsor PAHR as of October 30.
3. Continued efforts to work with archival and related organizations in the state and the Southeast, in particular the South Carolina Archival Association.
4. Continued to hold Presidents' meeting with Past President, Vice President/President Elect in October.
5. Continued Provenance Subcommittee meetings in August.
6. Continued meeting with planning groups (Outreach/40th Anniversary/Program/Local Arrangements/Website/Newletter) related to planning and publicizing Annual Meeting.
7. Coordinated with First Year Director on plans for Annual Meeting 2010.
8. Helped coordinate the design of a new SGA logo.
9. Made appointments for 2010 Board positions:
 - a. Scholarship Committee Chair Kristy Dixon
 - b. Education Committee Chair Renna Tuten
 - c. Outreach Committee Chair Courtney Chartier
 - d. Newsletter Editor Caroline Hopkinson (as of Fall 2009)
 - e. Assistant Newsletter Editor Meredith Torre
 - f. Website Manager Brittany Parris (as of 2009)
 - g. Assistant Website Manager Kevin Fleming

PUBLICATIONS REPORTS

Provenance:

Managing Editor Susan Hoffius reported for Editor Brian Wilson:

1. 2008 issue of *Provenance* came out in June/July and we are working hard on the 2009 issue to get it out by end of this year.
2. Changes to *Provenance* Board: Randall Gooden retiring as book reviews editor, Wesley Chenault will be a new member and Jennifer Marshall appointed second associate editor.
3. Received several resumes for managing editor and book reviews editor positions. Will be discussing both these positions at next *Provenance* Board meeting.
4. Contacted EBSCO's publishing licensing content team and no problems with *Provenance* online as long as content is only available to SGA members.
5. At least three articles being edited for 2010 issue, with two more articles promised.

Christine de Catanzaro encouraged Board members to tell anyone interested in publishing with *Provenance* about the sign-up sheet in the lobby. She also asked for more images from SGA members.

Newsletter:

Editor Caroline Hopkinson introduced Assistant Newsletter Editor Meredith Torre. She reported on 2009 accomplishments of the *SGA Newsletter* in 2009.

Articles for the winter issue are due December 18, with plans for reporting on annual meeting and pre-conference workshop and including many photographs. Hopkinson requested other article ideas, volunteer reporters and photos from the Board.

Website:

Brittany Parris was absent, but Abby Griner presented a joint written report from them:

1. Brittany Parris takes over officially as Webmaster in January, and Kevin Fleming will help manage the site as the new Web Assistant.
2. Cleaned up the SGA Job Listings page: structured job list as a table with PDF documents available for each posting, rather than copying and pasting job descriptions to the site. Feedback has been positive.
3. With *Newsletter*, created and circulated a survey requesting feedback on the SGA website and *Newsletter*. Received 35 responses. Discussion of the survey and changes to website will take place in January.
4. Added new Donation Form, created by Courtney Chartier, to the Scholarship page. Also added a link to the Home page for donations.
5. Added ongoing updates regarding the Annual Meeting – thank to Teresa Burk's assistance.
6. Regarding retention schedules: agreed to use the Internet Archive's Web Archive captures until we have a formal policy in place on archiving the website.
7. www.soga.org will continue to forward to the soga.wildapricot.org site, but we must continue to pay JaguarPC for the domain name.

Griner also noted that SGA members are doing a great job taking responsibility for their online content and making updates, consequently, the Webmaster's job will be more of a Web Manager's position moving forward.

Listserv:

Listserv Manager Jeffery Seymour has stepped down, with Abby Griner as his temporary replacement. Christine de Catanzaro thanked Griner for her assistance in resolving the SGA listserv/e-mail problems.

Griner reported that a Google Apps account was established to manage .soga e-mail addresses and the .soga listservs (SGA Members, SGA Board, *Provenance* and Outreach). The Disaster Preparedness and Publications listservs were removed.

Griner asked if we need to retain the *Provenance* listserv. Christine de Catanzaro recommended that we keep it and said the *Provenance* Subcommittee would discuss.

Grinder asked for someone on the *Provenance* Board or Subcommittee to provide her with a current list of names for that listserv.

Subscriptions Manager:

Subscriptions Manager Traci Drummond reported that subscriptions are down as predicted due to the digitized issues now available through online databases. There was one subscription cancellation in 2009.

COMMITTEE REPORTS

Archives Month Liaison: Georgia Archives Month Co-Chairs Katherine Stein and Kristy Dixon reported that 28 events were submitted to the committee for inclusion on the GAM activities Web page. The Survey Subcommittee created a survey for GAM participants to evaluate the annual celebration. Total donations for 2009 to GAM: \$2,377.04.

Education Committee:

Education Committee Chair Elizabeth Russey reported that the Fall workshop "Making Meaning: Planning and Implementing Archival Exhibitions" took place on November 4 in Savannah. Instructors were Lynn Robertson and Lana Burgess, both curators at the McKissick Museum and instructors in the Museum Studies program at the University of South Carolina. 23 attended (4 non-members). Workshop estimated cost: \$1,525 (budgeted \$1,525).

Membership:

Membership Committee Chair Jody Thompson reported:

1. For the first year only of the Mentor Program (2010), planning to pair up mentors and mentees in January instead of at the annual meeting
2. Committee completed proposal for the Mentor Program and will present it at the Business Meeting tomorrow. Renna Tuten agreed to be the chair of the Mentor Committee in 2010.
3. Office Hours held at SAA Annual Meeting on August 14, by Traci Drummond and Courtney Chartier.
4. Delta Air Transport Heritage Museum tour took place in October, celebrating Georgia Archives Month.

Scholarship:

Committee Chair Courtney Chartier reported:

1. Both the Larry Gulley and Anthony Dees Scholarships were awarded to Jan Levinson, of the Russell Library, UGA.
2. Essay by Edward Weldon Scholarship winner Nora Lewis appeared in the *Newsletter*.
3. Donation solicitation e-mail sent to SGA membership.
4. Donation form uploaded to website (with announcement in *Newsletter*).
5. Web application form completed.

Nominating:

Nominating Committee Chair Morna Gerrard reported that letters were sent to all new SGA Fellows notifying them of the award. She followed up by e-mail, requesting biographical information and photographs for the reception program and *Newsletter*. Quotes for SGA Fellows lapel buttons were over budget, so instead purchased frames for the certificates. Leftover funds from the Membership Committee and a donation from Christine de Catanzaro supplemented the budget for the frames. Instructions for Fellows Award nominators are being updated. SGA Elections went well. A problem with page length in SurveyMonkey was resolved by editing. Only two people reported problems accessing the ballot.

2009 Annual Meeting:

First Year Director Lynette Stoudt reported that final preparations for the 2009 Annual Meeting

program went smoothly. For 2010 Annual Meeting, she has solicited that South Carolina Archival Association for ideas regarding division of the 2010 meeting budget. Corresponded with representative from Augusta Marriott and drafted 2010 rental contract for Board vote. Second Year Director Teresa Burk reported on the 2009 Annual Meeting:

- Exceeded meeting attendee goal of 75 (to date have 115).
- Exceeded vendor sponsorship of meeting tote bag.
- Worked to raise visibility for vendors and the SGA meeting in general.
- Planned the reception with the 40th Anniversary Committee.

Teresa Burk recognized the Outreach Committee and the 40th Anniversary Committee for their support. She thanked the Local Arrangements Committee for early planning and active communication. She also thanked Jill Severn for assistance with the 2009 meeting survey.

Outreach Committee:

Christine de Catanzaro reported that the Outreach Committee did an excellent job of publicizing the Annual Meeting through listserv messages, the SGA Blog, Facebook, the *SGA Newsletter*, *Archival Outlook* and other avenues of communication. Through the committee's efforts, SGA was able to achieve record levels of attendance at the Savannah meeting.

Courtney Chartier will chair the committee in 2010. Plan to make the Outreach Committee an official SGA committee in 2010.

40th Anniversary:

Susan Potts McDonald reported that the expanded "History of SGA" section of the website is almost complete. She needs minutes from the last decade (2000-present) for research, and will coordinate with Suzanne Durham for minutes not available online.

McDonald recommended that someone be assigned to keep the information in the History section current to make the work of the 50th Anniversary Committee easier. She suggested perhaps the Secretary could take on this duty since the person compiles this information for the minutes already.

OLD BUSINESS

Website/Newsletter survey:

Discussion postponed until January 2010 Board meeting.

Logo update:

Christine de Catanzaro displayed a presentation board of four drafts of the SGA logo. It will be on display in the lobby during the day and at the reception with comment cards. She asked everyone to encourage members to submit written comments on the logos.

Raise in membership fees and adjustment to the bylaws:

Christine de Catanzaro reported that Mandi Johnson noted that the SGA bylaws asked for members to have 30 days warning of proposed dues raise and needed a vote by members at the business meeting for a bylaws change. Propose changing the bylaws to allow online voting. Usually, only half of SGA members attend the business meetings.

Christine de Catanzaro passed around copies of the ballot with changes to No. 3 and No. 12 of the bylaws. Discussion followed and one edit was requested by the Board to No. 3, changing this sentence: "The proposed changes shall be ratified by a majority vote of the membership at a business meeting," to instead read: "The proposed changes shall be ratified by a majority vote of the membership."

Christine de Catanzaro made a motion to pass the changes proposed for the bylaws. Motion passed unanimously.

Christine de Catanzaro will update the ballot and present it to members at the business meeting.

Mentoring Program:

This business discussed earlier in Nominating Committee report.

NEW BUSINESS

Listserv Manager:

Christine de Catanzaro has a person in mind for the new listserv manager. She will circulate his bio and ask for a vote.

Investments Committee proposal:

Jamal Booker reported on his conversation with the bank that SGA uses regarding long-term strategy for our funds. The Society of American Archivists has an investment committee, and Booker recommended that SGA also form one. Goal is to continue to cover our scholarship fund.

Jamal Booker made a motion that that SGA put together an Investment Committee to look at long-term investment strategy. Committee will be the president, vice president, treasurer and one to two members-at-large with experience or interest. Motion passed unanimously.

Healthy Collections Initiative/SGA proposal:

Jody Thompson and Christine Wiseman proposed that a representative from SGA be on the advisory board of the Healthy Collections Initiative (HCI) and to share SGA's mailing list with HCI. HCI is implementing a statewide effort now after recently completing a pilot project.

Jody Thompson made a motion that SGA become a partner with the Healthy Collections Initiative. Motion passed unanimously.

SCAA/SGA 2010 Meeting division of costs proposal:

Lynette Stoudt opened issue of division of cost for 2010 annual meeting by saying it could be based on attendance at the meeting versus total membership.

Christine de Catanzaro asked if there are many overlapping SGA/SCAA members, but a short discussion determined that there are only a handful of dual members. Susan Hoffius, a member of SCAA, said that SCAA held a joint meeting with PALMCOP (Palmetto Archives, Libraries, and Museums Council on Preservation) in October this year, and they paid what needed to be paid as they went along with the planning, then totaled the expenses and adjusted by actual number of annual meeting attendees from PALMCOP and SCAA. Jamal Booker suggested taking an average of SGA and SCAA annual meeting attendees and pay out based on that average, no matter how it actually falls out. Teresa Burk noted that the other issue is division of labor, so there needs to be a buy-in of funding and ownership from both organizations.

Susan Hoffius suggested getting the presidents, treasurers and annual meeting chairs together for a teleconference on budget planning soon.

Christine de Catanzaro asked everyone to look at the proposed contract with Augusta Marriott Hotel for SGA/SCAA Annual Meeting for October 26-29, 2010. Lynette Stoudt had distributed copies of the proposed contract to the Board earlier by e-mail. Susan Hoffius, speaking for SCAA, said we are prepared to go with this.

Motion made to approve the proposed contract with Augusta Marriott Hotel for the 2010 Annual Meeting was approved unanimously.

Procedures for Business Meeting:

Christine de Catanzaro reviewed names of those speaking and those submitting written reports for the next day's business meeting. She requested volunteers to distribute written reports and ballots before the business meeting and to collect the completed ballots after the voting. Mandi Johnson will count the votes.

ANNOUNCEMENTS

Christine de Catanzaro thanked the board for their talent and accomplishments this year. She recognized the Board members ending their service in 2009 and those continuing in 2010, and thanked everyone for their hard work.

Morna Gerrard recognized Christine de Catanzaro for pledging a donation of anything over budget for the Fellows program. It went \$100 over budget.

ADJOURNMENT

There being no other business the meeting was adjourned at 6:31 p.m.

Respectfully submitted on January 19, 2010,

Marie Force
SGA Secretary