

Society of Georgia Archivists
Board of Directors' Meeting
Georgia Archives - Morrow, GA
30 July 2010

PRESENT

Jody Thompson, Jamal Booker, Mandi Johnson, Brian Wilson, Meredith Torre, Brittany Parris, Ryan Speer, Traci Drummond, Elaine DeNiro, Renna Tuten, Christine Wiseman, Kristy Dixon, Christine de Catanzaro, Kat Stein, Lynette Stoudt, Courtney Chartier, Marie Force

CALL TO ORDER

President Jody Thompson called the meeting to order at 10:10 a.m.

APPROVAL OF MINUTES

The Board unanimously approved the minutes of the previous meeting held on May 7, 2010.

OFFICERS' REPORTS

Treasurer:

Jody Thompson presented Treasurer Sheila McAlister's report. There was a question about one budget item: Georgia Archives Month (GAM) showed actual expense posting of \$813 (\$500 was budgeted). Thompson will follow up with Sheila McAlister and Elaine DeNiro.

Investment Committee:

Jamal Booker presented a report with several recommendations from the SGA Investment Committee:

1. Bundle several of the nine separate SGA banking accounts into the following structuring:
 - a. Free business checking;
 - b. \$25,000 in money market (easy to access as needed);
 - c. Structure the remaining \$50,000 into Certificates of Deposit.
2. The SGA treasurer should use new software to be able to manage these accounts. Will be able to track scholarship and other accounts individually.

Rational for recommendations: SGA will keep well over the amount in the annual budget available with this structure. Utilizing the laddering method for a combination of CDs between 13 months and 60 months will allow SGA to have access to funds in the event of an emergency. This is a very low risk strategy.

The Committee's report also noted for future planning, the goal of SGA should be endowing our scholarships, which pay out on average \$1,394 annually. The Committee recommended that a future SGA Board revisit the investment strategy in a few years to consider a longer-term investing option that could endow the scholarships. An initial investment of \$30,000 could fund our scholarships and potentially grow at the rate of the stock market to create a SGA Endowment. The launch of such an endowment could be joined to a Capital Campaign fund drive.

Courtney Chartier made a motion to approve the SGA Investment Committee recommendations. Kat Stein seconded the motion. The motion passed unanimously.

Archivist:

Archivist Suzanne Durham was not present, but submitted a written report. She has added the 2010 Georgia Archives Month poster to the SGA Archives.

Administrative Assistant:

Administrative Assistant Mandi Johnson reported that current membership is very stable: 225 members as of July 28, 2010 (a total of 26 new members for 2010 to date). Scholarship fund gifts for 2010 stand at \$1,052: up from \$750 last year at this time. Annual meeting registrations are starting to come in slowly.

Jody Thompson asked Courtney Chartier and the Outreach Committee to start annual meeting promotion activities like the Committee did last year.

President:

President Jody Thompson reported that she sent a letter to Lynn Westmoreland (U.S. Representative – Georgia) on behalf of SGA in support of NHPRC funding. She also attended an SGA Presidents meeting, met with an institutional investment advisor for the SGA Investments Committee, and contacted individuals about appointed SGA positions. Thompson also represented SGA at the Georgia Archives Institute in June, where one of the interns expressed interest in a joint annual meeting with Mississippi archivists. There is also the possibility of another joint South Carolina/SGA meeting. Thompson will continue to assist with finding individuals to run for elected SGA positions and prepare for the upcoming annual meeting.

PUBLICATIONS REPORTS**Provenance:**

Editor Brian Wilson reported the good news that there is enough material for the 2010 issue of *Provenance*, and an additional article is expected to be resubmitted for the 2011 issue (author missed the July 1 deadline for submission). Editing is continuing on the three articles for the upcoming issue and going smoothly.

Wilson also reported that the process of selection for the Managing Editor position is still ongoing. There may also be two people ready to join the Provenance Board.

Newsletter:

Associate Newsletter Editor Meredith Torre presented a joint report from herself and Editor Caroline Hopkinson who was absent. She reported that:

- Issue 42:2 (Summer 2010) was posted on the SGA website.
- Assistant Webmaster Kevin Fleming has agreed to do the Calendar of Events on the SGA website; the Newsletter will link to the website for this feature.
- Editorial transitions: Meredith Torre will announce in the next Newsletter release e-mail that she is taking over as editor in Fall.
- Joshua Kitchens will take over as the next Associate Editor this Fall.
- Issue 43 (Spring 2011) will be the first issue in the new PDF format with a link to a PDF version of a 7-10 page newsletter, probably composed in Publisher.

Website:

Website Manager Brittany Parris reported that she and Website Assistant Manager Kevin Fleming:

- Performed routine site updates and added new site content provided by Board and committee members.
- Added Georgia Archives Month content to the site.
- Added a link to the Metro-Atlanta Library Association's Jobs Resources Web page from our Job Listings page and had MALA link to us.
- Continued to look at different Web hosting plans and domain name registration vendors anticipating current contracts expiring in August.
- Did troubleshooting with Courtney Chartier on Blog/Facebook syncing issues.
- Statistics via Google Analytics: 818 new visitors to site since April 29 (1,684 visits total). 3,994 page views (average 2.37 pages per visit). Top five pages viewed: Jobs, Forms, Current Newsletter, Education, Provenance. Direct traffic 78.5%, Search Engine 15.14%, Referring Sites: 6.35%

Parris will continue to oversee and guide changes proposed/implemented by the new Web Committee. She will also begin work on a "technical manual" later this year/early next year.

Listserv:

Listserv Manager Ryan Speer reported that he has:

- Created a SGA Mentoring user account to compliment the e-mail account.
- Assisted with accidental forwarding of treasurer e-mails to Renna Tuten.
- Continued normal operations of adding/removing members from various lists and altered Google Groups and Users as necessary.

Speer also noted that complaints have slowed down regarding the issue of double e-mail messages.

Subscriptions Manager:

Subscriptions Manager Traci Drummond reported that she continued regular duties. Since the last Board meeting, there was one cancellation and no claims. SGA has 62 subscribers for 2010.

COMMITTEE REPORTS

Archives Month Liaison:

Georgia Archives Month Chair Elaine DeNiro reported that the flyer was e-mailed on June 27th to various organizations' listservs; this was earlier than usual in order to encourage event planning and promotion. The flyer was also announced on Facebook and the SGA Blog.

The poster and flyer were designed by Connie Huddleston of Interpreting Time's Past, LLC. 1200 posters and letters were printed. 1107 packets were mailed. A packet stuffing party took place on July 16, and the posters were mailed on July 17.

The Survey Subcommittee is working on format for a survey of those receiving the poster to determine how GAM affects/not affects recipients' institutions. Jody Thompson noted that the Committee could contact Jill Severn if they wish to use Survey Monkey format.

Education Committee:

Education Committee Chair Renna Tuten reported that the Spring Workshop "Implementing More Product, Less Process" (co-sponsored with SAA) was held on May 17, with 25 registered. Ten members took advantage of the \$100 discount offered by SGA. SAA received all registration fees and absorbed all speaker costs and materials. SGA ran a deficit of \$1,120.13 to supplement the registration fees of the first ten SGA members and to pay for two breaks (\$120.13: about \$2.40 per person, per break).

The workshop was held at Columbia Theological Seminary, which Tuten noted was an excellent location with good parking. Tuten also shared results of participant evaluations, showing the workshop to be a success and offering suggestions for future workshops.

The Committee is planning two concurrent workshops (1 full day, 1 half day) for the Annual Meeting, as inspired by MARAC and MAC. The full day workshop topic is "Description and Discovery," to be led by Keley Shepherd, a SAA DACS and AT instructor (tentative), with cost to members to be announced. The half-day workshop topic is "Grants (Government and Private)" to be led by Alex Lorch (NHPRC) and Shanon Hayes (Watson-Brown Foundation) and it is grant-funded and free to SGA members.

Membership:

Membership Committee Chair Christine Wiseman reported:

- Completed design and printing of Board-approved new brochure. Printed 1,000 brochures.
 - Christine Wiseman thanked Jan Levinson and Javad Khadavi at UGA for their brochure design work.
- 13 people attended the June 4 tour of Roosevelt Institute, Little White House and historic pools.
- 21 people attended the July 23 tour of Jimmy Carter Library and Museum, including behind-the-scenes tour of the Archives.
- Promoted SGA to Georgia Archives Institute members.
- Welcome letter sent to new members.
- Planning SAA office hours and happy hour at SAA annual meeting. Need another volunteer for SGA office hours with Courtney Chartier on August 13, from 11 a.m. to noon.
 - Christine de Catanzaro volunteered.
- Planning to schedule another tour during Archives Month outside of Atlanta .

Jody Thompson has about 30 SGA bags leftover from last year's annual meeting that can be used at SAA as giveaways.

Scholarship:

Scholarship Committee Chair Kristy Dixon was absent but submitted a written report. The Edward Weldon scholarship was awarded to Luciana Spracher. She was the only applicant. The Committee will seek to more clearly convey to potential scholarship applicants that all members of SGA and Georgia residents are eligible.

Current issue of the SGA Newsletter includes an article from Kassandra Ware, 2010 Brenda S. Banks Scholarship winner, on her experience at the MPLP Workshop.

Nominating:

Nominating Committee Chair Christine de Catanzaro reported that the Fellows met on May 13 at the Georgia Archives and made the following recommendations:

- Appointment of all four nominees as Fellows for 2010.
- Made a list of 7 more people they would like to nominate in 2011.
- Recommended no additional information, such as resumes and recommendation letters, be submitted in addition to the nomination form and accompanying statement.
- Fellows wish to start a SGA oral history project.
- Other discussion: promotion of SGA members running for positions on national level (SAA, ACA, etc.)

Christine de Catanzaro also reported that:

- Most of the SGA elected positions have a full slate of candidates for the September election.
- The four 2010 Fellows were approved by SGA Board by e-mail.
- The Fellows lapel pins are finished.
 - Christine de Catanzaro thanked Wesley Chenault for his work on the lapel pin design.

Christine Wiseman noted that photos of the Fellows luncheon and SGA can be viewed on SGA's Flickr page.

2010 Annual Meeting:

First Year Director Kat Stein shared the current draft of the program. Three sessions are completely confirmed. Three confirmed speakers cancelled, but Stein had a great response to a recent request for speaker suggestions, so should be fine with obtaining speakers. Plenary session speaker Richard Pearce-Moses is planning to donate his honorarium back to SGA.

After reviewing the draft program, the Board suggested merging the 3-3:30 p.m. break with the 3:30-4:30 SGA/SCAA business meetings and offer snacks at the business meetings.

Jody Thompson will investigate finding a place for Board members to eat after the Board meeting on Wednesday, October 27.

Second Year Director Lynette Stoudt reported that the Local Arrangements Committee:

- Selected image and created annual meeting flyer.
- Worked with Brittany Parris to open online registration.
- Contacted vendors.
- Currently investigating meeting giveaway options.
- Will be mailing flyers to colleges and universities using mail list provided by the Membership Committee.

Outreach Committee:

Outreach Committee Chair Courtney Chartier reported that the Committee:

- Continued administration of the SGA Blog, Facebook and LinkedIn accounts.
 - The number of SGA friends on Facebook is going up every week. Facebook is the best promotion for the SGA Blog. Chartier is also copying posts from the Blog to the SGA Listserv.
- Submitted a nominee for SGA President's Award.
- Promoted SGA members running for SAA elections.
- Created a list of area MLIS program contacts.

A motion to approve the proposed Outreach Committee handbook entry was unanimously passed by the Board.

Kat Stein suggested posting on MLIS student listservs. Courtney Chartier agreed that was a good idea for promoting SGA and Georgia Archives Month. Traci Drummond also suggested someone from SGA visit MLIS schools in person, such as during orientation, to speak briefly and drop off brochures.

Mentoring Committee:

Mentoring Committee Chair Renna Tuten reported:

- Sent follow-up e-mail to participants to check on how things were going.
- Worked with Donna McCrea of Northwest archivists program on assessment questions.
- Currently monitoring matches to provide support.
- Planning social event at the annual meeting for mentors and mentees to meet and be recognized during Thursday night's reception.

OLD BUSINESS

Investment Committee:

This business discusses earlier. *See Officers' Reports.*

Web Committee:

Web Committee Chair Brittany Parris reported that the Committee is continuing to improve the SGA website's organization and appearance based on their last meeting on April 8, 2010 (see previous Board meeting's report). Major changes to the site since the last Board meeting include:

- Proofreading of the site.
- Members are condensing portions of the site into PDF documents.
- Information architecture of the site has been evaluated and a plan made for reorganizing site content. Several pages/categories of links have been renamed and content moved to more appropriate areas.
- Reminder to use Arial as primary font for Web content.
- Started a Quick Links section for home page.
- Web 2.0 icons and RSS feed of blog posts added to home page.
- Files stored in Wild Apricot have been reviewed for informative file names and for out-of-date files. Need to develop a file naming plan.

Parris also noted that the Get Involved page is blank (a new page). The Outreach Committee will create content for the page.

NEW BUSINESS

Handbook updates:

Jody Thompson reminded the Board that officer and committee Handbook entries and timelines need to be updated. It has been about nine years since the last update. She will e-mail the Board with instructions next week.

The timelines can be changed without voting, so changes should be sent to Brittany Parris at any time.

Changes to the SGA Handbook do need a vote. To make it easy on all, Jody Thompson will send out an email next month, and request everyone to send their handbook revisions to her. Thompson will compile one large document, and distribute it the Board for a vote.

2011 Annual Meeting site:

This business was addressed at the previous Board meeting. Atlanta was selected as the site for the 2011 Annual Meeting.

Amendment to budget:

Jody Thompson proposed adding an amendment to the 2010 budget for:

1. Fellows' Reception (4 attending reception only, but the annual meeting): \$150
2. Joint SGA/FOGA/Georgia Archives event for Richard Pearce-Moses: \$300-\$500

3. Paid position for *Provenance* (if needed for 2010 issue): \$500
4. Director Kat Stein's request for housing for two out-of-state speakers for the 2010 annual meeting: \$300

Total to be added to the SGA budget: \$1,250-\$1,450. This motion passed unanimously.

ANNOUNCEMENTS

Outreach Committee Chair Courtney Chartier reminded the Board about SGA Happy Hour at the upcoming SAA Annual Meeting. She will encourage all SGA members at SAA to attend.

Christine de Catanzaro will contact the SGA Fellows and remind them about the event.

ADJOURNMENT

There being no other business the meeting was adjourned at 11:35 a.m.

ADDENDUM TO MINUTES

The following items of business were proposed by e-mail in August-October 2010. SGA Board members voted on these items by e-mail, and all motions passed unanimously:

1. On September 16, 2010, Jody Thompson made a motion to approve the 2011 committee chairs:
Education Committee--Wesley Chenault
Scholarship Committee--Anne Graham
GAM Committee liaisons--Bridget Lerett & Tamara Livingston
Outreach Committee--Courtney Chartier
Mentor Committee--Renna Tuten
Associate Newsletter Editor--Josh Kitchens
2. On October 5, 2010, Jody Thompson made a motion to approve the revised SGA Handbook.

Respectfully submitted on October 21, 2010,

Marie Force
SGA Secretary