

Society of Georgia Archivists
Board of Directors' Meeting
Morrow, GA
29 July 2011

PRESENT

Christine Wiseman, Jody Thompson, Sheila McAlister, Mandi Johnson, Brian Wilson, Meredith Torre, Brittany Parris, Traci Drummond, Wesley Chenault, Marie Force, Anne Graham, Paul Crater, Courtney Chartier, Andrea Jackson, Ryan Speer, Bridget Lurette, Cheryl Oestreicher, and Laura Botts

CALL TO ORDER

President Christine Wiseman called the meeting to order at 10:07 a.m. She introduced Cheryl Oestreicher, who will be the *Provenance* editor starting next year.

APPROVAL OF MINUTES

The minutes of the May 6, 2011, board meeting were approved.

OFFICERS' REPORTS

Treasurer

Treasurer Sheila McAlister submitted an updated profit and loss report and balance sheet. Expenses since May 1 included the SCAA 2010 reimbursement, the Weldon Scholarship, and *Provenance* microfilming. Income since May 1 included membership dues, scholarship contributions, Georgia Archives Month sponsorships, and annual meeting payments from vendors.

Archivist

Archivist Andrea Jackson has received files from *Provenance* as well as from the Administrative Assistant since the May 2011 meeting. She and Outreach Committee Chair Courtney Chartier discussed the procedures for preserving SGA photographs. Someone from the Outreach Committee will assist in designating photographers for various SGA events; they will work with Membership, Education, GA Archives Month, and other committees as appropriate. The photographer or Outreach Committee member will upload the photos to the Flickr account. The Archivist will select the images to be preserved in the dark archive at Georgia Tech.

Administrative Assistant

Administrative Assistant Mandi Johnson reported that current membership stands at 235 as of July 26, 2011. Numbers are higher than they were last year for Sustaining, Contributing, and Patron memberships. The archival studies program at Clayton State has increased the number of student members, too.

President

President Christine Wiseman attended the SGA Fellows Luncheon on May 17. She met with Brian Wilson and Cheryl Oestreicher about the *Provenance* editor transition and

completed the scanning of the microfilm. She is working on making appointments for 2012 and planning for the 2011 annual meeting among other projects.

PUBLICATIONS REPORTS

Provenance

Outgoing editor Brian Wilson reported that he is transferring material to incoming editor Cheryl Oestreicher for her use and eventual transfer to the archives. Articles are still being solicited.

Newsletter

Editor Meredith Torre reported that all six advertisers have submitted their payments. She is drafting a new "Picture Story" feature for the newsletter.

Website

Website Manager Brittany Parris reported that she and Assistant Manager Kevin Fleming continued routine maintenance on the site. Brittany added information about the mentoring program to the home page. She is still investigating the best way to offer a wiki or intranet for the SGA board and committees and is working with the Scholarship Committee as a pilot.

Brittany also reported on behalf of the Web Site Redesign & Redevelopment Ad Hoc Committee. The group is cleaning up the site's File Manager and renaming and deleting some files as well as fixing links.

Listserv

Listserv Manager Ryan Speer has purged the names of "non-renewed" members from the general SGA list and resolved some access issues.

Subscriptions Manager

Subscriptions Manager Traci Drummond has processed 54 subscription renewals for 2011 as well as 13 claims from individuals. It is possible that there will be a shorter claims period when the issues are moved online. Brian Wilson has not heard any more about the mailing problems with the 2010 *Provenance* issue. Traci and Brian will change the mailing procedures so undeliverable mail is returned to SGA.

COMMITTEE REPORTS

Georgia Archives Month Liaison

Georgia Archives Month Co-Chair Bridget Lurette reported that the poster stuffing party will occur on August 2. She has requested a date for the proclamation signing by the governor and is waiting for the schedule to be determined. A small version of the poster was displayed to the board; donors are still being solicited. The Facebook site is up and already has an event posted.

Education Committee

Education Committee Chair Wesley Chenault reported a net gain of \$43.29 for the two spring activities. The committee is reviewing spring workshop evaluations and has

circulated a survey to the membership for fall workshop ideas. A subcommittee is investigating the possibility of an EAD workshop.

Membership

Membership Committee Chair Marie Force reported that the tours in Savannah and at the UPS Archives went well. Photos are on the Flickr page, and a write-up about the UPS tour is in the *Newsletter*.

For now, the idea of SGA Student Chapters has been tabled but will be reconsidered after local archival academic programs are more established. The committee is working with Paul Crater and Kat Stein on plans for outreach to new members, students, and first-time attendees at the Annual Meeting. Welcome packets were sent to members who joined since the last board meeting.

SGA will have office hours and a mixer during SAA. Courtney Chartier and Marie Force are coordinating plans.

Scholarship

Scholarship Chair Anne Graham reported that there were no applicants for the Banks Scholarship, so no award was made. A problem was found with the online application form, so it was taken down until it could be fixed. Dana Miller was selected as the recipient of the Weldon Scholarship.

The scholarship auction at the Annual Meeting will include both silent and live auction components. The committee is working with the Local Arrangements Committee to plan the evening. Donations will be solicited in August. Upcoming deadlines for awards are 9/1/2011 (Gulley) and 10/8/2011 (Dees). The online forms will be back up soon.

Nominating

Nominating Committee Chair Jody Thompson reported that the SGA Fellows met for a luncheon at the Georgia Archives on May 17. Three nominees were approved by the Fellows. The new Fellows and their families will be contacted and invited to the Annual Meeting reception. In addition, the committee is soliciting candidates for board positions and preparing for elections. Jody distributed a list of available 2012 board positions to encourage members to run for office.

2011 Annual Meeting

First Year Director Paul Crater circulated a preliminary Annual Meeting schedule. Chris Prom will be the keynote speaker. Speakers and moderators have been recruited but there is still some tweaking of the schedule to be done before it is posted online. A “Friendly Faces” gathering for new members, students, and first time attendees will occur at 8:30am Thursday during breakfast and registration. Paul will talk to David Carmicheal about speaking during lunch. A mentor/mentee meet and greet is scheduled before the reception. Paul is beginning to consider locations for the 2012 meeting.

Second Year Director Kat Stein was not present but submitted a report. She provided an update on the reception plans and how Local Arrangements is working with the Scholarship Committee on the auction. The Crowley Company and Hollinger/Metal Edge have been confirmed as sponsors, and the hotel is the Hampton Inn Atlanta Southlake.

Outreach Committee

Outreach Committee Chair Courtney Chartier reported that the committee has updated the contact list for Georgia legislators as well as the statewide press contact list. The President's Award has been promoted and nominations sought. Courtney has worked with Andrea Jackson to develop SGA's Flickr policy. SGA's office hours at SAA will not be during a session, which should be helpful. Courtney is preparing "save the date" flyers for the meeting that she will share with vendors at SAA.

Mentoring Committee

Mentoring Committee Co-Chairs Luciana Spracher and Lynette Stoudt were not present but submitted a report. Board members are encouraged to serve as members. The committee wants to try the on-demand format for a year before a vote is taken on whether this will be an official committee.

OLD BUSINESS

Microfilming/Scanning of *Provenance*

President Christine Wiseman reported that all previously microfilmed issues had been scanned and sent to Georgia Tech. Ryan Speer has almost finished scanning the print issues. All of them will be OCRd and posted with Open Journal Systems (OJS) software. There was some discussion about selling extra copies of print issues. Andrea Jackson will make sure the archives has adequate copies of all issues first. The 1996-2010 issues have been microfilmed; Ryan has the PDF files. Traci Drummond has microfiche copies of some issues for the SGA archives.

Online Payments/Donations and PayPal Fees

Brittany Parris has added "Donate" buttons to the online renewal form and scholarship page. The board discussed whether a surcharge is appropriate to cover PayPal fees for online payments and decided that it would not be proper to charge a fee for donations. It was suggested that if a charge is approved that students would be exempt from additional fees for membership payments made online. A proposal was made to charge a "reasonable fee for every PayPal transaction for membership and annual meeting registration." The motion passed.

Photography and Flickr

Andrea Jackson and Courtney Chartier shared the procedures for preserving SGA photographs (see Archivist's report). The handbook sections for the Archivist and the Outreach Committee will be updated. Metadata can be added to images via Flickr.

NEW BUSINESS

Fellows:

Names of the nominees for 2011 were presented and approved.

President's Award:

Christine Wiseman named two winners, David Yoakley Mitchell and Sonja Tolbert. The board approved the awards, and Sheila McAlister will determine how much is in the budget for a suitable gift. Mitchell, Tolbert, and their guests will be invited to the reception.

ADJOURNMENT

There being no other business the meeting was adjourned.

ADDENDUM – Emailed discussions and votes after the meeting

On August 2, 2011, Jody Thompson emailed the board with an updated list of Fellows, having realized she inadvertently omitted a name. The board approved the revised list via an email vote.

On September 7, 2011, Sheila McAlister emailed the board the suggestion of changing the Survey Monkey account from a quarterly to an annual payment, saving approximately \$40 per year. There was no opposition.

On September 21, 2011, Jody Thompson emailed proposed changes to the makeup of the Outreach Committee, including the creation of an Outreach Manager and an Outreach Assistant Manager position. She included position descriptions for the SGA handbook. The board approved the changes via an email vote. The proposal will be presented to the membership for a vote during the annual meeting.

On September 30, 2011, Marie Force emailed the following proposal: "I move that we extend the limit of the SGA student-level membership from 2 years to 4 years, effective January 2012. Student dues would stay the same at \$10/year." The board approved via an email vote. The proposal will be presented to the membership for a vote during the annual meeting.

On October 6, 2011, Christine Wiseman submitted a slate of names for appointed positions for 2012. The board approved the following via an email vote:

Administrative Assistant: Rebecca Landel-Hernandez

Education Committee Chair: Michael Law

Georgia Archives Month Co-Chairs: Tamara Livingston and Laura Starrett

Mentor Committee Co-Chairs: Luciana Spracher and Lynette Stoudt

Newsletter Editor: Josh Kitchens

Assistant Newsletter Editor: Anne Graham

Outreach Committee Chair/Manager: Courtney Chartier

Provenance Editor: Cheryl Oestreicher

Scholarship Committee Chair: Allison Gallup

Subscriptions Manager: Amanda Pellerin

Survey Monkey Manager: Jill Severn
Website Editor: Kevin Fleming
Assistant Website Editor: Andy Carter

Respectfully submitted on November 1, 2011,
Laura Botts
SGA Secretary