

Society of Georgia Archivists
Board of Directors' Meeting
Morrow, GA
27 April 2012

PRESENT

Laura Botts, Courtney Chartier, Paul Crater, Kevin Fleming, Marie Force, Allison Galloup, Andrea Jackson, Joshua Kitchens, Rebecca Landel-Hernandez, Michael Law, Tamara Livingston, Michael Nagy, Cheryl Oestreicher, Brittany Parris, Amanda Pellerin, Luciana Spracher, and Christine Wiseman

CALL TO ORDER

President Marie Force called the meeting to order at 10:05 a.m.

APPROVAL OF MINUTES

The minutes of the January 27, 2012, board meeting were approved.

OFFICERS' REPORTS

Treasurer

Treasurer Michael Nagy presented a report, balance sheet, and profit and loss statement. He has rebalanced the checking subaccounts to reflect the 2012 budget, transferred scholarship principal funds to the money market account and established subaccounts, created a Georgia Archives Month trust liability account so that GAM funds do not appear as assets on the SGA balance sheet, initiated the name change with PayPal to remove Jamal Booker's name as part of the payment name, and tracked 2011 and 2012 year-to-date PayPal fees.

Archivist

Archivist Andrea Jackson has received 2011 files from the President and Web Manager/Web Committee. She talked to Jody Thompson at Georgia Tech about the Dark Archive; Andrea will be the contact for depositing items there. This agreement may be formalized by the board. Andrea also presented handbook revisions for board approval, including revising the name of the Georgia Division of Archives & History, updating the Archivist's duties to include selecting images from Flickr and obtaining descriptive metadata for them, and listing the Georgia Tech Dark Archive as an additional repository. The board approved these items. Courtney Chartier reminded board members to look at images on Flickr and add or correct names and workplaces of people pictured.

Administrative Assistant

Administrative Assistant Rebecca Landel-Hernandez has completed the change of address. The new mailing address is P.O. Box 688, Decatur, GA 30031-0688. She has not yet received much mail, but the post office is forwarding mail sent to the old box. We currently have 226 active, paid members. She has sent reminders to 56 members who have not renewed. Scholarship donations in the amount of \$135.00 have been received so far in 2012. Rebecca is working on

updating the "Member Since" field in Wild Apricot; information in the old Access database is inconsistent and erroneous. It was suggested that she might ask members to self-report their joining dates.

President

President Marie Force sent a letter of support for SAA's IMLS application to fund a follow-up survey to A*CENSUS. She also drafted a letter of support for the Coalition to Preserve the Georgia Archives, informed the board about the new P.O. box, and confirmed SGA representation at SAA's first Summit of Regional Archival Associations. She sent a thank-you letter to a donor of \$100 to SGA scholarships. Her upcoming activities include soliciting nominations for the President's Award, attending a Fellows luncheon, and representing SGA at the Georgia Archives Institute reception.

PUBLICATIONS REPORTS

Provenance

Editor Cheryl Oestreicher reported that the 2011 issue has been mailed, but the printer ran only enough copies for the exact number of names on the mailing list. She will investigate the cost of running additional copies for the archives and claims as well as others that may be needed. She updated the SGA website to include current contact information and the current *Chicago Manual of Style* reference. She sent out a call for papers to SAA, SGA, and regional and state listservs. She has received five submissions so far, all of which are out for peer review. She will send out another CFP for articles.

Newsletter

Editor Joshua Kitchens reported that letters have been sent to previous advertisers requesting payment for this year's ads. The new feature on archives program students will appear in the Summer issue. The Spring issue will be ready soon.

Website

Website Manager Kevin Fleming has posted jobs and events to the website, updated the mailing address on the contact page and footer, and begun work on the intranet for the board and committees. Andy Carter has added the 2012 Fellows announcement to the home page. Their upcoming tasks include continuing the work on the intranet, adding Flickr images to the site, and looking into adding an image and blurb on the home page to link to a current newsletter article. Marie Force asked Kevin to add a photo of the board as well.

Listserv

Listserv Manager Brittany Parris has updated the list of board members and performed trouble-shooting of sog.org email forwarding and access issues. She asked the board to let her know if they became aware of any problems with board mailings. Rebecca Landel-Hernandez mentioned that her sog.org email

account is filling up and asked if there were measures in place for preserving electronic records.

Subscriptions Manager

Subscriptions Manager Amanda Pellerin met with Cheryl Oestreicher and Christine Wiseman as the Ad Hoc *Provenance* Digitization Sub-committee. She emailed institutions and subscriber agents about SGA's address change and answered inquiries about the status of the 2011 issue of *Provenance*. She will email members who should have received the issue to confirm that they have. It is possible that we have a mailing problem like we had for the 2010 issue. Amanda reported that she is having trouble seeing the comment box in Wild Apricot when processing requests for back issues. She is working on migrating the Access database for subscriptions to Wild Apricot.

COMMITTEE REPORTS

Georgia Archives Month

Georgia Archives Month Co-Chair and Liaison Tamara Livingston reported that the committee has selected "Archives: The Gift from One Generation to the Next" as this year's theme. They solicited and received images from a variety of organizations for the flyer and poster. A new Spotlight Program is in development in which an institution will be featured in GAM publicity for the year. The selected institution will receive the GAM Publicity Grant for use during a GAM event in October. The Bartow History Museum and Archives in Cartersville, GA, is this year's Spotlight Institution. The committee is planning to reduce costs this year by printing only a save-the-date card and developing a printable e-poster.

Education

Education Committee Chair Michael Law reported that his committee tried to arrange a workshop at UGA on enclosures and preservation but was unable to secure an instructor. They have conferred with SAA's Education Committee regarding the possibility of offering Digital Archives Specialist workshops around the state over the next three years. The first of these will be "Inreach/Outreach for Digital Archives," held at UGA on June 15. The committee also advertised and provided break refreshments for the Technology Bootcamp sponsored by Clayton State University's MAS program. Michael has also passed out SGA flyers at Georgia Library Association workshops.

Membership

Membership Committee Chair Lynette Stoudt was not present but submitted a printed report. The spring walking tour of Atlanta's Historic Downtown was successful, and plans are underway for a tour of UGA's new archival facility (tentatively scheduled for Tuesday, June 26). SGA office hours have been scheduled for SAA in San Diego from 5:30-6:30pm on Thursday, August 9. The committee has created a list of historical societies, museums and other organizations and mailed membership solicitation letters and brochures to 120 of

them. They also sent individual membership renewal reminders to lapsed members.

Scholarship

Scholarship Chair Allison Galloup reported that Cheryl Ferguson of Tuskegee University was selected out of seven applicants to receive the Carroll Hart Scholarship. The deadline for the Brenda Banks Scholarship (for the Spring Workshop) is April 27. The committee has investigated the cost of printing calendars and learned that 48print.com charges \$7.12 each for 50 calendars. For other items, zazzle.com seems to be the most affordable. If there is interest, a proposal for fund-raising items will be prepared for the next business meeting.

Nominating

Nominating Committee Chair Christine Wiseman reported that during this part of the year, Fellows nominations take up most of her committee's time. Susan McDonald has agreed to serve as "chair" of the Fellows. Christine placed a call for nominations on the SGA listserv. She is coordinating a luncheon for Fellows on May 15 at the Georgia Archives and is working with Kevin to create a biographical webpage for each Fellow. Each will provide answers to about four interview questions.

2012 Annual Meeting

First Year Director Renna Tuten was not present, but Second Year Director Paul Crater delivered both reports. This year there will be three concurrent sessions on Thursday instead of two. During the Local Arrangements Committee's site visit, the wireless connection seemed stable. DSL is also available. Paul mentioned that the budget is tight, but Michael Nagy said that a little extra money is available since the meeting is outside of Atlanta (SGA made money on the meeting held in Morrow). The Program Committee plans to send promotional material to the SAA meeting in August; Courtney Chartier suggested sending about 50 copies to share with vendors as well as save-the-date flyers for members to pick up.

A \$1,000 non-refundable deposit is due to reserve the meeting space; this will act as a credit toward the event. Room reservations should be made by September 19, 2012, although the resort may be able to extend the deadline. Paul plans to advertise the meeting heavily after SAA in August. He will contact vendors and is working with the resort to set up spaces for posters and the mentoring get-togethers. The total cost for the meeting space is \$1,275, which includes screens, power cords, LCD projectors, wireless microphones, and easels. The committee is working on catering choices, all of which must be provided by the resort. Sara Saunders is working on tours of St. Simons Island.

Outreach

Outreach Manager Courtney Chartier has continued to send updates and letter templates to members regarding the Georgia Archives budget. The legislature

restored a half-day's worth of funding. Courtney has updated the "legislative and professional advocacy" section of the website, reminding the board that these are two distinct things. She will prepare a thank-you letter to Georgia Senator Jason Carter from SGA, which Marie Force will sign. Let Courtney or Sarah Quigley know if you need advocacy assistance; it does not have to be for a state organization. The Friends of Georgia Archives group is planning to have a reception for the new State Archivist; Courtney asked if SGA could be involved.

Mentoring

Mentoring Program Coordinator Luciana Spracher sent first quarterly check-in emails to five mentoring pairs and received two replies. She and Lynette Stoudt have completed registration for two new pairs as well. Because at least one of the initial check-in emails went to a spam folder, they will use phone calls to check in with pairs; this should also increase the response rate. Five mentors are still available for mentee pairings.

OLD BUSINESS

Online access to *Provenance* back issues: The *Provenance* Digitization Subcommittee attended a demonstration of Kennesaw State University's Digital Commons (powered by Bepress) and proposed that SGA use them to host back issues. The motion passed. The sub-committee will contact Jon Hansen at KSU about creating the website and assigning metadata to articles. KSU has offered to absorb the cost of the initial website design and set-up; there are presently no maintenance fees. Plans are to start with the most recent back issue (restricting current content to members only) and work backward, possibly releasing one decade at a time. Marie Force suggested that Cheryl notify the members that this is happening.

Cheryl described some of the features of using the online journal manager including management tools for article authors and reviewers, emailed reminders, etc. Amanda Pellerin mentioned that it will be possible to retrieve usage statistics from the software in order to see which issues and articles are accessed most frequently. It was suggested that this might also encourage writing in popular areas.

SGA-SCAA-SNCA future joint meeting: Lynette Stoudt submitted a written report updating the 2013 plans for a joint meeting with North and South Carolina. There is a lot of enthusiasm for the plan; SNCA voted to change their bylaws in order to accommodate a fall 2013 meeting. At this point an estimate of 200-250 attendees is being considered, and the Greenville/Spartanburg/Clemson area of South Carolina is a possible location. Athens, GA, and Asheville, NC, are other possibilities. Lynette will be present at the next board meeting with updates.

Wiki/intranet for SGA board and committees: Kevin Fleming has set up the skeleton of the intranet which includes one page per committee, a page for members, a place to upload files, and a directions page. He will email the

appropriate persons with instructions. If SGA would like individual committee listservs, Brittany Parris can set those up.

NEW BUSINESS

SAA Digital Archives Specialist (DAS) certificate in Georgia: Education Committee Chair Michael Law led a discussion on how SGA could best work with SAA to offer DAS courses. He presented an overview of how the DAS program works (online and in-person courses in four distinct areas taught over several years). SAA wants SGA to provide the meeting space and food; SAA offers one free registration (usually given to someone at the host institution). SGA can approve workshops on a case-by-case basis; we do not have to commit to a full slate of offerings up front.

There was discussion about whether SGA wanted to subsidize workshop costs for SGA members since the DAS courses are significantly higher than SGA workshops. The DAS introductory course is being considered for the pre-conference workshop in November. Michael pointed out that this is not an obligation to SGA but is a plan; SAA can also cancel the workshops if there is not enough interest. Michael Nagy pointed out that although we could hold additional SGA workshops in addition to the DAS offerings, we wouldn't want to compete for attendees. Marie Force said that SGA could also offer workshops that were not "digital" to provide an alternative for members who aren't interested in DAS. Luciana Spracher mentioned that current scholarships are designated for SGA's spring and fall workshops and are budgeted at about \$120 per award. Offering scholarships for DAS courses would incur more money, about \$185 per award. Rebecca Landel-Hernandez said that she took the DAS intro course in South Carolina and thought it was good; it was well attended, and she received a discounted rate.

Marie suggested that the board consider only the 2012 workshops; let next year's board decide whether or not to continue. Ultimately, the board recommended the following to the Education Committee: have a DAS workshop as the pre-conference one in November. Offer the spring (June) DAS workshop at the \$185 discounted rate provided by SAA without additional subsidies; UGA has donated the space for this one.

Changes to Fellows procedures: On behalf of the Nominating Committee, Christine Wiseman presented a draft set of changes to Fellows award procedures. The main change concerned confidentiality during the board vote; Fellows were concerned that nominees who were not selected might find this out. The board voted to approve the changes submitted by the committee and will perform the Fellows vote via secret ballot or some other method that eliminates this concern.

ANNOUNCEMENTS

2012 board meetings: Friday, July 27 (Morrow) and November 7 (St. Simons)

ADJOURNMENT

There being no other business the meeting was adjourned at 12:25 p.m., and the board posed for a group photograph before departing.

POST-MEETING UPDATES

On June 12, 2012, Lynette Stoudt proposed holding a joint meeting with SCAA and SNCA in fall 2013, with SGA serving as the lead institution. The Board approved the motion.

Respectfully submitted on July 16, 2012,

Laura Botts
SGA Secretary