

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

## **PRESENT**

Laura Botts, Courtney Chartier, Paul Crater, Kevin Fleming, Marie Force, Allison Galloup, Rebecca Landel-Hernandez, Michael Law, Tamara Livingston, Michael Nagy, Amanda Pellerin, Lynette Stoudt, Renna Tuten, Christine Wiseman

## **CALL TO ORDER**

President Marie Force called the meeting to order at 10:04 a.m.

## **APPROVAL OF MINUTES**

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

## **OFFICERS' REPORTS**

### **Treasurer**

Treasurer Michael Nagy was present and submitted a Profit & Loss statement and Balance Sheet for the SGA bank accounts. The current money market balance is \$78,405.62, and there is \$6,608.25 in the main checking account. Michael has continued to process deposits, invoices, reimbursements, and quarterly PayPal transfers.

### **Archivist**

Archivist Andrea Jackson was not present but submitted a report. Since the April meeting she has received *Provenance* records and revised the Archivist section of the SGA handbook for the website.

### **Administrative Assistant**

Administrative Assistant Rebecca Landel-Hernandez was present and reported a total active membership of 240. Fourteen new members joined between May 16 and July 27. We now have twenty-four student members. She received donations for Georgia Archives Month (\$250 from Hollinger and \$100 from the Georgia Records Association) and for the Annual Meeting (\$500 from Catherine Flohre). She is adding vendors to a new spreadsheet for Vendor Registration tracking and occasionally receives mail forwarded from the old P.O. box.

### **President**

President Marie Force was present and provided an update of her activities. She has solicited nominations for the President's Award, worked with the Nominating Chair on 2013 Board positions, and written a letter of support for the Coalition to Preserve the Georgia Archives for increased state archives funding. She also worked with the CPGA and SGA's Outreach coordinators to revise a presentation for a possible meeting with Gov. Deal. Additional outreach activities included a thank-you letter to State Sen. Jason Carter, appearances at the Georgia Archives Institute reception and SGA Fellows Luncheon, and updating the Board Member Directory for the intranet.

Between August and October, Marie plans to represent SGA at SAA's first Summit of Regional Archival Associations during the SAA meeting, fill appointed 2013 Board positions, prepare for the SGA Annual Meeting and Business Meeting, and continue advocacy efforts.

## **PUBLICATIONS REPORTS**

### ***Provenance***

Editor Cheryl Oestreicher was unable to attend but submitted a written report. She is finishing the process of reprinting *Provenance* for members who did not receive the last issue. Amanda Pellerin is confirming addresses. Cheryl has received seven submissions for the next issue and has completed reviews for all but two;

author revisions are expected by the end of August. She is continuing work on creating access to digital copies of previous editions.

The *Provenance* sub-committee (Cheryl Oestreicher, Christine Wiseman, and Amanda Pellerin) has received a mock-up of the *Provenance* website; Bepress is preparing the full site. The committee has contacted volunteers who are interested in adding metadata for past issues after the website is completed. They will create procedures for the metadata project, begin uploading articles and assigning metadata, and email the membership when the site is ready for use.

### **Newsletter**

Editor Joshua Kitchens was not present but provided a report. The summer issue will be ready this weekend. There were problems with a couple of the columns, but the material will be in the fall issue. Joshua is waiting on one advertiser who has not yet paid for advertising space for the year.

### **Website**

Website Manager Kevin Fleming was present. He has created an intranet for the Board and committees, added a new Budget page which is visible to members after login, added an image and blurb from the current newsletter to the homepage, and used Flickr images to add photos to other pages. He has posted jobs to the Jobs page and added calendar events as they have been submitted. When necessary, he has helped Board and committee members update their own content and has provided troubleshooting and maintenance.

### **Listserv**

Listserv Manager Brittany Parris was not present but submitted a report. She has been working on policies for email retention and categorization and encouraged Board members to review SGA's Records Retention Schedule online. She suggested that emails scheduled as records for retention AND those that would be helpful to succeeding officers/committee chairs be retained. She would appreciate feedback on this topic as she is in the early stages of this project.

### **Subscriptions Manager**

Subscriptions Manager Amanda Pellerin was present and provided an update on her work. She has been sorting out the *Provenance* mailing troubles with members who did not receive the last issue and working with subscription agents on Vol. 30, 2012. She reported 52 subscription renewals as of July 24. She is in the process of moving her Access database into Wild Apricot and is working with the *Provenance* sub-committee on files and metadata for the Bepress site.

## **COMMITTEE REPORTS**

### **Georgia Archives Month Liaisons**

Georgia Archives Month Co-Chair and Liaison Tamara Livingston was present. Facebook has been the primary method of sharing information this year. The Bartow History Museum is the featured institution; next year there will be an application process for the Spotlight Grant Award. The BHM was highlighted with "did you know" facts on GAM Save the Date cards, an article in the newsletter, a publicity grant for their October event, and an SGA member tour of the museum.

Save the Date cards, were printed, and flyers and a poster were made available online. The total budget is \$1287.15, and all donations have come in except for one from Walter Hopkins. Tamara will follow up with him. The committee is standardizing letters and forms and hopes to present a more formal sponsorship arrangement next year including logos on the GAM page of the SGA website and clarified sponsor benefits.

### **Education**

Education Committee Chair Michael Law was present and presented a report. The committee held a successful DAS "Inreach/Outreach" class at UGA on June 15 and is planning a DAS "Basic Electronic Records" course for the pre-conference workshop on Nov. 7. SAA offers a complimentary registration to an attendee, and there

was discussion about whether this might be used for the scholarship recipient. Michael is in conversation with Richard Pearce-Moses about a possible September workshop; Christine Wiseman offered the use of space at the Georgia Archives if needed. UGA was also mentioned as a possible venue. Potential topics include DACS, basic processing, and Archivists' Toolkit.

### **Membership**

Membership Committee Chair Lynette Stoudt attended the meeting and provided a report. The committee held a summer tour of the new UGA special collections building and picked up a new SGA member who joined because of the tour! They have submitted newsletter articles on the spring and summer tours, forwarded tour photos to the Outreach Manager, partnered with the GAM committee to plan a tour of the Bartow History Museum in October, prepared for SGA happy hour at SAA, and sent out sixteen new member packets.

Upcoming plans include sending emails to faculty and students in archival programs advertising the Annual Meeting, recruiting for and staffing new member/first-time attendee events and the registration table at the meeting, and preparing 2013 committee sign-up sheets. Reminder: SGA happy hour at SAA is 6:30-7:30pm, Weds., Aug. 8 at FLOAT rooftop bar at the Hard Rock Hotel. Office hours are 5:30-6:30pm, Thurs., Aug. 9 during the opening reception.

### **Scholarship**

Scholarship Chair Allison Galloup was present and submitted a report. The Brenda Banks Scholarship was awarded to Matthew "Benji" Barton, a Valdosta State student. Tammi Kim of UGA received the Edward Weldon Scholarship. The Larry Gulley Scholarship application deadline is August 13.

### **Nominating**

Nominating Committee Chair Christine Wiseman was in attendance and submitted a report. She hosted a Fellows meeting and luncheon at the Georgia Archives in May and worked with Fellows Chair Susan McDonald on 2012 nominations via Survey Monkey. Christine has contacted the Fellows for online profile content (name, biographical sketch, a set of questions to answer). She will present the Fellow nominations to the Executive Board for approval at the end of the meeting. The committee is putting together a slate of candidates for the 2013 election and will recognize the Fellows during the Annual Meeting Reception.

### **2012 Annual Meeting**

First Year Director Renna Tuten and Second Year Director Paul Crater were present and prepared reports and a draft schedule for the Annual Meeting. The Program and Local Arrangement Committees are finalizing session locations and technology needs, confirming space needs/times for the Mentor/Mentee Meet and Greet and the Fellows gathering, and confirming leaders for round table sessions. SGA speakers will be offered a discount for registration this year. A Poster Session sub-committee (Deborah Davis and Fred Mobley) has distributed a call for posters and will accept a maximum of ten entries. Mandy Mastrovita designed the postcards for the Annual Meeting. 250 will be distributed during SAA, and additional cards will be mailed to members and a shortened GAM list. Paul will provide additional information next week, but hotel registration is open (\$99 single/\$150 double) and will end on Sept. 19. The meeting is a little over budget, but Paul was not concerned at this point. Sara Saunders is investigating island tours on Wednesday.

### **Outreach**

Outreach Manager Courtney Chartier was present and provided a report. She and Sarah Quigley have updated the Legislative Advocacy section of the website with practical ideas and have outlined updates for the Professional Advocacy section. They have drafted a thank-you letter to Senator Jason Carter, assisted the Friends of Georgia Archives with an informational packet, uploaded items to Flickr and Facebook, contacted communications professionals to pitch story ideas on the Georgia Archives and SGA, and consulted on a President's Award submission. Courtney will help distribute Annual Meeting postcards, pencils, brochures, and candy at SAA. Michael Nagy suggested printing a QR code for the display table and asked if the SGA site was mobile friendly. (No.)

## **Mentoring**

Mentoring Program Co-Coordinator Lynette Stoudt was present and provided a report. There are currently seven active pairs of mentors/mentees with another pair pending. They are looking for more mentors for the pool, and there is an application on the website. They have continued to facilitate mentoring relationships and suggest activities. A Mentoring Meet-and-Greet will be held at the Annual Meeting. Luciana and Lynette Stoudt have heard from a volunteer who is interested in working with them, and they are considering staggered two-year co-chair positions.

## **OLD BUSINESS**

**Online access to *Provenance* back issues:** See report from editor, above.

**SGA-SC-NC future joint meeting:** Lynette Stoudt provided an update on the Georgia/South Carolina/North Carolina joint meeting planned for 2013. SGA has been appointed the lead organization and will handle monetary transactions and contracts. The presidents of the three organizations negotiated and signed a meeting agreement. Possible venues include Furman University, USC Upstate, Clemson University, Converse College, and Wofford College. The planning group is continuing to discuss venues and expects to establish a tri-state local arrangements and program committee after the SGA Annual Meeting. They estimate attendance of about 250 and are planning a two-day format with a workshop or workshops on Wednesday.

## **NEW BUSINESS**

**President's Award:** Marie Force presented a nomination for the SGA President's Award, offered to a person or institution outside the profession who has made a significant impact on archives. The Board approved the selection of the Office of the Morehouse College Martin Luther King Jr. Collection for the award.

**Annual Meeting merchandise:** The Program Committee is looking at Zazzle.com for the creation of totebags, mugs, etc. featuring the Annual Meeting postcard image that could be printed on demand by members. A 10% royalty fee from these sales goes to SGA. Let Renna Tuten know if you have product ideas.

**ANNOUNCEMENTS:** Final 2012 Board meeting in the Cypress Room at the conference hotel, Weds., Nov. 7, 5:30pm, St. Simons.

## **ADJOURNMENT – NON-VOTING BOARD MEMBERS**

### **SGA FELLOWS VOTING**

**ADJOURNMENT – VOTING MEMBERS:** The meeting was adjourned at 11:37am.

**POST-MEETING UPDATES:** The Secretary of State's announcement on Sept. 13 of plans to close the Georgia Archives spawned a flurry of activity throughout SGA. Several Board members participated in a conference call on Sept. 17 to discuss advocacy ideas and the GAM proclamation signing. (There were no motions or votes accompanying these actions.)

Marie Force submitted a list of appointed positions for 2013 for Board approval on October 2. The motion passed.

Respectfully submitted on October 31, 2012,

Laura Botts  
SGA Secretary