

Society of Georgia Archivists
Board of Directors Meeting
Morrow, GA
18 April 2014

PRESENT

Andy Carter, Courtney Chartier, Traci Drummond, Allison Galloup, Wendy Hagenmaier, Michael Nagy, Kim Norman, Heather Oswald, Brittany Parris, Amanda Pellerin, Sarah Quigley, Laura Starratt, Lynette Stoudt, and Carol Waggoner-Angleton

CALL TO ORDER

The meeting was called to order at 10:03am.

APPROVAL OF MINUTES

The board unanimously approved the January 2014 board meeting minutes.

OFFICER REPORTS

Treasurer

Treasurer Michael Nagy was present and submitted a report. He has renewed SGA's registration as a Georgia non-profit corporation with the Georgia Secretary of State's office. Also, IRS Form 990 filing is due by May 15, 2014. Michael let the board know that he will be following up with everyone again to ask about how many hours board members/committee chairs spend doing outreach activities. Michael also provided the board with an overview of Totals as listed on the Balance Sheet for SGA (as of April 14, 2014): \$77,954.18 (SGA Money Market account); \$4,481.15 (Main Checking account); and \$82,870.47 (Total Assets.)

Archivist

Archivist Merri Torre was not present, but did submit a report prior to the meeting. Courtney presented on Merri's behalf. Courtney announced that Stacy Jones has been appointed as Archival Assistant. An overview was given with regards to the "processing party" project, which was held on February 22, 2014. The goal of the project was to address the backlog of SGA records to be processed. Traci Drummond hosted the gathering at Georgia State University Library. Participants included Merri Torre, Stacy Jones, Traci Drummond, Courtney Chartier, Laura Starratt, and Valeria Baker. The results were positive—now there is no backlog for SGA records and the team was able to process approximately 8 cubic feet of records down to 1.5 cubic feet. Merri transmitted the remaining records to the Georgia Archives. (Records can be requested by asking for SGA Archives collection #19870014M.) The finding aid for the records is in need of work, however. Merri would like to form a committee to take on this project—if interested in assisting, please contact her or Stacy.

Administrative Assistant

Administrative Assistant Allison Galloup was present and submitted a report. She now separates membership data into two charts: Active Membership Data and Lapsed Membership Data. The "Lapsed" status in Wild Apricot is now being utilized more robustly. Previously, a member could *not* renew yet *still* receive membership benefits (i.e. discounts on workshops, etc.) However, now if a member is moved to Lapsed status she/he will not receive the benefits of

membership, but will still remain in the database so that renewal can be completed at any time. The protocols for this, which are explained in greater detail in her report, were worked out by her with the assistance of Sarah Quigley and Michael Nagy. This change has resulted in an increase in successful renewals; however, sometimes there is still a problem with members having multiple e-mails registered with Wild Apricot. Allison also noted that the annual Post Office box fees have been paid by Courtney.

President

President Courtney Chartier was present and submitted a report. She provided an overview of activities to date, which included (but was not limited to) contributing the “President’s Letter” to the *SGA Newsletter*, meeting with the Past President and Vice President, and meeting twice with members of the newly formed Strategic Plan Task Force. (Members of the Task Force include Courtney Chartier, Brittany Parris, Ryan Rutkowski, Lynette Stoudt, and Sarah Quigley.) Courtney continues to coordinate National History Day activities and to represent SGA at archival functions. She will also be focusing more on selecting a recipient for the President’s Award, which recognizes an individual or organization outside of the archival profession for outstanding support of archives.

PUBLICATION REPORTS

Provenance

Provenance Editor Cheryl Oestreicher was not present. Courtney provided the board with an update on her behalf. The number of downloads is still increasing for digital issues. Also, the new double issue (print) has been published.

Newsletter

SGA Newsletter Editor Michael Law was not present. Courtney provided the board with an update on his behalf. The current *SGA Newsletter* is late, but will be published soon. The newsletter is very content heavy, but still needs more suggestions for the institutional profile spotlight and/or membership interview sections.

Website

Website Manager Andy Carter was present and provided the board with a verbal update. All board members (and other individuals, as applicable) should have necessary Wild Apricot administrative privileges (corresponding to his/her position) by now. He has created a “Spotlight Grant” sub-webpage for the Georgia Archives Month section of the website. Also, he announced that Wild Apricot’s system will be undergoing an upgrade in the near future. Andy also stated that he had been having trouble receiving e-mails, but that the problem should be resolved by now.

Listserv

Listserv Manager Joshua Kitchens was not present, but did submit a report, which Courtney presented on his behalf. The listserv’s usual and expected maintenance continues. A discussion ensued concerning *soga.org* e-mail addresses that correspond to the various board positions. If a board member or committee chair or publication editor has any questions regarding his/her *soga.org* e-mail address, contact the Listserv Manager.

Subscriptions Manager

Subscriptions Manager Amanda Pellerin was present and submitted a report. (The board welcomed her back from her recent maternity leave!) She provided an overview of activities to date, which included processing institutional renewals for *Provenance* 2014, filling back issue orders, communicating with subscribers regarding orders and any problematic issues, etc. She also provided statistics on subscriptions to date—there have been 41 subscription renewals for 2014. There is only one potential claim for a member who has not received an issue yet. She noted that she has received 40-50 *additional* print issues to have on hand and the reason for the extras is most likely due to problems experienced when several claims were filed last year.

COMMITTEE REPORTS

Archives Month Liaison

Georgia Archives Month Liaison Carol Waggoner-Angleton was present and provided a verbal update. The 2014 Georgia Archives Month theme will be “Sweet Tea and Southern Breezes: Georgia History.” A call for pictures and solicitation letters for GAM will be going out soon. Carol noted that Coca Cola has donated to GAM. Also, a spotlight announcement has gone out with a deadline for June 1. However, no responses have been received yet, so another call will go out.

Education

Education Committee Chair Heather Oswald was present and submitted a report. The spring workshop, *A Guerilla Approach to Digital Archives*, was successful. Attendees remarked that SGA could charge more in relation to the workshop’s value. Heather also mentioned that she has spoken with Bradley Westbrook of ArchivesSpace regarding the possibility of having an ArchivesSpace workshop in conjunction with the annual meeting. A board discussion followed of the pros and cons of having such a workshop; ultimately, it was decided that SGA would not pursue this opportunity due to the costs and restrictions involved, in addition to other factors (i.e. SGA meeting attendees might not be the best target audience.) Heather noted these concerns and said she would follow up with Mr. Westbrook about the topic. Wendy suggested an informal session regarding “What have we learned so far with regards to ArchivesSpace” for the annual meeting as an alternative to a formal workshop. It could be held amongst users and possible interested persons. Heather also mentioned that she was approached about hosting a Metadata and Digital Object (MDOR) break-out session at the annual meeting. Traci recommended following up with Laura about it due to possible space and cost issues. Michael recommended that the people interested in MDOR adjust it to fit the morning program and submit a proposal.

Membership

Membership Committee Chair Sarah Quigley was present and submitted a report. The Oakland Cemetery Spring tour is scheduled for May 16. It will include a gravestone demonstration presented by the Cemetery’s “gravestone rehabilitation” expert. The tour will also include time to discuss possible plans for the Cemetery’s limited archival holdings. Sarah also noted that she is following up with SAA to set up a schedule for office hours during the SAA annual meeting. Also, in light of new procedures for membership renewals/lapsed notifications, Sarah will need to look at the Membership Committee timeline and see what might need to be adjusted. Michael Nagy inquired as to how the responsive steps to handling a bounced check should be articulated in the handbook. Sarah and Michael will look into this issue together.

Scholarship

Scholarship Committee Chair Kim Norman was present and submitted a report. She provided an overview of scholarship awards to date. The Brenda Banks Scholarship was awarded to Ryan Smith of The Black Archives (Miami, FL) and the Carroll Hart Scholarship was awarded to Greer Martin of the Digital Public Library of America (Athens, GA.) The next scholarship deadline (May 9) is for the Edward Weldon Scholarship, which covers the registration fee for one SGA member to attend the SAA annual meeting in August. Courtney suggested that SGA brainstorm about ways to promote scholarships better in order increase the number of applicants.

Nominating

Nominating Committee Chair Lynette Stoudt was present and submitted a report. She outlined activities conducted by the committee to date. These activities have included (but are not limited to) confirming that Susan Potts McDonald will continue to serve as unofficial chair of the Fellows, soliciting Fellows for biographies and photos for inclusion on the website, and announcing the call for 2014 Fellows nominations on the listserv and via the newsletter. (She has not yet received any nominations as of yet.) Lynette also thanked Andy Carter for updating the Fellows webpage.

2014 Annual Meeting

First Year Director: Laura Starratt was present and submitted a report. She highlighted the “building blocks” theme of the SGA annual meeting: “Plans and Strategies for the Future of Archives.” The committee has sent out a call for proposals, but has not received any official responses as of yet. She is thinking of pushing the deadline for proposals back. Keynote and plenary speakers have been selected: Keynote speaker: Richard Mendola, Senior Vice Provost of Library Services and Digital Scholarship/Enterprise Chief Information Officer, Emory University; Plenary speaker: Kate Theimer, creator, ArchivesNext and the Archives 2.0 wiki. Courtney asked all present to personally reach out to archivists to encourage them to submit proposals for the annual meeting.

Second Year Director: Traci Drummond was present and submitted a report. She provided an overview of catering, registration, and vendor arrangements, as well as plans for getting relevant meeting information online on the SGA website. The committee is assembling vintage images of Athens in order to have a “collage” on the website. Traci also mentioned that the committee is looking into new ways for communicating with vendors and is reaching out to information science programs for regional and/or online sponsorship, such as physical table space and/or online advertisements. Courtney mentioned that SGA should have a vendor price for “non-profit vendors.”

Outreach

Outreach Manager Wendy Hagenmaier was present and submitted a report. She detailed activities to date, which have included (but are not limited to) publicizing National History Day and planning a “train-the-trainer” workshop on Personal Digital Archiving as an outreach tool, which will be held at Georgia Archives in the summer. Outreach Co-Manager Catherine Miller has been interviewing digital archives stewards from Georgia. Interviews will be posted on the SGA blog at least once a month and promoted as part of the Everyday Digital Archives outreach

and advocacy campaign. Wendy and Catherine will continue to plan the Everyday Digital Archives campaign. Brittany mentioned that perhaps Wendy could turn this initiative into a proposal for the annual meeting.

Mentoring Program

Mentoring Program Coordinator Lynette Stoudt was present and submitted a report. There are 4 active mentoring pairs. She and Assistant Coordinator Ryan Rutkowski continue to monitor and facilitate active mentoring relationships. While two partnerships were suspended due to one mentor and one mentee leaving the program, two pairs did complete their 12-month partnership. Lynette and Ryan sent certificates and encouraged partners to complete the program evaluation. Lynette encouraged those present at the meeting to consider participating as a mentor or mentee.

OLD BUSINESS

Strategic Plan Task Force (Courtney Chartier)

The Strategic Plan Task Force—consisting of Courtney Chartier, Sarah Quigley, Lynette Stoudt, Ryan Rutkowski, and Brittany Parris— held its first meeting. Action items and goals were covered in this first meeting. The final goal is to be able to outline a strategic plan for SGA and to be able to show the report at the annual meeting. The SPTF held a second meeting during which Brittany and Ryan provided an organizational assessment via a visualization of SGA's current programs. Courtney, Sarah, and Lynette will use this assessment to craft a membership survey to determine what is working well and ways in which SGA can improve upon programs and/or expand.

National History Day Collaboration (Courtney Chartier)

Courtney went over our plans to collaborate with Kevin Shirley (LaGrange College) in regards to National History Day. Kevin wants National History Day-related events to “mesh” with Georgia Archives Month. The 2015 theme of National History Day will be “Leadership and Legacy in History.” Examples of archival collections that speak to this theme would be helpful. If any collections are identified in an institution's holdings, SGA members are encouraged to write up summaries about such collections and send them to Kevin Shirley. Courtney encouraged promotion of GAM in conjunction with National History Day and informed those present that she will continue to send out e-mail updates about NHD collaboration initiatives. Possibilities concerning an “Archives Crawl” and/or “student days” at archival institutions came up again in discussion concerning possible outreach ideas.

Provenance Join Date (Cheryl Oestreicher via Courtney Chartier)

Courtney read aloud an e-mail sent in by Cheryl. Cheryl raised some concerns regarding membership policy revisions, member join dates, and expectations regarding receipt of *Provenance* issues by members. For example, Cheryl commented that the trend tends to be that the 2013 issue will not come out until March 2014 and so on and so forth. Thus, for members joining in early 2014, there seems to be confusion as to why they do not receive the “2014” issue, with the reason being that the “2014” issue is actually the 2013 issue and thus not available to them due to their join date. Cheryl stated that “...members should be in good standing for the year in which the issue is assigned, meaning those in good standing during 2013 should receive the 2013 issue but those who are lapsed or join in 2014 would receive the 2014 issue but not the 2013.” Thus, Cheryl proposed an addition to the by-laws that would put in place a deadline for

renewal in order to receive an issue of *Provenance*. (For example, renewals received by January 31 would receive the previous year's issue.) The board discussed this concern and approved for Cheryl to move forward in crafting language to reflect this position. Michael noted that it would be important that SGA avoid the scenario in which a member might pay for one year of dues yet still be able to receive two issues.

NEW BUSINESS

Intranet/Move to Wild Apricot (Courtney Chartier)

Courtney noted that she would like SGA's leadership to utilize the Intranet more robustly by uploading important information such as transitional files for the various board positions and committees in order to improve continuity as individuals rotate in and out of positions. Andy also mentioned that a Wild Apricot upgrade is on its way and once he knows more about the specifics of the upgrade, he will share that information with the board.

Future Joint Annual Meetings (Courtney Chartier)

Courtney stated that she has been approached by the Society of Florida Archivists regarding the possibility of a future joint annual meeting. She noted that, in recent past board meetings, there has been discussion of spreading out how often SGA participates in joint meetings based on membership feedback. Nothing needs to be decided now; instead, Courtney encouraged those present to brainstorm about possibilities for collaboration with other organizations.

ADJOURNMENT

The meeting was adjourned at 11:52pm.

Respectfully submitted on May 19, 2014
Brittany Parris, Secretary