

Society of Georgia Archivists
Board of Directors Meeting
Morrow, GA
July 25, 2014

PRESENT

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

CALL TO ORDER

The meeting was called to order at 10:09am.

APPROVAL OF MINUTES

The board unanimously approved the April 2014 board meeting minutes.

OFFICER REPORTS

Treasurer

Treasurer Michael Nagy was present and submitted a report. Michael filed an extension for IRS Form 990—it is now due by August 15, 2014. Activities carried out to date by the Treasurer have included processing check deposits and PayPal transfers; paying invoices, refunds, and reimbursements; reconciling all bank accounts to statements; and corresponding with board members regarding invoices, receivables, refunds, and software issues. He provided an overview of SGA's Balance Sheet, highlighting totals as of July 21, 2014: \$85,297.29 in Total Assets and \$1,651.98 in Total Liabilities. Michael also noted that our Net Income with regards to SGA's Profit and Loss is -\$3,072.08 as of July 21, 2014. This number is down because funds have been spent on annual meeting expenses yet registration fees have not come in yet—this figure will balance out and pick up later on.

Archivist

Archivist Merri Torre was present and submitted a report. She noted that 2014 is her last year as the SGA Archivist and she encouraged those present to considering nominating others or themselves for Archivist for the 2015 elections. In her report, she noted that anyone needing to access or research SGA's archival records can do so by visiting the Georgia Archives and asking for SGA Archives collection #19870014M.

Administrative Assistant

Administrative Assistant Allison Galloup was present and submitted a report. She gave an overview of membership data. Currently, SGA has 241 active members and recently the organization has had fourteen new memberships—ten individuals, one patron, one contributing, and two students. Courtney asked if the Lapsed Members (71 total) were included in the Active Member Total and Allison responded that the Active Member Total did not include any lapsed figures and that it is an accurate reflection of SGA's current membership. Wild Apricot (WA) underwent an update on June 28, so Allison backed-up the membership list prior to that in case of emergency, but it looks as if everything has gone smoothly with the upgrade. Allison reported that recent adjustments to membership category definitions in WA, coupled with refined e-mail

reminders, have been going well and having a positive effect on the renewal of memberships and managing of data.

President

President Courtney Chartier was present and submitted a report. She detailed her activities carried out to date, which included the distribution of a draft SGA Strategic Planning Survey to Task Force members for comment. She also contributed a SGA letter of support for Richard Pearce-Moses' (Clayton State University) tenure packet and continued to coordinate SGA promotion of National History Day in Georgia with Kevin Shirley (La Grange College). If anyone is interested in holding a NHD-related event, Courtney encouraged them to contact her or Mr. Shirley. Courtney also provided a brief overview of ongoing and upcoming activities, which included the routine checking of the SGA Post Office Box—Traci recommended that Courtney might want to check it more often with registrations beginning to come in for the Annual Meeting. Courtney also met with the former President of the Society of Florida Archivists (SFA) to discuss a possible joint meeting. SFA is willing to have a meeting in Savannah. There are some logistical issues as to the time of year during which such a meeting would take place. (Typically they meet at the end of the academic year—late May/early June—whereas SGA meets in the fall.) SGA would be unable to move up their meeting that early in the year, so that point would have to be discussed further. If any joint meeting occurred it would not be until at least 2016 because of recent membership feedback regarding the frequency of joint meetings. Some additional questions arose, such as: Will SFA have to change their by-laws should they need to move their meeting date? How flexible can they be? What kind of attendance from SFA members could SGA expect? Courtney will follow up again with a SFA representative and will discuss this issue more with the board at a later date. Also, as previously suggested, interest in collaborating with Tennessee was mentioned.

PUBLICATION REPORTS

Provenance

Provenance Editor Cheryl Oestreicher was not present. Courtney provided the board with an update on her behalf. Cheryl had sent an e-mail to SGA regarding an update on *Provenance*. There is now an option to download full issues in addition to single articles—this option is also available for back issues of *Georgia Archive*. There have been approximately 9,500 downloads in three months. Cheryl's e-mailed report to Courtney highlighted the previously discussed issue wherein there has been a misunderstanding regarding a member's join date (i.e. *year*) versus the *Provenance* issue *year* that they are entitled to receive as a membership benefit. Courtney also mentioned that the next *Archival Outlook* will have a feature on the digital *Provenance* project. The 2015 focus for *Provenance* will be the SNAP (SAA's Student and New Archives Professionals) Roundtable. Courtney announced that Cheryl will continue to serve as Editor.

Newsletter

SGA Newsletter Editor Michael Law was present and submitted a report. The Summer 2014 issue is now available for download. Michael indicated that while the newsletter has several members lined up for the Member Spotlight section, they are still struggling with the Institutional Focus section and need suggestions for institutions. Merri suggested Agnes Scott as a possibility. Michael noted that the next newsletter will revolve around Annual Meeting coverage. Volunteers will be needed to cover sessions during the meeting; this would entail

writing a short description of sessions. Michael mentioned also needing people to take photographs of sessions and events. Courtney mentioned that part of Outreach's duties is getting photographers/volunteers for the Annual Meeting, so Michael and Wendy should coordinate on this activity. Michael and Wendy agreed. Michael is also working with Andy to look at solutions for storing past newsletter issues in WA or some other platform. Also, information on options to buy advertising is being initiated within WA. The next submission deadline for the Fall issue is September 15, 2014.

Website

Website Manager Andy Carter was present and submitted a report. Andy provided a brief overview of the WA site, which recently experienced an upgrade. Courtney noted that upload instructions for the Intranet need to be tweaked due to changes with the upgrade. Also, a temporary glitch in the Membership Submission form has been fixed. Andy has updated the contact information with Network Solutions to reflect him as point-of-contact instead of the Treasurer. Andy brought up the issue of possibly looking into additional storage due to increased utilization of WA for file management. Further discussion of this ensued when Andy mentioned that he has received a request to use WA as a repository for SGA newsletter files, as well as to utilize WA to automate other activities related to running the newsletter. Merri asked if the files should be part of SGA's dark archive? It was noted that yes, this is true; however, for access, another platform would be needed. Brittany suggested Google Drive (via SGA's Google Apps account) and Allison recommended Digital Commons (KSU). Heather offered to put Andy in touch with someone at KSU. Michael (Treasurer) suggested that we explore how much extra storage via WA (etc.) would cost. Andy also mentioned that a request from Subscriptions Manager Amanda Pellerin is also being taken under advisement. Amanda is interested in exploring the movement of records of institutional *Provenance* subscriptions to within WA. Courtney noted that the goal is to have all invoices generated from the same system. The process of how subscriptions interact with WA needs to be streamlined and centralized. Traci also noted that the previous/current subscriptions database (which is outside of WA) is cumbersome to use. More discussion of this topic will follow as Andy explores options.

Listserv

Listserv Manager Joshua Kitchens was not present, but did submit a report, which Courtney presented on his behalf. Business as usual continues. Josh has helped members when issues arise and has made minor updates to the list. He has added members who joined in the last quarter.

Subscriptions Manager

Subscriptions Manager Amanda Pellerin was not present, but did submit a report, which Courtney presented on her behalf. She highlighted the ongoing, in-progress work on merging WA and the legacy subscriptions database. Pros of this migration include gaining web-based access to subscription information (i.e. not needing dedicated software on a computer.) Also, WA has the ability to keep lists, run reports, and export to Excel, which is useful for generating mailing lists for *Provenance* subscribers. Potential cons or questions to be resolved include the following: Does WA have a similar query function where current subscribers can be identified apart from inactive subscribers? We need the ability to generate forms according to SGA's needs and we need the ability to extract information from the data entered. *Provenance* is at 43 subscription renewals for 2014. There have been 2 new subscriptions.

COMMITTEE REPORTS

Archives Month Liaison

Georgia Archives Month Liaison Carol Waggoner-Angleton was present and provided a verbal update. GAM has been successful in bringing several sponsors on board. [Sponsors include Archival Products; The University System of Georgia Board of Regents; The Coca-Cola Company; the Georgia Records Association; the Georgia Library Association; Hollinger Metal Edge; Kennesaw State University (Museums, Archives, and Rare Books); NARA; Polygon; and SGA.] Carol also noted that work progresses on “Research Round-Up” (RRU) activities. [During Georgia Archives Month, select institutions across Georgia will be holding RRU events for National History Day students.] Carol also stated that the 2014 Spotlight on Archives Grant has been announced on the GAM Facebook page—congratulations to the recipient, LaGrange College. GAM, in collaboration with LaGrange College, continues to approach people and institutions for the NHD RRU event. A GAM save-the-date card will be going out to membership soon and that the GAM poster will be unveiled on July 29. The poster will be sent out on August 1. The event for the Governor’s proclamation of GAM has been set up for September 23. Laura Starratt moved to grant GAM \$500, as has been done in previous years by the board and the motion passed.

Education

Education Committee Chair Heather Oswald was present and submitted a report. The June audio and video preservation workshop had to be cancelled; the Education Committee coordinated with IMAP and the Atlanta History Center to cancel the event. The event had to be cancelled due to low number of registrations, likely due to the lack of time to advertise the event and conflicts with summer vacations. The Committee finalized agreement with SAA to cohost an “Accessioning and Ingest of Electronic Records” DAS (Digital Archives Specialist) workshop in conjunction with the SGA annual meeting. A disaster preparedness workshop was in the works for the meeting, as well, but since a similar panel is taking place as part of the meeting’s programming, Kim Norman had suggested to Heather a workshop on wet salvage techniques. Heather is following up on the suggestion as a pre-conference workshop.

Membership

Membership Committee Chair Sarah Quigley was present and submitted a report. In May, she led a spring tour of Oakland Cemetery. While the turn-out was low (only three individuals—including the membership chair—attended,) the tour itself was successful and attendees were able to observe a grave stone restoration demonstration and to have a conversation about plans for Oakland’s small amount of archival holdings. Sarah volunteered SGA’s help with the Cemetery’s archives. Sarah also mentioned that SAA office hours for SGA are scheduled for August 14, 6:30-7:30pm. Of the committee’s upcoming to-do activities, Sarah highlighted that they she will coordinate with the Local Arrangements Chair to staff the annual meeting registration table and to plan member social activities, particularly “new member” events. She also has updated the timeline of duties for the Membership Chair since the last meeting.

Scholarship

Scholarship Committee Chair Kim Norman was present and submitted a report. She provided an overview of scholarship awardees:

- Banks Scholarship: awarded but ultimately declined; funds remain unused.

- Hart Scholarship: awarded to Greer Martin of DPLA, who attended Georgia Archives Institute
- Weldon Scholarship: awarded to Meredith Torre of Columbia Theological Seminary, who will attend SAA

Applications for the Gulley Scholarship are still incoming. The Dees Scholarship has been announced and the deadline for application is August 22. The Taronda Spencer Award will be announced and the deadline for application is expected to be August 22. Announcements will go out via e-mail, Twitter, and Facebook.

Nominating

Nominating Committee Chair Lynette Stoudt was present and submitted a report. Activities to date include confirmation of Fellows nominee eligibility, coordination of Fellows Luncheon; editing of Fellows webpage; and identification of 2015 elected officer/presidential appointment vacancies. The Fellows vote is currently underway with a deadline of August 1. (The vote for new SGA Fellows is usually taken at the penultimate board meeting for the calendar year, but since the Fellows have not yet completed their portion of the voting procedures, this activity will be postponed until later.) Lynette also detailed her upcoming goals, highlighting the fact that she will be soliciting nominations for 2015 SGA board positions in the upcoming months.

2014 Annual Meeting

First Year Director: Laura Starratt was present and submitted a report. The theme for the 2014 SGA Annual Meeting is “Plans and Strategies for the Future of Archives.” Keynote and plenary speakers have accepted. The keynote speaker will be Richard Mendola (Emory University) and Kate Theimer (ArchivesNext/Archives 2.0 wiki). Laura provided the board with a finalized programming schedule.* Also, a participant contract has been approved by the committee and will be sent to session speakers and poster presenters, pending the second year director’s approval. Traci suggested having a “happy hour” activity again. Sarah and Laura discussed streamlining membership events with program planning. [*Addendum: Laura provided a correction via e-mail following the board meeting. She amended her report on the Intranet to reflect the correction.]

Second Year Director: Traci Drummond was present and submitted a report. She provided a budget for the committee’s activities for the annual meeting, which covered: giveaway; venue package; catering; reception venue; and reception catering with a total cost of \$12,100. Anticipated income from vendors and registration is \$16,650 with an expected profit of approximately \$4,500 for the program. She noted that they will be extending the early-bird registration deadline. Courtney concurred that a happy hour event following the board meeting would be a good idea. Traci asked for suggestions for locations. Sarah said that she would reach out to her committee for suggestions.

Outreach

Outreach Manager Wendy Hagenmaier was present and submitted a report. She noted that Outreach Co-manager Catherine Miller continues conducting monthly interviews with digital archives stewards from Georgia. These interviews are then posted to the SGA blog and promoted as part of the “Everyday Digital Archives” campaign. Wendy is finalizing a train-the-trainer workshop on personal digital archiving as an outreach tool. The workshop is to be held at the

Georgia Archives on July 31. Sixty-five people have signed-up for the workshop, so it will be held in a larger space than originally planned. Courtney recommended that someone “live tweet” from the workshop. There is the hope that people will offer a train-the-trainer type of workshop at their institutions in conjunction with GAM. A Georgia Libraries Association “Carterette Webinar” version of the workshop and a GaCOMO (Georgia Council of Media Organizations) presentation about it are also in the works. Wendy and Cathy have partnered with Heather on a proposal for the annual meeting—a series of break-out groups on topics such as acquisitions, processing, and digital records access. Wendy outlined future activities, which included promotion of the annual meeting, GAM, National History Day, and the Everyday Digital Archives campaign. They will also update press and legislative district lists and create Outreach knowledge management documents, which will include details about social media accounts. Sarah also announced Wendy’s election to SAA’s Issues & Advocacy Roundtable.

Mentoring Program

Mentoring Program Coordinator Lynette Stoudt was present and submitted a report. There are currently six active mentoring partnerships. Lynette and Assistant Coordinator Ryan Rutkowski continue to monitor and facilitate active mentoring relations. Three mentoring partner check-ins have been conducted. Ryan registered pair numbers 20 and 21 and the website has also been updated. Upcoming tasks include additional advertising for the program. Sarah inquired as to whether or not it was possible to request a mentor at any stage in one’s career, i.e. the mentor program is not just for new professionals. Lynette affirmed that a SGA member can request a mentor at any phase of her/his career.

OLD BUSINESS

Strategic Plan Task Force and Intranet/Move to Wild Apricot (Courtney Chartier)

[Old Business skipped because topics addressed earlier during presentation of reports.]

NEW BUSINESS

Georgia Archives and Genealogy Day (Carol Waggoner-Angleton)

The next “Georgia Archives and Genealogy Day” is coming up in October. It is an opportunity for SGA and GAM to promote their groups. Courtney would like for SGA to have a table at said event. Nobody objected to SGA having a presence at the event. Some discussion followed as to the need to figure out additional ways to promote genealogy resources outside of the institution (i.e. the Georgia Archives.) Kim also noted the need for a budget for refreshments for the event.

Professional Reading Club (Carol Waggoner-Angleton)

Carol would like to explore the idea of a “book group” dedicated to professional reading materials from the archival field. For example, reading material could be pulled from the ACA bibliography. Such a tool could be used to reach out to archival studies/library science students, such as those at Valdosta State University or Clayton State University. Carol envisions the timeline as being “tucked in” to natural breaks in the academic calendar. A model to look at would be Kate Theimer’s virtual book club. Carol would like to use some kind of remote technology platform so that this can be an online activity. Some discussion ensued regarding possible platforms. Courtney suggested basing book choices on membership feedback. Sarah suggested *Provenance* (articles, publishing guidelines, etc.) as a session idea. Courtney asked Carol to submit a proposal regarding platform, timelines, and outline of responsibilities.

Review of IRS Form 990 (Michael Nagy)

Treasurer Michael Nagy went over SGA's estimated number of hours spent on lobbying activities. He confirmed with board that five hours per week is the average spent for leadership. Michael will submit the form on SGA's behalf to the IRS.

Institutional Memberships (Courtney Chartier)

Based on an outside inquiry, Courtney asked whether or not SGA would want to offer institutional-based memberships. Michael (Treasurer) noted that it would be cumbersome, as WA is geared toward individual accounts. Others concurred as to the difficulty of this prospect. The board will not pursue this venture. If a group is interested in a less expensive rate of advertising, SGA does offer a non-profit rate now.

Nominations and Appointments for 2015 (Lynette Stoudt)

Let Lynette know of nominations for board positions (voting members) and let Courtney know of nominations for board/committee chair positions (non-voting members.) The deadline for nominations will be mid-August.

ANNOUNCEMENTS

The final 2014 board meeting will be held Wednesday, November 5 in Athens, Georgia.

ADJOURNMENT

The meeting was adjourned at 12:04pm.

ADDENDA

On July 29, Outreach Manager Wendy Hagenmaier disseminated to the board via e-mail a grant proposal regarding a "Personal Digital Archiving Workshop Outreach Grant" for 2014. Per the proposal, the "...Personal Digital Archiving Workshop Outreach Grant is meant to help information professionals in Georgia promote the idea that librarians, archivists, and records manager are a source of expertise for assisting individuals (the public, family members, students, corporate employees, etc.) with their personal digital archiving needs. The grant will be given to the first three individuals who host and teach the workshop at their institutions and apply for the grant." The idea met with approval from the board and Wendy proceeded with the initiative. (A formal vote was not conducted.)

On August 14, Treasurer Michael Nagy e-mailed the board, stating that, during the preparation of IRS Form 990, he discovered a spreadsheet formula error in the FY2013 final budget report which understated expenses. He has corrected this error and the document that is linked on the SGA Intranet page under the Treasurer section. The form has been e-filed and accepted by the IRS.

On July 27, President Courtney Chartier e-mailed the board with a list of appointments for 2015 on which the board needed to vote approval. The appointments are as follows:

Assistant Outreach Manager: Matt Benard
Assistant Website Manager: Meredith Rector
Assistant Newsletter Editor: Blynn Olivieri (University of West Georgia)
Education Committee Chair: Claire Jenkins (Archdiocese of Atlanta)
Scholarship Committee Chair: Carol Waggoner-Angleton (Georgia Regents University)
Georgia Archives Month Co-Chair: Angelique Richardson (Catholic Archdiocese of Atlanta)

The aforementioned appointments were approved by the Board. Due to oversight, an appointee for Subscriptions Manager was not selected; however, Amanda Pellerin will be rotating off that position and Traci Drummond has volunteered to take over. There were no objections.

Respectfully submitted on 8/22/2014. Resubmitted on 11/5/2014 following addition of addendum item.

Brittany Parris, Secretary