

Society of Georgia Archivists  
Board of Directors' Meeting  
30 January 2009  
Georgia Archives

## **PRESENT**

Christine de Catanzaro, Morna Gerrard, Jamal Booker, Suzanne Durham, Mandi Johnson, Reagan Grimsley, Brian Wilson, Abby Griner, Jeffrey Seymour, Jody Thompson, Traci Drummond, Sara Saunders, Katherine Shirley, Elizabeth Russey, Courtney Chartier, Lynette Stoudt, Susan Potts McDonald, Marie Force

## **CALL TO ORDER**

Incoming President Christine de Catanzaro called the meeting to order at 10:21 a.m.

## **APPROVAL OF MINUTES**

The minutes of the November 2008 Board and Business Meetings were distributed by email prior to the meeting. Morna Gerrard noted a misspelling in the Business Meeting 2008 introduction paragraph. The Board unanimously approved the minutes with this correction.

## **OFFICERS' REPORTS**

### **Treasurer:**

Treasurer Jamal Booker reported that overall accounts total \$67,857.53 through January 28, 2009. Major changes in 2009 Budget:

1. Georgia Archives Month is a new section and no longer a line item.
2. Scholarships were separated out from the main budget.

Booker also presented the 2009 Proposed Budget and asked Board members to contact him with any discrepancies or recommendations. Proposed budget did not include the SGA 40<sup>th</sup> Anniversary, but will be approximately \$4,000.

Christine de Catanzaro asked that all budget changes to be sent to Jamal Booker by mid-February and said Board can vote to approve by e-mail.

### **Archivist:**

Outgoing Archivist Muriel McDowell Jackson was not present and had no final report.

Incoming Archivist Suzanne Durham has the working files at her office at work. She created a box and folder list for reference and shared copies with the Board. She has inquiries out to the Georgia Archives and to the Outgoing Archivist for SGA records retention schedule to sort out working files for eventual deposit at the Georgia Archives. She will look into depositing two reels of 16mm film with "The Georgia Archives" written on box, inclusive dates 1972-1982. A framed certificate is in the working files, but Georgia Archives will not accept artifacts.

Susan Potts McDonald recommended un-framing the certificate. Sara Sauders recommended photocopying any plaques. Others present agreed with both suggestion.

**Administrative Assistant:**

Outgoing Administrative Assistant Frances Overcash was not present but submitted a written report. Membership at the 2008 Annual Meeting was 228, including 36 new members. Incoming Administrative Assistant Mandi Johnson reported that current membership (as of January 25, 2009) stands at 101, including 5 new members. She will send out the second notice for membership renewal by mid-February.

Johnson said that she asked for the same postage budget as last year, but raised amount for P.O. Box rental to cover raise in fees.

Jamal Booker is going to e-mail a request to SGA members who renewed online to go back and make donations. The donation option is not automatically part of the online membership renewal process. Abby Griner suggested also reminding members that they do not need to have a PayPal account to pay online and can use a credit card instead.

**President:**

Outgoing President Morna Gerrard reviewed her activities in 2008, and noted a couple ongoing items. She plans to continue representing SGA in the Healthy Collections Initiative grant. With Board approval, Gerrard and Christine de Catanzaro will send a letter to Society of American Archivists stating that SGA supports the development and publication of a book for "lone arrangers" (no financial commitment required from SGA).

Incoming President Christine de Catanzaro reported her plans to continue work of her predecessors on Healthy Collections Initiative, collaboration with other cultural resources managers and organizations, streamlining year-to-year transitions for incoming and outgoing officers and representing SGA at functions such as the Georgia Archives Institute reception. She will also support new and continuing SGA efforts in 2009, including the 40th Anniversary celebrations, new Fellows program and mentor-mentee proposals.

Christine de Catanzaro recognized Morna Gerrard for her outstanding support of open processes at SGA and efforts to encourage involvement from members. Gerrard reported that she has seven people willing to be involved in an outreach committee and they are ready to meet.

**PUBLICATIONS REPORTS****Provenance:**

Incoming Editor Brian Wilson and Outgoing Editor Reagan Grimsley reported:

1. 2008 issue of Provenance going to copy in the next few weeks.
2. Currently have 8 articles in hand: 5 accepts and 3 in review/revision process. This high number of articles offers a good chance of getting on schedule with the printing.
3. Editorial staff will be working on either finding replacement for Susan Hoffius, or finding a vendor to do layout, design and printing of journal.
4. Following members rotated off Board of Editors: Joan Krizack, Laura Micham and Sheila McAlister. Seeking nominees to serve 2009-2011.
5. Will contact vendors about microfilming 1996-2006 issues.

Christine de Catanzaro thanked Reagan Grimsley for his service.

**Newsletter:**

Renna Tuten was not present but submitted a written report:

1. Caroline Hopkinson is new Associate/Apprentice Editor and will take over as Editor with the Fall 2009 issue.
2. Posted the current issue of the SGA Newsletter 40:4 (Winter 2009) to the SGA website, and notified members on January 20.
3. Spring 2009 issue will be a SGA 40th Anniversary special issue.

**Website:**

Website Editor Abby Griner reported:

1. Main project: Transferring current SGA website to Wild Apricot. This change will offer better content management for next webmaster because committee and Board members can make their own edits of website content. May take couple of months because no easy way to transfer current content. After content transferred would like to make a more user-friendly interface.
2. Top 6 pages accessed: Jobs, Newsletter, Georgia Archival Repositories, Georgia Archives Month, About Us, Annual Meeting
3. Unique visitors down in December 2008 and January 2009, probably because directory is now on a different site (Wild Apricot).

2009 Budget: Website will probably need \$30-\$40 more per month than in 2008, until everything moved to Wild Apricot.

**Listserv:**

Outgoing Listserv Manager Nora Lewis was not present but submitted a written report. She conducted routine management of the SGA lists and transferred files to Incoming Listserv Manager and to the Archivist.

Incoming Listserv Manager Jeffery Seymour conducted routine management of the SGA lists in January and received files from Nora Lewis.

Seymour asked Abby Griner if the change in website will affect listservs. Abby said it would, but not until everything else is moved. We will use the listserv option on Wild Apricot. Transition should not be a problem.

Christine de Catanzaro asked Seymour to remove all outgoing Board members from SGA Board listserv. Seymour will check with Norma on status and handle any outstanding.

**Subscriptions Manager:**

Outgoing Subscriptions Manager Jody Thompson reported 2008 activities (through December 15, 2008). There were 60 subscribers in 2008.

Incoming Subscriptions Manager Traci Drummond reported that in January 1-26 2009, she responded to three Provenance claims, processed 21 subscription renewals and one cancellation. She e-mailed Newsletter 40:4 (Winter 2009) to institutional subscribers and submitted it to Georgia Tech for the dark archives.

## **COMMITTEE REPORTS**

### **Archives Month Liaison:**

Georgia Archives Month Outgoing Chair Sara Saunders reported on 2008 activities. The 2008 committee had a \$66 balance, and Saunders will give it to Jamal today for deposit in new GAM account. Committee member Carol Waggoner-Angleton at Augusta State University has made arrangement for GAM to use bulk mailing in 2009. The 2009 co-chairs are Katherine Shirley and Kristy Dixon.

Georgia Archives Month Incoming Co-Chair Katherine Shirley will be liaison to SGA in 2009. GAM needs a poster designer for this year; Sara Saunders and 2009 co-chairs will discuss options.

Christine de Catanzaro thanked Sara Saunders for her service.

### **Education Committee:**

Outgoing Education Committee Chair Nancy Davis Bray was not present but submitted a written report on 2008 workshops and committee activities. Feedback from workshop participants indicated they would like more on audiovisual collections and image description tools.

Christine de Catanzaro commented, and everyone present agreed, that we had very good workshops this year.

Incoming Education Committee Chair Elizabeth Russey reported:

1. Will offer two workshops (April and November).
2. Will not be co-sponsoring SAA workshop this year (requires a financial commitment), but SGA members will get a discount to SAA workshop held at the Georgia Archives in March.

Christine de Catanzaro asked about the Education Fund in 2008 Budget that was not used. Elizabeth Russey will investigate for use in 2009 Budget.

### **Membership:**

Outgoing Membership Committee Chair Christine de Catanzaro reported 2008 committee accomplishments, including: Wild Apricot membership directory implemented, fellows proposal voted on and passed, and 5 social get-togethers held.

Incoming Membership Committee Chair Jody Thompson reported that the committee is planning to establish a Mentoring Program, manage Web 2.0 for SGA, work with Nominating Committee-Fellows Program and work with SGA 40th Anniversary Committee. Expenses for 2009: \$10 supplies, \$15 postage.

### **Scholarship:**

Outgoing Scholarship Committee Chair Luciana Spracher was not present but submitted a written report showing 2008 expenses as \$1,104 and 2008 income as \$2,462.

Christine de Catanzaro thanked Luciana Spracher for her service.

Incoming Scholarship Committee Chair Courtney Chartier reported that Scholarship's budget will be the same as in 2008, except one change. The award for the Gulley Scholarship has been

raised from \$100 to \$195 for travel (based on cost in 2008). Total budget: \$1,245. In the past, the winner of the Gulley Scholarship has their SGA Annual Meeting attendance and one-year membership fee covered without it appearing in the budget.

Planning to consult with Webmaster on creation of a Web form for online scholarship applications. Another goal is to increase promotion of scholarships to increase the application pool.

Discussion followed about the Weldon Scholarship award language, and setting budget limits while retaining flexibility. Morna Gerrard thought it was a good idea to create limits, such as “up to \$X for early bird registration” for sake of budget, but add language to allow flexibility. Susan Potts McDonald noted the Weldon Scholarship was established when she was SGA president, and the award was deliberately made open to attract small organization members. She encouraged the current Board to think in broad terms. The original hope was that SGA would keep raising budget for it as needed. Mandi Johnson, as first Weldon recipient, agreed with Potts McDonald on importance of the award being comprehensive. Elizabeth Russey suggested investigating using some of the Education budget.

Elizabeth Russey made a motion to create an ad hoc committee composed of the Annual Meeting Directors, Scholarship Committee Chair, Education Committee Chair and Treasurer to look at expenses and funding sources from other areas of the budget. The motion passed unanimously.

#### **Nominating:**

Outgoing Nominating Committee Chair Jill Severn was not present but submitted a written report on activities in 2008. The committee worked to develop a more inclusive and transparent election process to SGA elected positions:

1. Created an online nomination form where any member of SGA could nominate themselves or others for positions.
2. Publicized this nomination process on SGA's listserv and in the SGA Newsletter.

In 2008 elections, 117 ballots cast, a 54% response.

Incoming Nominating Committee Chair Morna Gerrard reported:

1. SGA Fellows Award. Asked Abby Griner to place the procedures on SGA website then notified full membership by e-mail.
2. February Meeting: With Committee in February to discuss the new Fellows program and plan for gathering nominations for 2009 elections.
3. Outreach to Cultural Resource Managers: Will arrange meeting/conference call in February with SGA members interested in serving on this committee.

Gerrard said she talked with Jamal Booker about an extra \$400 in the 2009 Budget for the Nominating Committee to have a reception for SGA Fellows at the Annual Meeting. Christine de Catanzaro said possibly the reception \$400 could be part of the 40th Anniversary budget. Morna Gerrard, Jamal Booker and Susan Potts McDonald will discuss further. Gerrard and Booker will also look at possible budget adjustment due to previous cost of mailing of ballots now online.

Elizabeth Russey had a recommendation for the nominating process: First and Second Year Annual Meeting Director candidates need to have previously served on either the Local Arrangements or Program Committees.

### **2008 Annual Meeting:**

Outgoing 2008 First Year Director Teresa Burk (not present) and 2008 Second Year Director Elizabeth Russey submitted a joint written report on the 2008 Annual Meeting in Athens.

Total expenses were \$14,861.50 and total income at \$9,865.79, with shortfall due to higher than expected local arrangements and speakers travel costs and number of registered participants who promised to pay at the meeting (and were counted for caterers), but never showed up and paid. Attendee feedback was overall positive: 91% valued roundtable discussion session, 90% valued the keynote speaker, 80% were very satisfied with reception/conference facilities and 100% rated conference as reasonably priced or a good value.

Recommendations included:

1. Revisiting the registration process to require online registrations to pay by credit card. Checks should only be accepted for registering by mail. Non-paid attendees should not be included in counts for facility or caterers and only 5 extra meals should be ordered for day-of registrations.
2. Partnering with other Southeastern state societies. Difficult to hold this type of conference funded only by vendor and attendance fees.

Incoming 2009 First Year Director Lynette Stoudt and Second Year Director Teresa Burk (not present) submitted reports.

Both the Program and Local Arrangements Committees will be working closely with the 40th Anniversary Committee to incorporate the 40th Anniversary theme into this year's program.

Annual Meeting dates: pre-conference Wednesday, November 4; conference Thursday-Friday November 5-6, 2009. Conference hotel and site of all events is the Savannah De Soto Hilton, 15 East Liberty Street (downtown, Madison Square). SGA discounted room rates: \$139 per night plus tax and \$11 per day for parking.

Estimate \$10,925 for 2009 Local Arrangements Budget (\$4,025 reception is high compared with previous years due to 40th Anniversary celebration dinner). SGA must meet a \$7,800 food/beverage minimum (plus tax and 21% service fee). Under this agreement, all meeting spaces and reception space are complimentary. Would like to have an afternoon snack break as requested in the 2008 survey. Most likely will have boxed sandwich lunch, instead of buffet, for the business meeting. Audiovisual is additional cost, estimated at this time. A "save the date" postcard will go out in May or June. Vendor fees will be raised to \$350 per vendor.

Lynette Stoudt said the Honorarium and Travel item in the budget need to be raised from \$4,000 to \$5,000. Discussion followed, concluding that the budget is in good shape right now, but we need to be sure to look at all expenses for 2009 and plan carefully in this economy.

Abby Griner asked for Annual Meeting information to post as soon as possible on SGA website.

### **40th Anniversary:**

Susan Potts McDonald reported that celebration plans include:

1. Articles in SGA Newsletter and Society of American Archivist's Archival Outlook.
2. SGA website updates, including a home page "Happy 40th Anniversary" banner and expanded "History of SGA" section with timeline, list of officers/editors, scholarship/award winners, meeting sites/workshops and update of "20 years of meeting archival needs in Georgia" by Sheryl Vogt.
3. SGA Annual Meeting events, including panel on future of SGA, Thursday celebration party and giveaway gift with SGA logo

Will have food expenses determined by next meeting. Committee is still identifying giveaway item. Morna Gerrard will give name of SGA logo pen supplier to Susan Potts McDonald.

Susan Potts McDonald made a motion to add a 40th Anniversary banner to the home page of the SGA website. Motion passed unanimously.

Sarah Saunders noted that the 40th Anniversary might encourage people to want to share SGA photos and/or stories, and you could put an area for that on the website.

## **OLD BUSINESS**

### **Support of SAA Lone Arrangers Publication:**

This business discussed earlier. See President under Officer's Reports.

### **Forms Forum:**

Traci Drummond reported on planning for wider access on SGA website to forms originally submitted for sharing at the 2008 Annual Meeting's roundtable session.

Organizations choosing to include their forms on SGA's website will need to provide written permission to SGA. Drummond provided a draft of the permission statement. Morna Gerrard has an upcoming meeting with a Georgia State University lawyer and will run the draft by her for review.

Elizabeth Russey suggested contacting the Society of American Archivists Reference Section Chair to let SAA know our plans and ask for forms submissions. Russey also suggested adding a watermark across the forms before posting. Both ideas had general agreement from others present.

### **Web 2.0 Duties:**

Abby Griner made a motion that the Membership Committee will handle SGA's Web 2.0 duties, including but not limited to Facebook, Flickr and Blog. Morna Gerrard seconded. Motion passed unanimously.

Griner will give Jody Thompson all log-ins and passwords needed for Web 2.0 work.

### **Georgia Archives Month and changes to the by-laws:**

Christine de Catanzaro reported that research in SGA Administrative Handbook and minutes found no by-law change is needed. GAM will just be fiscally under SGA umbrella. The GAM Liaison to the SGA Board will not be a Committee Chair.

Questions raised about GAM and SGA budget integration. Elizabeth Russey suggested pulling GAM out of overall budget and treating it like Scholarship. Christine de Catanzaro, Sara Saunders and Katherine Shirley will research further and clarify.

## **NEW BUSINESS**

### **Advertising Package Sub-committee:**

Elizabeth Russey made a motion that an Advertising Package Sub-committee will create an advertising package for SGA vendors. Motion passed unanimously.

### **SGA Retention Schedules:**

Christine de Catanzaro asked Suzanne Durham to form a task force to set up retention schedules. Task force to include Jody Thompson (representing Georgia Tech Dark Archives) and Brian Wilson (representing Georgia Archives), with input from Abby Griner about archiving SGA website.

### **Mentor/Mentee Program:**

Jody Thompson reported that the Membership Committee is incorporating feedback from 2008 Annual Meeting roundtable into determining focus of the program. Elizabeth Russey suggested starting with the Archives Institute and developing from there. Jamal Booker suggested a Survey Monkey survey of full membership for more input. Elizabeth Russey would like to add more questions to a survey of the membership to help Annual Meeting planning. Could contact all Board members and Committee Chairs for questions and do one general member survey.

### **Revamped Newsletter Editor and Web Descriptions:**

Work completed by Abby Griner and Renna Tuten.

### **Updating Administrative Handbook calendars of events/timetable:**

Christine de Catanzaro asked all Committee Chairs and Officers to check the Administrative Handbook (last updated in 2001) and report needed updates to Abby Griner and Christine de Catanzaro. No vote is needed for updates to Administrative Handbook; only by-laws changes needed voting.

### **Approval of Committee and Board Members:**

Suzanne Durham made a motion to approve all 2009 Education, Membership, Scholarship, Program and Local Arrangements Committee members as reported by their chairs in January 2009, to approve Katherine Shirley at Georgia Archives Month liaison, to approve Brittany Parris as Assistant Website Designer and to approve Caroline Hopkinson as Assistant Newsletter Editor. Motion passed unanimously.

Provenance Editorial Board members are still being determined. Brian Wilson will send names for Board voting by e-mail.

### **Proposal to move Board meetings around the state:**

After general discussion of geographical make-up of 2009 Board, decided not to move meetings around the state this year.

### **2009 Board Meetings:**

Christine de Catanzaro announced Board meeting dates are April 24, July 24 and November 6 (Friday lunch). Location of April and July meetings will be the Georgia Archives. [Note: Meeting

date for April was later rescheduled to May 1 at 10:15 a.m. at Mercer University Library in Macon.]

## **ADJOURNMENT**

There being no other business the meeting was adjourned at 1:14 p.m.

## **ADDENDUM TO MINUTES**

The following items of business were proposed and voted on by e-mail in February-March 2009:

1. On March 31, 2009, Jamal Booker made a motion to approve the 2009 Budget. Motion unanimously approved on April 14, 2009.
2. On February 13, 2009, Christine de Catanzaro made a motion to clarify the relationship between SGA and Georgia Archives Month. Funds donated to GAM will be handled through the SGA accounts as of February 2009. GAM will also have a liaison (normally the chair or one of the co-chairs) who will attend the SGA Board meetings and report on activities, and the chair/co-chairs will be on the SGA Board listserv. However, GAM will remain a separate entity in other respects. They will appoint their own chair/co-chairs, assemble their committees, and plan activities independently of SGA. Motion unanimously approved on February 17, 2009.
3. On April 16, 2009, Christine de Catanzaro made a motion that she fax two letters to each of the Georgia Congressmen in the next days urging them to sponsor the Preserving the American Historical Records (PAHR) bill to be introduced on the House floor during the week of April 23-27. The first letter would go to John Lewis and Sanford Bishop, both of whom sponsored the bill last year. The second would go to all other Congressmen, with the exception of John Barrow, who has already signed on to sponsor. Motion unanimously approved on April 16, 2009.
4. On April 27, 2009, Christine de Catanzaro made a motion that SGA co-sponsor a table with the Friends of the Georgia Archives at the Georgia Humanities Council Annual Awards Luncheon on Thursday, May 7, 2009, at the Georgia Railroad Depot in downtown Atlanta. Brenda Banks, as an individual, and the Georgia Division of Archives and History, as an institution, will receive the Governor's Award in the Humanities. Motion approved on April 29, 2009.

Respectfully submitted on April 15, 2008,

Marie Force  
SGA Secretary