

SOCIETY OF ALABAMA ARCHIVISTS

BUSINESS MEETING MINUTES, 14 NOVEMBER 2014

The annual fall meeting of the Society of Alabama Archivists was held at the University of Montevallo in Montevallo on November 14, 2014. The meeting was called to order by President Carey Heatherly at 12:56 p.m.

I. 2013 Business Meeting Minutes

The minutes from the 2013 meeting were approved as written.

II. Treasurer's Report

Meredith McDonough presented the 2013-2014 SALA financial report. (This report did not include recent PayPal payments [\$95.00] or service charges, which had not yet been added to or deducted from the bank account. The Archival Training Collaborative Fund was not included, either, but the figure from 2012-2013 was \$292.00.)

TREASURER'S REPORT - 14 NOVEMBER 2014

Checking account unrestricted assets as of 9/30/2013		\$6,864.03
Income		
2013 and 2014 dues and registrations	\$1,517.78	
Total income		\$1,517.78
Expenditures		
2013 meeting expenses	\$(1,494.41)	
Student stipend, Southwest Archivists Conference	\$(200.00)	
Website hosting fee	\$(201.40)	
Children's Healthcare of Atlanta (memorial for Cynthia Luckie)	\$(100.00)	
Checks	\$(42.67)	
2014 meeting expenses	\$(1,257.00)	
Total expenditures		\$(3,295.48)
Checking account unrestricted assets as of 11/14/2014		\$5,086.33
Wells Fargo CD (renewal maturity date - 8/12/2015)		\$1,762.77
Total unrestricted assets		\$6,849.10
Submitted by Meredith McDonough, Secretary		

III. Committee Reports

A. Time and Place Committee

Laura Anderson, Carey Heatherly, Jason Kirby, Tim Pennycuff, Greg Schmidt
 Greg Schmidt reported that the 2015 meeting will be hosted by Auburn University; 2016 will be in southern Alabama (location to be determined); and 2017 will be in the Birmingham area.

B. Nominations Committee

Mike Breedlove, Carol Ellis, Greg Schmidt

Greg Schmidt presented the report of the Nominations Committee. Additional nominations and discussion were solicited following the report.

The committee recommended the following people to serve:

Officers:

President: Rebekah Davis, Limestone County Archives

Vice President: Tommy Brown, Auburn University

Secretary: Meredith McDonough, Alabama Department of Archives and History

Treasurer: Haley Aaron, Alabama Department of Archives and History

Executive Committee:

Reagan Grimsley, Auburn University (2015)

Donnelly Walton, University of Alabama (2015-2017)

A vote was taken and all nominations were unanimously elected.

C. Archival Training Collaborative Committee

Tracey Berezansky, Mike Breedlove, Carol Ellis, Marty Olliff, Greg Schmidt

There was little activity to report, besides the ATC's information table at the Alabama Historical Association meeting. Marty Olliff and Greg Schmidt spoke on behalf of the committee, briefly explaining the purpose of the ATC and the structure of the workshops. The scope has expanded beyond professionals to include anyone with an interest in archival practices, so they asked SALA members to spread the word to appropriate audiences in their communities. A couple of members asked for a course listing and contact information. Greg plans to send details to the listserv, and a website for the ATC is also available: www.archivaltraining.org.

D. Awards Committee

Jim Baggett, Carol Ellis, Susanna Leberman

Jim Baggett presented the third Marvin Yeomans Whiting Award after the welcome address at the start of the meeting. The recipient was Coll'ette King of the Mobile County Probate Court Archive. During the business meeting he reported that one Susan Bzdell Student Travel Award was granted last spring; due to the lack of applicants and the actual expense of attending SAC, the amount was increased to \$250. The committee plans to submit a proposal to the Executive Board next year, asking that the award be restructured to provide one large amount rather than four small awards. He also mentioned that the three nominees for the Whiting Award would be considered again by the committee next year, along with any other suggested names. For more details, see the submitted committee report (Attachment A).

IV. Website

Greg Schmidt is now serving as the manager of the SALA website, listserv, and (possibly) Facebook page. He and Rebekah Davis discussed to the listserv, which is the primary means of communication for the organization. All SALA members were asked to complete new membership forms and provide current email addresses; Greg will use this information to update the listserv subscription list in the new year.

V. Old Business

Regional Archival Associations Consortium, Society of American Archivists

Carey Heatherly reported that he became the SALA contact to the RAAC after Lyn Frazer's retirement. No one else was interested in the position, so he agreed to serve in it.

VI. New Business

A. Alabama Bicentennial

Steve Murray gave an overview of the Alabama Bicentennial Commission, explaining its structure, goals, and proposed activities. The bicentennial (which will be observed from 2017 to 2019) will provide many opportunities for Alabama's archival repositories to connect and engage, both locally and statewide. The commission will perform its work through three committees: statewide initiatives, local activities, and education. The overarching goals are celebration; commemoration (encouraging public interest in all of Alabama's history); cultural tourism and economic development; and capacity building (helping organizations improve their long-term health and ability to serve the public, and creating new networks and partnerships). Possible activities include a special publication series, historical markers, county-level surveys of cultural resources, and K-12 outreach. More information is available at www.alabama200.org.

B. Executive Board Meeting (15 September 2014)

Carey Heatherly reported on a SALA Executive Board meeting that was held to discuss the organization's financial situation after the passing of the treasurer, Cynthia Luckie. Members voted to appoint Haley Aaron as treasurer for the remainder of Cynthia's term; require two signatures on all checks written from the SALA account; appoint a member-at-large to have access to all financial accounts for an eight-year term (Mary Jo Scott); and add the secretary (Meredith McDonough) and an Executive Committee member (Dana Chandler) to all financial accounts. The board also discussed the importance of meeting on a regular basis and plans to reconvene in the spring. For more details, see the minutes (Attachment B).

C. Memorial Resolution for Cynthia Luckie

Jim Baggett read the memorial resolution written to honor Cynthia Luckie (Attachment C). It was unanimously accepted, and Steve Murray thanked the

organization on behalf of her family and coworkers at the Alabama Department of Archive and History. A copy of the resolution will be sent to her family.

D. State Repository Inventory

Glenn Drummond asked about the possibility of conducting an inventory of archival repositories in the state. SALA published repository guides in 1992 and 1997, but current information is now available in the Alabama Repositories Directory Database: <http://www.archives.alabama.gov/hrb/search.cfm>. While not a SALA project, the database is an attempt to document all cultural resource repositories in the state.

VII. The meeting was adjourned at 1:34 p.m.

Submitted by Meredith McDonough, Secretary.

ATTACHMENT A

**Birmingham Public
Library Archives**

Memo

To: Carey Heatherly, President, Society of Alabama Archivists
From: Jim Baggett
CC: Meredith McDonough, Secretary, Society of Alabama Archivists
Date: November 13, 2014
Re: SALA Awards Committee Annual Report

The 2014 Awards Committee members were Jim Baggett (Chair), Carol Ellis, Carey Heatherly and Susanna Leberman.

In early March the Committee issued a call for applicants for the Susan Bzdell Student Travel Award. Due to the expense of travel to New Orleans for the Southern Archivists Conference, Cynthia Luckie, then SALA's treasurer, suggested that the stipend be increased to \$250.00 per student. The Board approved this request. As the award was created the Committee can award travel stipends to as many as four students, but we had only one applicant, Kaci Resau of the American Military University in Charles Town, West Virginia. Ms. Resau was awarded a stipend.

It is the consensus of the Awards Committee that the stipend provided by the Bzdell Award is too small to attract a large pool of applicants. In the coming year the Committee will submit a request to the Board asking that the Bzdell Award be restructured so that one larger award is given rather than several small awards.

In July the Committee issued a call for nominees for the Marvin Yeomans Whiting Award and we received four nominations: Coll'ette King (Mobile County Probate Court Archive), Bobby Joe Seals (Shelby County Historical Society), Gwen Patton (Trenholm State Technical College Archives) and the Digital Collection of the Houston Cole Library. The Committee selected Coll'ette King as the 2014 recipient.

Whiting Award nominations are considered for two years, so the three nominees not selected this year will be considered again next year along with new nominees.

ATTACHMENT B

**SOCIETY OF ALABAMA ARCHIVISTS
EXECUTIVE BOARD MEETING MINUTES, 15 SEPTEMBER 2014**

A special meeting of the Executive Board of the Society of Alabama Archivists took place on September 15, 2014, via a conference call hosted by the Alabama Department of Archives and History in Montgomery, Alabama. The following members were present: Carey Heatherly, president; Rebekah Davis, vice president; Meredith McDonough, secretary; Mary Jo Scott, archivist; and Dana Chandler and Jason Kirby, members of the Executive Committee. Absent was Lyn Frazer, immediate past president.

I. Call to Order

The meeting was called to order by President Carey Heatherly at 9:05 a.m.

II. New Business

A. Purpose of Special Meeting

Meredith McDonough explained that since the death of Treasurer Cynthia Luckie on August 29, 2014, the organization has not had access to its Wells Fargo checking or CD accounts. Any other signers on the accounts are unknown, so the Board must officially authorize the addition of new individuals.

B. Appointment of New Treasurer

Dana Chandler moved that Haley Aaron be appointed as treasurer for the remainder of Cynthia Luckie's term, and that she be an authorized signer on both the checking and CD accounts. The motion was unanimously approved.

C. Appointment of Additional Signers to Financial Accounts

The Board discussed the importance of establishing a system for financial checks and balances, and it was decided to appoint the secretary and one member of the Executive Committee as additional signers on the banking accounts.

Dana Chandler moved that the secretary of SALA be an authorized signer on both the checking and CD accounts. The motion was unanimously approved.

Rebekah Davis moved that Executive Committee member Dana Chandler be an authorized signer on the checking and CD accounts. The motion was unanimously approved.

D. Establishment of Designated Representative for Banking Accounts

In addition to the three elected officers with financial oversight, the Board members discussed the possibility of adding another SALA member to the accounts for a limited term.

Dana Chandler moved that the Board establish a designated representative to serve as an authorized signer on the checking and CD accounts for a period of five years; this representative could be any non-voting officer or general member, to be appointed by the Board. The motion was unanimously approved.

Meredith McDonough moved that Mary Jo Scott serve as the designated representative on the checking and CD accounts for a term of five years. (As SALA archivist, Mary Jo is a non-voting officer.) The motion was unanimously approved.

E. Required Signatures

Dana Chandler moved that two signatures be required for all checks written. The motion was unanimously approved.

III. Adjournment

The meeting was adjourned at 9:35 a.m.

Meredith McDonough, Secretary
Society of Alabama Archivists

ATTACHMENT C

**Memorial Resolution
for
Cynthia Atkins Luckie
August 8, 1974 – August 29, 2014**

Whereas friends, family and colleagues were saddened by the death of Cynthia Atkins Luckie on August 29, 2014;

Whereas, Cynthia Atkins Luckie was a long-time and active member of the Society of Alabama Archivists;

Whereas, Cynthia Atkins Luckie worked to preserve the historical memory of Alabama through her position at the Alabama Department of Archives and History, her work with the Alabama Historical Association and the Southern Archives Conference;

Whereas, a society is lost without its historical memory and lost without those like Cynthia Atkins Luckie who preserve that memory;

And whereas, Cynthia Atkins Luckie was both a friend and an inspiration to her colleagues and will be greatly missed;

Now therefore, be it resolved, by the Members of this Society, duly assembled in regular meeting, that we observed, with sorrow, the death of Cynthia Atkins Luckie and that we express our sympathy and condolences to her family;

Be it further resolved, that this action be recorded in the permanent records and minutes of the Society and that a copy of this Resolution be forwarded to the family of Cynthia Atkins Luckie as a token of the esteem in which she was held by the members of this Society.