

SOCIETY OF ALABAMA ARCHIVISTS

BUSINESS MEETING MINUTES, 16 OCTOBER 2015

The annual fall meeting of the Society of Alabama Archivists was held at Auburn University on October 16, 2015. The meeting was called to order by President Rebekah Davis at 12:47 p.m.

I. 2014 Business Meeting Minutes

The minutes from the 2014 meeting were approved as written.

II. Treasurer's Report

Haley Aaron presented the 2014-2015 SALA financial report. (This report did not include the Archival Training Collaborative Fund, which was \$292.00 as of 2013.)

She also explained a recent change to the SALA checking account. In June 2015 Wells Fargo informed us that our account would soon be upgraded to a Business Choice Checking Account, which would involve a \$14 monthly service fee if our average ledger balance fell below \$7,500. To avoid the charge, we had to close out the old account and open a new Simple Business Checking Account. The new account was opened under SALA's EIN number and SALA officers Mary Jo Scott, Haley Aaron, and Meredith McDonough are currently listed as signers on it. The Executive Board will appoint a member of the Executive Committee to be added as a signer in the coming year. All of the funds from the old account were directly transferred to the new.

TREASURER'S REPORT – 16 OCTOBER 2015

Checking account unrestricted assets as of 11/14/2014		\$5,086.33
Income		
2014 and 2015 dues and registrations	\$2,666.59	
Total income		\$2,666.59
Expenditures		
Website hosting fee	\$(119.40)	
Checks	\$(49.69)	
Office Depot (preliminary expenses for 2015 meeting)	\$(45.64)	
Total expenditures		\$(207.73)
Checking account unrestricted assets as of 10/14/2015		\$7,545.19
Wells Fargo CD (renewal maturity date - 8/12/2016)		\$1,763.66
Total unrestricted assets		\$9,308.85
Submitted by Haley Aaron, Treasurer		

III. Committee Reports

A. Time and Place Committee

Laura Anderson, Carey Heatherly, Jason Kirby, Tim Pennycuff, Greg Schmidt

Greg Schmidt reported that the 2016 meeting will be held in south Alabama, possibly at the Five Rivers Delta Resource Center in Spanish Fort, or at a location in Fairhope. The 2017 meeting will be in the Birmingham area, 2018 will be in north Alabama, and 2019 will be in central-south Alabama, maybe Montgomery.

There was also a brief discussion about the 2016 Southern Archivists Conference, which will be held in Tennessee. Alabama will host the event next in 2018.

B. Nominations Committee

Dana Chandler, 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: Tommy Brown, Auburn University

Vice President: Jason Kirby, Birmingham Botanical Gardens

Secretary: Meredith McDonough, Alabama Department of Archives and History

Treasurer: Haley Aaron, Alabama Department of Archives and History

Executive Committee:

Keri Hallford, Alabama Department of Archives and History (2016-2018)

A vote was taken and all nominations were unanimously elected.

C. Archival Training Collaborative Committee

Tracey Berezansky, Carol Ellis, Marty Olliff, Greg Schmidt

Greg Schmidt represented the committee, noting that the ATC did nothing last year. He encouraged institutions to consider hosting one-day workshops on archival training and mentioned that money was available for funding these endeavors. Rebekah Davis asked if he could send out more details, and Marty Olliff suggested that the committee members put together a short list of potential course topics to be sent to the SALA listserv.

D. Archives Month Committee

John Allison, Dana Chandler, Rebekah Davis, Reagan Grimsley, Carey Heatherly, Marty Olliff

Rebekah Davis reported that while the committee did nothing on behalf of the organization, some efforts were made throughout the state to observe Archives Month in October. The Alabama Department of Archives and History provided posters and information packets, and some institutions participated in

#AskAnArchivist Day on October 1. Erin Harney of the Alabama Power Company expressed interest in leading the committee's efforts for 2016, so she was appointed as its new chair.

D. Awards Committee

Jim Baggett, Carol Ellis, Susanna Leberman

Jim Baggett presented the fourth Marvin Yeomans Whiting Award after the welcome address at the start of the meeting. The recipient was Bobby Joe Seales of the Shelby County Historical Society. During the business meeting Susanna Leberman reported on the committee's recommendations regarding the Susan Bzdell Student Travel Award.

The Bzdell Award provides four students with a stipend of \$125 to facilitate their travel to the Southern Archivists Conference, but interest has waned in recent years. The committee attributes this to both the small size of the award (students are still liable for considerable travel expenses) and the length of the required essay (250 words). The committee recommends that the award be restructured as follows: 1) either grant a single award of \$500 or pay for the student's registration and one to two nights in a hotel; 2) decrease the length of the essay and require a letter of recommendation; and 3) make the award application available online.

After a general discussion, it was decided that the award should be for a set amount (rather than the variable registration and hotel fees) and that some measure of accountability is desirable, such as an essay or presentation by the student at the subsequent SALA meeting. A motion was made to let the committee set the parameters for the new structure, to be announced in time for students to apply in time for the 2016 SAC.

IV. Old Business

A. Incorporation

SALA was organized in 1977, but the members have never filed for incorporation with the state. Steve Murray of the Alabama Department of Archives and History explained the process and made recommendations for completing that work. First, we would need to write articles of incorporation that provide essential details about the purpose of the organization and the structure of its leadership. These would be filed at a county courthouse, putting us on record as being an incorporated nonprofit entity. Then we could develop by-laws to address the operational aspects of SALA; this living document could be amended at any meeting of the organization.

Steve felt that our current constitution and by-laws could be edited for these purposes, and he offered his assistance to the Executive Board. A motion was made to endow the Board with the authority to rewrite the documents and pursue incorporation. The membership unanimously approved.

B. Wells Fargo CD

The CD was originally set up to be an investment, but it currently serves no purpose and earns very little interest. Rebekah Davis led a discussion about it, asking if we should consider moving the funds to checking or savings. A motion was made to authorize the Executive Board to investigate other options.

C. Website and listserv

Greg Schmidt has been managing the SALA website and listserv. He believes that the underlying structure of the site is sufficient, so he advocates a redesign of the interface rather than a complete overhaul. Tommy Brown is looking for someone to do the work, possibly a student experienced in web design.

Greg passed around a list of the email addresses on the listserv and asked members to verify their information. As the listserv is SALA's primary means of organizational communication, it is important that everyone be involved. He also asked for increased social media participation, especially on the Facebook page, which has been dormant for over a year.

VI. New Business

A. Constitution revision

When the Executive Board met on February 6, 2015, one of its primary objectives was to update the constitution and by-laws. Drafts of the proposed changes were sent to the membership so they could be addressed at the annual meeting. In light of today's discussion, however, those changes are no longer relevant. The documents will be rewritten as part of the incorporation process.

B. State Historical Records Advisory Board

Marty Olliff was appointed for another three-year term as the SALA liaison to the SHRAB. He serves on the committee that oversees the regrant program, which distributes money to small repositories in the state. He mentioned that most applications received this past year were impractical or misguided, overlooking basic collection care and management in favor of "digitization solves everything" projects. He encouraged professional archivists to reach out to smaller local repositories to advocate archival principles and help applicants develop feasible proposals. He asked that everyone check the listserv for opportunities to assist.

D. Regional Archival Associations Consortium, Society of American Archivists

Haley Aaron attended the meeting of the RAAC at SAA in 2015, in place of SALA liaison Rebekah Davis. The regional archives groups are working to communicate better with each other and their public, and Rebekah is involved in several projects to facilitate this contact. She will serve as liaison for another year.

VII. The meeting was adjourned at 1:33 p.m.

Submitted by Meredith McDonough, Secretary.