

SOCIETY OF ALABAMA ARCHIVISTS

BUSINESS MEETING MINUTES, 28 OCTOBER 2016

The annual fall meeting of the Society of Alabama Archivists was held at the Foley Civic Center on October 28, 2016. The meeting was called to order by President Tommy Brown at 1:00 p.m.

I. 2015 Business Meeting Minutes

The minutes from the 2015 meeting were approved as written.

II. Treasurer's Report

Haley Aaron presented the 2015-2016 SALA financial report. (This report did not include the Archival Training Collaborative Fund, which was \$292.00 as of 2013.)

TREASURER'S REPORT – 28 OCTOBER 2016

Checking account unrestricted assets as of 10/14/2015		\$7,545.19
Income		
2015 and 2016 dues and registrations	\$1,798.53	
2015 and 2016 meeting sponsorships	\$500.00	
Total income		\$2,298.53
Expenditures		
Website hosting fee	\$(119.40)	
2015 meeting expenses	\$(1,114.35)	
Donations in memory of Jason Kniep and Coll'ette King	\$(200.00)	
DPOE sponsorship and travel stipend	\$(1,000.00)	
SALA incorporation fees	\$(28.00)	
Preliminary 2016 meeting expenses	\$(27.49)	
Total expenditures		\$(2,489.24)
Checking account unrestricted assets as of 10/26/2016		\$7,354.48
Wells Fargo CD (renewal maturity date - 8/12/2016)		\$1,764.54
Total unrestricted assets		\$9,119.02
Submitted by Haley Aaron, Treasurer		

Notes:

- Two longtime members, Jason Kniep and Coll'ette King, passed away in 2016. To honor them, SALA made a \$100 donation to the Montgomery Humane Society in memory of Jason, and a \$100 donation to the Mobile Genealogical Society in memory of Coll'ette.
- In September 2016 SALA covered the sponsorship/attendance fee (\$500) and provided a travel stipend (\$500) from Susanna Leberman to attend the Digital Preservation Outreach and Education Workshop (DPOE) in Jackson, Mississippi.
- In preparation for formal incorporation in the next year, SALA had to file a name reservation form with the Secretary of State's office, which cost \$28.

III. Committee Reports

A. Time and Place Committee

Carey Heatherly, Jason Kirby, Tim Pennycuff, Greg Schmidt

Greg Schmidt reported that the 2017 meeting will be held in Tuscaloosa, though the specific location has not yet been determined. The 2018 meeting will be in Montgomery, held in conjunction with the Southern Archivists Conference; the Alabama Department of Archives and History has agreed to host the event. The 2019 meeting will be in north Alabama, possibly Decatur.

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: Jason Kirby, Birmingham Botanical Gardens

Vice President: Reagan Grimsley, University of Alabama in Huntsville

Secretary: Meredith McDonough, Alabama Department of Archives and History

Treasurer: Haley Aaron, Alabama Department of Archives and History

Executive Committee:

Marty Olliff, Troy University, Dothan (2017-2019)

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. This prompted a long discussion about the purpose and potential direction of the ATC. It was decided that the Executive Board should resume discussions about the administration of the program at another time.

D. Archives Month Committee

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

Chair Erin Harney was unable to attend the meeting, so Rebekah Davis provided the committee's report. She explained that Erin will have to step down as chair, and she mentioned some efforts made to observe Archives Month in October: Erin made relevant posts at Alabama NewsCenter, the Alabama Department of Archives and History provided posters, and some institutions participated in #AskAnArchivist Day on October 1. A couple of members suggested that the annual ADAH poster be updated in the future, so that repositories will have more flexibility in reusing them.

D. Awards Committee

Jim Baggett, Tommy Brown, Carol Ellis, Susanna Leberman

Jim Baggett presented the fifth Marvin Yeomans Whiting Award after the welcome address at the start of the meeting. The recipient was Tom Turley, formerly of the Alabama Department of Archives and History. During the business meeting Jim mentioned that the committee may be looking for another member next year, preferably someone from south Alabama.

IV. Digital Preservation Outreach and Education Workshop

Susanna Leberman represented SALA at the Deep South Digital Preservation Outreach and Education (DPOE) Train-the-Trainer Workshop, which was held in Jackson, Mississippi, from September 20 to 23. The program was designed by the Library of Congress to create a network of trainers capable of teaching colleagues about the principles and practices involved in a long-term digital preservation program. The workshop provided not only theoretical and practical lessons, but also an opportunity to establish relationships with peers in the region.

Susanna appreciated the opportunity to attend and plans to share the provided resources with the rest of the SALA membership. She is also working with the three other Alabama participants (Jennifer Taylor, Barbara Pickard, and Meredith McDonough) to plan a workshop at the Alabama Library Association meeting next spring. DPOE participants are also interested in conducting a preconference workshop at SAC in 2018, and it was suggested that this curriculum could be added to the list of potential ATC topics.

V. Old Business

A. Incorporation

As authorized at the annual meeting last year, Steve Murray has been assisting the Executive Board to rewrite SALA's governing instruments and pursue incorporation. Steve was involved in the creation of another nonprofit corporation (the Alabama Archives and History Foundation), so he used its founding instruments as templates. Drafts of the new articles of incorporation (to replace the constitution) and by-laws were distributed to the membership for review before and during the annual SALA meeting. Much of this material was directly

copied from the current documents, but there are several notable changes throughout: removing the language about finding aids from the mission statement, to make the sentiment broader and less dated; empowering the Executive Board to speak on behalf of the society; and creating an arrangements committee to oversee the planning and location of meetings. Steve suggested that we have a lawyer look over the new drafts, though he did not think this was necessary because the AAHF documents on which they are modeled were drawn up by attorneys.

The organization's name ("Society of Alabama Archivists") has been reserved with the Secretary of State, so the next steps will be to get the papers signed and to file them with the Montgomery County probate court (\$55) and the Secretary of State (\$100). To avoid complications in the future, Marty Olliff suggested that the by-laws *not* be included when the articles of incorporation are filed.

Motions were made to approve the articles of incorporation; to authorize the Executive Board to make necessary changes and to take the next steps to incorporate; and to approve the by-laws. The motions were unanimously approved.

B. Alabama200 Initiative

Steve Murray, who was supposed to speak about the bicentennial, was unable to attend the meeting. Instead, Marty Olliff briefly mentioned the Alabama World War I centennial, and Meredith McDonough explained the Alabama Genealogy and History Publications project, a joint effort between ADAH and the Bicentennial Commission to digitize genealogical and historical publications and make them freely available online.

D. Website redesign

Tommy Brown reported that he is still looking for someone to work on a redesign of our website.

VI. The meeting was adjourned at 1:58 p.m.

Submitted by Meredith McDonough, Secretary.