

SOCIETY OF ALABAMA ARCHIVISTS BUSINESS MEETING MINUTES, 13 SEPTEMBER 2018

The annual fall meeting of the Society of Alabama Archivists (SALA) was held in conjunction with the Southern Archivists Conference (SAC) at the Alabama Department of Archives and History on September 13 and 14, 2018. The SALA business meeting, which took place on the first day, was called to order by President Reagan Grimsley at 1:07 p.m.

I. Committee Reports

A. Nominations Committee

Rebekah Davis, Carey Heatherly, Tim Pennycuff

Tim Pennycuff presented the committee's report and solicited additional nominations from the floor. Members were then asked to vote from the following slate of candidates, which included two contested positions:

President

Dana Chandler, Tuskegee University

Vice President

Keri Hallford, Alabama Department of Archives and History
Dallas Hanbury, Montgomery County Archives

Secretary

Martha Bace, University of Alabama
Robin Brown, Chambers County Library and Cobb Memorial Archives

Treasurer

Roland McDonald, Alabama Department of Archives and History

Executive Committee

Samantha McNeilly, Auburn University Montgomery (2019-2021)

Keri Hallford and Robin Brown were chosen as vice president and secretary, respectively, and all uncontested positions were elected as listed on the ballot.

B. Awards Committee

Jim Baggett, Carol Ellis, Reagan Grimsley, Susanna Leberman

Jim Baggett presented the seventh Marvin Yeomans Whiting Award to Tracey Berezansky, who retired from the Alabama Department of Archives and History in late 2016 after thirty years of service to the state.

C. Archives Month Committee

Dakota Cotton, Dallas Hanbury, Justin Rudder

Dallas Hanbury reported on the two activities the committee focused on for this year's Archives Month: a press release to be distributed to media outlets and several

episodes of *From the Stacks*, the podcast of the Montgomery County Archives. For the podcast, committee members interviewed Alabama archivists from different backgrounds, discussing their institutions and the importance of Archives Month. A link to the podcast episodes will be available on the SALA website.

D. Education Committee

Haley Aaron, Jennifer Beck, Dana Chandler, Blake Denton, Keri Hallford, Lorraine Madway, Mary Jo Scott

Keri Hallford and Mary Jo Scott shared the results of the survey that was sent to SALA members via the listserv earlier this year. The thirty-six responses indicated a strong interest in educational opportunities (see Appendix for complete report). Based on the results, the Education Committee recommended that it assume a role as facilitator between potential workshop presenters and sponsors as follows:

1. The Education Committee will maintain list of available speakers on both introductory and specialized archival topics. To be added to the list, potential speakers must first submit their proposed teaching materials, along with a CV and a resume. (The Committee also suggests giving speakers a \$100 stipend to pay for materials and travel.)
2. The Education Committee will serve as the initial point of contact between speakers and sponsors. Before each workshop, both parties will sign memoranda of understanding to establish responsibilities and expectations. In general, sponsors will oversee event logistics (location, setup, food) and the submission of survey forms after the event, while speakers will provide their own transportation and any teaching materials needed.
3. To gauge the effectiveness of sponsored events, the Education Committee will develop survey forms to be completed after the workshops, and will compile the responses submitted by attendees, speakers, and sponsors.

After the report, Keri and Mary Jo addressed questions and suggestions from several members. Tracey Berezansky asked if registration and payment would be handled online through the SALA website, or if that would be the responsibility of the sponsors. She also asked if the sponsors or speakers would provide the needed technology. Under the committee's proposal, sponsors and speakers would be responsible for all aspects of the workshops, and the memoranda of understanding would dictate the specifics. Initially, SALA's involvement would only be as a facilitator, though that role could expand as the educational program grows.

Rebecca Davis asked if there would be a charge for attendance, and Rachel Cohen was unsure if the intended audience was the general public or professional colleagues. The committee's preference would be to offer free education, but ultimately the sponsors would make decisions about fees. And while the primary audience for the workshops would be SALA members, the committee would be willing to work with sponsors interested in offering workshops to other people in their communities.

Dana Chandler asked about the possibility of offering online resources. Keri explained that while the survey did indicate interest in video tutorials and such, the committee's proposal was to start small and expand after achieving the initial goals. Steve Murray then suggested that SALA might build on the success of the preconference workshop held on September 12, standardizing the format and offering large workshops every spring and fall (in conjunction with the annual meeting).

Reagan Grimsley asked for clarification of SALA's role in the proposed program. Mary Jo confirmed that workshops offered would be officially endorsed by SALA (thus the need to review the speakers' teaching materials and qualifications). Following that, the membership voted to approve the Education Committee's report, and to grant them permission to begin compiling the list of speakers and preparing survey forms. This information will be presented at next year's meeting, in anticipation of a full launch the following year.

II. Officer Reports

A. President

Reagan Grimsley noted that SALA is in a period of significant change, in both leadership and vision. He reported that his primary activities as president were in relation to SAC, particularly in advocating for the conference and its future. He also commended Keri Hallford and Mary Jo Scott for their work on the Arrangements and Education Committees.

B. Vice President

Dana Chandler gave certificates of appreciation to outgoing officers Reagan Grimsley, Haley Aaron, and Meredith McDonough, and he thanked the organizers of the SAC meeting.

C. Secretary

Meredith McDonough reported that the Executive Board met by phone on March 14, May 14, and August 30. She also submitted minutes from the 2017 SALA business meeting, which were subsequently approved as written.

D. Treasurer

Haley Aaron presented the 2017-2018 SALA financial report:

Checking account unrestricted assets as of 10/10/2017		\$8,493.11
Income		
Dues and Registration	\$1,210.88	
2017 Meeting Sponsorships (Crawford Media Services)	\$250.00	
Total Income		\$1,260.88
Expenditures		
Website Hosting Fees (Siteground and Wix)	\$(287.40)	
2017 Meeting Expenses	\$(1,977.23)	

<i>Total Expenditures</i>		\$(2,264.63)
Checking account unrestricted assets as of 7/20/18		\$7,489.36
Wells Fargo CD (renewal maturity date - 8/13/2019)		\$1,766.31
Total unrestricted assets		\$9,255.67

- Because the transition to the new website occurred after the new year, we were required to pay hosting fees for both Siteground and Wix. Next year, we should be able to discontinue the old website and rely exclusively on Wix (\$168 a year).
- Meeting expenses and income for the 2017 annual meeting were reported on both the 2017 and 2018 treasurer's reports. Total expenses for this year's SAC meeting will be reported on the 2019 treasurer's report, rather than being divided between two reports.

III. Communication Activity

A. Website and Social Media

Keri Hallford created a new SALA website last spring and will soon begin adding more content to it, such as past meeting minutes and programs. She explained that each committee will have its own page on the site, so committee chairs can send her any information they would like to have posted online. Rebekah Davis noted that the site does not appear to be optimized for mobile device viewing, so Keri will look into that as well. Reagan Grimsley praised Keri's web work, which has been one of many SALA duties she has fulfilled over the past year.

Keri also manages the SALA Facebook account. She asked members to send her photographs, local job ads, and educational opportunities for posting to the page.

B. Listserv

Caroline Gibbons was appointed as the new listserv manager earlier this year, but she has been unable to assume that responsibility because the current system can only be managed by someone physically at the Auburn University campus. This issue will be investigated further by the incoming leadership, and Greg Schmidt will continue to update the list in the meantime.

IV. Action Items

A. SAC Reaffirmation and Representative

Reagan Grimsley suggested that SALA reaffirm its commitment to the Southern Archivists Conference, and that we appoint a representative to facilitate a better flow of communication among member states. Reagan commented that the 2018 SAC meeting fulfilled the original vision of the conference, which has been lost in recent years.

The membership voted to reaffirm SALA's participation in SAC, and incoming president Dana Chandler appointed Reagan Grimsley as the first Alabama representative.

B. 2019 Meeting Location

The 2019 annual SALA meeting will be hosted by the Morgan County Archives in Decatur, Alabama.

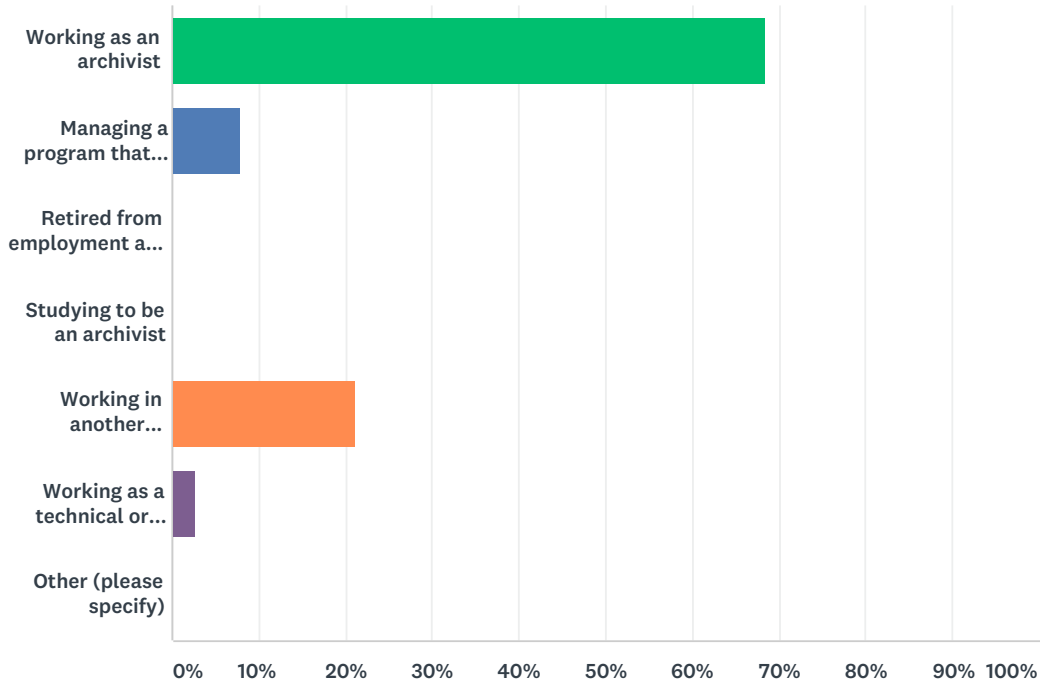
V. The meeting was adjourned at 1:59 p.m.

Submitted by Meredith McDonough, Secretary.

APPENDIX

Q1 What is your current status in the archives profession?

Answered: 38 Skipped: 0

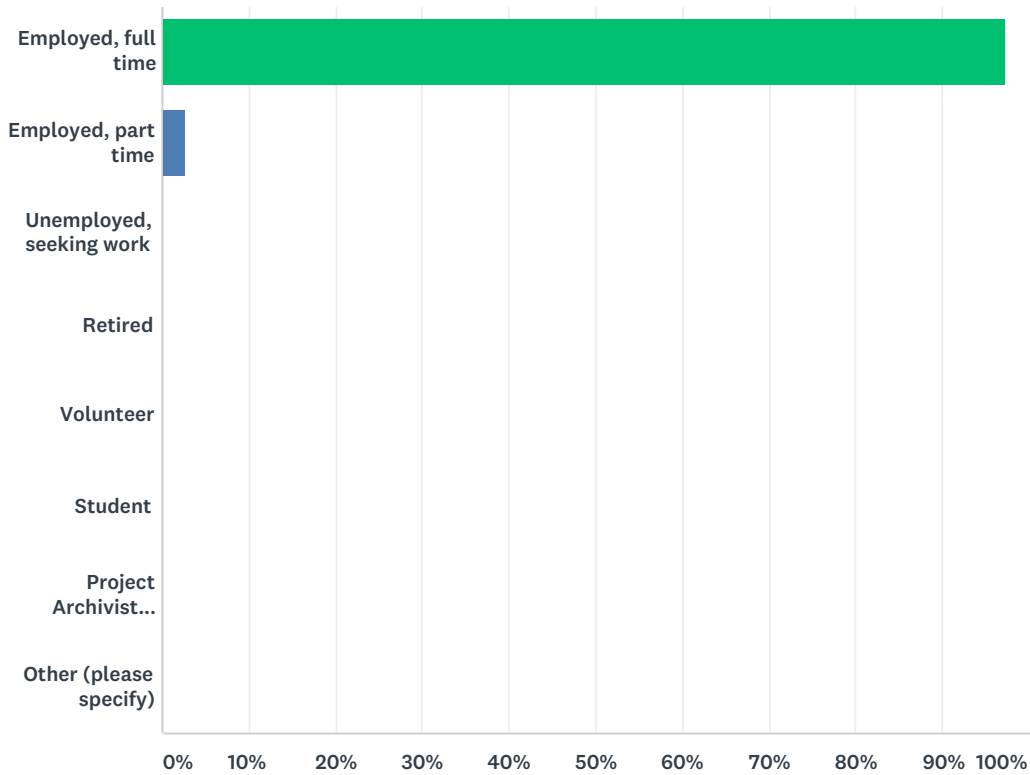


ANSWER CHOICES	RESPONSES	
Working as an archivist	68.42%	26
Managing a program that employs archivists	7.89%	3
Retired from employment as an archivist	0.00%	0
Studying to be an archivist	0.00%	0
Working in another profession or occupation, but with archives-related responsibilities	21.05%	8
Working as a technical or support staff member with archives-related responsibilities	2.63%	1
Other (please specify)	0.00%	0
TOTAL		38

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q2 Which of the following best describes your current employment status?

Answered: 37 Skipped: 1

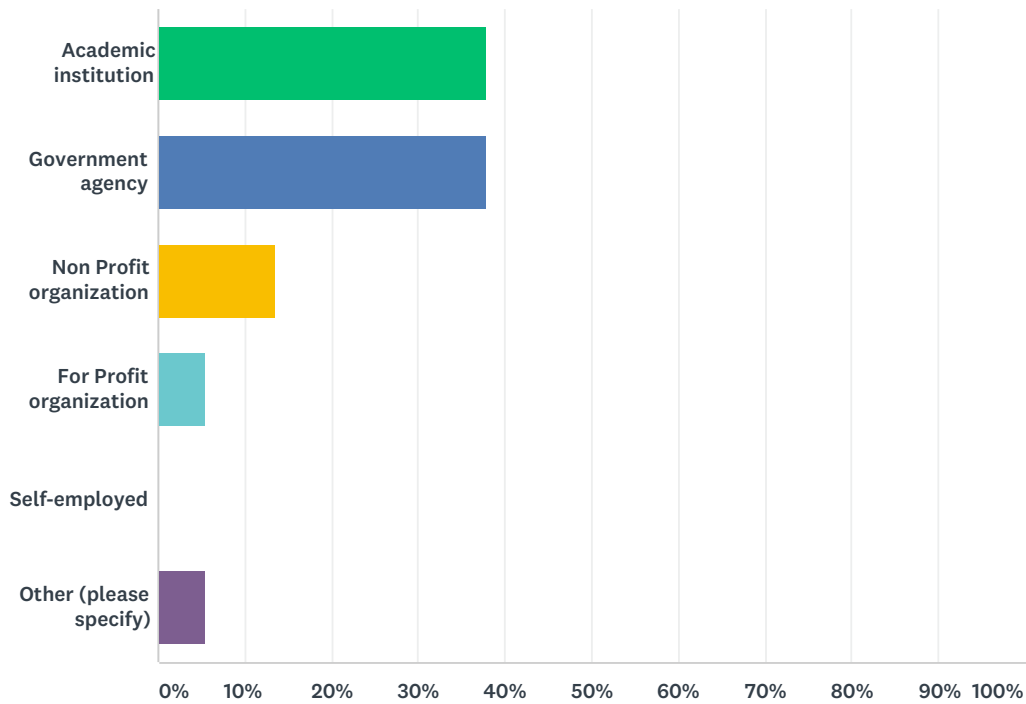


ANSWER CHOICES	RESPONSES	
Employed, full time	97.30%	36
Employed, part time	2.70%	1
Unemployed, seeking work	0.00%	0
Retired	0.00%	0
Volunteer	0.00%	0
Student	0.00%	0
Project Archivist (working on a grant)	0.00%	0
Other (please specify)	0.00%	0
TOTAL		37

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q3 If employed, which of the following best describes your current employer?

Answered: 37 Skipped: 1

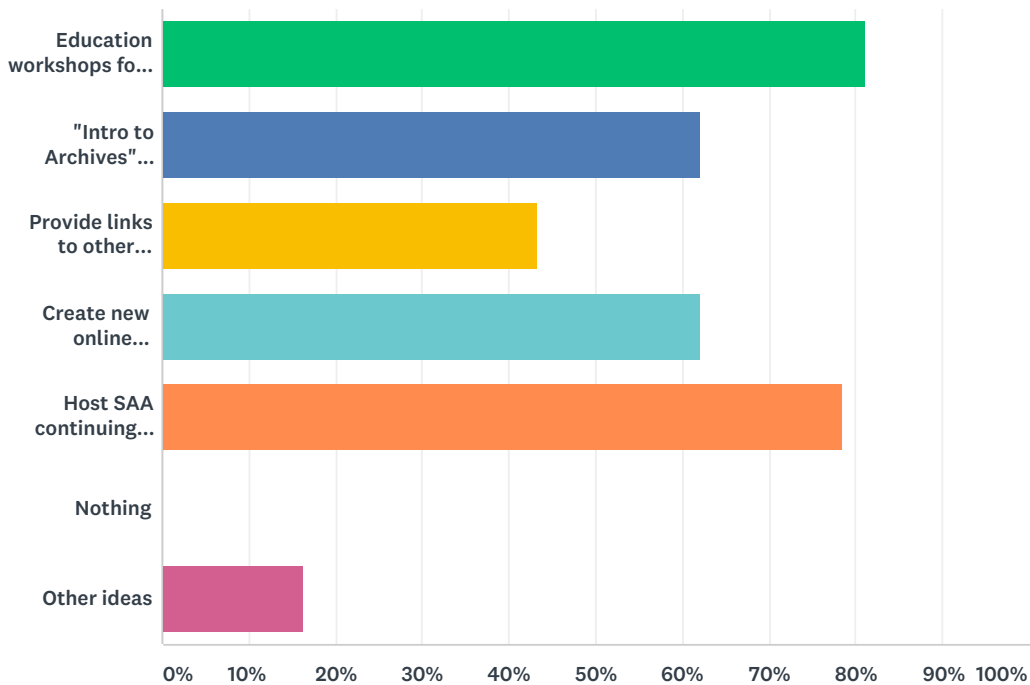


ANSWER CHOICES	RESPONSES
Academic institution	37.84% 14
Government agency	37.84% 14
Non Profit organization	13.51% 5
For Profit organization	5.41% 2
Self-employed	0.00% 0
Other (please specify)	5.41% 2
TOTAL	37

#	OTHER (PLEASE SPECIFY)	DATE
1	Joint Venture - Academic Institution and Church Related	3/1/2018 11:26 AM
2	Public Library	3/1/2018 11:08 AM

Q4 If SALA were to begin focusing on education, what would you like to see? (check all that are applicable)

Answered: 37 Skipped: 1

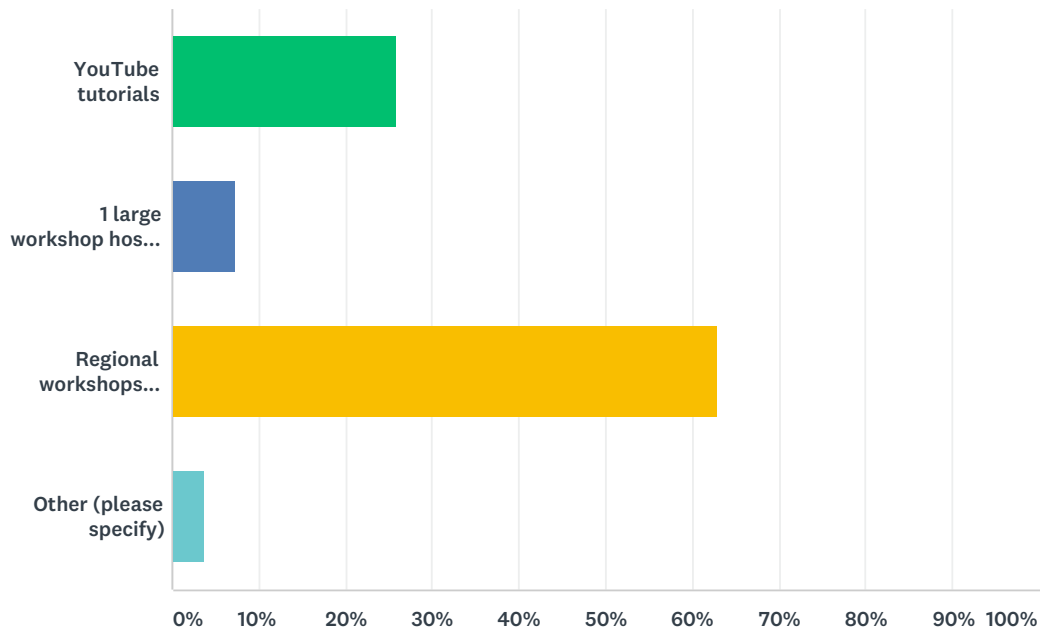


ANSWER CHOICES	RESPONSES
Education workshops for SALA members	81.08% 30
"Intro to Archives" workshops for volunteers and archivists with little or no professional training	62.16% 23
Provide links to other educational materials to be referenced via our website	43.24% 16
Create new online resources (webinars, PDFs, etc.)	62.16% 23
Host SAA continuing education workshops in Alabama	78.38% 29
Nothing	0.00% 0
Other ideas	16.22% 6
Total Respondents: 37	

#	OTHER IDEAS	DATE
1	These all sound like good ideas	4/2/2018 12:28 PM
2	preconference workshops?	3/29/2018 2:51 PM
3	Connect with other librarian organizations in Alabama; ALA, AL Chapter of SLA	3/29/2018 1:44 PM
4	Host NAGARA continuing education regional forum	3/1/2018 2:46 PM
5	Digital pedagogy	3/1/2018 11:46 AM
6	Create a collective for cost sharing and cost reductions from vendors by buying together the archiving supplies we need	3/1/2018 11:35 AM

Q5 If you selected "Intro to Archives Workshop" above, which option do you think would work best for your organization?

Answered: 27 Skipped: 11

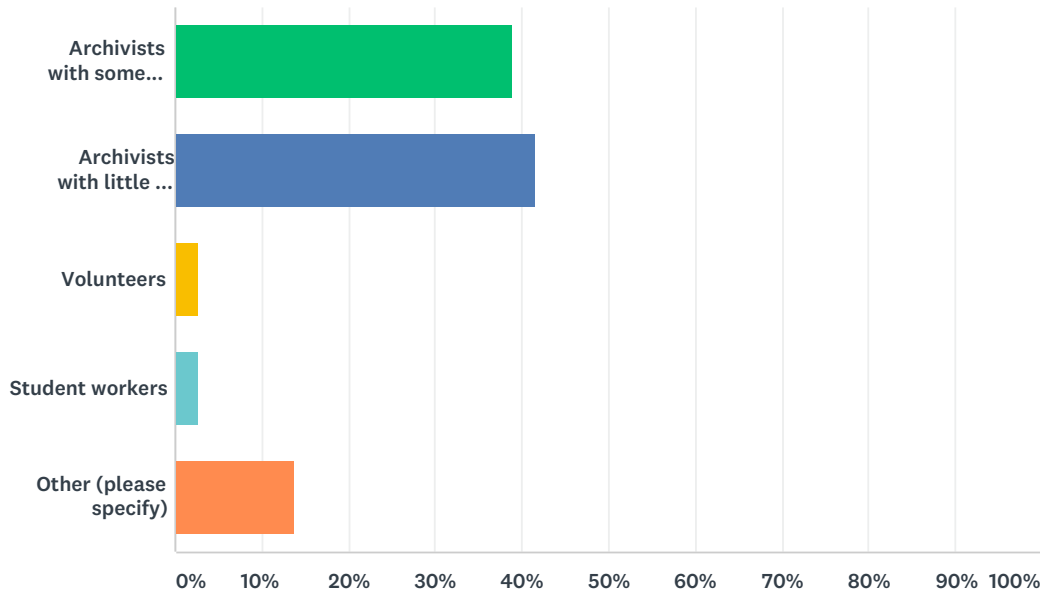


ANSWER CHOICES	RESPONSES
YouTube tutorials	25.93% 7
1 large workshop hosted in one place by a SALA member once per year	7.41% 2
Regional workshops hosted by SALA members	62.96% 17
Other (please specify)	3.70% 1
TOTAL	27

#	OTHER (PLEASE SPECIFY)	DATE
1	Can't really comment on this because I think some of my staff would end up presenting the workshop.	2/12/2018 12:51 PM

Q6 Who should SALA prepare educational resources for?

Answered: 36 Skipped: 2

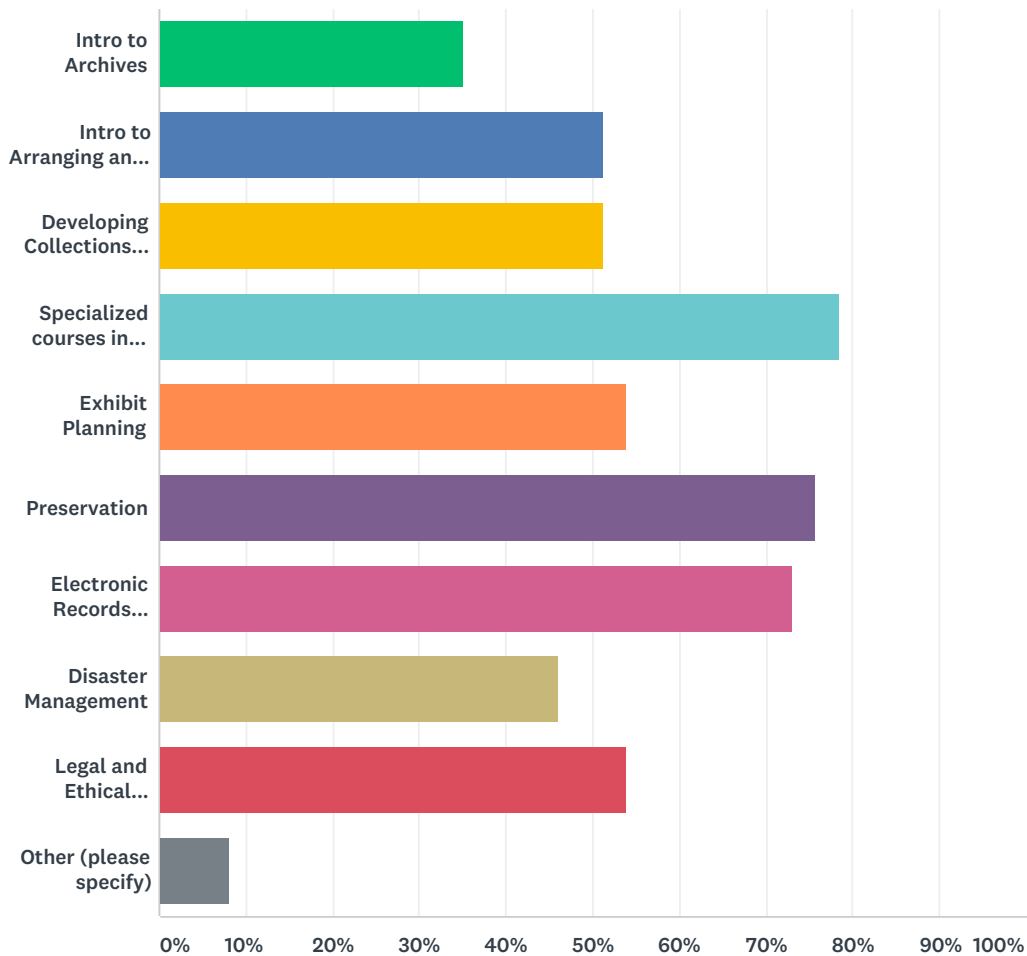


ANSWER CHOICES	RESPONSES
Archivists with some academic training in the field	38.89% 14
Archivists with little or no academic training in the field	41.67% 15
Volunteers	2.78% 1
Student workers	2.78% 1
Other (please specify)	13.89% 5
TOTAL	36

#	OTHER (PLEASE SPECIFY)	DATE
1	I think at various levels of experience.	4/2/2018 12:28 PM
2	Registrars or other museum employees that are not archivists but are responsible for the business records of their institutions	3/29/2018 1:36 PM
3	Broad enough to serve archivists with and without academic training in the field. Educating archivists should be an organizational priority over training for volunteers or student workers.	3/1/2018 5:05 PM
4	I wanted to check volunteers and archivists with little or no training, but I couldn't select two answers.	3/1/2018 11:43 AM
5	It should be broad, resources for those with little training and CE resources for seasoned archivists	2/7/2018 5:01 PM

Q7 I would be interested in educational resources on the following topics (select all that apply):

Answered: 37 Skipped: 1



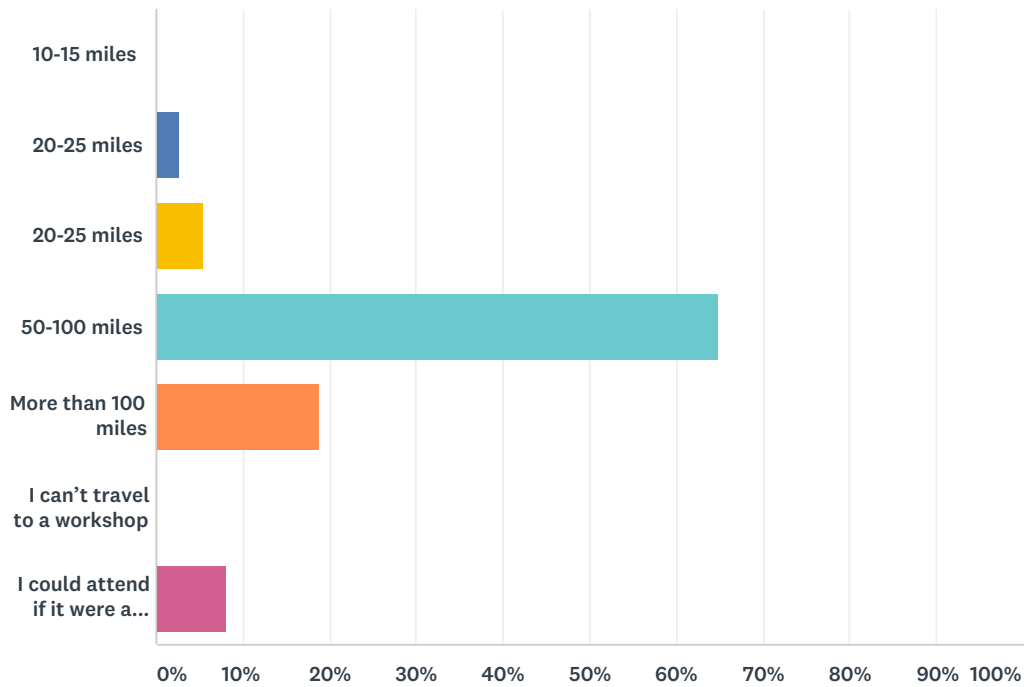
ANSWER CHOICES	RESPONSES	
Intro to Archives	35.14%	13
Intro to Arranging and Describing Archival Collections	51.35%	19
Developing Collections Management Policies	51.35%	19
Specialized courses in Arrangement and Description (i.e. Implementing More Product, Less Process; courses on DACS and other descriptive standards)	78.38%	29
Exhibit Planning	54.05%	20
Preservation	75.68%	28
Electronic Records Management	72.97%	27
Disaster Management	45.95%	17
Legal and Ethical Concerns	54.05%	20
Other (please specify)	8.11%	3

Total Respondents: 37

#	OTHER (PLEASE SPECIFY)	DATE
1	Conservation tactics to repair books, documents, etc.	4/2/2018 12:28 PM
2	Electronic records would be of particular interest	3/1/2018 5:05 PM
3	Practical advice on purchasing "archivally correct" supplies for a small collection not in a "real archives" (an academic department's historical collection)	2/7/2018 3:19 PM

Q8 If SALA offers a workshop, how far would you be willing to travel to attend? (select all that apply)

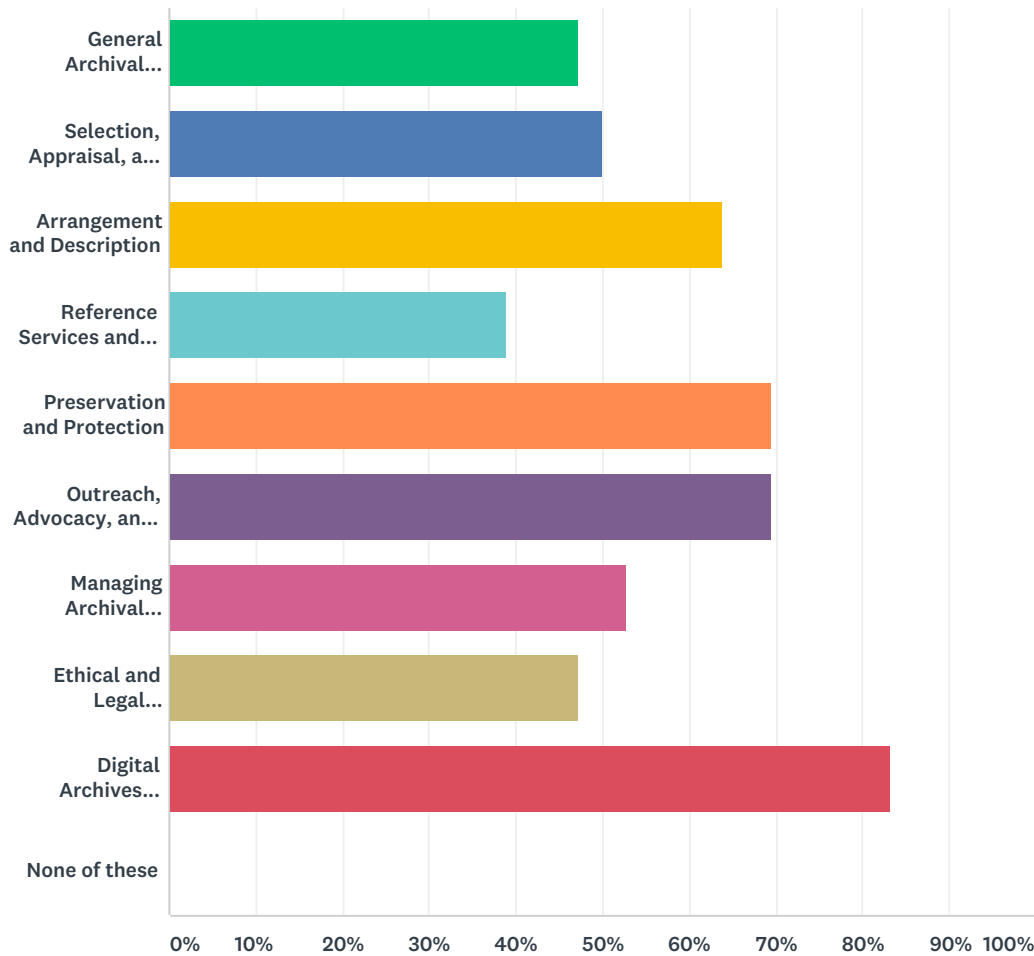
Answered: 37 Skipped: 1



ANSWER CHOICES	RESPONSES	
10-15 miles	0.00%	0
20-25 miles	2.70%	1
20-25 miles	5.41%	2
50-100 miles	64.86%	24
More than 100 miles	18.92%	7
I can't travel to a workshop	0.00%	0
I could attend if it were at the same time as the annual meeting	8.11%	3
TOTAL		37

Q9 SALA has considered serving as a host site for continuing education workshops offered by the Society of American Archivists. (A full list of course offerings is available here: <https://www2.archivists.org/prof-education/catalog>). Would you be interested in the following topics (select all that apply):

Answered: 36 Skipped: 2

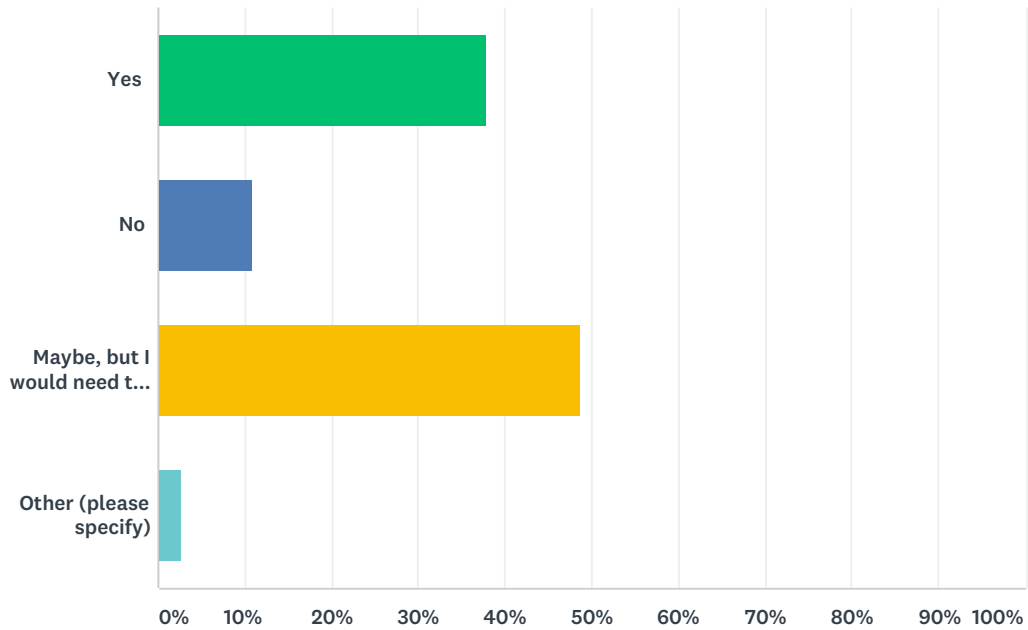


ANSWER CHOICES	RESPONSES	
General Archival Knowledge	47.22%	17
Selection, Appraisal, and Acquisition	50.00%	18
Arrangement and Description	63.89%	23
Reference Services and Access	38.89%	14
Preservation and Protection	69.44%	25
Outreach, Advocacy, and Promotion	69.44%	25
Managing Archival Programs	52.78%	19
Ethical and Legal Responsibilities	47.22%	17

Digital Archives Specialist (DAS) Courses	83.33%	30
None of these	0.00%	0
Total Respondents: 36		

Q10 Would your institution be willing to host a workshop?

Answered: 37 Skipped: 1

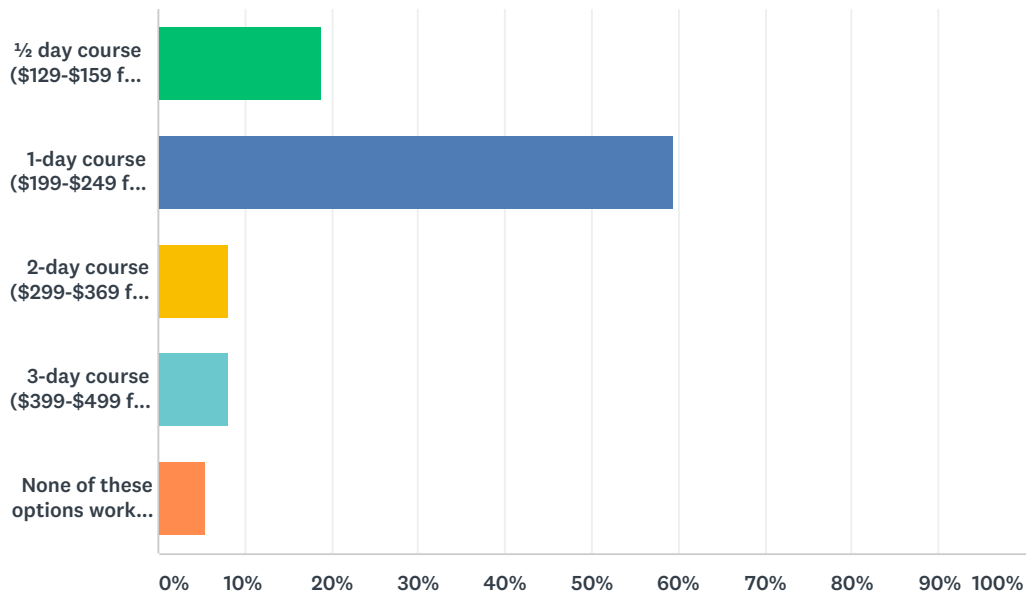


ANSWER CHOICES	RESPONSES
Yes	37.84% 14
No	10.81% 4
Maybe, but I would need to check	48.65% 18
Other (please specify)	2.70% 1
TOTAL	37

#	OTHER (PLEASE SPECIFY)	DATE
1	Don't know	3/1/2018 5:05 PM

Q11 If SALA hosts a SAA workshop, what course format would work best for you financially?

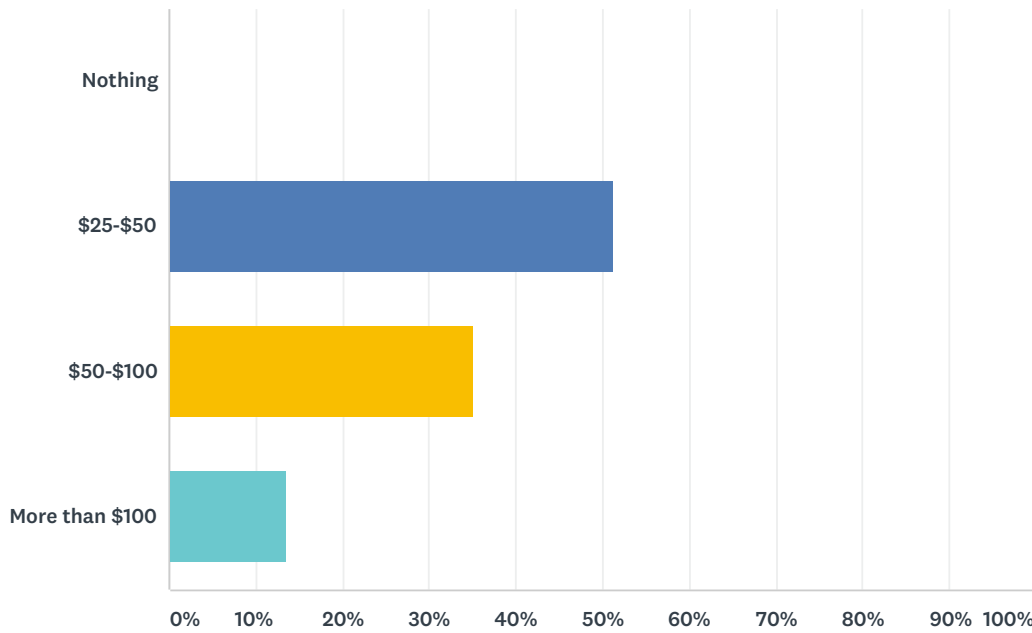
Answered: 37 Skipped: 1



ANSWER CHOICES	RESPONSES	
1/2 day course (\$129-\$159 for SAA members, \$179-\$219 for non-members)	18.92%	7
1-day course (\$199-\$249 for SAA members, \$279-\$349 for non-members)	59.46%	22
2-day course (\$299-\$369 for SAA members, \$419-\$529 for non-members)	8.11%	3
3-day course (\$399-\$499 for SAA members, \$559-\$699 for non-members)	8.11%	3
None of these options work for me	5.41%	2
TOTAL		37

Q12 How much would you be willing to pay to attend a one-day educational workshop conducted by SALA (including food expenses)?

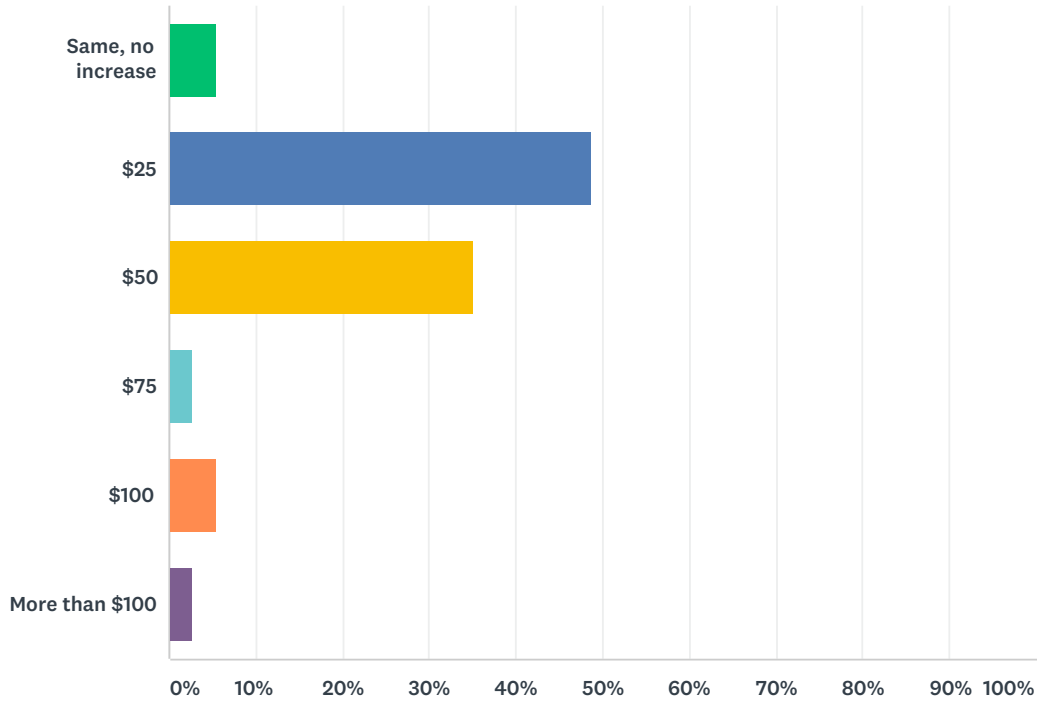
Answered: 37 Skipped: 1



ANSWER CHOICES	RESPONSES	
Nothing	0.00%	0
\$25-\$50	51.35%	19
\$50-\$100	35.14%	13
More than \$100	13.51%	5
TOTAL		37

Q13 If SALA provided more educational opportunities, dues may need to be increased. How much would you be willing to pay for an annual membership? (Current Membership dues are \$10).

Answered: 37 Skipped: 1



ANSWER CHOICES	RESPONSES	
Same, no increase	5.41%	2
\$25	48.65%	18
\$50	35.14%	13
\$75	2.70%	1
\$100	5.41%	2
More than \$100	2.70%	1
TOTAL		37

Q14 Comments? Ideas? Please place them here.

Answered: 9 Skipped: 29

#	RESPONSES	DATE
1	To clarify on the travel question, a workshop I could do as a day trip would be ideal. I'd drive up to two hours away. There's no budget for professional development so cheap is good.	4/2/2018 12:28 PM
2	Please act, thank you!	3/29/2018 1:44 PM
3	I think an increase in dues would be very reasonable, if I was getting more out of SALA membership than I currently am.	3/7/2018 3:26 PM
4	Please do NOT have the same speakers at the conference every year!	3/1/2018 1:41 PM
5	THANK YOU!	3/1/2018 11:46 AM
6	Thank you for your existence; I need lots & lots of help. Does anyone lead on moving to audio searching of content? That is, like a Siri or Alexa finds answers for us, I would like to implement this for our archives, but I need help.	3/1/2018 11:35 AM
7	Thanks for composing the survey!	2/12/2018 12:51 PM
8	Survey questions and choices were well thought out.	2/7/2018 5:23 PM
9	This survey is very good. Just a few comments and a question: I think we should be able to choose more than one answer in numbers 5 and 6. And, I wasn't sure about #12: Would the expenses in #12 be in addition to the course fee for the SAA workshop in #11? I answered #12 as if it were a separate event from #11 but that might not be the way you meant it. Also regarding #13, I think SALA should keep the student rate very low, \$10 or \$20, and then \$25 to \$35 for people with more income. Thanks so much! Rachel Dobson	2/7/2018 3:19 PM