

## **Society of Alabama Archivists Business Meeting Minutes, October 4, 2019**

The annual meeting of the Society of Alabama Archivists (SALA) was held on Friday, October 4, 2019 at the Turner-Surles Conference Center in Decatur, Alabama. The business meeting was called to order by SALA president Dr. Dana Chandler at 1:42 p.m.

### **I. Committee Reports**

#### **A. Nominations Committee**

***Carey Heatherly (chair), Rebekah Davis, Jason Kirby***

The Nominations Committee is chaired by Carey Heatherly, who accepted that role shortly before this year's annual meeting. The point of making the Treasurer's position a three-year commitment to ensure continuity and streamline paperwork (i.e. changing names on SALA's accounts) was mentioned. Carey reported that before the next SALA meeting in 2020, the Nominations Committee would send out a call for nominations sometime around late July.

#### **2019 SALA slate of candidates:**

##### **President**

Keri Hallford, ADAH

##### **Vice President**

Dallas Hanbury, Montgomery County Archives

##### **Treasurer**

Roland McDonald, ADAH

##### **Secretary**

Robin Brown, H. Grady Bradshaw Library and Cobb Memorial Archives

##### **Executive Committee**

Jim Baggett (1 full term)

Jennifer Taylor (to serve 1 year to fill Rachel Cohen's term)

Dana Chandler opened members to offer additional nominations from the floor. No floor nominations were submitted. The slate of candidates was approved.

#### **B. Awards Committee**

***Jim Baggett (chair), Susanna Leberman, two open positions***

Jim Baggett presented the eighth Marvin Yeomans Whiting Award to Frazine Taylor. Jim Baggett announced that there are two open seats on the Awards Committee.

#### **C. Archives Month Committee**

***Justin Rudder (chair), Dakota Cotton, one open position***

Justin Rudder reported that this year the Archives Month Committee received a proclamation from Governor Ivey proclaiming October as Archives Month. Past Archives Month activities have included Archives Month posters and distributing a letter to the editor to various Alabama newspapers about the value of archives. A link to the Archives Month posters will be posted to SALA's website. Reagan Grimsley asked that the Archives Month proclamation be posted to SALA's Facebook page. The Archives Month proclamation was given to Mary Jo Scott, SALA's archivist, to be preserved with SALA's records.

#### **D. Education Committee**

Mary Jo Scott reported on the education committee. She invited Meredith McDonough to inform the members about an audio digitization workshop on November 5<sup>th</sup> open to Alabama Mosaic participants. Rebekah Davis asked for information about the workshop to be sent out on the SALA listserv.

### **II. Officer Reports**

#### **A. President**

Dana Chandler thanked attendees for coming. He thanked Keri Hallford for developing, updating, and maintaining SALA's website. He recognized especially those who helped plan this year's meeting, such as Keri Hallford and John Allison, noting that attention to all the little details added up to a great conference.

#### **B. Vice President**

Keri Hallford offered to help advertise archives jobs and other opportunities on SALA's website. She invited conference attendees to send her photographs from this year's meeting to be posted onto SALA's Facebook page and website. She reported briefly on a technical issue that reared up just before the SALA conference. There was a problem with the state firewall blocking new emails from Constant Contact. This problem seemed limited to those email addresses ending in ".gov" and the issue is being resolved. The old listserv, through Auburn University, is no longer used because it requires someone being physically present on Auburn's campus.

Rebekah Davis asked about the Time and Place Committee, responsible for planning SALA meetings. The Time and Place Committee became part of the Vice President's duties.

#### **C. Secretary**

Robin Brown reported that the Executive Board met by conference call on March 19, 2019, May 31, 2019, and September 13, 2019. She apologized if members did not receive by email the minutes from last year's SALA meetings taken by Meredith McDonough. Copies of the meeting minutes were handed out to attendees before the business meeting. The previous year's business meetings were approved as written.

#### **D. Treasurer**

Roland McDonald presented the 2018-2019 SALA financial report:

He noted that SALA is \$1,000 ahead of where it was last year. This year's report included expenses for the previous year's meeting (2018 SAC meeting in Montgomery). The Treasurer's Report is included at the end of this report as an appendix. The Treasurer's report was approved.

Dana Chandler thanked SALA members for keeping costs down for the 2019 meeting and recognized John Allison for lining up the venue at no cost.

#### **E. Archivist**

Mary Jo Scott invited SALA officers to send the organization's records to her.

### **III. Action Items**

#### **A. Changing the Treasurer's Term**

As noted above, Carey Heatherly proposed setting the term for Treasurer to three years so that office would have continuity. The idea had previously been discussed in an Executive Board conference call. Changing the Treasurer's term would require a change to the bylaws. Reagan Grimsley reminded members that a change to the bylaws requires any proposed changes to be

sent in writing within 60 days of the annual meeting. Keri Hallford noted that the bylaws can be easily accessed on SALA's website.

**B. SALA's Affiliation with SAC**

Dana Chandler asked Reagan Grimsley about SALA's affiliation with the Southern Archivists Conference. He explained that the SAC meeting rotates every two years. Last year (2018) it was in Montgomery. He was contacted by the Mississippi representatives of SAC who relayed that Mississippi will no longer participate in SAC. Since Louisiana has not participated in SAC for a number of years, Reagan does not believe that Louisiana is interesting in remaining a part of SAC. Tennessee, however, expressed interest in working with SALA. A bi-state meeting of Tennessee and Alabama is a possibility. SALA should decide whether or not to continue trying to have a Southern Archivists Conference.

**C. 2020 Meeting**

Next year's meeting in 2020 will be held in south Alabama, as SALA rotates its location every year. The last time SALA met in the southern part of the state it was in Foley. Dothan or Opelika are possibilities. Deidre Dees, archivist for the Poarch Creek Indians, offered to host the meeting in Atmore. Rebekah Davis, on behalf of Dakota Cotton and others from north Alabama, offered to have the 2022 meeting in Athens, since 2022 will mark that city's bicentennial.

**IV. Adjournment**

The meeting was adjourned at 2:28 p.m.

**Appendix I**  
**2019 Treasurer's Report**

<u>Society of Alabama Archivists</u>					
<u>Treasurer's Report</u>					
For the period between 7/20/2018 and 10/2/19 plus SAC Expenses					
<b>Checking Amount as of 7/20/19</b>					<b>\$7,489.36</b>
<b>Wells Fargo Annual CD</b>					<b>\$1,766.31</b>
<b>Total Organization Assets</b>					<b>\$9,255.67</b>
<b>Total Expenditures</b>					
Expenditures: SAC					\$9,604.45
SAC Percentage of Total					\$6,641.99
Expenditures: SALA					69.16%
SALA Percentage of Total					\$2,344.34
Walmart & SAM's Club					24.41%
Percentage of Total					\$258.12
Pending Transaction: Lunch					2.69%
Pending Transaction Percentage					\$360.00
					3.75%
<b>Total Income</b>					
SAC Income					\$10,644.68
SAC Percentage of Total					\$7,048.61
SALA Income 2018					66.22%
SALA Income 2019					\$1,750.30
SALA Percentage of Total					\$1,845.77
					33.78%
<b>Wells Fargo Annual CD</b>					<b>\$1,768.07</b>
<b>CD Increase From Last Year</b>					<b>\$1.76</b>
<b>Unclaimed Paypal</b>					<b>\$23.97</b>
<b>Checking Account as of 10/3/19</b>					<b>\$8,889.59</b>
<b>Checking Account after Pending Transactions</b>					<b>\$8,529.59</b>
<b>Checking Increase Over Last Year</b>					<b>\$1,040.23</b>
<b>Total Assets</b>					<b>\$10,681.63</b>
<b>Total Assets After Pending Transactions</b>					<b>\$10,321.63</b>

Note I: As stated last year in Note 2 of the Society of Alabama Archivists Treasurer's Report, this year's report includes expenses for SAC. In addition, to prevent unnecessary confusion or concern, income related to SAC is also reported herein.

Note: II: Whitt's BBQ would not run the Debit Card purchase until today. However, since it was approved before this meeting and on account of this meeting, I have included that purchase on this report.