

SOCIETY OF ALABAMA ARCHIVISTS

BUSINESS MEETING MINUTES, SEPTEMBER 30, 2011

The annual fall meeting of the Society of Alabama Archivists was held at the Five Rivers center in Spanish Fort on September 30, 2011. The meeting was called to order by President Greg Schmidt at 1:21 p.m.

I. 2010 Business Meeting Minutes:

The minutes from the 2010 meeting were approved as distributed.

II. Treasurer's Report:

Cynthia Luckie presented the 2010-2011 SALA financial report.

TREASURER'S REPORT - 30 SEPTEMBER 2011

Checking account balance as of 9/22/2010		\$8,910.75
Income		
SAC registrations (after 9/22)	\$725.00	
Membership dues	\$460.00	
2011 meeting registrations	\$750.00	
<i>Total income</i>		\$1,935.00
Expenditures		
SAC meeting expenses	\$(3,851.95)	
SAC student stipends (4 at \$95 each)	\$(380.00)	
Website hosting fee	\$(107.40)	
2011 meeting expenses	\$(473.00)	
PayPal service charges	\$(15.42)	
<i>Total expenditures</i>		\$(4,827.77)
Checking account unrestricted assets as of 9/29/2011		\$6,017.98
Wells Fargo CD (renewal maturity date - 8/12/2012)		\$1,759.25
Total unrestricted assets		\$7,777.23
Archives Training Collaborative fund		\$292.00
Submitted by Cynthia A. Luckie, Treasurer		

Appendix - SAC Composite Report		
SAC registrations		\$4,420.00
SAC meeting expenses	\$3,851.95	
SAC attendee cancellation refunds	\$90.00	
PayPal service charges	\$58.76	
Tax expenditures		\$4,000.71
Net profit		\$419.29

III. Committee Reports:

A. Archival Training Collaborative Committee:

Greg Schmidt briefly reported on the progress of the Archival Training Collaborative and passed out copies of the project brochure. In the last year the SALA ATC Committee has overseen 8 workshops with 111 total participants, and the money from those events has gone into the designated account of the SALA treasury. Greg added that the committee would welcome new ideas for workshop topics and locations, and he encouraged members to become trainers in the program. Marty Olliff mentioned that while the grant funding the original tri-state collaborative has been extended until July 2012, the upcoming “train the trainer” session may be the last opportunity to benefit from the support of the central group.

B. Archives Month Committee:

Paige Smith reported on the activities of the Archives Month Committee, which was created during the 2009 SALA meeting. The members met for the first time on February 15, 2011, to discuss the purpose of Archives Month, develop a mission statement for the committee, and propose activities to fulfill that objective (see Attachment A).

The goal of the month-long campaign in Alabama is to promote and raise awareness about the archival repositories in the state. The mission of the committee is to 1) coordinate and publicize information about Archives Month activities and 2) serve as a resource and clearinghouse for Archives Month activities and ideas that all Alabama institutions can use for their own celebrations and outreach. Suggested activities include creating a webpage (on the SALA site) and newsletter to gather information and disseminate it to repositories; obtaining gubernatorial proclamations to publicize Archives Month (see Attachment B); and establishing an “Archives Hero” award to recognize an outstanding donor, volunteer, or nonprofessional staff member.

Paige also asked for new volunteers to serve on the committee, which would meet after the SALA meeting adjourned. The members are now Martha Bace, Dana

Chandler, Reagan Grimsley, Carey Heatherly, Cynthia Luckie, Greg Markley, Marty Olliff, and Paige L. Smith (chairperson).

C. Nominations Committee:

Marty Olliff presented the report of the Nominations Committee. Additional nominations and discussion were solicited following the report. The 2011 committee consisted of Marty Olliff, Jennifer Beck, and Jason Kirby.

The committee recommended the following people to serve:

Officers:

President: John Allison, Morgan County Archives
Vice President: Lyn Frazer, Montgomery County Archives
Secretary: Meredith McLemore, Alabama Dept. of Archives & History
Treasurer: Cynthia Luckie, Alabama Dept. of Archives and History

Executive Committee:

Greg Markley, *Opelika Observer* (2011-2014)

A vote was taken and all nominations were unanimously elected.

IV. Whiting Award:

Jim Baggett discussed the creation of an annual Marvin Yeomans Whiting Award, which will honor an individual, organization, or institution for making a significant contribution to local history in the state (see attachment C). The award will be funded by the Birmingham Public Library and will be overseen by a committee composed of the president, an Executive Board member, a member-at-large, and a Birmingham Public Library representative (who must also be a SALA member). Recipients need not be SALA members, however, and nominations will be accepted from the general public.

V. Reestablishment of Time and Place Committee:

The 2012 SALA meeting will be in Montgomery, and the 2013 meeting will be in Huntsville. Greg Schmidt recommended the reestablishment of the Time and Place Committee to determine locations for 2014 to 2016, and Cynthia Luckie briefly explained the regional rotation (south, south-central, north, north-central). Laura Anderson, Carey Heatherly, Jason Kirby, Tim Pennycuff, and Greg Schmidt volunteered to serve on the committee.

VI. Connecting to Collections (IMLS grant) Report:

Jason Kneip reported on the progress of the IMLS "Connecting to Collections" grant in the state, which is administered by the partners of the Alabama Cultural Commons (Alabama Department of Archives and History, Alabama Historical Commission, Alabama Museums Association, Network of Alabama Academic Libraries, and the Society of Alabama Archivists). He again mentioned the Alabama Repositories Directory Database (<http://www.archives.alabama.gov/hrb/search.cfm>) and announced that the website for the entire project (<http://alabamaculturalcommons.org>) is now available. Jason serves as the SALA representative for the Alabama Cultural Commons,

but Greg Schmidt has also attended meetings and may become more involved.

VII. Website:

Jason Kneip, SALA webmaster, proposed an update to the appearance and functionality of the website. He plans to change the design (layout, color scheme, graphics) and hopes to implement a simple membership management system using open-source software (such as WordPress); this would allow for features such as mass emailing, user-generated content, online event registration, and online payment. The new design should be introduced this fall, and the new membership system will be in place before the next meeting.

VIII. New Business:

A. Award Proposal:

Because next year's meeting will be held in Montgomery, Gwen Patton suggested that SALA present an award to the president of Trenholm State Technical College, to thank him for his continued support of the repository at the school.

B. EAD Workshop:

Debbie Pendleton discussed the possibility of offering an EAD workshop, and there was great interest among the members. The Society of American Archivists can provide training, but the event must be held at a university because of the technological requirements. Tim Pennycuff mentioned that the UAB Archives hosted an EAD workshop in 2002, when the SAA annual meeting was held in Birmingham; he said that they could probably host one again. Greg Schmidt advised members to introduce the matter on the SALA Listserv.

C. SAC/SALA Meeting 2010:

Jason Kirby of the Birmingham Botanical Gardens expressed thanks for the opportunity to host the 2010 SAC/SALA meeting. The event provided great publicity for the archives there.

IX Southern Archivists Conference 2012

Greg Schmidt announced the SAC meeting to be held on April 26 and 27 in Jackson, Mississippi, and he encouraged members to submit paper proposals for the conference.

X. The meeting was adjourned at 2:09 p.m.

Submitted by Meredith McLemore, Secretary.

Attachment A

Report of the SALA Archives Month Committee

Submitted by Paige L. Smith

At the October 2009 SALA meeting, members decided to establish an Archives Month Committee, which would be a standing committee; SALA stated that the Committee's first task should be to determine the mission of Archives Month. Martha Bace volunteered to be the first chairperson of the Committee, and other members were Dana Chandler, Glenn Drummond, Greg Markley, Paige Smith, and Reagan Grimsley.

The Committee met in Montgomery on February 15, 2011 (the distances between all of us proved to be problematic) and came up with several creative ideas. We looked at a number of ideas we had found from other states' archival organizations. We also had the benefit of the "Ideas for Archives Month" presentation that Greg Markley gave at the joint SALA/SAC meeting in 2010.

We decided that the Committee's mission is two-fold. First, we want to coordinate and publicize information about Archives Month activities. Second, we want the Committee to serve as a resource and clearinghouse for Archives Month activities and ideas that all Alabama institutions can use for their own celebrations, outreach, and activities.

We also agreed that the Committee's stakeholders are archivists—not only SALA members, but archivists and repository curators/managers in smaller, maybe even privately held (but publicly available) collections, societies, and libraries.

Some of the ideas the Committee discussed were how to raise awareness statewide about Archives Month. Per our directive from SALA, we decided that one of the primary goals of Archives Month is to raise awareness of and to promote the many archival repositories around the state—to explain to the public who they are and what they provide. This should be one of the primary objects of the Committee, as well. In publicizing and celebrating Archives Month, we will help repositories promote and advertise their collections to their broader constituencies.

Other activities discussed include:

- Setting up and maintaining a clearinghouse of Archives Month ideas and activities, by means of a web presence, which should be located on the SALA website.
- Producing a newsletter—perhaps a paper one—to help disseminate ideas about Archives Month and to remind Alabama archivists of the advocacy opportunities that participation in Archives Month will give them.
- Publicizing Archives Month in the media by asking the governor to make a public proclamation.
- Establishing an "Archives Hero" award (not monetary) to recognize and celebrate an outstanding nonprofessional, volunteer, or donor in the state.

Marty Olliff developed a framework for the "Archives Hero" award. This will be an award given yearly to a nonprofessional staff member, donor, or volunteer. He also located a template to be used as an annual proclamation for the governor to make in early October. If SALA endorses this proclamation, we will want a SALA officer or other representative to be present for that proclamation. Paige Smith is collecting information on small, little-known collections in the state to supplement the SHRAB initiative.

Because of personal and professional issues, the Committee has not met again since February and two members have resigned. Volunteers are needed to serve so that activities can be planned and implemented by October 2012.

Attachment B

[Archives Month proclamation template]

City / County / State of <JURISDICTION> Proclamation by the <EXECUTIVE>

WHEREAS, archival records contain information of enduring value to the communities, institutions, and citizens of the City, State, and Region, and are essential for understanding the past, coping with the present, and preparing for the future; and

WHEREAS, archival records protect the civil rights of citizens and document the responsibilities of their governments; support research into health, environmental, social, and economic issues; and provide materials for educational and public programs; and

WHEREAS, Alabama's professional archivists play a crucial role in identifying, preserving, and making available these records, and

WHEREAS, October has been declared International Archives Month in the United States by the Society of American Archivists and the International Council on Archives.

NOW, THEREFORE, I <NAME>, <OFFICE> of the <JURISDICTION>, do hereby proclaim October <YEAR> as

Archives Month

in <JURISDICTION>.

Attachment C

Marvin Yeomans Whiting Award

Society of Alabama Archivists

Criteria

The Marvin Yeomans Whiting Award of the Society of Alabama Archivists is given each year to an individual, organization, or institution that has made a significant contribution to the preservation and dissemination of local history in Alabama. The award recognizes the preservation of historic documents and oral history but not buildings, artifacts, or historic sites.

Awards Committee

The Awards Committee will consist of the President, one Board member, one member-at-large, and one representative of the Birmingham Public Library (the BPL representative must be a member of SALA).

Presentation

The Whiting Award will be given each year at the SALA annual meeting, beginning in the year 2012.

Nominations

Nominations for the award may come from SALA members and the general public.

It is not required that the nominees be SALA members.

The Awards Committee will issue a call for nominations no later than six months prior to the annual meeting.

The nomination should be presented to the committee in a letter of no more than two pages. Accompanying documentation may be included but is not required.

The recipient will be notified no later than two months prior to the annual meeting.

Cost

The Birmingham Public Library will provide funding each year for a plaque or statuette to be presented to the recipient. The plaque or statuette will be designed with input from BPL and the SALA Awards Committee.