

Society of Tennessee Archivists

Executive Committee Monthly Meeting Agenda and Minutes 2025 March 18

Agenda

- [☰ STA Monthly Meeting Agenda and Minutes, 2025-02-14](#)
- [+ STA Expense and Income Report, 2025](#)
- [Tennessee History Day State Contest, 2025 April 5](#)
- Arrangements Committee Report
- Spring Continuing Education Opportunity
- Other Business

Minutes

Officers Present

- Runyon, Carolyn, President
- Ryland, Christopher, Vice President
- Boshers, Bradley, Secretary
- Roberts, Carol, Treasurer
- Lockhart, Lori, Webmaster

Officers Absent

- Billeaudeaux, Brigitte, Newsletter Editor
- Sowell, David R., Archivist

Notes

- [☰ STA Monthly Meeting Agenda and Minutes, 2025-02-14](#)
 - The members of the Executive Committee present approved the minutes from the 2025 February 14 meeting.
 - The Webmaster will post the minutes of the 2025 February 14 meeting to the STA website at their convenience.
- [+ STA Expense and Income Report, 2025](#)
 - The President reviewed the expense and income report spreadsheet for the 2025 calendar year and requested upcoming expenses be recorded in the report.

- The Treasurer noted that the Society will incur a \$20 expense to renew its tax exempt status with the Tennessee Office of the Secretary of State.
- [Tennessee History Day State Contest](#), 2025 April 5
 - The President sought volunteers to judge and award entries at the Tennessee History Day State Contest among the Executive Committee. No members volunteered.
 - The President will coordinate with the Secretary to send a request for volunteers from the membership.
- Arrangements Committee Report
 - The Vice President reported that the Arrangements Committee has created subcommittees to manage Programming and Logistics for the 2025 Annual Meeting in October.
 - The Vice President requested information regarding incidental costs associated with the Annual Meeting, including name tags and printing expenses. The President reported that the Society spent \$583.90 to offer printed programs and \$128.99 on name tags and award certificates for the 2024 Annual Meeting. The President further reported that the Society received payments for only 36 of 44 regular registrations recorded, meaning that 18% of 2024 Annual Meeting attendees did not pay, costing \$680 in revenue.
- Spring Continuing Education Opportunity
 - The Secretary reported that they distributed an email to the membership on 2025 March 5 regarding the Digital Preservation Coalition’s “Introduction to Digital Preservation” workshop on 2025 April 24 at Vanderbilt University.
- Other Business
 - The President requested that the Webmaster post the Officers and Governance roster on the Society’s website. The Webmaster suggested nesting a page under the About page to include the committee rosters.
 - The President recommended adding a link to the Executive Committee Minutes to the About section of the site’s navigation menu. The Webmaster will investigate the feasibility of adding a menu item.
 - The Secretary will distribute an email to membership to announce the upcoming digital preservation professional development opportunity at Vanderbilt University, request for volunteer(s) to select the winning entry and present the Society’s awards at the Tennessee History Day Contest, and updates from the Executive Committee.

Addenda

Expense and Income Report, 2025

Description	Date	Expense/Income
Tennessee History Day Junior Division Award	2025-04-05	-\$150.00
Tennessee History Day Senior Division Award	2025-04-05	-\$150.00
Domain Registration	Pending	-\$19.99
Secretary of State Tax Exemption Filing Fee	Pending	-\$20.00

Society of Tennessee Archivists Awards for Archival Research

The Society of Tennessee Archivists (STA) awards prizes of \$150 each to the best projects in the Junior and Senior Divisions of the Tennessee History Day State Contest. To be eligible for the awards, the projects must utilize primary sources from at least one archival repository located in the state of Tennessee. A representative from STA will judge entries based on the sources cited and the quality of the interpretation of the sources.

Annual Meeting Operating Expenses and Income, 2024

Description	Expense/Income
Annual Meeting Regular Registrations	\$3,060.00
Annual Meeting Student Registrations	\$75.00
Annual Meeting Sponsorship	\$750.00
Annual Meeting Catering	-\$2,300.10
Annual Meeting Program Printing	-\$583.90
Certificates and Name Tags	-\$128.99
Annual Meeting Attendance Scholarship	-\$450.00
Profit	\$163.76

Officers and Governance Rosters, 2024-2025

Executive Committee

Role	Officer	Affiliation	Division	Term
President	Runyon, Carolyn	University of Tennessee at Chattanooga	East Tennessee	2024-2025
Vice President	Ryland, Christopher	Vanderbilt University	Middle Tennessee	2024-2025
Secretary	Boshers, Bradley	Williamson County Archives	Middle Tennessee	2021-
Treasurer	Roberts, Carol	Bedford County Archives	Middle Tennessee	2010-2019, 2023-
Archivist	Sowell, David R.	Tennessee State Library and Archives	Middle Tennessee	1998-
Newsletter Editor	Billeaudeaux, Brigitte	University of Memphis	West Tennessee	2020-
Webmaster	Lockhart, Lori	Tennessee State Library and Archives	Middle Tennessee	2007-
SEAA Representative	Sowell, David R.	Tennessee State Library and Archives	Middle Tennessee	2024-2025

Nominating Committee

Role	Officer	Affiliation	Division	Term
Chair	Copeland, Molly	University of Tennessee at Chattanooga	East Tennessee	2024-2025
Member	Atkinson, Megan M.	Tennessee Tech University	Middle Tennessee	2024-2025
Member	Brown, Hillary	Rutherford County Archives	Middle Tennessee	2024-2025

Awards Committee

Role	Officer	Affiliation	Division	Term
Chair	Barker, Melissa	Houston County Archives	Middle Tennessee	2024-2025
Member	Sowell, David R.	Tennessee State Library and Archives	Middle Tennessee	2024-2025
Member	Johnson, Zach	Vanderbilt University	Middle Tennessee	2024-2025

Arrangements Committee

Role	Officer	Affiliation	Division	Term
Chair	Ryland, Christopher	Vanderbilt University	Middle Tennessee	2024-2025
Member	Sowell, David R.	Tennessee State Library and Archives	Middle Tennessee	2024-2025
Member	Roberts, Carol	Bedford County Archives	Middle Tennessee	2024-2025
Member	Billeaudeau, Brigitte	University of Memphis	West Tennessee	2024-2025
Member	Lockhart, Lori	Tennessee State Library and Archives	Middle Tennessee	2024-2025
Member	Anderson, Jill E.	University of Tennessee School of Information Science	East Tennessee	2024-2025
Member	Bryan, Dusty	Etowah Carnegie Library	East Tennessee	2024-2025
Member	Johnson, Zach	Vanderbilt University	Middle Tennessee	2024-2025
Member	Overton, Heath	Vanderbilt University	Middle Tennessee	2024-2025
Member	Winfrey, Janine	Knox County Public Library	East Tennessee	2024-2025

Articles of Organization Ad Hoc Committee

Role	Officer	Affiliation	Division	Term
Chair	Penza, Joe	Elizabethton-Carter County Public Library	East Tennessee	2024-2025
Member	Shumar, Alesha	University of Tennessee, Knoxville	East Tennessee	2024-2025
Member	Kaparos, Sara	University of Tennessee at Chattanooga	East Tennessee	2024-2025

Website Ad Hoc Committee

Role	Officer	Affiliation	Division	Term
Chair	Richardson, Samuel S.	University of Tennessee at Martin	West Tennessee	2024-2025
Member	Runyon, Carolyn	University of Tennessee at Chattanooga	East Tennessee	2024-2025
Member	Lockhart, Lori	Tennessee State Library and Archives	Middle Tennessee	2024-2025
Member	Lasley, Noah	University of Tennessee at Chattanooga	East Tennessee	2024-2025
Member	Neeley, Grace	University of Memphis	West Tennessee	2024-2025