

## **Georgia Archives Month Committee Meeting | June 29, 2022**

**Members present:** Laurel Bowen, Caroline Crowell, Kate Daly, Emily Halevy, Brittany Newberry, Pamela Nye

**Members absent:** Virginia Blake, Natorra Moody

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Georgia Archives Month theme: **Spinning a Yarn: Southern History Through Storytelling**

*Tall tales, ghost stories, urban legends and folklores ... the 2022 Georgia Archives Month theme, "Spinning a Yarn: Southern History Through Storytelling," evokes the memory of an elder on a front porch in a rocking chair telling stories to eager listeners. It channels the image of a Griot telling tales of haunted Georgia by a campfire. And it lives every oral history written and recorded.*

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### **Minutes**

#### **POSTER**

- Poster style: retro, vintage, movie poster; fall/mid-century modern colors; size to be 11x17
  - o Final images will consist of older and contemporary imagery (multi-generational)
  - o Other promotional materials (bookmarks, buttons, etc.) to be considered for the annual meeting
- Pam will share the poster draft via Slack for committee member input
- Possibility of bookmarks and/or other promotional materials for the annual meeting?

#### **DIGITIZATION GRANT**

- Emily had a call with SGA board officers and DLG (Sheila, Cathy, and Josh) about digitization grant in addition to spotlight grant
- Audio digitization grant through Preserve South and would channel through DLG as an in-kind donation (worth \$500) and available via DLG -- the material would need to be available for fair use
- This year's GAM committee will review submissions (minus Emily due to conflict of interest) with Sheila from DLG. Next year we would create a review panel, members of which will be in place by March 2023 to make it more formalized
  - o If any GAM committee members submit, they will recuse themselves from the review process
- GAM committee reviewed revised application form for grant during meeting; members will review independently for additional changes

#### **Action items:**

- Emily is going to contact Copy Central to get a quote for bookmarks
- Emily to set up Canva account for GAM for designing materials
- Emily to obtain list of members for spotlight grant sponsorship
  - o Possibility of also doing buttons (GSU has button maker)

- Brittany to design social media content based on poster/images/SGA style guide
- Pam to begin designing the poster (July 15/16 for rough draft submission; end of July deadline)
  - o GAM members to review poster draft (sent via Slack)
- All GAM members to review digitization grant application and rubric and submit additional edits to Emily (she will send to Sheila on Friday, July 1)

**Next meeting:** Wednesday, July 27, at 3:30 p.m.

#### **GAM timetable:**

##### **June:**

- Prepare any other promotional materials and have approved by the Committee.
- Print mailing labels if needed, from poster requestors' Google form, buy mailing supplies.
- Solicit events through listservs, websites, social media, blogs, etc.
- Notify Spotlight Grant winners and contact Treasurer for award checks.

##### **July:**

- Design proclamation and submit to the Governor's office.
- Investigate and/or confirm any outstanding donor contributions.

##### **August:**

- Solicit October events through listservs, websites, social media, blogs, etc.
- Contact Governor's office about proclamation signing; schedule signing in September/October and notify committee members and the Director of the Georgia Archives when the proclamation is scheduled.
- Invite SGA members and members of allied organizations to attend proclamation.

##### **September:**

- Mail posters to requesters from Google form.
- Prepare a press release and distribute to statewide (including all local) radio stations, TV stations, newsletters, and newspapers.
- Advertise events through listservs, websites, social media, blogs, etc.
- Submit information to the Society of American Archivists and the Council of State Archivists for inclusion in national websites.

##### **October:**

- Attend Governor's proclamation signing, use photographs for publicity, and deliver proclamation document to SGA archivist.
- Prepare final SGA board report and contact any institutions that hosted an Archives Month event/activity.
- Send thank you letters to sponsors, committee members, and participating organization contacts.
- Publicize Georgia Archives Month events, sponsor information on social media daily throughout October.

**November:**

- Provide incoming Chair with handbook and other relevant documentation.
- Organize and gather materials to be transferred to the official archives with SGA archivist.

**December:**

- Recruit committee members and update contact information for participating organizations.
- Completes Annual Reporting Form sent out by the President
- Determine budget for the following year.