

Society of Georgia Archivists  
Board of Directors Meeting  
Morrow, GA  
24 April 2015

## **PRESENT**

Carol Waggoner-Angelton, Courtney Chartier, Traci Drummond, Claire Jenkins, Stacy Jones, Cathy Miller, Michael Nagy, Kim Norman, Blynn Oliveri, Heather Oswald, Brittany Parris, Sarah Quigley, Angelique Richardson, Meredith Rector, Laura Starratt

## **CALL TO ORDER**

The meeting was called to order at 10:03am. Sarah began by reminding everyone that submission of all reports is required by each given deadline, and attendance is required at all four meetings during the year. She was unable to locate some of the reports for absent board members and would not be able to provide any of that information.

## **APPROVAL OF MINUTES**

The Board unanimously approved the January 2015 board meeting minutes.

## **OFFICER REPORTS**

### **President**

President Sarah Quigley was present and submitted a report. Sarah reported that she was impressed with graphic designer Gretchen Werner and the completed redesign of the SGA brochure and *Provenance* bookmark. Sarah met with the Strategic Planning Task Force and participated in a conference call for planning the joint meeting with SFA. Also, discussions specific to the SGA mission statement are beginning.

### **Treasurer**

Treasurer Michael Nagy was present and submitted a report. Michael has been paying invoices and preparing to submit the SGA tax filing. For 2015, we received some extra money due to the increased Gracy Challenge. Michael described activities performed to date, including routine transactional tasks, and resolving the Annual Meeting catering issue. Michael reported that our estimated account totals are:

Money Market	\$87,000
Total Assets	\$97,000
Checking	\$13,000
Petty cash	\$200

The following difference with regard to the 2015 estimated budget is small and not a concern:

Expenses Budgeted	\$37,615
Income Budgeted	\$33,230
Difference	-\$4,385

### **Administrative Assistant**

Administrative Assistant Allison Galloup was present and provided an update to the board on membership data. There are 243 active members including 14 new members, and Allison

determined there are 108 lapsed members. In both active and lapsed categories, most members are individual status.

### **Archivist**

Archivist Stacy Jones was present and submitted a report. Stacy met with Meredith Torre for a smooth transition between 2014-2015. She received the finding aid from Kayla Barrett and checked that two copies of all *Provenance* issues are archived, per Traci's request. Stacy will begin sending emails to the 2014 Committee Chairs for their final reports and supplied her contact information. Anyone can research our SGA records as an accessible collection at the Georgia Archives.

## **PUBLICATION REPORTS**

### **Listserv**

Listserv Manager Joshua Kitchens was not present, and Sarah offered his submitted report. Josh regularly communicates with Administrative Assistant Allison Gallop on updating member status to the listserv, troubleshoots problems, and handles others issues as they arise. Josh added new board members and the Quarterly Email to the list, as well. He provided his contact information if anyone is having questions about the list.

### ***Provenance***

*Provenance* Editor Cheryl Oestreicher was not present, and Sarah did not have her report.

### **Newsletter**

Incoming *SGA Newsletter* Editor Valeria Baker was not present, and Sarah did not have her report.

### **Subscriptions Manager**

Subscriptions Manager Traci Drummond was present and gave a report. Traci contacted Archivist Stacy Jones regarding archived *Provenance* copies and will work with Kayla Barrett to gather information. She will offer free back issues to institutional subscribers and coordinate that effort with SAA. There is a conference call scheduled for April 28<sup>th</sup> about tracking institutional subscribers. Traci is working on the *Provenance* web pages, separating them as necessary and streamlining everything into Wild Apricot. To date in 2015, there are 11 subscriptions.

### **Website**

Website Manager Anne Graham was not present, and Assistant Manager Meredith Rector presented the submitted report. Updating individual and job site pages was done by request. Missing annual meeting information from 2003 was discovered and posted. The website redesign was initiated, and responsibilities for the incoming website manager were updated. A new website design concept has been implemented. Google Analytics helped to provide valuable statistics on site usage between Jan-April 2015.

## **COMMITTEE REPORTS**

### **2015 Annual Meeting**

*First Year Director:* First Year Director Heather Oswald was present and submitted a report. Heather announced the 2015 SGA Annual Meeting in Columbus, GA is *Archives as Community: Building Bridges and Sustaining Relationships*. A call for papers was distributed in April with

some response to date. Several excellent candidates for the keynote speaker have been suggested with a focus on the digital perspective. Heather will finalize the speaker, widely promote the call for proposals, and extend the call for posters.

*Second Year Director:* Second Year Director Laura Starratt was present and submitted a report. Laura announced the meeting dates for the Annual Meeting in Columbus, GA as October 22-23, 2015. The reception, catering, and fundraising committees are set, and plans are continuing to form. Choices will be made regarding venues, donors, and all associated outreach. A design for the meeting web page will be created. Registration information will be posted in June.

### **Archives Month Liaison**

Georgia Archives Month Liaison Justine Fletcher was absent. Angelique Richardson submitted the report, saying that the committee has decided on the theme, *Snapshots from the South*. Sponsor solicitation letters have been sent twice with commitments from five large corporate sponsors. The call for photos was sent twice, as well, yielding seven institutions for the poster. Two levels of grants have been approved with extra budget money, \$500 and \$250.

### **Education**

Education Committee Chair Claire Jenkins was present and submitted a report. There will be an SAA/DAS workshop on June 1<sup>st</sup> at Emory. Richard Pearce-Moses will teach a workshop again at the Georgia Archives on Sept 12<sup>th</sup>. Seth Shaw will conduct the pre-conference workshop at the Annual Meeting on Oct 21<sup>st</sup>. Finally, there is a possible late-summer workshop on Basic Processing that may occur. Claire will continue with these plans and coordinate with the Scholarship Chair on Banks and Dees award winners.

### **Mentoring Program**

Mentoring Program Coordinator Ryan Rutkowski was not present but submitted a report that Sarah presented. Paul Crater assists Ryan with five mentee/mentor pairs, adding one new pair this year. They continue to monitor and facilitate these active working relationships and conduct quarterly check-ins. Paul and Ryan advertise through the SGA listserv and newsletter for new requests. They send welcome letters, resource packets, contract agreements, and process all paperwork.

### **Nominating**

Nominating Committee Chair Courtney Chartier was present and submitted a report. She held a committee meeting on Jan 21, 2015 where the unofficial chair position was passed from Susan McDonald to Ginger Smith. The 2015 nomination form and information was updated. An introductory email was sent to Fellows and more nominations are expected from them. Based upon SGA history, a list of possible nominees was shared with the unofficial chairs of Fellows. A call for nominations was sent with a reminder to the SGA list, deadline set as April 30<sup>th</sup>. Two very good nominations have been submitted. The board will vote in July on the new Fellows.

### **Outreach**

Outreach Manager Cathy Miller was present and submitted a report. With Co-Manager Matt Benard, an email was sent on building a list of e-record professionals, and nine people have responded with their contact information. Two submissions were received for the "*What does it*

*mean to be an archivist at your repository?”* campaign. New query, “*What does it mean to be an archivist?*” has recently been posted to the blog. Cathy and Matt will continue the call for submissions. They will manage the SGA social media channels, update relevant news for members, and emphasize advocacy issues and efforts.

### **Scholarship**

Scholarship Committee Chair Carol Waggoner-Angleton was present and submitted a report. The Hart scholarship was awarded to Beth Whitlock of the Athens-Clarke County Library. The committee called for Banks Award submissions. The Weldon Scholarship has been announced, as well. The chair requested of the committee that application deadlines for the Dees and Spencer Awards should coincide with the Gulley on July 24, 2015. Clarification on the Spencer Award was made to state the recipient is chosen by the committee, not by the board.

### **Membership**

Membership Committee Chair Brittany Parris was present and submitted a report (her earlier place on the agenda was accidentally skipped). Brittany convened the membership committee to assign roles and responsibilities, bringing everyone up to speed. A joint-networking social mixer was planned, postponed, rescheduled, and successfully held on March 11<sup>th</sup>. A tour of the Delta Flight Museum tentatively will be held this Fall. A tour of the Center for Puppetry Arts may be scheduled for 2016. Committee members are brainstorming for more ideas. Brittany continues to work with Ernie Evangelista (SLA GA) on the Chris Vinson digital archives event, pursue fundraising possibilities, and find ways to defray registration fees. She contacted SAA to coordinate SGA office hours during the SAA Annual Meeting and will reach out to other locations for potential summer tours.

### **OLD BUSINESS**

#### **Refresh and update SGA publications (Sarah Quigley, Anne Graham, Valeria Baker)**

Meredith Rector and Sarah Quigley shared some of the website redesign options with the board. Discussion centered on a color theme (other than brown) for banners, background, and text on the site. Specific Pantone colors will be shared with Kennesaw State. SGA currently does not have specific font guidelines but may develop them. Many board suggestions supported a consistent theme or branding effort for SGA. The group preferred the top version of the options.

#### **Activity: Mission statement brainstorming (Sarah Quigley)**

Sarah opened discussion of the SGA Mission Statement and suggested a group activity to brainstorm around the following four questions:

- What does SGA do?
- Who are we, and who do we represent?
- What is the value of SGA membership?
- How does SGA operate, and how are the membership benefits provided?

*What*—SGA promotes all Georgia archivists and related professional activities through education, community outreach, networking, mentoring, communication, and collaboration.

*Who*—We are comprised of archivists, librarians and all related professional positions that work with archivists (eg. conservators, historians, researchers, digitization specialists, collection managers, and other organizations).

*Value*—SGA membership is a professional investment in individual professions and archival practices. The educational benefits are wide-reaching and cover a broad spectrum of value.

*How*—SGA works to raise visibility of *Provenance* as a core journal in the profession. As outreach continues to grow, distribution of and accessibility to the journal will increase. Through the SGA Annual Meeting, websites, workshops, and scholarships, a state-level community is brought together to promote and support organizational values. We see this as our professional responsibility to encourage current and future members.

Courtney discussed supporting new mentees from SGA through stronger social media networks. She asked what would be the best way for new members to participate, what *value* is SGA to our membership? Sarah suggested that the SGA Book Club and other related opportunities could be promoted more widely and thereby encouraging more participation among members. Sarah thanked the board for these comments and will take them to the Task Force for consideration.

**NEW BUSINESS:** none reported

**ANNOUNCEMENTS:** The next SGA Board meeting will be Friday, July 31 at 10am.

#### **ADJOURNMENT**

The meeting was adjourned at 11:57am.

Respectfully submitted on June 12, 2015

Kim Norman, Secretary