

Society of Georgia Archivists
Board of Directors Meeting
Morrow, GA
23 January 2015

PRESENT

Valeria Baker, Courtney Chartier, Allison Galloup, Anne Graham, Wendy Hagenmaier, Claire Jenkins, Stacy Jones, Josh Kitchens, Michael Law, Cathy Miller, Michael Nagy, Kim Norman, Blynne Oliveri, Heather Oswald, Brittany Parris, Richard Pearce-Moses, Amanda Pellerin, Sarah Quigley, Angelique Richardson, Ryan Rutrowski, Laura Starratt

CALL TO ORDER

The meeting was called to order at 10:12am. Sarah welcomed all new members and introduced herself as the 2015 SGA President. She thanked all board (incoming and outgoing) for their service and reminded everyone that attendance is required at all four meetings during the year. Input is crucial. Voting members are those positions elected rather than appointed. Board members were thanked for verifying position descriptions and contact information. The directory will be updated on the SGA website. With new faces around the table, Sarah asked those present to give an introduction of themselves and their position.

APPROVAL OF MINUTES

The Board unanimously approved the November 2014 board and business meeting minutes.

OFFICER REPORTS

Treasurer

Treasurer Michael Nagy was present and submitted a report. Michael provided an overview of SGA's Profit & Loss and Balance Sheet reports for the 2015 budget year and stated that, as of January 2015, SGA has approx. \$80,000 in the bank. He described that SGA over budgeted income by approx. \$1400.00 and under budgeted spending by approx. \$8500.00.

--Budgeted expenses for 2014 were \$33,935, and the actual expenses were \$25,503.

--Budgeted income was \$33,098, and the actual income was \$34,439.16.

Estimated account totals are:

- Money Market \$84,000
- Total Assets \$97,000
- Checking \$11,000
- PayPal \$1,200
- Petty Cash \$200

The 2014 end-of-fiscal year financial reports (i.e. Profit & Loss; Balance Sheet; Budget-to-Actual Comparison) have been prepared and posted on the SGA Intranet. Michael also detailed activities performed to date, including routine transactional tasks, as well as work conducted on the 2015 proposed budget.

Archivist

Archivist Stacey Jones was present and submitted a report. Stacey recounted that, upon receiving SGA records at the start of her role as incoming Archivist, she transferred all records to the Georgia Archives. Richard Pearce-Moses will assist in creating an electronic records plan for SGA. Stacey also will develop a committee to assist her.

Administrative Assistant

Continuing Administrative Assistant Allison Galloup was present and provided an update to the board on Wild Apricot membership data. To date, there are 253 active members and 7 seven new members. Since the Annual Meeting in Athens, the Gracy Challenge received \$895, bringing the current and rolling total to \$1850.

President

Incoming President Sarah Quigley was present and submitted a report. Sarah reported that the total for the Gracy Challenge already exceeded the goal of \$1250 and discussion should follow to raise the ultimate amount for this award. This will be revisited later in the Board meeting.

PUBLICATION REPORTS

Provenance

Provenance Editor Cheryl Oestreicher was not present, but did submit a report, which Sarah presented. There have been over 3000 downloads of the digital *Provenance*, a total of 18,000 downloads of *Provenance*. There will be a special 2015 issue with SNAP Roundtable, authored 100% by students. Soon, SAA and SGA past *Provenance* authors (of articles written pre-online) will be asked to create online profiles for inclusion in the overall stats.

Newsletter

Incoming *SGA Newsletter* Editor Valeria Baker was present and submitted a report. Valeria has been working with Michael Wall so that carry-overs from 2014 to 2015 will be smooth. The final issue of 2014 is up and ready for distribution and sharing via DropBox. Valeria is interested to hear from institutions and individuals for spotlight articles in the newsletter and can be contacted for online profiles.

Website

Incoming Assistant Website Manager Anne Graham was present and did submit a report, which detailed activities to date. Anne indicated that all SGA profiles and access have been updates, including contact information. Position responsibilities and budget areas have been updated, too.

Listserv

Continuing Listserv Manager Joshua Kitchens was present, though he was not asked to submit a report during the meeting. Josh forwarded his notes later and indicated that he has regularly communicated with the Administrative Assistant to add, remove, and update members from the SGA listserv. Josh helped members with listserv issues and was able to troubleshoot problems with the list. Josh also handled other issues with the listserv when they arose. Finally, he added *New* board members to listserv, as well as the *First Quarterly* email to list.

Subscriptions Manager

Incoming *Provenance* Subscriptions Manager, Traci Drummond was not present but had submitted a report. Sarah conveyed Traci's information, indicating that Traci has begun to address the question of eliminating the backlog of paper issues, which is a current concern/question. Traci is checking with the Archives to double-check and ensure that all printed copies are represented before digitization. Any subscriptions-related communications for Traci should be sent to subscriptions@soga.org.

COMMITTEE REPORTS

Archives Month Liaison

Georgia Archives Month Liaison Justine Fletcher was absent. Angelique Richardson submitted the report, saying that initial meetings were occurring and planning had begun.

Education

Incoming Education Committee Chair Claire Jenkins was present and submitted a report. Claire would like to have feedback from and new ideas for the Annual Meeting workshops. The goal is to offer four workshops during 2015—SAS/DAS workshop in late Spring, Basic Processing workshop in the Summer, Digital-focused workshop (maybe repeat Richard's from 2014) as pre-conference Annual Meeting workshop, and a Digital Tool Sampler with Seth from CSU during the Annual Meeting (maybe ½-day on Friday). Claire would like to divide her committee members into groups for efficiency in planning the workshops.

Membership

Incoming Membership Committee Chair Brittany Parris was present and submitted a report, which detailed the committee's first meeting to be held in early February as planned. She is communicating with Ernie Evangelista of the Georgia Chapter of the Special Libraries Association (SLA) regarding collaboration amongst SLA, SGA, and the Metro-Atlanta Library Association for a pilot test networking event, looking at Feb 25th or 26th as possible dates. SGA agreed to do the advertising for this event and to help with securing a location for a happy hour. SGA is hoping to continue partnering with Ernie and Chris Benson of National Parks Service for a presentation. This may occur on August 6th or 10th, and they are working on the venue plan. Finally, Brittany and the committee members will be sending out emails and letters regarding SGA membership benefits to library schools and historical societies.

Scholarship

Incoming Scholarship Committee Chair Carol Waggoner-Angleton was not present and did not submit a report. Outgoing Chair Kim Norman was present and said that the 2014 SGA Silent Auction was a success. Kim thanked everyone who helped so much and was very happy to have a wide variety of things to offer for the auction. She looked to Michael Nagy to report the final proceeds; after all accounting, the auction made roughly \$1200.

Nominating

Incoming Nominating Committee Chair Courtney Chartier was present and submitted a report. Courtney is working with Christine Wiseman and Marie Force to organize timelines for nominations. They will send the announcement for nominating Fellows this month, anticipating that nominations will be due in March. The election process starts in July. Susan Potts McDonald may or may not continue to serve as the "unofficial chair" of the SGA Fellows.

2015 Annual Meeting

First Year Director: Incoming First Year Director Heather Oswald was present and submitted a report. She provided an overview of the Annual Meeting Program Committee plans for 2015. A conference call meeting is planned, and Heather is working with Laura on these plans. They can announce that the next Annual Meeting will be held in Columbus, GA; it may have been 2007 that SGA was last held in Columbus. There is already a great committee and lots of local energy to support these plans, which is encouraging.

Second Year Director: Incoming Second Year Director Laura Starratt was present and submitted a report. She has been working on the budget which will be based upon the 2014 numbers. The Annual Meeting is tentatively planned for November 5-6. Laura and Heather will work with the Education Committee to plan workshops. It is possible that the reception could be held at Columbus State, and more details will be known in February.

Outreach

Incoming Outreach Manager Cathy Miller was present and submitted a report. Cathy served as the 2014 Outreach Co-Manager and has been working with Wendy on the social media account information and existing channels (Twitter, Facebook, Flickr, YouTube, Blog, and LinkedIn). She has been uploading photos from the 2014 Annual Meeting events, too. Cathy announced that the AU Center is the recipient of the grant for hosting an internal digital resource workshop that focused on increasing awareness of personal digital archives and the role of archives in stewarding digital records. The Outreach Q &A blog post also is wrapping-up. Cathy intends to follow Wendy's example of focusing upon a strong outreach identity for SGA.

Mentoring Program

Incoming Mentoring Program Coordinator Ryan Rutkowski was present and submitted a report. Ryan was the Assistant Coordinator in 2014 and continues to work with Lynette to transition smoothly, promoting the Mentoring Program through the SGA website and newsletter. He will continue to encourage members to update their resumes, photos, and profiles online. Ryan also announced that SGA has a new mentor-mentee pair, our 24th since the program began. He will conduct quarterly check-ins with pairs.

Special Guest

Richard Pearce-Moses addressed the Board and described that first Capstone Class (with Lynette and Heather) as a success, creating wonderful projects as a result. The SGA portion of that was never fully realized until now, and Richard thanked us for that. Much was learned and will be shared as observations. The CSU/MAS program is struggling without an undergraduate feeder program. There are two full-time professors; students can take classes "a la carte" now, meeting students where they are and matching needs with student experiences. Courses for practitioners with field perspective are proving to be better courses.

Richard suggested that the Appraisal Course could help to develop an institutional collections policy, using the student practitioners as the policy developers. The USG/TAP program makes the cost of the course \$500 for USG students. The goal is to have 20 MAS students, and 15

students would be the break-even point. At this point and assuming attrition, there are 5 graduates per year which is not a high enough number to sustain the program. Therefore, the overall plan might see a decrease from 45 credit hours to 39 credit hours in response to low numbers. If students decrease any more, the CSU/MAS program could be cancelled.

Sarah offered a comment that she would like to see more of a hybrid approach to the curriculum, pairing information about practices for digital *and* paper collection issues. The statement “What we do is the same, but what we do is different” shines light on the separate activities necessary to treat different kinds of collections. Richard encouraged the Board to send any and all interested students to him.

OLD BUSINESS

Updates to guidelines for members receiving print copies of Provenance (Sarah Quigley on behalf of Cheryl Oestreicher)

Sarah and Cheryl would like for renewal guidelines to be more explicit, maybe with wording that states *members in good standing* as of a specific calendar date. There would be allowances made for editorial delays. This may require a Board vote to determine membership based upon the calendar and the same possible changes to SGA By-Laws.

Strategic planning task force (Sarah Quigley)

Sarah reported that she is working on the strategic plan with the same committee members as 2014. The survey that was distributed by SGA did not have enough of a response to achieve a statistically valid response rate, regarding the direction of SGA. Sarah will reconvene the task force and discuss the data collected. In April, the group will be crafting a mission statement and is hoping to have the strategic plan completed by the end of the year. Any feedback or input from the Board is welcomed.

Update on joint meeting with Florida archivists (Courtney Chartier)

Courtney is working with the Society of Florida Archivists (SFA) to plan the cooperative 2016 meeting in Savannah, GA. They are planning for an early Fall timeframe. SFA has not charged for sponsorships or vendors fees in their past annual meetings. SGA always does this and is uncertain how to resolve the issue. We will share the budget for the cooperative meeting, though SGA’s budget is much larger and will bear most of the expenses, understandably. By charging sponsors, we are able to provide a very nice luncheon, reception, and these include finer catering. SGA may offer more of a packaged advertising deal to *vendors*, and the SFA Board will have the opportunity to review such a proposal.

Administrative handbook updates (Courtney Chartier)

These changes to the SGA handbook are the newest updates since moving to the online format and include signing contracts and other administrative changes. To do updates annually would mean that the process would move more quickly to a Board vote. If there are more changes to be made, even to published timelines, please send them to Courtney.

Refunds for annual meeting registration (Michael Nagy)

Michael worked with Traci Drummond to develop an Annual Meeting refund policy; none had previously existed for SGA. Yearly, there are 5-10 annual meeting refund requests are submitted.

Traci researched SAA and other registration refund policies to create ours. The following policy will appear upfront on the Annual Meeting registration form:

- Registration refunds requested at least 60 days prior to the Annual Meeting = 100% refund
- Registration refunds requested 30-60 days prior to the Annual Meeting = \$25.00 fee w/refund
- Registration refunds requested less than 30 days prior to the Annual Meeting = 0% refund (unless special circumstances are appealed individually to the Arrangements Committee)

NEW BUSINESS

2015 budget (Michael Nagy)

Michael distributed the budget information and posted it on the SGA Intranet. The results of 2014 were very close to our budgeted outcome and much like the previous year. There were slight increases in the administrative areas, reflected in Michael's report. One item for discussion will be the increase in the Gracy Award, which may or may not require a vote from the Board, and will be added to Scholarships in the Net Budget line. The 2015 budget was proposed and approved, unanimously.

Wild Apricot tutorial (Anne Graham and Sarah Quigley)

Anne Graham explained that there will be an update to the instructions for uploading SGA Board reports, via a Wild Apricot tutorial. The changes that were made to the system during the 2014 updates make the process of uploading reports slightly different. Sarah suggested that the process is not the most intuitive and may require our individual review.

Update on digital archives breakout sessions at annual meeting (Heather Oswald and Cathy Miller)

Content on the SGA website, especially pertaining to digital archives, will be gathered and compiled into a list of state professionals who would be willing to address basic questions like a consulting group. Heather and Cathy reported that programming outreach is needed for ideas, advocacy, and talking points for discussions with institutions. More of a permanent presence would be welcomed. Heather and Cathy will continue to provide feedback from these information sessions.

Refresh and update of SGA publications (Sarah Quigley)

Sarah has been working with a designer on ideas to update the look and function of our SGA newsletter and website. This includes designing templates, doing software upgrades, and creating new design ideas for a more contemporary look. Once the designer has some specific plans to discuss, Sarah will bring those designs to the Board.

A new brochure design could very well inform these other components to develop an overall branding effort of SGA. Sarah will email those designs and asks that the Board responds with comments and changes. We have the option of the designer's assistance on this. Sarah said that the possible brochure designs could have a very fast turnaround in the next meeting planned with the designer for February.

Wild Apricot has helped the website organization, too. It has become important to identify the SGA blog through online tracking and the alignment with other such efforts (Google Analytics

might inform all of member interests when tracked). Heather suggested instituting RSS feeds and theoretically employing those for recording such things as pdf downloads.

ANNOUNCEMENTS

Set dates for second and third board meetings

Friday, April 17 or 24 (Georgia Archives)—date will be determined, and Kim Norman will reserve the Archives Board Room

Friday, July 31 (Georgia Archives)

Annual Meeting dates will be determined.

ADJOURNMENT

The meeting was adjourned at 12:13pm.

LUNCH

Respectfully submitted on April 15, 2015

Kim Norman, Secretary