

Society of Georgia Archivists
Board of Directors Meeting
Morrow, GA
22 Jan 2016

PRESENT

Matt Benard, Paul Crater, Courtney Chartier, Matt Darby, Traci Drummond, Justine Fletcher, Wendy Hagenmaier, Stacy Jones, Cathy Miller, Michael Nagy, Kim Norman, Heather Oswald, Brittany Parris, Meredith Rector, Angeliqye Richardson, Laura Starratt

CALL TO ORDER

Meeting was called to order at 10:03am.

WELCOME

Brittany Parris opened the meeting and asked everyone present to introduce themselves.

APPROVAL OF MINUTES

Because of absences, the minutes from the October 2015 meetings will be edited and redistributed after everyone has the chance to review them. We will vote to approve the minutes via email. (Minutes were resubmitted on 2 Feb 2015 and approved by the Board on 9 Feb 2016.)

OFFICER REPORTS

Treasurer

Incoming Treasurer Justine Fletcher and Outgoing Treasurer Michael Nagy were present and offered the incoming and outgoing reports, respectively. Michael prepared the *end of fiscal year* reports and posted them on SGA Intranet. He processed check deposits and PayPal transfers, paid invoices and reimbursements, reconciled bank accounts to statements, and rebalanced subaccounts in addition to other duties. Michael and Justine met to transfer account information and overview process. They also corresponded on 2016 Proposed Budget requests.

Money Market	\$84,000	Total Liabilities	\$92,800
Petty Cash	\$ 200	2015 SGA Annual Meeting-	
Checking	\$ 8,300	Net Income	\$ -2,000
Total Assets	\$92,800	Auction	\$ 1,000

Archivist

Continuing Archivist Stacy Jones was present and submitted a report. She has received some 2015 files from Board members for committee records. Stacey plans to form a committee to revise the finding aid and will actively participate in Strategic Planning discussions regarding the SGA Records Management program. With Stacy, Brittany highlighted access and research of our records via the SGA Archives collection number. Stacy encouraged Committee Chairs to mail all their files to her with appropriate labeling, and she provided her mailing information at the AU Center.

Administrative Assistant

Incoming Administrative Assistant Cathy Miller was present and submitted a report, stating that membership increased during January by nine members, comprised of 5 individuals, 3 contributing, and 1 couple. SGA total membership is 255 active members. Cathy reported a \$100 donation to the Weldon Award, a proposed budget of \$170.00, and a transition meeting with Alison. She also ran membership reports for Courtney to use in updating the listserv.

President's Report

Incoming President Brittany Parris was present and submitted a report. She is continuing work with the SPTF, provided a *Letter from the President* to the SGA newsletter and created a full list of new 2016 committee members for committee chairs. Brittany is working with others to add names to our SGA accounts at Suntrust Bank. She held the first quarter Presidents Meeting with Vice-President and Past President, submitted a budget proposal to the Treasurer, and met with Incoming Membership Committee Chair/Vice-President, Wendy, to transfer information and position duties. Brittany coordinated with the RAAC committee about the keynote speaker choice for the RAAC Symposium at the SAA Annual Meeting. Heather Oswald has been appointed Editor of *Provenance*, following Cheryl Oestreicher's resignation from this position.

As goals for this year, Brittany will implement the SGA Strategic Plan (2016-2020) and consult with various board members and committee chairs to formulate timetables for goal achievement. She pointed to the fact that SGA Bylaws are in need of a holistic, comprehensive review to update information and bring the organization into greater compliance. Brittany would like to have a revisit of position descriptions and timetables in the Administrative Handbook for possible updates. A budget for the President's Award was submitted for \$320.00, including 2 reception tickets, 1 paid hotel night at the annual meeting, and 1 framed certificate.

PUBLICATION REPORTS

Provenance

In her new SGA role, Incoming Editor Heather Oswald offered the submitted report from Cheryl Oestricher, outgoing Editor. She reported on overall download and view statistics for *Georgia Archive* and *Provenance*, as of 01.19.16. The SNAP was published in November and there have been about 10 submissions for the special A/V issue to be published late summer or early fall. The 2015 issue is slightly delayed and will hopefully go to the printer by mid-February. Blynne started a new feature in the SGA Newsletter to include *Provenance* news.

SGA Newsletter

Brittany reported for Continuing Editor Blynne Oliveri that the newly redesigned and released issue of the SGA Newsletter was published on January 15th after a challenging and exciting experience. Gretchen Warner was very helpful, and we may consider switching to alternate software later. For now, Blynne and Associate Editor Ryan Rutkowski continue to receive training in Illustrator from Gretchen for purposes of producing the newsletter. They will transition this training to future associate editors, especially to maintain continuity. The Spring issue submission deadline is March 4, 2016. Advertising has been tight for this issue with five as of press time, only one less than this time last year. They are hoping for 8 advertisers in 2017. They are working with Meredith to place newsletter ads on our website and are working with Justine for invoicing 2016 advertisers.

Website

Incoming Website Manager Meredith Rector was present and submitted Anne Graham's outgoing report. They were able to post SGA Newsletter ads to the website. Meredith and Josh Hogan, Associate Website Manager, copied files as responsibilities and duties were transitioned to them. They are in the process of updating the look and feel of the website per Sarah Quigley's instructions and added a smile.amazon.com link to the Donation page. Brittany suggested sending feedback to Josh and Meredith for anything necessary.

Listserv

Incoming Manager Courtney Chartier transitioned with Outgoing Manager Josh Kitchens, receiving files from him. She update soga.org emails with new profile names and sent login information to the Board. Courtney emailed the SGA Administrative Assistant for the current membership list and updated it to reflect active and pending membership lists. She also updated the Committee lists, including *Provenance*, Scholarship Committee, etc. Courtney will email the list with quarterly issues to be addresses, such as posting to the intranet as an example. Finally, she will be removing outgoing Board members after the January meeting.

Subscription Manager

Traci Drummond was present and reported on the tracking of subscriptions since the October Annual Meeting. During 2015, there were 15 subscriptions, a big decrease from the 6-7 year downward trend to 50 subscriptions in 2014. We now have 41 subscriptions, a significant increase and the overall change likely due to online subscriptions.

Archives Month Liaison

Angelique Richardson and Mandy Mastrovita corresponded, bringing Mandy up to speed on GAM Committee resources and activities. They created a Committee Information Document for future co-chairs who provide information such as email logins, social media logins, and suggested committee member roles. Together, Angelique and Mandy transferred GAM Committee archival material to the SGA Archivist, scheduled their first Committee meeting for February, and have all planning material posted electronically to Google Drive (as of 2015). There is now a separate gmail account for GAM, too. Coming up, Angelique and Mandy will hold their first conference call with their Committee members, decide upon a theme, and solicit use of photos for the GAM poster. They also will begin soliciting donations from sponsors.

Education

Incoming Chair Matt Darby was present and reported that he transitioned all details with Outgoing Chair Claire Jenkins. The new committee held a conference call with the Education Committee to determine workshop ideas and priorities. Matt contacted SAA regarding SGA sponsorship of workshops held in Georgia, especially DAS workshops. They are identifying instructors for a Basic Archives workshop, as well. Matt presented a budget totaling \$2,300 in expenses and \$2775 of income. As goals, he will schedule and plan 3-4 workshops during 2016, collaborating with SAA and other organizations. These plans will solidify in the next few weeks. Matt will also work with the Scholarship Committee to coordinate workshop registration for the winners of the Banks and Dees scholarships.

Membership

Incoming Wendy Hagenmaier was present and submitted a report. She transitioned all relevant files with Outgoing Chair Brittany Parris who welcomed the new Committee members at the end of 2015 and corresponded with the Website Manager regarding official information on the website. Wendy also welcomed new members and set-up a first meeting for February. She requested administrative privileges for accessing the membership directory. Wendy also consulted with the Outgoing Chair on the 2016 budget, including possibly buying bubble mailers to prevent damage during mailing of new member packets. The Committee will hold its initial meeting in February, plan the Spring Tour and a joint professional development event for Spring/Summer, sponsored by Crawford. Later in 2016, other events surrounding the Joint Annual Meeting will be promoted, including plans for an SGA Happy Hour and promoting SGA during Georgia Archives Institute.

Scholarship

Incoming Committee Chair Merri Torre will continue to transition files and information with Outgoing Chair Carol Waggoner-Angelton. Merri has begun to develop the 2016 application deadlines and award schedules for all scholarships. She will work with the new Committee members to identify the best way to redact applicant information during the review process. Merri is also working with SGA Archivist Stacy Jones to gather past Scholarship Committee files for archiving.

Nominating

Incoming Chair Sarah Quigley was present and submitted a report that new committee members will meet next week. She reviewed files from Outgoing Chair Courtney Chartier and completed the final draft of the strategic plan as part of her role on the Strategic Planning Task Force. Sarah will contact fellows and introduce the 2016 Committee, sharing her plans for the year with them. Fellows will be selected in the summer. They will identify officer vacancies and solicit nominations for 2017 SGA Board positions in August. A ballot will be prepared and the election will be held online in September. Sarah submitted an \$800 total proposed budget.

Annual Meeting (1st Year Director)

Incoming Chair Andy Richardson was present and submitted a report. Her new committee will meet during February to discuss keynote speakers and the estimated 2016 budget, proposed to be \$5,450. Andy provided a complete list of her committee members with all contact information.

Annual Meeting (2nd Year Director)

Incoming Chair Heather Oswald was present and submitted a report. She transitioned with Outgoing Chair Laura Starratt and announced firm details of the 2016 Annual Meeting, to be held in Savannah at the Hilton Savannah DeSoto jointly with the Society of Florida Archivists. It will be on October 13-14, 2016 preceded by a pre-program workshop on October 12th. Possible reception sites include Georgia Historical Society and the Lucas Theatre. The budget for the meeting this year will be higher because of the joint meeting, a subtotal to date of \$19,625.

Outreach

Incoming Outreach Chair Matt Bernard was present and submitted a report. Matt will meet with Outgoing Chair Wendy Hagenmaier for assistance when possible. The Strategic Planning Task Force will be in touch with Matt for direction and guidance in planning 2016 outreach duties.

Mentoring

Incoming Coordinator Paul Crater and Assistant Coordinator Gabrielle Dudley are working together on the two Active Mentoring Partnerships, with only one recently declining. They will work with Outgoing Coordinator Ryan Rutkowski as he transitions with Paul, who in turn transitions with Gabrielle. Facilitating mentoring pairs, advising quarterly, continuing registrations, and advertising mentoring opportunities will continue, including promotion through the SGA Twitter account. The proposed budget for 2016 is \$50.00 to cover expenses associated with the Meet and Greet.

RAAC Liaison

Laura Starratt was present and reported that the date of the symposium is set. It will be held at the Coca-Cola Headquarters with registration to occur through Wild Apricot, details to be announced. Attendance will not require SAA membership, will include lunch, and will be capped at 150 people.

OLD BUSINESS

Brittany and Sarah provided SPTF updates for 2016-2020, describing it as a living document and will be formulating timetables and future developments with other Task Force members. Sarah also asked for SGA Board cooperation and collaboration as a key component to its success. Brittany discussed the upcoming SGA By-Laws revisions with updates for perspective on SGA positions, to be determined holistically as a Board. Brittany also opened discussion about SGA sponsorship of events, asking how that might look, including guidelines and fiscal impact. She asked if the Outreach Committee might need a supportive Task Force in the future, part of the Strategic Plan framework.

NEW BUSINESS

Brittany suggested that the vote be postponed for Approval of Committees, Board Members, and 2016 SGA Budget due to absences from this meeting. Michael Nagy discussed approval of promotional material placement preceding the Georgia Archives Institute. Brittany mentioned necessary updates to the Administrative Handbook, plus the process of requesting speaker food/alcohol reimbursements (tabled discussion on this subject for later). Wendy opened an active conversation about *Malamud v. Georgia Amicus Brief*. This is a very complicated matter, and SGA needs to decide how and what our involvement may/may not be. Wendy was very clear in her description of the overall case and will inquire further concerning our participation level.

Finally, Brittany announced proposed 2016 Board meeting dates:

Friday, April 22nd (Georgia Archives)

Friday, July 22nd (Georgia Archives)

Wednesday, October 12th (Savannah, GA)

ADJOURNMENT

Board meeting adjourned at 11:36am.

Respectfully submitted on March 16, 2016

Kim Norman, Secretary

ADDENDA

- *The following motion passed via e-mail on February 2nd*: The Programming Committee member list was updated to reflect two Society of Florida Archivists who were left off previously when the board voted to approve the list at the board meeting on the 22nd. The Programming Committee Chair updated the January Programming Committee report to reflect this.
- *The following motion passed via e-mail on February 18th*: The board approved the 2016-2020 SGA Strategic Plan.
- *The following motion passed via e-mail on April 4th*: Additional scholarship committee members were approved. The new roster is as follows:

Meredith Torre, Chair
Virginia Blake
Mazie Bowen
Holly Craft
Tracey Johnson
David Owings
Brandon Watson
Camille Vincent