

Society of Georgia Archivists
Board of Directors Meeting
Morrow, GA
31 July 2015

PRESENT

Carol Waggoner-Angelton, Courtney Chartier, Traci Drummond, Allison Gallop, Anne Graham, Claire Jenkins, Stacy Jones, Cathy Miller, Michael Nagy, Kim Norman, Blynne Oliveri, Heather Oswald, Brittany Parris, Sarah Quigley, Angelique Richardson, Ryan Rutkowski, Laura Starratt

CALL TO ORDER

The meeting was called to order at 10:07am.

APPROVAL OF MINUTES

The Board unanimously approved the July 2015 board meeting minutes.

OFFICER REPORTS

President

President Sarah Quigley was present and submitted a report. Sarah thanked everyone for submitting their reports and proceeded to discuss recent Strategic Planning Task Force activity. The SGA mission statement is being drafted and will be the key topic of an in-person retreat. Sarah participated in a conference call with the Society of Florida Archivists to discuss plans for the 2016 joint annual meeting.

Treasurer

Treasurer Michael Nagy was present and submitted a report. Michael provided information for all updated financial reports, the *Profit & Loss* and *Balance Sheet*. Michael described activities performed to date, including routine transactional tasks, new GA SOS Corporations database changes, SGA/SFA meeting plans, and upcoming WildApricot software renewal.

Michael reported that our estimated (rounded) account totals were:

Money Market	\$84,100
Total Assets	\$101,800
Checking	\$15,900
Petty cash	\$200

The budgeted Profit/Loss totals were:

Expenses Budgeted	\$9,200
Income Budgeted	\$14,300
Net Income	\$5,300

Administrative Assistant

Administrative Assistant Allison Galloup was present and provided an update to the board on membership data, which steadily increased. SGA has 247 active members including 18 new members, and Allison determined there were 133 overdue memberships. Allison responded to

member questions, forwarded new member information to Brittany and Josh, and provided a complete mailing list for Georgia Archives Month

Archivist

Archivist Stacy Jones was present and submitted a report. Stacy met with Traci Drummond to verify all copies of *Provenance* in the Archives, though the inventory was incomplete. Together, they worked with Kayla Barrett on inventory and accession reports for a complete accounting. Stacy is requesting committee records from all 2014 SGA Chairs and will continue working with Kayla to create a more useful finding aid. Stacy also provided specific information for accessing these SGA collection records at the Georgia Archives.

PUBLICATION REPORTS

Listserv

Listserv Manager Joshua Kitchens was not present, but submitted a report via Sarah. 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 but submitted her report via Sarah. Cheryl provided all updated statistics for downloads/views and for most accessed article, *Georgia Archive* and *Provenance*. The SNAP issue was progressing and on schedule for publication. Cheryl and Heather are exploring 2016 options for a special issue. To date, Cheryl reported that there were 14 book reviews and 2 accepted articles with other submitted articles being reviewed.

Newsletter

SGA Newsletter Editor Valeria Baker was not present, and Sarah did not have her report. Blynne Oliveri reported that communication has ceased with Valeria, and no one had been able to reach Valeria by email or telephone. The newsletter was not complete though all articles had been reviewed. Sarah and Blynne agreed to consult outside of the board meeting, to reach-out to Valeria, and determine the best steps forward for the newsletter.

Subscriptions Manager

Subscriptions Manager Traci Drummond was present and gave a report. After working on the *Provenance* institutional subscriptions page, Traci proposed that the Board might consider making that a dedicated position. She reiterated Stacy's report of the Archives inventory and added that the subscription database has been updated, weeded of duplicates, and changed to smooth some of the existing SGA web links. To date, Traci reported 13 subscriptions.

Website

Website Manager Anne Graham was present and submitted a report. Updating individual and job site pages was done by request. The job site and Repositories pages were updated. Event and meeting registrations were created in WildApricot, including blog posts for events. Position responsibilities were updated for the Website Manager and the new site design will be implanted. Google Analytics helped to provide more statistics on the site usage between April-July 2015.

COMMITTEE REPORTS

2015 Annual Meeting

First Year Director: First Year Director Heather Oswald was present and submitted a report. Heather reported that Jeannette Bastian will be the keynote speaker, and the first draft of the program is complete. She sent participant contracts and was finalizing details of the program with the Local Arrangements Chair.

Second Year Director: Second Year Director Laura Starratt was present and submitted a report. Laura announced the meeting dates as October 22-23, 2015. Laura conveyed all updated details of committees, planning time frames, and website registration. The reception, catering, and fundraising committees were continuing together, and funds were at \$3800 to date. Choices of venues, donors, and all associated outreach were finalizing. A design for the meeting web page was created, and registration information was live on the website.

Archives Month Liaison

Georgia Archives Month Liaison Justine Fletcher was absent, and Angelique Richardson submitted the report. Continuing to cultivate established connections, Angelique detailed collaborative plans with Oakland Cemetery, Georgia Proclamation Day, and the Spotlight Grant recipients. A pamphlet will be created to recruit GAM committee members for 2016, and thank you notes will be sent to all 2015 sponsors.

Education

Education Committee Chair Claire Jenkins was present and submitted a report. The SAA/DAS workshop on June 1st at Emory was a success. Richard Pearce-Moses was scheduled to teach a workshop again at the Georgia Archives on Sept 12th. Seth Shaw will conduct the pre-conference workshop at the Annual Meeting on Oct 21st. Claire followed these plans and coordinated with the Scholarship Chair on Banks and Dees award winners. Additionally, Carol Waggoner-Angleton talked about the Book Discussion Group and what the recent meeting had covered. Assessment of the future of this Discussion Group is to be determined, as there are many forms that it could take in the future. There has been Board conversation about folding this group into the Education Committee, officially.

Membership

Membership Committee Chair Brittany Parris was present and submitted a report. Brittany clarified that promotional emails had not been sent to southeastern university programs this year but might be done for ideally syncing with future academic calendars. Brittany reported that the collaborative event planned with SLA GA and MALA was on schedule for August 10th. She contacted SAA to plan upcoming SGA office hours, schedule office volunteers, and will investigate an SGA Happy Hour at SAA, too. The tour of the CDC Museum was a success and very informative, while plans for a Fall tour continue. A Meet and Greet will follow the Annual Meeting pre-conference workshop on Wed evening, Oct 21st. Welcome packets continue to be sent to new members.

Mentoring Program

Mentoring Program Coordinator Ryan Rutkowski was present and submitted a report. Paul Crater assists Ryan with four mentee/mentor pairs, including one new pair since their last report.

Ryan and Paul continue to monitor and facilitate these active working relationships and conduct quarterly check-ins. They advertise through the SGA listserv and newsletter for new requests. They send welcome letters, resource packets, contract agreements, and process all paperwork. Plans are that more connections will be made during the SGA Meet and Greet before the Annual Meeting.

Nominating

Nominating Committee Chair Courtney Chartier was present and submitted a report. The committee confirmed eligibility of new Fellows nominees and coordinated the Fellows luncheon held at the Georgia Archives. The voting was underway at the time of the Board meeting, to be concluded by August 14th. Courtney was working with Anne Graham to publish Fellows bio information on the SGA website. Courtney will solicit Board positions nominations, prepare an online ballot for the election, and announce all new positions at the Annual Meeting. New Fellows will be recognized, as well.

Outreach

Outreach Manager Cathy Miller was present and submitted a report. With Co-Manager Matt Benard, a final reminder was sent for building a list of e-record professionals with 13 responses. To date, they had received three submissions for the *What does it mean to be an archivist at your repository?*. Submissions are posted on the blog site. Cathy and Matt promoted awareness of the SGA Scholarship opportunities, workshops, and social media outlets. They will continue to manage all channels of communication, post event photographs, plus advocate for all levels of SGA outreach and programming.

Scholarship

Scholarship Committee Chair Carol Waggoner-Angleton was present and submitted a report. Carol reported on the successful award of all scholarships to date. Auction donations are increasing for an expected full offering at the Annual Meeting. Throughout the year, the scholarship committee has met occasionally via WebEx conference call, especially when reviewing award applications.

OLD BUSINESS

Refresh and update SGA publications (Sarah Quigley and others)

Plans for the updating of SGA sites and publications will continue to develop.

Mission statement (Sarah Quigley)

Sarah re-opened discussion of the SGA Mission Statement. She distributed a short mission statement to all Board members and asked for input on the wording. The Board participated in a full conversation, investigating a variety of phrasing alternatives that would state our mission in the most complete way.

NEW BUSINESS

Laura Starratt reported as our representative to the RAAC/SGA event that is in the planning stages during SAA 2016. The event was looking for a full-service venue, and a number of downtown Atlanta sites were offered for consideration. Sarah expressed great interest in the event being all-inclusive, not excluding any regional archival associations in order to receive

SGA sponsorship. The idea of inviting delegates to represent other associations was suggested by Sarah as an option.

ANNOUNCEMENTS: The next SGA Board meeting will be Wednesday, October 21 at 5pm.

ADJOURNMENT

The meeting was adjourned at 11:45am.

Respectfully submitted on October 20, 2015
Kim Norman, Secretary