

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

PRESENT

Courtney Chartier, Paul Crater, Mat Darby, Traci Drummond, Justine Fletcher, JoyEllen Freeman, Wendy Hagenmaier, Joshua Hogan, Cathy Miller, Kim Norman, Brittany Parris, Andy Richardson, Ryan Rutkowski, Laura Starratt Meredith Torre, Sarah Quigley

CALL TO ORDER

Meeting was called to order at 10:05am.

WELCOME

Brittany Parris opened the meeting with word of Christine de Catanzaro's passing and details of her memorial service to be held on April 23rd at St. Bart's Episcopal Church in Atlanta.

APPROVAL OF MINUTES

Minutes from the January 2016 meeting were approved.

OFFICER REPORTS

Treasurer

Justine Fletcher was present and reported that she renewed the PO box and GA Nonprofit Corporation with the state, reconciled all bank accounts, and will do the IRS filing in May along with other duties. The following account information is reflected in Justine's report:

Money Market	\$85,000	Total Liabilities	\$ 700
Petty Cash	\$ 200	Total Equity	\$95,600
Checking	\$ 8,300	Net Income	\$ 3,400
		Total Assets	\$96,300

Archivist

Brittany presented the report for Archivist Stacy Jones who was absent. Stacey has received the 2015 Files for Administrative Assistant and GAM. Files for the 2015 Nominating Committee are coming, as well. Stacy drafted and submitted to the SPTF the Archivist Goals Timetable. She plans to form an Archives committee to begin revisiting the finding aid. She asks that Committee Chairs print and mail the committee records to her in labeled folders. Stacey shared details about accessing SGA records at the Georgia Archives as well as her own contact information.

Administrative Assistant

Cathy Miller was present and submitted a report, stating that membership increased to 266 active members, including 6 new in the last 30 days (3 individuals; 3 students). She reported a \$200 donation to scholarships and awards—\$25 to each one—and a \$50 donation in memory of Christine de Catanzaro for the general scholarship fund. Cathy has responded to general member questions and ran the new members reports for months January-March.

Cathy announced that she will be relocating, moving to the Dallas area, and missing our July SGA Board meeting. She will be attending the Joint Annual Meeting in Savannah.

President's Report

Brittany Parris was present and submitted a report. She has continued working with the SPTF. Brittany provided a Letter from the President for the SGA newsletter, held a second quarter Presidents' Meeting, and corresponded with the Board regarding the Flat Rock Archives project. She has been working with committees on the upcoming SGA/SFA Joint Annual Meeting, sending letters acknowledging donations and patron-level renewals, plus providing input regarding the RAAC/SGA Symposium.

Brittany will continue to implement the SGA Strategic Plan (2016-20), revisiting and formulating timetable goals. She will conduct the holistic, comprehensive review of the SGA Bylaws, bringing the organization into greater compliance. Finally, Brittany will contact Board members soon to revisit/update position descriptions and timetables in the Administrative Handbook.

PUBLICATION REPORTS

Provenance

Editor Heather Oswald was absent, and her report was offered by Brittany who reported that overall downloads for *Provenance* totaled 41,480. Laura Botts and Lauren Kata's article, "Are the Digital Natives Restless? Reaching Out to the Ne(x)t Generation", was accessed the most with 7,402 downloads. The 2015 issue will mail April 21st, and submissions for the special AV issue are due by May 15th for the anticipated September release. A call for the 2016 issue was sent early in April; outreach will continue for another month. The strategic plan now provides an opportunity for higher-level planning around *Provenance*, so Heather will be requesting feedback about its focus and role. Managing Editor Erin Lawrimore resigned April 8th due to other commitments. Heather hopes to fill this position within three months.

SGA Newsletter

Ryan Rutkowski was present and offered the report on behalf of Blynne Oliveri. The second issue of the newly redesigned newsletter was published as the spring 2016 edition on April 12th. The newsletter specifically supports the SGA Strategic Priorities of "Communications and Publications" in many ways, enabling greater focus on member and institutional news as an example. The *SGA Newsletter* was redesigned with graphic designer Gretchen Warren and continues to be produced using Adobe Illustrator. The learning curve for this software has been quite steep, and Blynne requests that the SGA Board consider a budget for delivering a virtual newsletter. Ryan and Blynne will continue working with Illustrator through the summer, learning more about the software as they produce subsequent newsletter issues.

Website

Josh Hogan was present and offered the report on behalf of Manager Meredith Rector. They updated individual pages per requests, adding new postings and removing old ones. Using Google Analytics, there were 3461 sessions, 2095 users, 10879 page views of which 55.33% were first-time viewers. Most browsers used Google Chrome for access, whereas the Apple iPhone mobile app was the most common used.

Listserv

Manager Courtney Chartier was present and offered a report. She updated the list for new members, Jan-Mar, and responded to inquiries/requests from new and potential members. Courtney removed outgoing Board members from the list and emailed everyone the quarterly “issues” message. The current listserv tool is Google Apps which is difficult to use. It is devoid of archiving and an unsubscribe option. Courtney asked if SGA should move to a better listserv tool. As a 2016 goal, she will work to reevaluate our current listserv situation and investigate other options for searchable, accessible archiving of the listserv.

Subscription Manager

Traci Drummond was present and reported on the tracking of subscriptions. She determined that the 2015 numbers were much higher than originally reported—44 subscriptions, not 15. We have added more in 2016 and are currently at 47 subscriptions.

Georgia Archives Month

Angelique Richardson was absent but submitted a report that Brittany presented. The GAM Committee had their first conference call, assigned roles, decided on the theme (*Archives Big and Small: Showcasing Our Gems!*), gathered images for the poster, and solicited donations from potential sponsors. The committee will continue efforts to design and distribute the poster, spotlight grant applications, solicit donations, and update postcard mailing lists. The committee is well-formed after one member was removed for non-participation.

Education

Chair Mat Darby was present and reported that he conducted a conference call with the Education Committee to discuss the SPTF goals and submitted a follow-up report. Mat participated in a conference call regarding Annual Meeting planning in Savannah, and he also worked to schedule the SAA DAS workshop for June 14th at UGA, *Digital Repositories*. Mat posted an announcement for this workshop on the SGA listserv while others advertised on social media outlets. Josh Kitchens was scheduled to teach a workshop, *Archives and the Law*, on July 8th at the Georgia Archives. This replaces the *Basics* workshop originally planned for the summer.

Mat provided the Scholarship Chair with info on the workshop, specifically for announcing the Banks Award. The workshop that will coincide with the Annual Meeting is to be determined, as is the question of the workshop fee, now \$80. Mat provided an overview of budgets for all of these events. Brittany will take a look at the numbers to determine the feasibility of a decrease in this workshop fee. Courtney wondered if we historically lose money on this event, though Mat suggested it may balance with the Banks Award.

Membership

Chair Wendy Hagenmaier was present and submitted a report. The SGA joint happy hour with three other associations in February was a big success with more than 30 attendees. The membership committee met in March and mailed new member packets to anyone joining Jan-Mar. They scheduled a tour with Special Libraries Association of GA of the Delta Flight Museum for later in June. Wendy contacted SAA to arrange SGA office hours at the SAA Annual Meeting. She coordinated with the Georgia Archives Institute to promote SGA during the GAI schedule. Wendy also is working on scheduling a tour in Savannah around the SGA/SFA Joint Annual Meeting.

The Membership Committee will meet again in May, updating bounce-back emails from historical societies and institutions. Wendy will coordinate with the SGA Administrative Assistant and

Listserv Manager, working to purge the listserv of memberships that have not been renewed. Crawford Media Services agreed to sponsor a Spring/Summer professional development event with SGA and the Special Libraries Association of GA. Wendy would like ideas for this. She will plan an SGA happy hour during SAA, as well as a member/first-time attendee event at during the SGA Annual Meeting.

Scholarship

Chair Meredith Torre was present and reported details about the scholarship award recipients to date. Steve Engerrand of the Georgia Archives contacted Meredith and clarified some information, specifically that Edward Weldon was not the first Georgian SAA president. It was Mary Givens Bryan, a true pioneer in the profession. Additionally, Meredith reported that she is working with the committee on a variety of ideas to generate scholarship funds, and they are open to suggestions. The committee is undecided about the auction format for this year, especially as a joint meeting. The live auction format might not be of interest to SFA members. Brittany suggested that we may not want to emphasize the “unofficial mascot” of the sock monkey for an SGA auction theme, stating that it does not jibe with current efforts at creating a consistent, professional brand for the organization.

Nominating

Chair Sarah Quigley was present and submitted a report that the committee opened nominations for the 2016 Fellows and only had one submission to date. She was becoming concerned as the April 30th deadline approached. After the Fellow nominations are submitted, the current SGA Fellows will hold their annual luncheon. The committee members also worked together to draft a timeline for the Diversity initiative of the Strategic Plan.

Annual Meeting (1st Year Director)

Chair Andy Richardson was present and submitted a report. Andy sent material about the Annual Meeting to many groups. Sarah suggested sending it to regional organizations, and Courtney said that neighboring state organizations would also be well worth sending material. Andy wondered where she might find such a list of contacts, and Sarah offered RAAC and SAA as informational resources. Andy has not received any official responses yet but did have one inquiry. Many speakers were suggested, and the committee is finalizing details now.

Annual Meeting (2nd Year Director)

Chair Heather Oswald was not present but submitted a report for Brittany to share. The Joint SGA/SFA Annual Meeting will be in Savannah at the Hilton Savannah DeSoto, Oct 13-14, 2016. Workshops will be held on Oct 12th. Our reception is confirmed and will be at the Knights of Columbus. Traci worked with Laura to adjust the sponsorship levels according to increased attendance at the joint meeting. Laura will send the vendor solicitation letter by mid-April. Both vendor and general meeting registration is now open, and the Hilton DeSoto created a customized registration page for booking hotel rooms. This is now available on the SGA website. Heather will work to finalize the caterer choice, continue to conduct outreach through various avenues, and identify a meeting giveaway.

Outreach

Chair Matt Bernard was not present, and his submitted report was given by JoyEllen Freeman. JoyEllen conveyed that they are working with Wendy and the Membership committee to establish a way to reach prospective members, planning an email strategy to historical societies, LIS programs, and History programs. They will continue to manage the social network channels and distribute updates on all relevant archives news of interest to the SGA membership. They will concentrate on advocacy issues. JoyEllen and Matt are working to schedule a fun social media outreach initiative, too. They will begin to develop strategies to distribute SGA brochures in higher education classrooms.

Mentoring

Coordinator Paul Crater was present and reported that they have two pairs of mentors/mentees. One cycled out recently, and they also have a new mentee to be paired soon. Paul wrote an article for the *SGA Newsletter* on the value of our mentoring program. They continue to facilitate mentor/mentee pairs, advertise the program, distribute welcome packs, and promote mentoring opportunities. Paul suggested that more mentor/mentee pairs should be situational, encouraging interaction and contact.

RAAC Liaison

Laura Starratt was present and reported that registration is open for RAAC. It is free and lunch will be provided. There have been many applications. They will focus on Georgians first and then open registration to a wider group. RAAC is advocating participation in the Congressional History Caucus, as well.

OLD BUSINESS

Brittany updated the Board on the Strategic Planning Task Force. She discussed an upcoming revision of the Bylaws which is expected to be presented to the whole SGA membership for vote at the Annual Meeting. Also, the amicus brief situation was tabled by SGA and may be revisited at a later date.

NEW BUSINESS

Flat Rock Archives Project-

Brittany asked Traci and JoyEllen to describe the Flat Rock Archives Project in Lithonia, a living history site and museum house. It is an unstable archives without any preservation program, fire suppression system, security, or handling protocols. The display items are unrelated and at risk of damage or theft. If there is something that SGA might offer to do, could it be in conjunction with the efforts of other organizations? Georgia State University's Department of Anthropology worked to conduct gravesite identification. The DeKalb History Center may be able to partner, too. The largest need is a financial one, supporting the Archives, and volunteers.

The SGA Board entered into a very full discussion about the possibilities of training in basic preservation practices, and Brittany wondered if a framework might already exist that could guide our efforts. Courtney asked if this is something that might fall to the Georgia Archives for assistance. JoyEllen will continue to update the Board as this situation develops.

NEW BUSINESS (continued)

Membership and Outreach-

The Board discussed reasons why these two committees might remain separate and how they overlap. Cathy suggested that full membership engagement tends to follow large, political advocacy efforts, ebbing and flowing with the crisis pace. Courtney reported that it originally promoted the Annual Meeting advertising and has become an advocacy group. Sarah remembered that Outreach began as a committee that was much more agile with just two people who collaborated together. Wendy offered the Vinn Diagram approach and will work with JoyEllen to determine where the two committees overlap, informing the future of both groups.

The next Board meeting will be at the Joint Annual Meeting, October 12th in Savannah.

ADJOURNMENT

Board meeting adjourned at 11:49am.

Respectfully submitted on June 20, 2016

Kim Norman, Secretary

ADDENDA

On May 26, 2016, Brittany called for a vote via e-mail. She made a motion regarding some changes taking place with a few of SGA's appointed officer positions:

- Heather Oswald having taken on the role of *Provenance* Editor (Retroactive vote)
- Amanda Pellerin will be taking on role of Assistant Newsletter Editor, replacing Ryan Rutkowski
- JoyEllen will serve as Outreach Manager for the remainder of this 2016 year and will continue her assigned role as Outreach Manager in 2017. Matt Benard will serve in the role of Assistant Outreach Manager for the remainder of the 2016 year.

The motion was approved the same day.

On June 16, 2016, Brittany called for a vote via e-mail. She motioned that SGA make a pledge to the Regional Archival Associations Consortium of \$400 toward National Coalition for History membership dues in 2016 and 2017. The motion was approved on June 21, 2016.

On June 26, 2016, Brittany called for a vote via e-mail. She circulated Strategic Plan timetables for goal completion (as relates to goals in the *SGA Strategic Plan 2016-2020*) and motioned that they be approved and added to the *Plan* itself. She also motioned that the following goal (as proposed by the Education Committee) be added to the Education Strategic Priority in the *Plan*:

- Develop or adapt a basic, introductory archives workshop or other offerings and present them frequently throughout the state to non-archivists with responsibility for archival records in a variety of settings (public libraries, churches, etc.)

The motions were approved on June 28, 2016.