

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

**PRESENT**

Courtney Chartier, Mat Darby, Traci Drummond, Gabrielle Dudley, Justine Fletcher, JoyEllen Freeman, Wendy Hagenmaier, Stacy Jones, Kim Norman, Heather Oswald, Brittany Parris, Amanda Pellerin, Meredith Rector, Andy Richardson, Angelique Richardson, Laura Starratt, Meredith Torre, Sarah Quigley

**CALL TO ORDER**

Meeting was called to order at 10:05am.

**WELCOME**

Brittany Parris opened the meeting and welcomed the board members.

**APPROVAL OF MINUTES**

Minutes from the April 2016 meeting were approved.

**OFFICER REPORTS**

**Treasurer**

Treasurer Justine Fletcher was present and reported that she has been paying invoices and tending to the day-to-day treasurer duties. Justine processed check deposits and PayPal transfers. The IRS Form for 2015 has been filed, as well. Justine will offer a financial presentation during New Business. More details and the following account information is reflected in Justine's report:

|              |          |                   |           |
|--------------|----------|-------------------|-----------|
| Money Market | \$85,000 | Total Liabilities | \$ 1,700  |
| Petty Cash   | \$ 200   | Total Equity      | \$101,500 |
| Checking     | \$16,000 | Net Income        | \$ 9,400  |
|              |          | Total Assets      | \$103,200 |

**Archivist**

Archivist Stacy Jones was present and offered a report. Stacy revised the Archivist's strategic plan timetables to create a comprehensive, holistic, and sustainable archival management plan. Stacy scheduled a meeting with Kayla Barrett later this month to reassess the acquisition process of the Society of Georgia Archivists Organizational records. Upcoming projects include implementing the strategic plan between 2016 Summer and Fall. Stacy will meet with Kayla and document the new acquisition process in the SGA Administrative Handbook. She will review and possibly revise the paper records retention schedule, update the SGA website with any new version, and recommend an ongoing review schedule as needed. Stacy also shared details about accessing SGA records at the Georgia Archives as well as her own contact information.

**Administrative Assistant**

Administrative Assistant Cathy Miller was not present, and Brittany presented her submitted report. Active Members to date equal 277, including 14 New Members since April 2016 (8 individuals; 4 students; 1 contributing; 1 sustaining). There were no donations during the second quarter of 2016. An email question was raised concerning part-time student status and joining SGA at the Student rate. Discussion was tabled for New Business in this meeting. Cathy also ran a report for the SGA listserv manager on membership "renewal date last changed". The report has been

saved in Wild Apricot and may be run again in the future as it serves listserv manager needs. Cathy responded to general member questions, ran a mailing list report for the GAM committee, and ran the new member reports for 2016 months April-June.

### **President's Report**

President Brittany Parris was present and submitted a report. She thanked everyone for responding to and participating in the Strategic Planning Task Force (SPTF.) She worked with the SPTF, consulting other board members and committee chairs, to formulate timetables for goal achievement. Strategic Plan timetables have been finalized and approved by board vote via email. The timetables are now also available on the SGA website.

Brittany provided a *Letter from the President* for the SGA newsletter and requested submissions for President's Award nominations. She clarified the purpose of the award for the board and requested our participation. Brittany began an in-depth review of the SGA By-laws for the sake of revision. She worked with various board members regarding changes in officer positions; a vote was taken and approved via email. Brittany also participated in discussions regarding SGA's pledge to RAAC of \$400 toward National Coalition for History membership dues in 2016-17; the vote taken via email was approved.

### **PUBLICATION REPORTS**

#### **Provenance**

Editor Heather Oswald was present and offered a report. She announced overall downloads for *Provenance* totaled almost 44,000, an increase of 2,416 downloads during the second quarter of 2016. This approaches the exciting number of 50,000 total downloads. Review and edits of the audio-visual issue are ongoing with an anticipated release date of mid-September for downloading, streaming, and possible hosting by GSU or another large state university. With the close of the 2016 *Call for Papers*, Heather has been promoting the 2017 *Call for Papers*. The Managing Editor position for *Provenance* remains open.

#### **SGA Newsletter**

Assistant Editor Amanda Pellerin was present and offered the report on behalf of Blynn Oliveri. The summer issue of the *SGA Newsletter* (Vol. 48, No. 3) will be published, distributed as a pdf via email to the SGA listserv, and posted to the SGA website on or by July 22<sup>nd</sup>. In late May, Amanda stepped into the role of Assistant Newsletter Editor upon Ryan Rutkowski's relocation to Washington, DC. Amanda will become Editor beginning January 2017. Blynn and Amanda will meet in late September to discuss aspects of the *SGA Newsletter* publication (content, publication cycle, and distribution), as well as advertising and layout templates built in Adobe Illustrator.

#### **Website**

Webmaster Meredith Rector was present via telephone and offered a report. Individual web pages have been updated by requests. According to Google Analytics, there were 3,655 sessions and 2,319 users between April-June 2016. After homepage visits, the top three pages visited are Annual Meeting-667, Jobs-622, and RAAC/SGA Symposium Event-526. The browser used most often was Chrome, and the mobile operating system used most often was Apple iPhone.

#### **Listserv**

Manager Courtney Chartier was present and offered a report. The list has been updated for new members joining May-July 2016. Courtney is tracking additions of renewals, quarterly. She suggested that the listserv manager duties permanently move to the Administrative Assistant,

dissolving this position from the SGA board. Courtney also requested that SGA move away from Google Groups. Brittany suggested that these changes would have to be made to the SGA By-laws and Administrative Handbook. Courtney wondered if the position appears in the SGA Articles of Incorporation, and Brittany said she will check.

### **Subscription Manager**

Manager Traci Drummond was present and reported on the tracking of subscriptions. Specific consideration was given between paying for subscriptions versus digital subscriptions that are accessible online. Heather Oswald wondered about the future format for *Provenance*. According to a previous survey, the SGA member vote was split on this matter of format preference, printed or digital. There are many factors to consider.

### **Georgia Archives Month**

Chair Angelique Richardson was present and submitted a report. The GAM Committee designed and distributed the poster. They received two applications and awarded the Spotlight Grant, though the 1<sup>st</sup>-place recipient had to decline. Two donations were also received from sponsors, Oglethorpe and Augusta State, coincidentally 2<sup>nd</sup> and 3<sup>rd</sup> place for the Spotlight Grant. The committee designed the postcard. They will request and finalize the quote for printing and mailing by the end of August, as well as update mailing lists for sending the postcards. The GAM Committee will finalize funds for the Spotlight Grant in the form of checks to be sent by Justine. They will solicit events promoting GAM via social media and the Gmail account. Finally, paperwork will be submitted to arrange the Governor's Proclamation and Photo Op.

### **Education**

Chair Mat Darby was present and reported the SAA/DAS workshop originally scheduled for June 14 (*Digital Repositories*) was cancelled due to low registration. The workshop, *Archives and the Law*, was held July 8<sup>th</sup> at the Atlanta History Center, taught by Josh Kitchens. There were 17 attendees, including the Banks Scholarship winner and one gratis AHC staff member, Candace Larson. Paul Crater assisted in securing this workshop location and waiving associated fees. There will be three preconference workshops in Savannah before the annual meeting—*Copyright Issues for Digital Archives*, *Archives on the Move: Developing an Educational Outreach Initiative for Your Archive*, and *Photographic Preservation: Strategies for Working with Physical and Digital Collections*.

### **Membership**

Chair Wendy Hagenmaier was present and submitted a report to say that Membership and Outreach held two joint meetings (June and July). Membership packets were mailed to everyone who joined between April-June. Wendy visited the Georgia Archives Institute on 6/15 to encourage SGA membership among attendees. Wendy distributed brochures and bookmarks then and at the reception. A successful tour of the Delta Flight Museum and Archives was arranged in partnership with GA Special Libraries Assoc for 25 or so SGA/SLA members. Outreach Committee posted photos on Flickr. Membership Committee revised the strategic plan timetables, specifically as they contributed to the Fiscal Sustainability and Outreach strategic initiatives. An SGA happy hour was organized during the SAA annual meeting, and SGA/SFA office hours were jointly held. Plans formed for a professional development event, sponsored by Crawford at GSU's Curve. A joint happy hour with SGA/SFA has been planned by JoyEllen Freeman before the annual meeting in Savannah. Plans for a free tour of Bonaventure Cemetery are coming together, thanks to Sarah and Stacy. Wendy will work to implement the strategic plan timetable actions for the Membership Committee.

## **Scholarship**

Chair Meredith Torre was present and reported details about the scholarship award recipients to date. Megan Kerkhoff received the Carroll Hart Award. Candice Larson won the Brenda Banks award. Jessica Leming received the Ed Weldon Scholarship. Next, the Dees and Gulley awards will be given. The Spencer scholarship is to be determined, as there have been no applicants. Meredith requested that board members suggest it to those who may qualify for the Spencer award.

## **Nominating**

Chair Sarah Quigley was present and submitted a report. Nominations for SGA Fellows were solicited and forwarded to current Fellows; the luncheon has been planned for mid-July. Sarah will finalize the timeline for a Diversity Initiative of SGA strategic plan. She will contact Wendy about convening a task force for this.

## **Annual Meeting (1<sup>st</sup> Year Director)**

Chair Andy Richardson was present and submitted a report that the theme of the SGA/SFA meeting is *Defining Archives: Ingenuity, Innovation, and New Perspectives*. The keynote speaker will be Dr. Meredith Evans, Director of the Jimmy Carter Presidential Library and Museum. Deadline for proposals has passed with the following accepted: 15 sessions, 8 papers, and 7 posters. A first draft of the program is complete, and the programming committee will meet to make final selections. They plan to have a final draft for publication by the end of the week. Andy also intends to finalize participant liaisons and contracts. She will send-out all levels of notifications and finalize the program with the Local Arrangements and Education Chairs. JoyEllen asks about notification of proposals, and Andy noted that she will be finalizing them.

## **Annual Meeting (2<sup>nd</sup> Year Director)**

Chair Heather Oswald was present and submitted a report. She confirmed that there are eight sponsors, thanks to Laura's very successful efforts, equaling a total of \$5,090. She is waiting for responses from three or more sponsors. The Committee selected a collapsible tote and reusable water bottle for a free giveaway; an additional Savannah-themed item may be added. Heather is waiting on catering quotes from a specific company recommended by local archivists. The reception is confirmed and will be held at the Knights of Columbus. To date, there are 20 registrants, and the hotel room block closes on 9/12. There will be a promotional article in the next SFA newsletter. Remaining details are to conduct a targeted email and social media promotional blast. Articles will be appearing in the *SGA Newsletter*, as well as associated university and institutional publications. Catering pricing per person will be finalized, following the SFA model. Heather will research pricing for the selected giveaways, hoping to pay a small honorarium to a graphic designer. She will secure AV needs and general set-up plans with the site. Vendors will continue to be solicited for sponsorship. The Scholarship Committee will coordinate with the reception plans for auction needs and set-up details. There will be a registration desk schedule, plus the Local Arrangements Committee will design and print the annual meeting program.

## **Outreach**

Chair JoyEllen Freeman was present and submitted this report. The Outreach Committee conducted a 5-question survey to uncover ways of encouraging member engagement and define the overall value of SGA to the members. There were 76 responses to the survey, and after assessment, the committee will contact similar organizations to determine avenues of promoting SGA. There are ideas to schedule meet-ups biannually, partner with the Mentoring Committee to assist new members, and promote SGA among graduate and undergraduate students around Georgia.

Partnerships could be leveraged for stronger ties and contacts with allied professional groups, creating sustainability and continuity between SGA and these partnership connections. Outreach Committee members will finalize plans, publicity, and the RSVP for the SGA/SFA Annual Meeting happy hour on 9/12.

### **Mentoring**

Coordinator Paul Crater was not present. Assistant Coordinator Gabrielle Dudley reported that they have two pairs of mentors/mentees. One cycled out recently plus a new mentee was recently paired. They are continuing to monitor and facilitate active mentoring. Paul and Gabrielle will advertise quarterly through the SGA listserv and *SGA Newsletter* for new mentor/mentee applications and requests. They send welcome letters, resource packets, and contract agreements to new pairs. Paul and Gabrielle will continue to promote the value of mentoring via SGA's Twitter account. Brittany suggested that Gabrielle should be receiving the SGA board emails, and this will be clarified for Gabrielle.

### **RAAC Liaison**

Liaison Laura Starratt was present and reported the details of the RAAC Symposium to be held in conjunction with SAA. To date, Laura reported 78 registrations. She gave a brief update from the committees of RAAC, including: Membership, Advocacy, Disaster Planning and Recovery, Grant Development, and the Role in Advisory Boards. Laura also provided a full-day schedule of the RAAC Symposium Program.

### **OLD BUSINESS**

*Strategic Planning Task Force update (Brittany Parris)*—Brittany discussed the SPTF and asked that Board reports speak to time-tables regarding SPTF work in specific areas.

*By-laws revision (Brittany Parris)*—Brittany will circulate the SGA By-laws again for final changes, and the finer points will be addressed before our vote. Brittany opened discussion on changes in SGA membership dues or rate changes. She asked if a 30-day notice period was necessary before making such changes to the membership category definitions themselves (not the amount due), and also, if this would include changes to the definition of our Student rate. It was noted from the Board that previous rate changes to the definitions of the rate categories had been approved in the past by Board vote. Brittany conveyed that it was suggested SGA consider dissolving the Couple membership level. If so, Brittany asked what the implications might be, as a result. Andy Richardson offered that the few current Couple members could be “grandfathered-in”, and the Board agreed it would be a smooth solution. It was also noted by the Board that membership levels and associated rates are not enumerated in the By-laws. Brittany motioned to remove the Couple rate as a SGA membership. The vote was approved.

*Administrative Handbook updates (Brittany Parris)*—Discussion opened regarding the position of Website Manager. It is described in the By-laws as a 3-year term on the SGA Board. Comparatively, other Board positions have 2-year terms. Adjustments will need to be made in the By-laws to keep the language consistent. It was also pointed out that there would be some changes in the Board's current practices regarding budget proposals and the By-laws will clarify this process. Brittany asked Board members to expect a call for budget proposals, and Treasurer Justine Fletcher will produce this call for budget proposals after the final Board meeting of the year. Outgoing members should develop the budget request at the end of their tenure. Incoming board members will introduce the budget requests for a Board vote in January 2017. Brittany asked that

current Board members update their position duties, descriptions, and other associated details for the Administrative Handbook, as well.

### **OLD BUSINESS**

*Flat Rock Archives Project (Traci Drummond)*—Traci requested that everyone refer to the recent report for in-depth details about this project. JoyEllen Freeman offered news of some recent project changes. The interior spaces of the Archives were painted recently to be more attractive. As a fundraising effort, gifts and food will be sold during the upcoming 100-year anniversary celebration. Also, a recent grant application was approved for the purchase of new folders and a digital scanner. Traci suggested that SGA board members could host an information table during the Archives anniversary celebration, *Heritage Day*. JoyEllen informed everyone that 50-75 visitors are expected early that day; more visitors will arrive later for music and food. Traci's idea for hosting a table would be zero-cost. SGA board members could distribute hand-outs, offer suggestions on preservation, discuss the practice of displaying surrogates, encourage successful volunteer training, and more. JoyEllen has had two Arabia High School students as volunteers. Traci added that the Archives needs assistance securing funding for basic supplies and guidance in proper storage. She wondered if SGA board members might be able to arrange this for the Archives, at least for *Heritage Day*. Sarah mentioned that Sales Rep Abby Shaw and President Bob Henderson of Hollinger Metal Edge would be at SAA. Sarah will facilitate a meeting to discuss donating and delivering supplies to the Archives from Hollinger Metal Edge. Brittany suggested that this is a large project idea and could be a great date for an October event during Georgia Archives Month.

Brittany asked what the best possible way might be for SGA members to volunteer at the Flat Rock Archives. Encouraging descriptive order and arrangement seems very important at this stage. Brittany said that some thought should be given to balancing our work investment with the Archives needs, maybe developing a work plan to articulate next steps. Possibly, volunteers could begin with the most popular collections at the Archives, or it might make sense to begin with collections requested least of all. Stacy offered to give Johnny of the Flat Rock Archives an AU Center tour. Angelique offered something similar at the Archdiocese to show how they access collections. Brittany wondered if a digital preservation process should be emphasized. JoyEllen thinks that the overall Archives collection could be digitized and stored in the cloud, perhaps hosted by the Digital Library of Georgia. Traci described Flat Rock Archives as a house museum with an archive. Mat Darby suggested that student research initiatives might be valuable for exposure of the Archives. Justine Fletcher and JoyEllen discussed possible ties to the Auburn Avenue Research Archives, especially as an oral history project. There may be some connections to the King family within the collection.

### **New Business**

*Treasurer Presentation—SGA Financial Growth (Justine Fletcher)*

Justine distributed an information packet to each board member and began her presentation by reviewing the Goals section toward Fiscal Sustainability. Justine discussed the money market account, specifically as it pertains to interest earned. Board members discussed ways that SGA funds could be invested to earn more interest, being mindful of rules surrounding non-profit and not-for-profit organizational finances. Justine suggested investing a portion of SGA savings in a long-term CD that pays a higher interest rate. As a comparison, Justine also discussed the option of investing the same portion of SGA savings in a conservative mutual fund. She indicated that PayPal charges a percentage fee for each transaction, and to date, has taken \$245.82 in transaction fees this

year. Some ways to offset these fees include: accepting only checks, raising membership dues by the fee amount, restructuring memberships like SAA (according to salary), or offer increased dues for 18-month membership as a convenience for making less payments.

Justine would like the Treasurer position to become a mentor arrangement. She indicated the learning curve of accounting skills and QuickBooks knowledge has been steep. Also, having someone else, such as an Assistant Treasurer, to assist simply for oversight purposes is necessary. This would ensure built-in training for the future of the position. Meredith Rector offered her husband's assistance as a financial advisor. Sarah suggested timeframes for future changes and transitions.

Andy suggested an increase to membership dues, and Courtney suggested an SGA transaction fee. Sarah said that it would be easy to absorb the increased mail if we decided to require payment via checks, but this was not a preferred option. She also said that existing members could be encouraged to renew at the higher membership level instead of increasing dues. Justine recounted that interest earned from an investment would cover the PayPal fees. Brittany would like the reasons for the final approach, whatever is decided, described and explained to membership for a fuller understanding of why changes are being made rather than implementing a blanket increase to dues. Mat suggested that this include the SGA investment policy and how that works with the organizational goals and future success. Sarah explained financial output of SGA awards does not correlate directly to specific financial input from donations, the auction, or any other sources.

Gabrielle posed that a scholarship donation could be included in the membership renewal process, like other organizations. Mat said that membership levels could be reviewed by members to indicate where their donation would go, earmarking it by member choice. Courtney clarified that the PayPal percentage taken increases with each increased level of membership, sponsorship, and more. Mat indicated that SGA can clearly describe how the increases benefit SGA. Sarah indicated that it may be important to enumerate programs and fiscally describe what we need in Georgia. Courtney wondered if we could check Wild Apricot to ensure that it will not default back to previous membership levels. Laura offered the concern that allowing members a choice for allocating their donations could create future problems. Board discussion as a group concluded that we may pursue the idea of specialized options for members to choose at renewal time.

*RAAC Goals and the NCH Board (Laura Starratt)*—Laura said that she is still in negotiations about an SGA seat on the NCH Board. We pledged \$400, and Laura suggested that we increase our pledge to \$500 to demonstrate SGA seriousness of participation. Our representation to NCH brings organizational advocacy, membership, and power of the Association. Sarah offered that the Fellows' Luncheon had lower expenses than expected, and some of those funds could be contributed. Brittany agreed that we have the funds and could discuss this idea further.

*SGA/SFA 2017 Joint Annual Meeting (Andy Richardson)*—Andy briefly described details about the development of the annual meeting plans. Everything is moving forward on schedule, as expected.

*2017 Board Positions (Sarah Quigley)*—Sarah announced that she is completing the list of open Board positions for voting members and non-voting committee chairs. She will distribute the announcement via the listserv soon.

*Savannah tour of Bonaventure Cemetery (Wendy Hagenmaier)*—Wendy reported that logistics for the cemetery tour are coming together. She would like to streamline the process of assembling a

complete donation ahead of time and pay at the moment of the tour. She would like to encourage attendees to bring cash for a donation, and Andy will add that information to the tour program.

*2017 SGA Annual Meeting Location (Andy Richardson)*—Andy asked the Board about hosting SGA next year in Atlanta. Traci suggested Brasstown Resort as a mountain location. It was indicated that SGA may be considering a joint meeting with Tennessee in two years. In this case, Brasstown Resort could be too close to Chattanooga, the likely location of a joint GA-TN meeting. Conversation followed on the pros and cons of all these considerations.

**The next Board meeting will be held at the Joint Annual Meeting, October 12<sup>th</sup> in Savannah at the DeSoto Hilton (5:00pm).**

#### **ADJOURNMENT**

Board meeting adjourned at 11:49am.

Respectfully submitted on September 26, 2016

Kim Norman, Secretary

#### **ADDENDA**

*Listserv Manager:* On August 23<sup>rd</sup>, Courtney Chartier motioned that the Board remove the position of Listserv Manager, with those duties transferring to the position of Administrative Assistant. As part of this motion, Courtney suggested that she remain in the position until December 31<sup>st</sup>, 2016, in order to draft a workflow document and transfer all duties.

The motion was approved on August 23<sup>rd</sup>.

*New positions:* On September 6<sup>th</sup>, Brittany Parris motioned that SGA create the following new positions, the particulars of which will be described in the pending By-laws revision:

- Assistant Local Arrangements Committee Chair
- Assistant Program Committee Chair
- Assistant Treasurer

The motion was approved on September 7<sup>th</sup>.

*By-laws revisions and amendments:* On September 7<sup>th</sup>, Brittany Parris motioned that SGA accept the revisions and amendments to the SGA By-laws as seen in the following document:

[https://docs.google.com/document/d/1uxqeMeMncTaR5BWS3SHZA7GnRN0PInkYsvPzM\\_LY-8o/edit?usp=sharing](https://docs.google.com/document/d/1uxqeMeMncTaR5BWS3SHZA7GnRN0PInkYsvPzM_LY-8o/edit?usp=sharing)

As a reminder, “By-laws must be approved by a two-thirds majority of the voting members of the Board and ratified by a two-thirds majority of the organization’s members casting a vote, regardless of membership type”.

The motion was approved on September 10<sup>th</sup>.

*Fellows Vote:* On August 25, Sarah Quigley motioned that the board approve the 2016 Fellows Nomination. Brittany recused herself from the vote since she put forth this year's nomination. The motion was approved August 25. The Fellows announcement will be made at the Annual Meeting.

*Approval of 2017 Nominations:* On September 28, Brittany motioned that the board approve the following nominations for 2017 appointed positions—



**Education Committee Chair:** Holly Croft

**GAM Co-Chair:** Rebecca Sherman

**Mentoring Program Assistant Manager:** Jeremy Katz

**Newsletter Assistant Editor:** Kelly Zacovic

**Outreach Assistant Manager:** Tiffany Atwater

**Scholarship Committee Chair:** Kevin Fleming

**Website Assistant Manager:** Kia Guest

The motion passed on October 3.