

Society of Georgia Archivists
Board of Directors Meeting
Morrow, GA 27
28 April 2017

PRESENT

Holly Croft, Gabrielle Dudley, Kevin Fleming, Justine Fletcher, JoyEllen Freeman, Wendy Hagenmaier, Josh Hogan, James Irby, Mandy Mastrovita, Heather Oswald, Amanda Pellerin, Andy Richardson, Laura Starratt, Sarah Tanner

CALL TO ORDER

The meeting was called to order at 10:06 a.m.

WELCOME

Wendy Hagenmaier opened the meeting.

OFFICER REPORTS

Treasurer

Justine Fletcher reported that she has renewed the SGA P.O. Box, and received an extension to file taxes on August 15th as opposed to May 15th. She has submitted her latest profits and loss sheet. Wendy Hagenmaier asked a question about a member's incorrect Wild Apricot fee, but, as Administrative Assistant, this would be under Cathy Miller's jurisdiction.

Archivist

James Irby shared that he has been in contact with Stacy Jones, and has been reviewing the SGA collections and their arrangement. He has also been conferring with Stacy and Kayla Barret in regard to developing a Records Task Force. He requested that outstanding records be delivered to him at the Georgia Archives, and noted that he has already received presidential files, *Provenance* files, etc. Wendy Hagenmaier asked about retention schedules, and James reported that he will be working with them.

Administrative Assistant

Cathy Miller could not be present, and was represented by Wendy Hagenmaier. Wendy delivered the latest SGA stats, which include 255 active members, 6 new members last quarter (most are individuals), 32 contributing members (meaning members who engage in some level of donation beyond the basic membership fee; this is an area that needs development), and 10 lapsed members since the January meeting (those who did not renew membership). Wendy expressed an interest in comparing the number of members gained to the ones lost. This information will affect the potential SGA membership dues increase. No donations were reported this quarter, and thank you notes were submitted for those gifted last quarter.

President's Report

Wendy Hagenmaier shared the work she's done so far to achieve the goals she set for 2017. These activities and notations are as follows: strategic plan time table items have been discussed and approved, and she has reviewed reports to track board members' progression with their projects (8 have been completed, 29 are in progress, 28 have not been started [these numbers are satisfactory as it is still early in the year]). In July, she will advertise the President's Award, which will be awarded to a person outside of archives who supports the profession. She will also be looking further into the

previously mentioned possibility of a membership dues increase, and will work to implement any guidelines to facilitate recruitment in accordance with SGA's diversity initiatives. Since the January meeting, the board has voted on budget, and Wendy has updated the bylaws that define the position of Subscriptions Manager and procedures for events. She has also contributed to drafting the Diversity and Inclusion statement, met with the Georgia Archives Institute, and had her President's Meeting with Sarah Tanner and Brittany Parris. Wendy is eager to know about the 29 projects in progress, and she proposes that board members write blurbs for the newsletter/listserv/blog to share their updates.

PUBLICATION REPORTS

Provenance

Heather Oswald shared that downloads of *Provenance* from the SGA web site have been steady and the goal of 50,000 downloads has been reached. A 1998 article about John Lafitte garnered most of the downloads, which came from France. The next issue of *Provenance* will be arriving in mailboxes within the coming week, and a call for papers for the 35th issue (the first issue of 2017) were sent in March with a May deadline. Three subcommittees will meet to determine aspects about the future of *Provenance*, including whether or not the publication should only exist in a digital format, and the desired expansion of a database of peer-reviewers. Additional ideas concern the promotion of *Provenance* as a support group for archives professionals and the implementation of a possible writers' group.

SGA Newsletter

The second issue of the newsletter for this year was published ahead of schedule. Amanda Pellerin reported that submitted material was excellent, but was not as representative of areas outside of Atlanta as would be preferred. As such, she is working on strategies to reach out to archives professionals in other parts of Georgia, which includes the possibility of conducting outreach beyond the SGA listserv. Amanda noticed a lack of volunteered information about member updates (new hires, retirees, etc.). She is open to ideas, and invites suggestions from all SGA members to keep the SGA news page updated. On March 7th, she teleconferenced with JoyEllen Freeman to collaborate on ways to combine efforts for membership and newsletter initiatives. On April 10th, she also teleconferenced with her Assistant Editor to discuss the division of their roles and how to achieve their individual goals. Wendy Hagenmaier mentioned her idea to do a reading group that appoints the SGA membership to read a *Provenance* article and then have a Twitter conversation about it. She acknowledged that this would be a hurdle for some members who are less familiar with the Twitter platform.

Website

Since the January meeting, Josh Hogan reported that he's been working with the Assistant Website Manager, to update pages to reflect new board positions. He has also been updating pages as members contact him with new information, including the annual meeting page, adding more job postings, etc. He is working now to determine the best way to cycle the jobs in a timely manner, resulting in postings that are current. He reported an increase of 1/3rd of the sessions, including the jobs, newsletter, and Hart Scholarship (which received the most views) pages. He has also spoken with Wendy Hagenmaier about cleaning up the folder system within Wild Apricot to make uploading reports easier, and possibly archiving some of the material therein.

COMMITTEE REPORTS

Archives Month Liaison

Mandy Mastrovita shared that the Georgia Archives Month committee had their first meeting February 13th, during which they decided on a theme: "Come on in, y'all! Accessible Archives in Georgia." They have since posted a call for poster images, and have received 21 images so far. Other current and upcoming projects include: soliciting potential donations, adding a diversity component to the Spotlight Grant criteria, and designing and distributing the completed poster. The committee's next meeting will be May 9th, 2017, and the "Spotlight on Grants" recipients will be contacted in June.

Education

Holly Croft could not be present, but reported remotely via speaker. She shared that she has been sending out surveys to establish workshop topics and delivery methods. She has also been collaborating with Carol Waggoner-Angleton and Mat Darby on virtual book club logistics and a possible archives boot camp. To facilitate a potential collaboration between the Georgia Archives Institute and SGA, Holly met with the Georgia Archives Institute board, Wendy Hagenmaier, and Sarah Tanner. She has also secured one of two locations for summer workshops at Georgia College. Upcoming activities include: tallying the survey after it closes on May 12th, and working with the Scholarship Committee to coordinate workshops for the recipients of the Banks and Dees scholarships.

Membership

Sarah Tanner has organized a joint networking event with the Special Libraries Association at the Museum of Design: "LEGO + Local Brew." The event was initially postponed because of weather, and has since been rescheduled. She is also planning a repository tour in conjunction with the Georgia Archives Institute, and partnering with Auburn Avenue on a tour for SGA members. Additionally, she is involved in planning the Georgia Archives Institute reception and a happy hour at BrickStore Pub for SGA. Both of these events will take place in June. She voiced a desire to encourage members in other parts of Georgia to plan events in their respective cities and regions (Savannah, South Georgia, etc.). Atlanta's Oakland Cemetery contacted SGA about needing volunteers in their archives. To this end, Sarah proposes a volunteer event. As an upcoming project, she would like to find a way to use the extra money from Crawford to plan an educational event for late summer. Wendy Hagenmaier and JoyEllen Freeman offered some ideas. Wendy also proposed a focus group at the annual meeting to figure out members' needs in a way that is more involved than a survey.

Scholarship

The Carroll Hart Scholarship received five applicants, and has been awarded to Kyle DeBell, a Library Assistant at Young Harris College who is attending the MLIS program at Valdosta State University. Kevin Fleming has posted the announcement for the Edward Weldon Scholarship, and is reaching out to different avenues to advertise the Taronda Spencer Award. Institutions he's reached out to include: the Atlanta University Center, Albany State University, Fort Valley State University, Paine College, and Savannah State University. Once the Spring/Summer workshops are finalized, Kevin will post the Brenda S. Banks Educational Scholarship announcement.

Nominating

Brittany Parris could not be present, but was represented by Wendy Hagenmaier. Brittany has met with her committee members Sheila and Derrick; published a call for fellows and received a nominee that will be reviewed by the committee; sent out a demographic survey and collected the results; submitted

her budget proposal; and suggested edits to the draft of the Diversity and Inclusion statement. Her next projects will entail working to finalize the statement, planning a meeting and luncheon for fellows, and developing a list of positions for appointments.

Annual Meeting (1st Year Director)

Jennifer Sirotkin could not be present, but was represented by Wendy Hagenmaier. Jennifer's committee has announced the topic for the annual meeting: "Documenting the Present: Archival Conscience and Proactive Archives." This theme encompasses tools and approaches for documenting the present, funding strategies, negotiating politics and ethics, improving the representation of under-documented groups, etc. Committee member Kristin Morgan composed the submission letter that was posted to the SGA listserv the week of April 23rd.

Annual Meeting (2nd Year Director)

Andy Richardson reported that vendor letters have been adjusted and sent to over fifty potential vendors. Bob Henderson has already responded positively. Hotel registration for the annual meeting is now open, and conference registration will open June 3rd. Catering choices have been selected including vegetarian items. Evening sessions will include an open bar for one hour. The committee has received catering selections from the Education Committee for the workshop, and is still waiting on selections from the Outreach/Membership Committees for the Meet and Greet. The deadline for this is September 22nd. Andy has researched nearby amenities (restaurants, activities, events, hotels, etc.) and will provide a link to these resources once the hotel block is sold out. Upcoming activities include: reviewing the vendor list, and building forms for vendors and members, etc. Wendy asked about dinner options at the hotel during the annual meeting, and Andy reported two restaurant options and additional amenities are ten miles away.

Outreach

JoyEllen Freeman and Tiffany Atwater hosted a twitter chat on March 22nd to engage SGA members in preparation for outreach for Clayton State Archives Studies. On April 3rd she visited the capstone class online and talked to students about the importance of SGA. A student posed a question about the possibility of live-streaming SGA meetings. Additionally, JoyEllen has been monitoring social media and posting. She has invited people to send her requests for social media posts, and has also been collaborating with the membership team to plan happy hours for early and late summer. She proposed the idea of having two socials this summer as well, including an ice cream social. By September 22nd, she will have a follow-up with Andy on a happy hour during the annual meeting. She has met with Wendy Hagenmaier and Sarah Tanner to determine advocacy plans, and co-drafted the Diversity and Inclusion statement with Sarah Tanner. JoyEllen reported that Jerol Smith, a lone arranger from Booker T. Washington High School, has solicited SGA with a question about archival programming and development within the school.

Mentoring

Gabrielle Dudley reported two active partnerships. Earlier in the year, she sent out invites to fifteen SGA members based on expertise and received four new mentors. She has also sent an invitation to archives programs across Georgia, and hopes to build a larger pool of mentees as well. She will have a table at the networking event in the coming week to get applications for mentors and mentees. She has updated her portion of the web site, as well as mentor contact info and her objectives for 2017. She will

be hosting a cover letter/resume review at the annual meeting, and would like to incorporate a networking activity at the annual meeting with the goal of increasing mentoring visibility.

RAAC Liaison

Laura Starratt shared that there are two RAAC committees: Education and Advocacy. The Education subcommittee has asked that all regions give updates about the events they're hosting. The Advocacy subcommittee has requested information about the closing of access to the New Jersey Archives because of a move. Laura reported that work is still being finalized on the Nexus LAB's Mapping the Landscape grant in a bid to train people about leadership, and enhance the collaboration between libraries, archives, and museums. Later this summer, she will share the results of the survey.

OLD BUSINESS

In regard to the Diversity Strategic Initiative, Wendy Hagenmaier invited board members to comment on the draft of the Diversity and Inclusion statement by May 12th. Sarah Tanner and JoyEllen Freeman prepared the draft, and discussed the goals they had while writing it. Wendy shared that Brittany Parris has been working on recruitment practices, and identifying benchmarks to guide the achievement of diversity goals. She sent out demographic survey information, and the results confirm that SGA is not currently diverse, which is why so many projects are centered around changing this fact. Wendy elaborated on the different definitions of diversity as identified within the Diversity and Inclusion Statement. Justine Fletcher spoke on behalf of the Financial Strategy Task Force, and shared that she, Wendy, Meredith Rector, and Kevin Burge are working to determine a more efficient way to invest \$40,000 of the organization's money. She posed a question to the board about the different areas where the money could be applied through 2020 and beyond: scholarships, outreach, publications, etc. Until the organization can determine the best use for the money, membership dues will not increase. Representing the newsletter, Amanda Pellerin shared more information about various publishers, providing an update since her January presentation. She mentioned the possible creation of a task force to resolve design issues pertaining to layout and style guide. On the subject of surveys, Heather Oswald wants feedback on the best timing, developing the final survey, and working to incorporate funding.

NEW BUSINESS

The board voted to approve the January 2017 minutes, the update of the administrative handbook, and the revision of the SGA bylaws. Because the meeting ran out of time, additional new business will have to be postponed. JoyEllen Freeman will start a thread on the listserv to elaborate on the Booker T. Washington High School request, and Wendy Hagenmaier will send out information about the Georgia Archives Institute collaboration.

ADJOURNMENT

The Board meeting adjourned at 11:59 a.m.

Respectfully submitted on May 23, 2017
Laura Frizzell, Secretary

ADDENDA

- *The following motion passed via e-mail on May 17th: SGA Statement on Diversity and Inclusion (final revision)*
- *The following motion passed via e-mail on May 17th: Recruitment Practices for Nominating Committee (final revision)*