

Society of Georgia Archivists
Board of Directors Meeting
Morrow, GA
21 July 2017

PRESENT

Holly Croft, Kevin Fleming, Justine Fletcher, JoyEllen Freeman, Wendy Hagenmaier, James Irby, Mandy Mastrovita, Brittany Parris, Amanda Pellerin, Becky Sherman, Jennifer Sirotkin, Sarah Tanner

CALL TO ORDER

The meeting was called to order at 10:09 a.m.

WELCOME

Wendy Hagenmaier opened the meeting.

OFFICER REPORTS

Treasurer

Justine Fletcher reported that registrations and checks have been coming in for the upcoming annual conference. She also shared that the 2016 tax return has been filed, and she has been handling deposits and memberships. Tracy Drummond has submitted a list of possible vendors to her, and Justine is still waiting to receive payment from them. As scholarships will be posted and awarded, she issued a general call to be informed of winners so she can prepare checks as necessary. During this year's annual conference, hotel rooms will be comped for SGA scholarship winners.

Archivist

James Irby has been focusing on reviewing digital retention schedules for the SGA Archives. He has been having phone conversations with Wendy Hagenmaier and Sarah Tanner in regard to changes on the 2013 retention schedules. In addition to these, he has also been working with digital records transferred from the Georgia Tech Dark Archives, and shared that 423 MB digital records have been transferred to the SGA Archives. He hasn't been able to process any of these materials yet. He will be using Preservica, which opens the floor for requests from different committees on how their content is handled. In the near future, James will be revising policy and the Archivist entry in the SGA Administrative Handbook to reflect recent changes.

Administrative Assistant

Because Cathy Miller could not be present, Wendy Hagenmaier spoke on her behalf. She reported 10 new members (7 individuals, 1 student, and 2 contributing). She also invited board members to reach out to her with any questions pertaining to SGA email accounts. To accomplish her strategic timetable plan items, Cathy has been tracking new members and running a report that includes a spreadsheet documenting these new members. She has also worked with Sarah Tanner to update wording on membership renewal notices to encourage members to renew at the sustainer level.

President's Report

To meet her timetable items, Wendy Hagenmaier has been promoting the President's Award more frequently across different platforms. She welcomes nominations, and invited board members to suggest institutions or individuals outside of the archival field that support the profession. There is an August 1st deadline for this award with some flexibility. She has added a President's Award page on the SGA web site, and would like to list previous winners but doesn't have the name of each one. She has uploaded the SGA Administrative Handbook to a Google doc, which will make revisions easier to suggest and incorporate. She has also drafted the Code of Conduct for SGA Activities; reviewed board members' reports and compared them to corresponding timetable items; and has been working with the Financial Strategy Task Force. She reported that the Georgia Archives Institute meeting will happen in early August. One of her upcoming activities will include representing SGA during the SAA office hour.

PUBLICATION REPORTS

Provenance

Heather Oswald has relocated to Boston, but will continue running *Provenance* remotely. Wendy Hagenmaier delivered her report. As for stats, she shared that there have been 197 downloads since the previous report, and "Opening Access to Fresh Air's Archives" by Melody Kramaer and Ann Paul has received the most downloads. The fall 2017 issue of *Provenance* will be released in November. The deadline to submit materials for this issue is August 31st, and so far two people have expressed interest in writing articles. Three subcommittees are currently working to promote the current CFP more widely and expand their list of peer reviewers.

SGA Newsletter

Amanda Pellerin advertised the recent release of the summer issue of the *SGA Newsletter*. The upcoming fall issue will have a submission deadline of September 1st. She has had two meetings with her Assistant Editor Kelly Zacovic via phone. They have been reviewing their SGA Gmail account, and are now checking it Mondays and Fridays. Amanda has noticed that newsletter documents are spread out across different locations; she would like to consolidate them and house them in one, centralized place. She proposed a teleconference between *Provenance* (Heather Oswald), Outreach (JoyEllen Freeman), and the Website (Josh Hogan) to discuss what each group finds important so that she can align the newsletter layout to reflect these preferences. She has also updated the newsletter portion of the SGA web site by adding the new issue as well as back ones. Wendy suggested that all board updates for the upcoming newsletter be sent to the listserv. Amanda also shared that Gmail has been recycling board member names from previous terms (her emails have been going out under the name of the previous Editor). She advised other board members to update their email settings to avoid this confusion.

Website

Josh Hogan could not be present so Wendy Hagenmaier reported on his behalf. Josh has updated the Annual Meeting pages on the SGA web site as well as Job Postings and individual pages as suggested. His report shows that stats are a little higher than last quarter. This quarter, the top 3 pages with the most views are as follows: Jobs, Annual Meeting, and Georgia Archives Month.

COMMITTEE REPORTS

Archives Month Liaison

Mandy Mastrovita reported that the poster for Georgia Archives Month has been designed and distributed. Virginia Blake is currently designing a promotional post card to be printed and distributed to Georgia legislators. The committee has also awarded their Spotlight Grant to two institutions: the Switzer Library's Georgia Room ("Letters to the Past" exhibit) and the Bremen Museum (Historic Jewish Atlanta Tours series). Upcoming activities for the committee include: finishing and distributing the post card; finalizing the distribution of funds to the Spotlight Award winners; arranging a Governor's Proclamation and Photo Op; and updating their current donor list while soliciting more active donors.

Education

Holly Croft shared that Archives 101 will be held on August 5th at Georgia College. As of now, 14 people have registered. Their scholarship announcement has gone out, and Angela Stanley has offered 5 scholarships specifically for archivists in libraries. Holly is currently working with SAA on how to pay for a webinar. She and Wendy Hagenmaier have discussed having a co-chair for the Education Committee. The theme of the pre-conference workshop has been selected ("bdaccess"), and the committee is still looking for a teacher. Upcoming activities for Holly and the committee include: finding webinars in the future, meeting about SGA-Georgia Archives Institute on August 3rd, and hosting the August 5th workshop. The book club will also be making their book selections.

Membership

Sarah Tanner reported that the Georgia Archives Institute (GAI) took a tour of the Auburn Avenue location of the Atlanta University Center, and participated in the GAI 50th anniversary reception. Sarah also shared that a successful SGA happy hour was held at Brick Store Pub, and that another one is possible since there is still some money available to this end. In order to achieve her timetable item of encouraging SGA events outside of Atlanta, Sarah will be working with groups from Warm Springs and Colombia to plan events in their respective areas. She is also creating a focus group for the upcoming annual meeting, and encourages people to join. Projects for the group will include establishing a happy hour and a possible tour during the conference, and planning a repository tour for the fall/winter.

Scholarship

Kevin Fleming has been in contact with Kyle DeBell, the recipient of the Carroll Hart Scholarship, about obtaining his piece for the Fall issue of the *SGA Newsletter*. The Edward Weldon Scholarship had no recipients, and the Larry Gulley and Brenda S. Banks scholarships are now open to receive applications. To raise awareness about the scholarship, the Taronda Spencer Award Committee has been identifying appropriate contacts at HBCUs and schools with MLIS programs in Georgia, Tennessee, Alabama, Florida, and South Carolina. Shortly, Kevin will be posting the Anthony R. Dee's Educational Workshop Scholarship announcement. In early September, a request will go out

for items for the silent auction. Wendy mentioned returning to a live auction during the annual conference, and a possible silent/live auction hybrid was proposed. The Scholarship Committee will be working to find ways to bring more attention to SGA scholarships in a bid to boost applications. Amanda Pellerin suggested altering the language of the postings to make them feel more inclusive.

Nominating

Brittany Parris reported that both the “SGA Statement on Diversity and Inclusion” and the “Recruitment Practices for the SGA Nominating Committee” have been approved. These updates, the Environmental Scan Report and Recommendations, and the results of the Demographics Survey of SGA Membership have been shared with the general membership. The Fellows have approved the nomination for the 2017 Fellow, but the Fellows Luncheon has been cancelled because of low attendance. Brittany and the committee will be looking into the sustainability of the luncheon, and brainstorming new ways to engage Fellows. She is also recruiting candidates for open elected/appointed positions.

Program Committee Chair

Jennifer Sirotkin shared that she will be accepting session proposals until the deadline on August 1st, and mentioned that three people have submitted proposals so far while several others have inquired. The committee is still waiting to hear from Dr. Anne Gilliland who has been invited to be the keynote speaker at the annual conference. Wendy mentioned looking at the education survey, and incorporating more timetable elements into the program. She suggested combining forces with the Education Committee to create a mini-workshop about advocacy.

Local Arrangements Committee Chair

Andy Richardson could not attend the meeting, so Wendy delivered her report. Sponsors for the annual conference are coming in (6 confirmed), and there have already been some reservations and registrations so far. 46 regional and national organizations were contacted with registration announcements and COP's. The committee is working with the Education and Outreach committees to set up catering during the workshop and Meet-and-Greet. Andy will also collaborate with Sarah Tanner on activity ideas such as optional tours. Tape measures might be used for give-away items. Andy will be traveling to the hotel/conference site soon, and will continue to promote the event.

Outreach

JoyEllen Freeman reported that the SGA happy hour at Brick Store Pub on June 29th was well-received, but stormy weather reduced the number of attendees. As Sarah Tanner reported, there is more money on the card (\$40 or \$50) for another happy hour. On social media, the Outreach Committee has been posting regularly about SGA news items (scholarships, workshops, the newsletter, etc.), and the blog has also been revived. Tiffany Atwater just finished the second blog post, in which she writes about the ACA (Academy of Certified Archivists) exam, including what to expect and recollections from her own experience. JoyEllen shared that she received an interesting email from an SGA member about matching local history groups with volunteer archivists, citing the successful Flat Rock event from the past. This would be in line with strategic timetable items. The Outreach Committee is considering another social for the fall (perhaps Brick Store Pub again or an ice cream social). Additional projects for this quarter will include focusing on advocacy,

reaching out to SGA members, and continuing to work with people outside the profession. Mandy Mastrovita offered to share the mailing list of Georgia legislators to help with this. Wendy Hagenmaier liked the idea of an ice cream social, and the board brainstormed the possibility of hosting a more family-friendly event.

Mentoring

Gabrielle Dudley could not be present, and Wendy Hagenmaier presented on her behalf. She reported 3 active mentoring pairs, and shared that four mentors have been recruited this year. Gabrielle has overhauled the Mentoring web pages, and will be hosting a cover letter and resume review session at the Annual Meeting for anyone to attend. She would like to extend this event to members that are not actively applying for jobs, and encourages board members to consider attending themselves.

RAAC Liaison

Laura Starratt could not attend the meeting so Wendy delivered her report. There were no minutes from the June 5th RAAC meeting available yet, but when they are available, they will be posted here: <https://www2.archivists.org/groups/regional-archival-associations-consortium-raac/meeting-minutes>. Wendy explained that RAAC is part of the advisory board for the Coalition to Advance Learning in Archives, Libraries, and Museums. This coalition supports projects like Nexus LAB, and is comprised of representatives from archives and museums. Its focus is professional and continuing education. Wendy also explained that the timeline for RAAC representative appointment differs from the timeline for other SGA appointments (new RAAC reps start at SAA). Laura has been keeping the work force up to date on changing times, and will be assisting Michael Law, the new RAAC representative, transition into his new role.

OLD BUSINESS

Wendy Hagenmaier reported that there are 65 strategic timetable items from 2016 to 2018. Of these, 15 are complete, 27 are in progress, and 20 have not been started (only 3 of which will happen in 2018, meaning there 17 items to start that are supposed to happen in 2017). Wendy will be in touch about things that need to be revised or added, and will be creating goals to align with the plan, which should function as a living document. Wendy posed the following question: if we're going to revise the plan from 2016 to 2018, should it be further revised to include 2019 and 2020? The board members reached a consensus that we should focus on the present (2016-2018) at this time.

Justine Fletcher spoke on behalf of the Financial Strategy Task Force, comprised of Wendy Hagenmaier, Mat Darby, Meredith Rector, and Kevin Burge (the Assistant Treasurer). They have been working together to propose options for utilizing the organization's money that's been sitting in a money market account (how to use it, how to invest it, etc.). Justine reported that she has not used the money market at all since she's been the Treasurer, and she asked the board members to brainstorm. Wendy shared survey results that show some SGA members want more workshops; others want webinars; some would prefer additional funding for endowing scholarships; and some voted to help smaller repositories across the state. Justine reported that a small amount of taxes might have to be paid from investment of the funds, and stated the organization will need to choose a conservative means for using the funds such as putting together

a free workshop via webinar. To this end, quotes have been provided from different platforms, including BlueJeans, Zoom, etc. BlueJeans may be the best option because of its ability to house many people per session. Justine asked the board if anyone knew how many people across the state of Georgia could potentially belong to SGA, and encouraged members to continue thinking of ways to utilize the money market account. The Task Force will present recommendations to the board at the fall board meeting.

Amanda Pellerin opened a discussion about the relevance of the newsletter and how it is used. She shared the readership numbers from July 1, 2015 to July 18, 2017, and noted that, of the people that use the SGA web site, it appears that only 1% read the newsletter. Amanda provided the following point of consideration: would sharing the newsletter via email affect the number of clicks? She has been researching possible platforms to refurbish the newsletter: Canva (free for non-profit, has the ability to share and save “brand” colors, fonts, etc.), Mail Chimp (free, but it might not be the most appropriate for SGA), Adobe Illustrator (the current platform in use, requires a fee). After Amanda’s presentation and a discussion, the board decided on Canva. Wendy introduced the possibility of using the blog instead of the newsletter as she wonders about the effectiveness of the static PDF format. After additional discussion, the board members were leaning towards the idea of keeping a yearly blog and doing a round-up of posts around the annual meeting to release as a magazine, which would then work well with the options provided by Canva.

NEW BUSINESS

Because of absences and the handling of Old Business took longer than anticipated, the discussion of New Business and voting will be postponed and conducted on the listserv.

ADJOURNMENT

The Board meeting adjourned at 12:16
p.m.

Respectfully submitted on September 1, 2017
Laura Frizzell, Secretary

ADDENDA

- *The following items were approved via e-mail on August 3rd*: April 2017 Minutes, Bylaws, and Code of Conduct