

Society of Georgia Archivists
Board Meeting – Annual Conference
Young Harris, Georgia
1 November 2017

PRESENT

Tiffany Atwater, Kevin Burge, Holly Croft, Gabrielle Dudley, Kevin Fleming, Justine Fletcher, JoyEllen Freeman, Wendy Hagenmaier, James Irby, Michael Law, Mandy Mastrovita, Cathy Miller, Amanda Pellerin, Andy Richardson, Becky Sherman, Angela Stanley, Sarah Tanner, Christina Zamon

CALL TO ORDER

The meeting was called to order at 5:05 p.m.

WELCOME

Wendy Hagenmaier opened the meeting.

OFFICER REPORTS

Treasurer

Justine Fletcher has processed check deposits and PayPal transfers. She has also made specific payments for RAAC, Georgia Archives Month, workshops, Annual Meeting Refunds, and Scholarship recipients. If anyone needs receipts, please inquire with Justine. Additional activities include: corresponding with board members regarding invoices, receivables, refunds, and association management software issues.

Archivist

James Irby shared that he has been working with the SGA Board, the Georgia Archives, and records task force regarding the processing of the SGA Collection in accordance with the Strategic Plan. Additional strategic plan tasks currently in progress include: revising the 2013 Retention Schedule for SGA Archives, revising the “Archivist” entry in the Administrative Handbook, revising the institutional knowledge management portion of the Strategic Plan, developing digital preservation policies to apply to SGA records, reassessing existing SGA digital records, and revising the Wild Apricot digital file structure and naming conventions of the Administration section of the SGA web site.

Administrative Assistant

Cathy Miller attended by phone, and shared that there have been 33 new SGA members since the July board meeting and a \$115 donation to the general scholarship fund. Because of suspicious phishing emails all board members were required to change their passwords. In regard to Subscription Manager duties, Cathy has also been responding to claims from vendors on behalf of institutional subscribers to *Provenance* and renewals for 2018.

President’s Report

Wendy Hagenmaier opened her report by thanking board members for revising their strategic timetable items. She will revise and send out updates prior to the end of the year. She shared that the President’s Award winner has been chosen, and would be presented the following day (November 2, 2017). She was pleased with the lightning talk sessions that were planned for the Annual Meeting. Wendy reported that she has been

collaborating with the Financial Strategy Task Force, working on administrative handbook revisions, and aggregating email contact lists. Upcoming projects include discussing digital records strategy with James Irby and making slight revisions to the by-laws.

PUBLICATION REPORTS

Provenance

Wendy Hagenmaier reported on behalf of Heather Oswald, and shared that there were 3,089 downloads of *Provenance* in quarter 3. The quarter 4 issue will go out this fall, and the call for the next issue will go out in November. The survey for *Provenance* readership will be open throughout the annual meeting. The possibility of an online-only format was discussed, and implications will be further discussed with the Treasurer, SGA Board, and President. Heather recommends a membership vote to assess support. She has been working on strategic initiatives (professional outreach, promotion of member scholarship), and will do a call for new board members in December.

SGA Newsletter

Amanda Pellerin sent out the most recent version of the newsletter today. She shared that the transition to Canva is underway, and she has set up an account, done a beta test, and is now preparing for the release of the annual digital magazine in January. She has also been retooling the administrative handbook and by-laws. She drafted a letter to the editor in the newsletter announcing its end. Amanda can address any additional questions on this front. She will be meeting with Assistant Editor Kelly Zacovic to plan their agenda for the rest of the year.

Website

Wendy Hagenmaier reported on behalf of Josh Hogan. She shared that there have been issues with DNS settings following the switch from Wild Apricot to Amazon servers. These will be resolved after the annual meeting once it is determined which vendor is doing which part of hosting. The latest statistics show that the top 3 pages this quarter are Annual Meeting, Jobs, and Annual Meeting Registration. There have been 12,896 views of the SGA web site. Josh will provide more documentation concerning the web site in the near future, and will be working on a cleanup of Wild Apricot.

COMMITTEE REPORTS

Archives Month Liaison

Mandy Mastrovita shared that postcards will be mailed, and upcoming events have been added to the Georgia Archives Month Facebook page. She also reported that the Governor's Proclamation signing had 12 attendees. She has added Georgia legislators to the email list, included a diversity component in the Spotlight Grant criteria, and has reworded grant guidelines to support the Strategic Timetable for Diversity. Her upcoming projects include recruiting members for next year's Georgia Archives Month.

Education

Holly Croft reported that the *#bdaccess* workshop had 14 attendees, and *Archives 101* had 21. She will consider results from a recently conducted survey when planning for future workshops.

Details regarding the club and payment plan for the DAS webinar have yet to be determined, but are part of the committee's next steps going forward. Holly will also be supporting the GAI Board as an ex-officio member. This will entail passing on notes to the Board and Education Committee.

Membership

Sarah Tanner reported that the previously planned event in Warm Springs, GA was postponed as only three people RSVP'd. An email will be sent to the membership so that the event can be rescheduled at a later date. She is planning on scheduling a Christmastime tour that will likely be around Atlanta in lieu of a tour near the annual meeting site. Sarah has also created Focus Group questions and a form for the annual meeting. Having identified members in each region across the state to help organize casual meetups statewide, Sarah will be working to plan a meetup outside of Atlanta.

Scholarship

Kevin Fleming reported that the Brenda S. Banks, Larry Gulley, and Carroll Hart scholarships have been awarded. He has also emailed HCUs and MLIS programs in the regions with a few responses from faculty. No applicants have been received so far. He shared that two boxes were received from the silent auction. His upcoming project includes revising a scholarship application to make it more streamlined in the hopes that it will encourage applicants.

Nominating

Wendy Hagenmaier reported on behalf of Brittany Parris. She shared that the SGA Fellow has been selected and notified, and will be presented at the reception. Next year's appointments have been made, and Brittany will email the listserv tomorrow morning. The SGA Fellows Lunch was canceled due to low attendance, and a replacement event is being considered. Wendy posed a question to the board: how can membership benefit from the wisdom of a cohort? Brittany will be submitting updates to the newsletter/blog.

Program Committee Chair

Angela Stanley took the helm as Program Committee Chair in July. She reported that since then, the Committee confirmed Keynote (Dr. Anne Gilliland) and Plenary (Morna Gerrard) speakers, sent calls for poster session proposals targeted towards students and early-career professionals, confirmed with speakers and poster presenters, finalized the program, compiled presentations, and collaborated with other Board Members on opportunities for informal information sharing during the Annual Meeting (Focus Group, Lightning Talks, Resume Pop-Up session). Next steps include conducting program evaluation via the Annual Meeting survey, arranging for the keynote speech to be published in *Provenance*, and overseeing travel reimbursements. Angela shared a few future goals, such as starting program planning much earlier in the year and investigating opportunities for joint meetings with allied organizations.

Local Arrangements Committee Chair

Andy Richardson reported that the Local Arrangements Committee has been busy making final arrangements for the Annual Meeting. Thirteen vendors will be in attendance. SGA members booked at least 80% of our room block, so the organization met its commitment. Total registration count is 110 people. Andy and the Committee have also ordered giveaways (notebook, pen, tape measure, and badge ribbons), finalized catering needs, and emailed information about nearby amenities to attendees. A shortfall is expected from the meeting and discussions are underway to

mitigate shortfalls in future years.

Outreach

JoyEllen Freeman shared that an ice cream social was held over Labor Day weekend. On social media, posts have been made regularly on Facebook and blog posts have gone up once a month. JoyEllen is currently planning an annual meeting happy hour with trivia, and she is also considering another social using the leftover money from the Brick Store Pub gift card. She will also be working on an advocacy flowchart, and reported that this project has taken longer than expected. Lastly, she shared that Flat Rock Archives is getting exhibit space in the Dekalb History Center, which could be an opportunity for advertisement/community outreach volunteer opportunity. She will be providing more information to this end.

Mentoring

Gabrielle Dudley reported 7 active mentoring partnerships, and that the committee's strategic plan timetable items are on target and all tasks will be completed by the end of the year. She shared that a cover letter/resume pop-up would be taking place in the morning, and Wendy mentioned that she had heard favorable things about the mentoring program.

RAAC Liaison

Michael Law delivered his first report for as RAAC Liaison. He came into this position 7 weeks ago, and wasn't able to attend SAA, but is getting communication. He updated that there have been no new reports on the regional listserv. Wendy explained that recent bylaw changes now allow for better continuity of operations with RAAC. This includes a vote on page 4 of the Bylaws that elects an Assistant Rep during SGA elections. This role would smooth the RAAC rep transition at SAA beginning with the 2018 SGA election.

OLD BUSINESS

- On behalf of the Financial Strategy Task Force, Justine Fletcher recapped recent Task Force steps, and noted that \$1k has been allotted for Zoom in January 2018. She also advised not to feel compelled to raise money for scholarships as applications are low and the money is accruing. The Education budget and AV costs were reviewed; JoyEllen Freeman will request more money for the outreach budget next year; Amanda Pellerin will adjust the web site cost for the new newsletter format. The Task Force continues to consider the best options for utilizing the \$80k in reserve. The Board reviewed the Task Force's proposal that would require new responsibility of the treasurer. Wendy Hagenmaier mentioned that going to the bank and reviewing the account might become part of the annual meeting. A vote proposing the investment of \$40k of the \$80k was motioned, Andy Richardson seconded, and the motion passed.
- Amanda Pellerin's update and presentation regarding the newsletter were both tabled. Amanda and Kelly will update the Board and membership via email.

NEW BUSINESS

Wendy Hagenmaier reviewed the business meeting plan, and invited everyone to speak with quick updates. Sarah Tanner reviewed the Focus Group Plan, including the agenda for the following day. She is also looking for note takers for small group sessions with Google Form, and wants everyone to answer the first few questions but emphasized that completion of the entire form is not required. Justine Fletcher's discussion about finding a new representative to check the SGA P.O. Box and Andy Richardson's piece about the SGA logo were both tabled. Wendy Hagenmaier reminded the board that Administrative Handbook revisions are due by November 30th. Andy Richardson gave her update on the 2018 Annual Meeting, and reported that she has reviewed the process for selecting the site of next year's meeting. Based on data from last year's Annual Meeting survey, the decision was between the Sea Palms Resort in St. Simons or the Marriott in Macon, and it was noted that the Marriott would cost an addition \$2k but would be less for members. Gabrielle Dudley acknowledged concern about distance and cost of travel; Michael Law mentioned that as 2012 Education Chair a lot of out-of-state interest in the DAS course was generated the last time the annual meeting was held at St. Simons; Christina Zamon mentioned the New England Archivists used Google spreadsheet for organizing and ride sharing. Gabrielle Dudley posed an additional concern about traveling to the coast with potential inclement weather, and Andy Richardson assured that SGA would fund 100% in the event of a hurricane. Angela Stanley asked to look at 2019 dates for the conference. Wendy Hagenmaier motioned to hold the 2018 Annual Meeting at St. Simons at the Sea from November 6th-9th, and to move forward with research on dates for holding the conference in Macon in 2019. The motion was approved.

ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Respectfully submitted on 12/23/17.

Laura Frizzell, Secretary