

Society of Georgia Archivists
Board of Directors Meeting
Morrow, Georgia
20 April 2018

PRESENT

Kevin Burge, Holly Croft, Wendy Hagenmaier, James Irby, Jeremy Katz, Alex McGee, Kathryn Michaelis, Shanee' Murrain, Brittany Newberry, Andy Richardson, Becky Sherman, Angela Stanley, Jill Sweetapple, Kelly Zacovic, Christina Zamon

CALL TO ORDER

The meeting was called to order at 10:03 a.m.

WELCOME

Sarah Tanner opened the meeting.

OFFICER REPORTS

Treasurer

Kevin Burge reported that the profit loss and balance sheet is available. He explained that a larger loss is visible because of *Provenance*, the P.O. BOX, and Wild Apricot. He is currently working on filing SGA's taxes and will have those done by May. Kevin doesn't have access to the P.O. BOX because he lives in Middle Georgia, and, as such, the profit loss and balance sheet doesn't reflect the full profit because he hasn't been able to visit SunTrust to deposit checks for individual renewals, EBSCO, etc. He has paid out for the annual, and mentioned the increasingly problematic issue of spam/scan emails as he mistakenly paid a scam account purportedly coming from Sarah Tanner. There have been more reports of scam emails appearing to come from members' private emails. On the whole, Kevin concluded that SGA is still doing well financially.

Archivist

James Irby reported on his ongoing tasks of devising a SGA digital records plan, revising the retention schedule for the SGA Archives, and revising the SGA Administrative Handbook to reflect new policies for digital records processing. James is also looking at existing digital and paper records to figure out how to apply the digital records plan, and is open to suggestions from the board.

Administrative Assistant

Alex McGee shared the latest numbers since the previous meeting in January: 277 active members, 7 new members (1 contributing member, 4 individual members, 2 student members). She has been responding to members' issues and questions. She issued a quarterly reminder to contact her with problems regarding the listserv, and shared that if board members are going to be using their SOGA emails she had the login information for those accounts.

President

Sarah Tanner shared that a vote was passed after the last meeting allowing requested changes for the Program Committee. She has held a meeting with the Outreach and Georgia Archives Month

committees to discuss how SGA plays into outreach and advocacy. This is an ongoing conversation that will hopefully lead to new policies and strategies, which will be helpful when advocating for Georgia archives (as seen in 2012 when the Georgia State Archives was almost shut down). Sarah has scheduled board meetings for the rest of the year, and has also been working with Kevin Burge to request funds from the SGA Treasurer. She shared that issues with the blog have now been resolved, and she hopes the blog will be regularly updated. She held a President's meeting with Wendy Hagenmaier and Shanee' Murrain to discuss ongoing issues. In conclusion, Sarah will be reviewing the strategic plan to make sure goals are accomplished, and plans to discuss the prospect of *Provenance* as an online-only journal at the next meeting. As reported by Kevin Burge, there is still money in the money market, and Sarah would like to figure out the best way to use those funds.

Provenance

Sarah Tanner reported on behalf of Heather Oswald, who could not attend. In quarter one, there were 2,791 downloads resulting in a number of 62,253 total downloads. The most accessed article continues to be "The Journal of Jean Lafitte: Its History and Controversy" by Robert L. Schaadt, volume 16, 1 (1998). The call for proposals for the 2018 journals have closed with 8 submissions, which is more than usual and shows interest and engagement from the community. Susan Hoffiss has officially resigned from the board as of early April, and Amanda Pellerin has now become a member of the *Provenance* committee. A three year term will now be enforced for committee members. Heather is continuing work on preparing for the move toward a digital-only publication.

Communications (SGA Newsletter)

Kelly Zacovic shared that there have been blog issues. These included not having permission to publish on the platform, and the blog wasn't showing up on the web site. These issues have since been resolved. A submission call went out in the early spring, and now Kelly will be working to incorporate submissions on the blog. She still has to resolve permissions for posting on the SGA Facebook page. Wendy Hagenmaier thinks she has permission to access the Facebook page, and can help in this regard.

Website

Sarah Tanner reported on behalf of Webmaster Shakia Guest. In March, the contact info for newly appointed officers was updated. If anything needs to be changed, please contact Shakia. Assistant Web Editor Paige Adair and Shakia met to discuss the transfer of duties that will occur at the end of Shakia's term in 2019. In April, Shakia worked with Emory University and the Wild Apricot help desk to resolve the issue that was preventing users from seeing job postings on the SGA web site. As part of her ongoing projects, she will be working to update the Officers page to make it more aesthetically pleasing. She reported that 25 users have admin rights, and would like to know if any of those rights should be removed.

COMMITTEE REPORTS

Georgia Archives Month Liaison

Becky Sherman reported that the Georgia Archives Month Committee has had two meetings about what they want to accomplish this year. She posed a question to the board: what should be done for promotional material? In the past, the committee has used postcards as save-the-dates, but they're not planning to anymore. The committee is working to beef up online initiatives. There will still be a poster, but it will be revamped for a broader audience that includes people outside of the archives field, and talks about what archives are and what Georgia Archives Month is. A call has been issued for poster images, and the committee would like to hire a graphic designer to put the poster

together. Becky shared that spotlight grant guidelines have been discussed, including the committee's objective for the grant. As per previous conversations, it seems that the language used in grants is too specific and might be preventing potential applicants from applying. As such, the committee is broadening the language to be more inclusive and include the coverage of food and drink for events, an honorarium, publishing initiatives, etc. Funding allocation is also being altered so that one grant can be for \$500 instead of 2 for \$250. The committee has sent out their first batch of letters to appeal to potential sponsors, and has received the first: the Delta Flight Museum. The theme for Georgia Archives Month has also been decided: documenting diversity in Georgia archives.

Education

Holly Croft reported that the first workshop is scheduled for August 9th at the Georgia Archives. It hasn't been advertised yet because the details are still being determined. Amanda Pellerin has agreed to do a workshop about outreach at the fall workshop. The Georgia Archives Institute (GAI) will have a board meeting on May 9th, and Holly will coordinate with Shanee' Murrain for the GAI reception. Holly also reported that SAA no longer offers a group rate for DAS workshops, but they will offer a 10% discount to SGA if they organization can pay for 10 or more individuals a month in advance. Holly and the board vocalized concern about having 10 commitment that far in advance and cutting off the workshop application a month out especially since people wouldn't be able to get their money back once they've paid. It seems that the potential loss isn't worth the marginal gain. Andy Richardson asked about the DAS workshop, but one hasn't been planned because of low interest and high cost. Christina Zamon mentioned that Georgia State has the ability to host this kind of workshop.

Membership

Shanee' Murrain shared that the Membership Committee has had two mixers - one at the High Museum and one with the Atlanta chapter of SLA at the Bremen Museum. Both events were successful with 27 attendees and a split cost with SLA. The committee will be partnering with Outreach to arrange more casual meet-ups. Brittany Newberry and Tiffany Atwater will have more to report later. Shanee' encourage committee members to pursue other joint partnerships. She concluded by saying a Milledgeville event is in the works, and reported that there have been 20 new members since the beginning of the year.

Scholarship

Sarah Tanner reported on behalf of Muriel Jackson. She shared that the Carroll Hart Scholarship got 4 applications, and was ultimately awarded to Lisa Flanigan, who works at Holy Innocence. Spring and summer workshops will be announced, and then the Scholarship Committee will send out an announcement about the Brenda S. Banks Scholarship. To encourage applications, the committee would like to alter language in scholarship announcements that might be prohibitive.

Nominating

Wendy Hagenmaier shared the she, Megan Kerkhoff (City of Savannah Municipal Archives), and Kevin Fleming read the Fellows page on the SGA website, found that it was out of date, and are now working to update it. They also published a call for Fellows nominations to current Fellows cohort, SGA membership, and neighboring regional organizations. There are no nominations yet, but Wendy has heard there is one in the works. Wendy said that she would be happy to help with nominations and brainstorming to achieve strategic plan goals. She is hoping that the committee will develop action items through collaboration because of overlapping goals across the board. She

would like increase interactions between SGA members and fellows for example, and is submitting a proposal to have a panel at the fall meeting with questions submitting by the membership to explore the culture of leadership, which might be an opportunity to try out interactions with remote members. Megan has leadership stories from previous SGA leaders, and survey is going around allowing others to write blurbs about the own leadership experiences.

Program Chair, Annual Meeting

Angela Stanley issued thanks from the committee to the board for voting in Geoffrey Hetherington as the new Assistant Program Chair. She reported that Laura Starratt has agreed to stay on the committee. The committee received 28 different proposals for the fall meeting, and met yesterday (April 19, 2018) to take a preliminary look at those proposals. They are not yet talking about what the program will look like, but they want to have a draft done by the end of May 2018. The keynote speaker has already been decided upon: Ricky Punzalan from the University of Maryland. The 2018 annual meeting theme will be: *Practical Pathways: Applied Tools and Creative Approaches*. Angela has met with the Nominating Committee to incorporate SGA fellows into the meeting in a more deliberate way. She shared that, even ahead of schedule, they have received a strong slate of proposals.

Local Arrangements Chair, Annual Meeting

Andy Richardson shared that dates are set for the annual meeting at the Graduate in Athens in 2018, and the 2019 meeting at St. Simons Island. This year, the reception will be at the Foundry, which is part of the Graduate. She has scheduled a site visit, but it got cancelled yesterday morning and will be rescheduled. Andy let the board know that the hotel has reserved two of the king suites for the speakers, who will be reimbursed. Two Hoyt House suites have also been reserved for fellowship scholarship awardees. Complimentary Wi-Fi will be included in hotel and meeting rooms along with access to the Foundry. The venue also has one big room where registration and vendors will be located. For the Treasurer: 50% of the balance is needed prior to the meeting. Most of the charge will pertain to food and beverages, and catering choices will be selected shortly once Andy has coordinated with the Education and Outreach committees to figure out their food needs. A free happy hour will also be included for one hour with no charge. Andy reported that September 23rd is the last day to reserve a room, and the opening of hotel registration has been postponed until the meeting registration has been opened, which will happen on June 4th. Web sites have been updated to reflect event information, and vendor letters will go out at the end of the month. Other activities for the committee include: getting information about other things to do in Athens near the venue, getting possible local archives tours together, press announcements, email blasts, site visit, dispersing vendor letters, and purchase giveaways (the ideal choice right now: a bone folder engraved with the SGA logo, which Hollinger might be able to assist with). The committee wants to get the logos from the event much earlier to incentivize vendors, and prepare the bone folders if that's to be the finalized giveaway.

Outreach

Brittany Newberry reported that the Outreach Committee partnered with the Membership Committee for the March visit to the High Museum. Other activities include: reviewing a list of allied organization to begin planning the best ways to interact with them, crafting a template for general advocacy issues and statements. Brittany attended the SGA Fellows meeting to determine the best way to support them and merge with members. She reported there will be two collaborate events for May: a happy hour at Lit Atlanta and something casual on June 18th that's not in Atlanta. Initial conversations are also taking place to plan a family friendly happy hour/meet up for September

(possibly at the Decatur Book Festival). The committee is using social media to engage with the SGA membership in a bid to identify advocacy issues, and on-ground volunteers are arranging meetups in other major cities across Georgia that aren't Atlanta. A happy hour is being planned for the annual meeting, and the committee is considering different ways to partner with Georgia Archives Month.

Mentoring

Jeremy Katz reported 7 active pairs. One pair has been this year; the mentor is Luciana Spracher who started the program, who is helping someone just relocated to Savannah. There has been an expressed interest from another mentee, and Dr. Tamara Livingston wants to be a mentor. Jeremy has sent out quarterly check-ins to pairs, and everyone is in good standing. He has also drafted an email to be sent to the listserv and newsletter to increase visibility across the program. He hopes this will bring in new mentees and mentors.

RAAC Liaison

Sarah Tanner reported on behalf of Michael Law. The RAAC Education Committee has completed their survey of member organizations, and is in the process of completing a report on those results. RAAC will have their meeting at SAA in August, and he will report afterward.

OLD BUSINESS

- The January 2018 board meeting minutes were approved.
- 2018 budget vote: passed

NEW BUSINESS

Sarah Tanner shared that there is currently no Assistant Treasurer, and there is a need for one. Sarah has looked at the bylaws with Wendy Hagenmaier, and they have seen that they can hold a special election for the position. It would be a shorter term than usual, but the position is very needed. Anyone can run, but the board will vote, not the membership. A call will go out in May, and the board will vote a month later.

Sarah also stated that if anyone has requests to make in regard to budget, there is no need to consult her. For other requests, she should be involved. In light of the recent scams, new ways for the Treasurer to verify budgetary requests will have to be put in place. The Assistant Treasurer will be able to help with the verification process as well.

The SGA blog is now up and running, and Sarah wants board members and committee chairs to share reports as a way of promoting transparency. She would like to have some updates by the end of June, and encourages everyone to reach out to Kelly Zacovic via her SGA email, not her personal one because the City of Savannah (where Kelly works) is blocking emails due to a malware attack. Sarah encouraged other content for the blog as well, such as things that individuals in local archives are doing.

SGA desires to create a new SGA logo that is easier to print and place on items. Sarah has reached out to Sarah Quigley to work out the newsletter re-design. To this end, there are two options: hire

someone or a firm or issue a call to the membership to submit designs. She's leaning towards a firm.

Meeting adjourned at 11:28 a.m.

Respectfully submitted, 5/31/18
Laura Frizzell, Secretary