

Society of Georgia Archivists
Board of Directors Meeting
Morrow, Georgia
26 January 2018

PRESENT

Tiffany Atwater, Kevin Burge, Holly Croft, Kevin Fleming, Justine Fletcher, Wendy Hagenmaier, James Irby, Muriel Jackson, Jeremy Katz, Michael Law, Mandy Mastrovita, Alex McGee, Catherine Michaelis, Shanee Murrain, Brittany Newberry, Andy Richardson, Becky Sherman, Angela Stanley, Jill Sweetapple, Sarah Tanner, Brandon Watson, Kelly Zacovic, Christina Zamon

CALL TO ORDER

The meeting was called to order at 10:02 a.m.

WELCOME

Sarah Tanner opened the meeting.

OFFICER REPORTS

Treasurer

Justine Fletcher reported remotely as outgoing Treasurer. She shared that the management report for 2017 is now available on the SGA web site. She reported an \$81 profit loss, but also pointed out that the organization will be receiving additional money soon. Total assets: roughly \$108,055.77. Incoming Treasurer Kevin Burge introduced himself, and will now be assuming this role going forward.

Archivist

James Irby has been participating in calls and meetings with members of the SGA Board and Georgia Archives staff in regard to processing the SGA Collection in accordance with the institutional knowledge management components of the Strategic Plan. Preliminary plans have been drafted for storing SGA digital records in Google Drive accounts for board members. Ongoing tasks include: revising the administrative handbook, revising the retention schedule for the SGA Archives to make it more functional (including financial records), and working on digital records preservation. He shared that he has received records from the Nominating Committee Chair.

Administrative Assistant

Incoming Administrative Assistant Alex McGee reported 286 active members, and 11 new members as of last quarter. With the outgoing Administrative Assistant Cathy Miller, Alex has submitted the budget for 2018, including allotments for the SGA P.O. Box rental and subscription manager supplies. She shared housekeeping notes from Cathy, which include deleting unused SOGA.org email accounts. She has merged all duplicate member profiles in Wild Apricot, and reported 39 renewals for institutional subscriptions for *Provenance* going

into 2018.

President

Incoming SGA President Sarah Tanner shared her overall goal for 2018: to partner with board members to implement Strategic Plan Timetable items. Some of her activities so far include: reviewing annual meeting feedback, identifying action items from this feedback to ensure future meetings are useful, creating a new list of 2018 committee members for committee chairs, setting up an appointment with SunTrust branch to add names to SGA accounts, holding the first quarter Presidents Meeting with Vice President Shanee' Murrain and outgoing President Wendy Hagenmaier, and compiling results from the annual meeting focus group. Going forward, Sarah will work to ensure updates of the SGA Administrative Handbook and bylaws, and will be collaborating with Outreach, the Communications Director, and Membership to continue advocacy initiatives.

PUBLICATION REPORTS

Provenance

Sarah Tanner reported on behalf of Heather Oswald, who will be continuing her role as *Provenance* Editor remotely. In quarter 4, *Provenance* was downloaded 2,484 times, resulting in 60,386 total downloads. The most accessed article was "The Journal of Jean Laffite: Its History and Controversy" by Robert L. Schaadt from Volume 16, No. 1 (1998). The most recent issue was sent to the printer on January 15th, and a call for proposals for the 2018 issue went out this month with an April 6th due date. Five individuals have expressed interest in volunteering with *Provenance*. The main priority in 2018 is increasing quality submissions and engaging SGA members. Discussions regarding an online-only format will be ongoing throughout the year. Correction: in the previous board report, it was written that 3 board members would be rotating off at the end of 2017, but these terms have been reset for the end of 2018.

SGA Newsletter

Incoming SGA Newsletter Editor Kelly Zacovic reported a large overhaul of the newsletter. Going forward, there will be no quarterly newsletter, but rather a yearly magazine with blog posts. The newsletter will be moving away from Acrobat in favor of using Canva, which will entail a learning curve. Kelly has issued a call for submissions, and updates will be out by the end of the month.

Website

Sarah Tanner reported on behalf of incoming Website Manager Shakia Guest. So far, Shakia has updated the Officers and Committees pages of the SGA site to reflect newly appointed members. She has also given them admin access to Wild Apricot.

COMMITTEE REPORTS

Georgia Archives Month Liaison

Incoming Georgia Archives Month Liaison Becky Sherman has been transitioning into her new role. She has been bringing Jill Sweetapple, the new co-chair, up to speed on GAM, and working to get email issues worked out, including switching to a new Google account with a soga.org email address. She has also moved files from the old Google Drive to a new account, and emailed committee members about scheduling their first meeting.

Education

Holly Croft reported that the first Education Committee meeting of the year will be on February 5th. They will be discussing ideas for the upcoming year using last year's survey as a guide. She pointed out a new budget request: AV for the annual meeting.

Membership

Incoming Membership Committee Chair Shaneé' Murrain has been working with outgoing Chair Sarah Tanner to transfer relevant files. She reported that the committee is down one member due to work responsibilities. The committee's focus for the year will be identifying members from each region who can pull together to organize casual outreach events in major cities across the state.

Scholarship

Incoming Scholarship Committee Chair Muriel Jackson reported there are 11 members on the committee. So far in her new role, she has reviewed documentation, spoken with outgoing Chair Kevin Fleming, and reviewed timetable items from the Strategic Plan. Shortly, she will be posting an announcement encouraging members to apply for the Carroll Hart Scholarship.

Nominating

Incoming Nominating Committee Chair Wendy Hagenmaier shared as the first order of business that one committee member will be moving soon and a new person will be stepping in. This change will be put to a vote. Wendy will be working closely with the Membership Committee Chair to host more informal discussions about leadership in SGA while reviewing current procedures for SGA fellows in a bid to increase the interaction between fellows and the SGA board/membership. She has spoken with outgoing Chair Brittany Parris, and all documentation has been transferred.

Program Committee Chair

Angela Stanley reported that the committee has met twice this year, and hopes to issue their call for proposals in February, bumping up the timeline in comparison to previous years. They are currently working on finding a keynote speaker for the annual meeting, and Angela has consulted Laura Starratt, a previous Program Committee Chair, for guidance. The committee is also looking at different theme possibilities, including those that pertain to digital preservation, outreach, and advocacy. The budget request is the same as it has been in previous years, but now includes a line item for poster printing to incentivize

poster presentations so that students and small institutions can avoid the high cost.

Local Arrangements Chair

Andy Richardson shared that the committee is having to find a new venue for the annual conference because the previously agreed upon hotel on St. Simons will be under renovation. She has been reaching out to hotels and conference centers both on St. Simons and other locations around Georgia. She shared that the Graduate in Athens is a new possibility if the dates of the annual conference are altered. She distributed a financial report examining the money lost during last year's annual conference, and the board brainstormed various ways to generate more income and avoid profit loss, one of which might include rethinking catering. The board discussed different venues and dates, weighed costs, dates, locations, etc. An informal vote was conducted, and it appears that the Graduate in Athens is the favored location.

Outreach

Incoming Outreach Committee Chair Tiffany Atwater reported her recent activities include making regular social media posts on behalf of SGA. The last blog post pertained to Georgia Archives Month in October. She has also assessed activities with outgoing Outreach Committee Chair JoyEllen Freeman, and that will influence activities going forward. Additionally, she has been helping Brittany Newberry transition to her new role as co-Chair. Tiffany mentioned there is still an opportunity left for a happy hour at Brick Store Pub because of leftover money on a gift card. She wants to develop events with untapped archives, local historic societies, etc., and hopes these events will introduce SGA and archives in general to people outside of the field.

Mentoring

Incoming Mentoring Committee Chair Jeremy Katz is now taking over for outgoing Chair Gabrielle Dudley. He praised the work she accomplished during her term by mentioning that she went from having 2 mentoring pairs to having 7. He encouraged board members to volunteer as mentors, and shared that he has been reaching out to different archival programs to see if anyone wants to be a mentee. He will be updating information on the web site, and reaching out to current mentor/mentee pairs to make sure everyone is on the right track.

RAAC Liaison

Michael Law shared that the RAAC Education Committee is developing a survey regarding workshops from or partnered with SAA. He also reported that he has inherited a Gmail account, and, as he wasn't able to attend the SAA conference last year, he will be in a holding pattern until this year's conference in August.

OLD BUSINESS

- Kevin Burge delivered a status report on behalf of the Financial Strategy Taskforce. He reiterated that an overarching goal during 2017 and going into 2018 is to figure

out how to spend down and reinvest SGA's financial surplus. The Financial Strategy Taskforce will be reviewing different uses for the money that can better serve the membership, and is currently considering investing 40 or 50k in a mutual fund.

- Sarah Tanner reviewed the 2018 Strategic Plan Timetable actions. She stated that the overall objective is for SGA board and committee members to work together to accomplish their goals. As President, Sarah seeks to help others achieve their goals through collaboration. She is hoping that the Zoom subscription will facilitate communication to this end.
- Sarah Tanner also provided a status report about Administration Handbook updates. She relayed that updates have been made, but are still ongoing. The biggest change in 2017 concerned the Newsletter transitioning to its new blog/magazine format. Going forward, members' updates and activities can now be submitted as blog posts in a more informal way.
- Time had been allotted during the Old Business portion of the meeting for Andy Richardson to discuss the annual conference location update, but this topic had already been addressed during Andy's report as Local Arrangements Chair.

NEW BUSINESS

- Sarah Tanner sent out a link to SGA leadership to gather current contact info, which will be used to update the SGA web site.
- A vote was conducted to approve the meeting minutes from the November 2017 board meeting. The minutes were approved.
- A vote was conducted to approve committee and board members as listed in corresponding reports for Education, Membership, Scholarship, Program, Local Arrangements, and the *Provenance* Editorial Board. These were approved.
- A vote was conducted to approve Administrative Handbook revisions. This was approved, and there will be more votes conducted in the near future.
- A vote was conducted to ratify bylaw revisions from 2017. It was reported that the membership had issued a majority yes vote.
- A vote was conducted to approve incoming Nominating Committee members. This was approved.
- Kevin Burge gave a summary of the End of Year report for 2017 and an overview of the proposed budget for 2018.
- Tiffany Atwater agreed to be the designated volunteer to check the SGA P.O. Box, which is located in Decatur.
- Christina Zamon discussed dates for the 2019 SGA conference. She shared that there was a tentative hold on the Marriott Hotel in Macon during November 13th-16th, 2019. She also mentioned the possibility of making the 2020-2021 conference a tri-state meeting, meaning the conference could be hosted in downtown Atlanta, which is usually too expensive.
- Sarah Tanner and James Irby provided a SGA Archives update. They shared that the electronic records process has been revamped. Board members and committee chairs will now transfer electronic records to James via Google Drive. The Georgia Archives will then ingest electronic records using Preservica.

- Sarah Tanner gave an update on the Zoom subscription. She shared that five seats can be used however the board sees fit. On behalf of the Education Committee, Chair Holly Croft will have a login, and the other 4 logins have yet to be determined. There could be one for several different committees or logins could be divided individually. Different possibilities for the platform were discussed, including conference calls.
- Sarah Tanner gave a *Provenance* update on behalf of Heather Oswald. An online-only format was discussed. According to survey results provided by Heather, it appears this format would cut down on cost and enhance accessibility. *Provenance* will continue to have a print issue this year, but a more detailed report discussing other options will be delivered in April.
- Becky Sherman delivered an update on behalf of the Georgia Archives Month Committee. She has been talking with outgoing Chair Mandy Mastrovita about the direction of the committee. She would like to reevaluate current practice to determine what is effective, and will be seeking feedback from the board. She posed the possibility of a Georgia Archives Month event, and mentioned they have a budget surplus because of digital projects and she hopes to determine a useful way to use the money (especially before reaching out to sponsors). The board offered various suggestions, including a possible collaboration with Outreach.
- The 2018 budget will be voted on via email.

ADJOURNMENT

The meeting adjourned at 12:02 p.m.

Respectfully submitted on 3/1/18.

Laura Frizzell, Secretary

ADDENDA

- *The following motion passed via email on February 20th: Geoffrey Hetherington as Assistant Chair for the Program Committee*