

Society of Georgia Archivists
Board of Directors Meeting
Morrow, Georgia
27 July 2018

PRESENT

Kevin Burge, Wendy Hagenmaier, James Irby, Muriel Jackson, Jeremy Katz, Michael Law, Tiffany Atwater Lee, Alex McGee, Shanee' Murrain, Heather Oswald, Andy Richardson, Becky Sherman, Angela Stanley, Jill Sweetapple, Sarah Tanner, Kelly Zacovic, Christina Zamon

CALL TO ORDER

The meeting was called to order at 10:04 a.m.

WELCOME

Sarah Tanner opened the meeting.

OFFICER REPORTS

Treasurer

Kevin Burge reported an uneventful quarter. He shared that he had SGA's taxes filed in May, and asked for assistance fixing numbers on the profit and loss sheet after noting difficulty using Quickbooks. He explained that the profit and loss information is correct, but is showing an incorrect total with roughly \$7k difference for the SunTrust account. Kevin is beginning to see a lot of annual meeting registration, and reported the same amount of cash flow as last year. He hasn't noticed very many donations, but says SGA's finances are still in good shape.

Archivist

James Irby has continued working towards a records plan in accordance with SGA's Strategic Plan, and shared there are still some details to be nailed down. He has updated the records series, and is working to continue revisions of the retention schedule and SGA Administrative Handbook to reflect new policies for digital records processing. Going forward, he is hoping to develop and test more concrete workflows in regard to digital preservation.

Administrative Assistant

Alex McGee shared that there are 10 new members as of last quarter (1 patron, 9 individual), resulting in 275 active members. There are no new donation to report. As general housekeeping, Alex has responded to member issues/questions, issued a quarterly reminder to SGA members to contact her with issues regarding the listserv, sent a new members report for April, May, and June to the Membership Committee Chair, and added new members to the SGA email listserv.

President

Sarah Tanner reported that she has submitted a nomination for SGA Fellow, and has issued a call for the President's Award nominees (due September 1st). She has also uploaded an updated version of the Administrative Handbook to the SGA President Google Drive. She has been working with James Irby on managing SGA's digital records, and has been discussing an update of the RAAC liaison role with Wendy Hagenmaier and Shanee' Murrain. Going forward, she will be sharing Strategic Plan updates with SGA membership, and will be asking the SGA board to also review the Plan to figure out what should be accomplished in the coming year.

Provenance

Heather Oswald reported remotely that there were 3,131 downloads of *Provenance* during quarter 2, resulting in a number of 66,330 total downloads. In preparation of a potential digital-only launch of *Provenance*, the board has been divided into two sub-groups: the Peer Reviewer/Editorial Committee and the Digital Transition Committee. The Peer Review/Editorial Committee will work to expand the number of peer reviewers, and the Digital Transition Committee will work through the tech aspects of the digital-only format while looking at potential platforms. The work of this committee will result in a report for the board to review and then present to the SGA membership at the annual meeting. Heather is hoping *Provenance* can have a presence at SAA to promote the journal nationally and will meet with Sarah Tanner and Shanee' Murrain to this end.

Communications (SGA Newsletter)

Kelly Zacovic shared that there have been six blog posts since the previously reported permissions issues were resolved, and each post has had more readership than the last. Kelly is still working through issues with social media, specifically in regard to promoting blog posts on the SGA Facebook page.

Website

Sarah Tanner reported on behalf of Webmaster Shakia Guest. She shared that several new job postings were added to the Job Postings page and noted that the Georgia Archives Month page received extensive edits to its content on June 26th and in mid-May. Spam emails continue to be an ongoing issue, including one in particular talking about the renewal of the Wild Apricot account. In addition to editing site pages, Shakia has also had a call with Josh Hogan and Sarah Tanner to resolve lingering domain issues. Going forward, Shakia will work to reorganize the Officers page to make it more aesthetically pleasing.

COMMITTEE REPORTS

Georgia Archives Month Liaison

Becky Sherman shared that Georgia State was selected as this year's Spotlight Grant winner, and will be promoted once they've received confirmation of the university's acceptance. A graphic designer was hired, and the Georgia Archives Month poster is 99% done. The committee is waiting for sponsors to send their donations, and paperwork has been filed to schedule to promote a photo-op with Governor Deal.

Education

Sarah Tanner reported on behalf of Holly Croft, and shared that the first workshop ("Fundamentals of Archival Preservation" with Christine Wiseman and Tina Seetoo) has been scheduled for August 9th at the Georgia Archives. Two additional pre-conference workshops ("Getting Started with Web Archives" and "Get Out of Your (Archival) Box") will be held on October 24th at the Graduate Hotel in Athens, Georgia. The committee is holding five names for Georgia HOMEplace scholarships, and volunteers have been scheduled for the Georgia Archives Institute (GAI) reception at AUC. Upcoming activities will include preparing for the upcoming workshops, attending the GAI board meeting on August 7th, and working with Sofia Slutskaia, Georgia ACRL representative, to promote the ACLR webinar ("Special Collections and Archives: Partners in Information Literacy").

Membership

Shanee' Murrain has been busy welcoming new members providing opportunities for colleagues to connect. On July 26th, she held a Code4Lib mixer, and will be coordinating with the Outreach and Advocacy committees to reach members throughout the state. She is also working on a sponsor

opportunity with Crawford to partner with ARMA, and is considering doing a post-annual conference tour of the DLG sponsored by Sheila McCalister. Upcoming activities include: hosting an SAA happy hour at Atomic Billiards on August 17th (possibly a joint networking event with the Society of Florida Archivists), planning a tour of the Old Governor's Mansion Tour in Milledgeville, and having an official SGA office hour at SAA in the exhibitors' hall.

Scholarship

Muriel Jackson reported that a scholarship was awarded to Brittany Newberry. There were two great applicants, but reviewers felt they needed more criteria. There was no applicants for the Brenda Banks Scholarship, and Muriel wonders if the SGA membership requirements deterred people from applying. Going forward, she would like to update the donation form to include some branding, and plans to remove legacy items from the web site that shouldn't be there anymore. She will also work to promote scholarships during presentations this fall when promoting SGA and include information in new member packets, and she wants to do heavier promotion for scholarships for the annual meeting. An ongoing task will be determining better wording for the scholarships that would invite more applicants, and Muriel wants to meet with Sarah to get descriptions reworded before the end of the year.

Nominating

Kevin Fleming, Wendy Hagenmaier, and Megan Kerkhoff have been working on activities to boost outreach, get a more diverse recruitment of new leadership for SGA, and promote interactions between SGA Fellows and the membership. Two nominations for SGA Fellows have been submitted to the SGA Fellow cohort for their thoughts, and will be sent via email to voting members of the board. The committee sent an email concerning open positions for next year and the need for nomination for positions. The committee will also partner with outreach to speak to two Clayton State classes, a Valdosta class, and Courtney Chartier's class at Georgia State. A handout has been created for GAI to advertise SGA leadership opportunities. The committee is hoping to engage specific people around Georgia to encourage new additions to the board. To help with this, discussions have begun with Kevin Fleming to create a page that explains in more detail what each committee does. Planning a SGA Fellow session for the annual meeting has proven difficult because of scheduling conflict, but the committee is working with Angela Stanley to broaden the scope to include library/archives leaders rather than restrict the panel to SGA leaders.

Program Chair, Annual Meeting

Angela Stanley reported a bit of a lull this quarter stemming from the committee's aggressive approach to the earlier part of the year, which enabled committee members to get the theme and call for proposals done early. Now, the committee is working to finalize the printed program. Angela is hopeful the committee will be able to collaborate with Local Arrangements to work on the final production of the printed program, modeled on the PLA program, which includes an at-a-glance schedule, a President's welcome, local information, and other organization information. She contacted PLA to learn more about the vendor, but at \$500 they were too expensive. The committee members volunteered to contact different vendors to see if there was a cheaper way to do it with a more limited run. This will cost more, and the committee is considering trying to apply the leftover funds in its printing budget to the additional cost. Sarah Tanner, Andy Richardson, and Angela Stanley will meet with Kevin Burge to discuss the best way to cover the cost if feasible. Ideally, a final product will be ready for the printer mid-September. Angela will coordinate with Andy about the vendor logo deadline.

Local Arrangements Chair, Annual Meeting

Andy Richardson visited the site of the upcoming annual meeting, and reported that it was really nice. There will be a two-level setup; the Foundry and terrace will be used for the reception, and a rain plan is in place. Seven vendor sponsorships have garnered \$1,750, and a balance of \$1,050 is still due, which is on par with last year. Andy will send around another round of vendor letters now that a new fiscal year has begun, and this should help accomplish the vendor goal. Conference registration is open now, and there have been 17 registrations so far. The hotel has 12 reservations. Catering will be finalized by the end of the month. They inquired about the status of the logo and learned that it won't be ready for the annual meeting. Sarah Tanner and Andy will meet about getting a logo in place for the giveaways. After the logo has been finalized, the committee will choose giveaways. A bone folder, as previously discussed, will be too expensive so the committee is looking into other options. Going forward, Andy will be coordinating with the Program and Education committees to finalize the program. There will be a meeting on October 24th to put registration packets together, the content of the program will be discussed, and it will be determined if folders are needed. Andy shared that Sea Palms is cancelling again as the venue for the 2019 meeting, and Christina Zamon elaborated later during the New Business segment.

Outreach

Tiffany Atwater Lee has continued her work drafting a template for general advocacy issues and policy and procedures for the creation and dissemination of calls to action and statements of support. She also hosted a members meetup with membership at Lit Atlanta at Monday Night Garage. At present, she is planning a happy hour and trivia for the annual meeting, a family friendly meet-up at Jeni's Ice Cream during Decatur Book Festival. Going forward, she will continue identifying advocacy issues, collaborate with Georgia Archives Month, and looking to get people outside of Metro Atlanta involved with SGA. To this end, the Outreach committee is working with Wendy to go to different graduate classes to promote SGA. Angela Stanley suggested swapping vendor registrations with the Georgia Library Association (GLA) so each have a spot at their respective annual meeting.

Mentoring

Jeremy Katz reported 8 active pairs; one was added this past quarter, although the relationship was suspended because the mentee was applying to a job where the mentor was a participant of the search committee. Another mentee applied the previous week. Jeremy will be doing a quarterly check-in with pairs, but some will be potentially rolling off as they are for a one year agreement. Wendy said they want to promote the mentoring program during the graduate class outreach.

RAAC Liaison

Michael Law shared that he didn't have much to report just ahead of the SAA meeting, which he will be attending in August. A report outlining the results of the RAAC Education Committee survey of member organizations was completed and will be presented to the RAAC committee for discussion at SAA.

OLD BUSINESS

- The April 2018 board meeting minutes were approved.

NEW BUSINESS

In regard to the SGA Annual Meeting for 2019, Christina Zamon reported that potential venue Sea Palms cancelled due to extensive damage from Hurricane Irma as they were concerned they wouldn't be able to comply with the timeline for next year's conference. Christina requested ideas for new venues from the board. Macon was discussed as a possible location, and Muriel Jackson suggested the Hilton as it is being redone/rebranded. Calloway Gardens, a sister site of Sea Palms, was also suggested, as was Valdosta and West Georgia/Carrollton. The Emory Conference Center in Atlanta is also being reviewed, but the price may be a concern and that the membership would only come for conference sessions and not stay at the hotel. The possibility of doing a joint meeting was also proposed, but there is a concern that the timeline would be too tight.

Sarah Tanner is still looking for an Assistant Treasurer.

Sarah invited board and committee members to see if there are updates in the Administrative Handbook that should be made for positions. If so, she can pass them along for commenting. The goal is to wrap up any outstanding changes by the end of the year.

Meeting adjourned at 11:32 a.m.

Respectfully submitted, 8/21/18
Laura Frizzell, Secretary