

Society of Georgia Archivists  
Board of Directors Meeting  
Athens, Georgia  
24 October 2018

### **PRESENT**

Kevin Burge, Holly Croft, Wendy Hagenmaier, James Irby, Jeremy Katz, Tiffany Atwater Lee, Muriel Jackson, Michael Law, Shanee' Murrain, Brittany Newberry, Andrea Richardson, Becky Sherman, Jill Sweetapple, Sarah Tanner, Christina Zamon

### **CALL TO ORDER**

The meeting was called to order at 5:03 p.m.

### **WELCOME**

Sarah Tanner opened the meeting and handed out a Speaker Agreement Release form for Board Members to sign regarding the upcoming business meeting in the Ballroom. She noted that it was the final board meeting of the year and thanked the board and the Local Arrangements and Program committees. She commented that the Graduate Hotel has been very amenable, and issues regarding the flow of Thursday's business meeting were discussed.

### **OFFICER REPORTS**

#### **Treasurer**

Kevin Burge requested any outstanding reimbursements from the Board. He also shared that more money had been taken in for the conference than it cost to produce. According to the balance sheet, SGA's account looks very similar to last year's numbers. A discussion was held regarding SGA's use of PayPal for payments and Wild Apricot's payment system for other functions. Wendy Hagenmaier asked questions about people buying auction items and other SGA uses of PayPal. Kevin relayed that record keeping with PayPal is easier than other platforms, and there is currently a large PayPal balance. Sarah Tanner suggested using Wild Apricot for SGA Annual Meeting registrations and PayPal for everything else, and Kevin mentioned the many uses of PayPal including reimbursements. A question was posed asking how much money comes in from membership dues and SGA Annual Meeting registrations. Sarah asked the Board for their thoughts on keeping PayPal for dues and Wild Apricot for meeting registrations. Angela Stanley asked which system is more useful from a user's perspective. Andy Richardson said that some vendors indicated that paying through PayPal was difficult. Kevin also pointed out that QuickBooks doesn't always match up in PayPal in the payments category. Perhaps in the year ahead, SGA can experiment with these payment system methods.

#### **Archivist**

James Irby is still trying to work out a framework for SGA organization records and preliminary procedures for transitioning the Board. He continues to work on the records retention schedule and the handbook to get a handle on permanent organizational records. James has proposed that SGA records can be stored in a Preservica account hosted by the

Georgia Archives, but there have been some questions that have come up about that. The concerns are mainly about how to have a digital repository in a cost effective manner. We may need to negotiate with the Georgia Archives regarding a formal donor agreement and/or adapt the SGA by-laws in order to make sure that it fits within the budget for the Georgia Archives. James will reach out to exiting board members about turning over permanent records.

### **Administrative Assistant**

Sarah Tanner reported on behalf of Alex McGee. As of October 17<sup>th</sup>, there are 28 active student members of SGA, 17 new members in the last quarter, and 279 total active members. In addition to responding to members' issues and questions, Alex sent new member reports to the Membership Committee chair, updated the SGA online directory for members, and added new members to the SGA listserv.

### **President**

Sarah Tanner called for the Board to vote on the July minutes and update the Strategic Plan Timetable action items. The Timetable will be revised and published by the end of 2018. Additionally, Sarah has worked to promote the President's Award, and on November 28<sup>th</sup> the award will be presented to winner Andrea Jackson. Livestreaming will be tested during Ballroom events throughout this year's annual meeting, and she has also discussed coordinating livestreams during annual meetings to come so all members can benefit even if remotely. Her upcoming activities will include meeting with James Irby regarding the records plan for 2018-2019 and sending out the Strategic Plan and Administrative Handbook for comments.

### **Provenance**

Heather Oswald shared remotely that *Provenance* has experienced an increased number of downloads and the most downloaded article continues to be "The Journal of Jean Lafitte: Its History and Controversy" by Robert L. Schaadt, Volume 16, 1 (1998). Volume 34, issue 2 has been made publicly available on the Digital Commons platform. Volume 35, Issue 1 was mailed to members February 2018, but there was an issue with the mailing of Volume 35, Issue 2 because of the resignation of the copy editor. It is expected to be released next month, November 2018. Proposals have gone out for the next volume and there have been two queries from prospective authors. A proposal to move *Provenance* to an open source digital format has been submitted for the board's consideration. This change would help meet the Strategic Priority of removing extra expense from the budget. A reviewer/editorial subcommittee has also been created to provide diverse expertise and staff, which will be vetted before moving into their positions.

### **Communications (SGA Newsletter)**

Sarah reported on behalf of Kelly Zacovic. The SGA blog has been receiving many great submissions, and Kelly encourages continued updates and member spotlights, which can be sent to her SGA email. She specifically requested submissions about Archives Month and issued a call for material for the SGA magazine. In other Communications news, Alison Reynolds will be the new Assistant Communications Director. Kelly is working on making a

style guide and user manual for using the Canva platform to pass on to the new Communications team.

### **Website**

Sarah Tanner spoke on behalf of Shakia Guest. No official report was delivered, but it was shared that maintaining the website has been "business as usual."

## **COMMITTEE REPORTS**

### **Georgia Archives Month Liaison**

Becky Sherman and Jill Sweetapple have had a busy couple of months preparing for Georgia Archives Month and following up with sponsors to secure donations. The committee received \$1700 in donations from five sponsors. The 2018 Spotlight Grant was awarded to Georgia State University for an event called "Mags, Bars, and (Drag) Stars: A History of Atlanta's Gay Bars and Community Magazines." The event was a big success with a large attendance. The Governor's proclamation and photo op was held on October 3<sup>rd</sup>. A potential SGA magazine article may elaborate on how grant recipients used their money this year. After a survey revealed a large demand for them, 73 hard copies of the GAM poster were printed and mailed to 65 institutions. Because of this positive feedback, the poster will be distributed again next year. Bookmarks featuring two different designs were also produced and mailed to the 63 central libraries in the Georgia Public Library System. Going forward, the committee will be wrapping up loose ends and reviewing upcoming budget proposals.

### **Education**

Holly Croft reported there have been two pre-conference workshops – *Getting Started with Web Archives* and *Getting Out of Your (Archival) Box!* with 20 and 19 attendees respectively. Positive feedback was received from the conservation workshop *Fundamentals of Archives Preservation* held at the Georgia Archives in August, and the committee will consider hosting another one next year. The upcoming Religious Archives Workshop will be held on November 13<sup>th</sup> at the Bremen Museum. Next year, Noah Huffman from Duke University will be an instructor at an ArchivesSpace workshop in conjunction with LYRASIS. Registration is not closed for the November workshop so there are no updated numbers for now. Holly is currently preparing to transition responsibilities to Brandon Wason as incoming committee chair, and Becky Sherman is the newly appointed Vice Chair. In 2019, the committee is hoping to host webinars.

### **Membership**

Shanee' Murrain reported that the Membership Committee has collaborated with the Outreach Committee for the SGA meet and greet and Digital Library of Georgia tour. A Google form has been created for committee volunteers. The committee is now moving away from events in Atlanta and trying to branch out by hosting events in other parts of Georgia. For example, a tour of the Old Governor's Mansion will be held in Milledgeville. The Atlanta chapter of ARMA also held their meeting with a catered lunch. Next, a meeting

with the Outreach Committee will take place to lay the groundwork for more events outside of Atlanta with the goal of being inclusive of the entire SGA membership.

### **Scholarship**

Muriel Jackson shared that all scholarships were awarded except for the Brenda Banks Scholarship, which had no applicants. As a note of interest, Muriel pointed out that all scholarship applicants are women. Overall, the committee has had many good applications for scholarships throughout the year. In conclusion, the committee is currently getting ready for the silent auction to be held during the reception at the 2018 SGA annual meeting.

### **Nominating**

Wendy Hagenmaier reported that she, Kevin Fleming, and Megan Kerkhoff have been working to support the committee's goal of getting fellows engaged with the SGA membership. Angela Stanley proposed an idea about a plenary session on leadership for Friday the 26<sup>th</sup> following the annual meeting. Megan solicited audience questions from the membership and issued a call for fellows nominations, which was shared with cohorts and other fellows. Two new fellows were voted on and new candidates were also recruited for board positions. Wendy e-mailed geographically diverse new SGA members as recruits for board offices. The committee has also collaborated with the Outreach Committee to recruit students for leadership, and Kevin has worked on a document regarding recruitment. To this end, the Nominating and Outreach committees have also made two virtual visits to Clayton State and an in-person visit to Georgia State University to share information about SGA leadership opportunities.

### **Program Chair, Annual Meeting**

Angela Stanley thanked the Program Committee for its work throughout the year. She reported that the program for the annual meeting has switched its format to a booklet, which includes all attendees. Angela thanked Laura Starrat's husband Greg for volunteering to make a design and committee chairs who contributed. Going forward, this year's program can be used as a template for future programs. The committee collected presenter slides and forms prior to the meeting. Attendees now expect these slides on a flash drive and the practice of receiving slides three days in advance has been discontinued. Angela has been working with Sarah Tanner on organizing plenary sessions during the annual meeting. A new version of the survey for this year's conference has also been created and Angela will send out a draft a few days after the meeting. The committee's expenses amounted to \$450 for 150 program booklets, and they are still waiting on receipts from the keynote speaker and poster presenters.

### **Local Arrangements Chair, Annual Meeting**

Andy Richardson reported \$4,000 in donations from 11 vendors last year, and \$5,000 in donations from 13 vendors this year. There are eight tables set up at the annual meeting and three ads in the program. She shared that Lyrasis has not arrived because of a last minute cancellation. Next year, the Northeast Document Conservation Center (NEDCC) will be added as a vendor. As for merchandise, notebooks, mechanical pens, and pens have been procured, and there has been a shortage of notebooks because of the large meeting attendance. The Graduate Hotel met its room block of 135 registrants. Andy reported that

there was a larger number of registrants compared to last year's figure – 115 in total including vendors. She wonders if the appeal of Athens contributed to the increase of attendees. Registration income generated \$17,000 and workshop fees bring the total to \$21,405. Angela Stanley mentioned that program attendees get breakfast tickets, and the Graduate Hotel will add 25 vegan/vegetarian plates at the breakfast. Some registration-related expenses include giveaways, and the meet and greet cost \$22,787 with \$5,000 in fees and taxes. She believes that making a bigger push for vendors will help make up any shortfall. The free bar did not include the bartender fee, and the reception will have two bartenders (1 per 100 guests as 150 attendees were estimated in the original budget). Sarah Tanner thanked Andy and the committee for their work and spoke favorably of the conference experience thus far. Andy concluded by saying this year's conference has been the best planning experience so far and the Graduate Hotel has waived AV fees as well as some costs.

### **Outreach**

Tiffany Atwater Lee and Brittany Newberry shared that this year marked the beginning of work on a template of general advocacy statements and action statements. Tiffany thanked Wendy Hagenmaier for her help with the SAA reference. The Outreach Committee has hosted several meetings and events, including a meeting at Jeni's Ice Cream in Decatur for the Labor Day book festival. The committee also planned a meet and greet trivia event with the Georgia Archives Month committee. Additionally, the committee made presentations to Clayton State and Georgia State University students in conjunction with the Membership Committee to bring in new faces for recruitment opportunities. In the year ahead, the committee will continue to collaborate with the Georgia Archives Month Committee to plan more meet-ups outside of metro Atlanta, and the advocacy template will be completed.

### **Mentoring**

Jeremy Katz reported nine active mentoring pairs for the year. Four mentors rotated off the mentors list this year and five new pairs were matched. The committee is always on the lookout for new mentors and anyone who is interested can contact Jeremy or JoyEllen Williams for details.

### **RAAC Liaison**

Michael Law shared that the Regional Archives Association Consortium (RACC) met at the SAA annual meeting in August – both the full committee and the respective subcommittees. He also reported that SGA donates around \$500 annually to the National Coalition for History (NCH) and this is facilitated through RAAC. He pointed out that most state organizations do not give money to the NCH and asked if SGA would like to continue with this arrangement. Sarah Tanner shared that she and Wendy Hagenmaier have looked at other organizations that contribute to NCH. Wendy noted that, as a state organization contributing to NCH through RAAC, the SGA board needs to make sure that's what the organization has signed up for. Sarah Tanner inquired if NCH can provide a report of how its money is spent. Wendy Hagenmaier asked if the role of RAAC liaison to the NCH has a voice. This will continue to be an ongoing topic of discussion.

## **OLD BUSINESS**

- The July 2018 minutes were approved.
- Sarah Tanner will send out the Strategic Plan to board members for review and revisions.

## **NEW BUSINESS**

Heather Oswald reported on the transition of *Provenance* to an open access online journal. She posed the following questions to the board as points of consideration: how would this change affect readership, what are the potential benefits? She also asked if a survey should be created to get feedback from board members and the SGA membership on different options regarding format. Examples of format options include: a printed edition plus an online version or just one printed edition per year. Heather will send out a list of options to the SGA board, and Sarah Tanner encouraged board members to review the list and offer feedback.

Becky Sherman spoke about the possibility of providing extra funds for a grant to assist smaller institutions in purchasing archival supplies. She enquired about the mechanism used for identifying institutions to receive grants, and proposed an informational grant (e.g., a 500 word proposal stating the need for a \$300 grant award). Becky would like to zero out budget surplus and suggested a test grant program for the coming year with the possibility of expansion. Sarah Tanner mentioned it can be difficult to predict how much money will be leftover at the end of each year. Currently, the Georgia Archives Month Committee receives money from SGA and sponsors. As for how surplus money could be distributed, Sarah expressed this decision falls under the board's jurisdiction. Angela Stanley mentioned an organization that might be appropriate to emulate for less strenuous grants for small institutions and asked if SGA negotiates any discounts with vendors. The answer is probably not, which prompted another question: does the money go into the account? It was pointed out that a formalized process would mean a formalized line item. Wendy Hagenmaier asked about the possibility of a casual grant for an Outreach presentation for grant awards. It was suggested that referring to the Financial Task Force report could offer guidance. Angela suggested that the use of this money could be a wish list of sorts; if the money becomes available, the Board can disperse it according to procedures.

Sarah Tanner advised on procedures for the upcoming business meeting, where she wants Board members to read reports and hit highlights from the year. She wants to use the blog to update the membership and asked if Board members have concerns about being represented on a livestream. The Board was comfortable with this prospect.

Christina Zamon reported on the annual meeting location for 2019. She will send the Board

three options for locations, which include the Augusta Marriott, the Valdosta Rainwater Center, and the Callaway Gardens Resort. Dates were proposed for both October and November. She pointed out that the Hampton Inn and a separate meeting facility could be utilized in Valdosta. She asked if there could be a ranking system used for voting. The Board will give their feedback once they've weighed the pros and cons, including locations, dates, and costs.

Meeting adjourned at 6:33 p.m.

Respectfully submitted, 1/4/18  
Laura Frizzell, Secretary