

Society of Georgia Archivists  
Board of Directors Meeting  
Morrow, Georgia  
25 January 2019

## **PRESENT**

Shanee' Murrain, Angela Stanley, James Irby, Geoffrey Hetherington, Jill Sweetapple, Becky Sherman, Louanne Heintz, Kevin Burge, Brittany Newberry, Rose Marie Kimbell, Holly Croft, Wendy Hagenmaier, Katherine Fisher, Christina Zamon, Alex McGee, Heather Oswald, Paige Adair, Tiffany Atwater, Sarah Tanner, Michael Law, Kathryn Michaelis, Alison Reynolds

## **CALL TO ORDER**

The meeting was called to order at 10:05 a.m.

## **WELCOME**

Shanee' Murrain opened the meeting by wishing everyone a Happy New Year and thanking them for their service. She pointed out that it is SGA's 50<sup>th</sup> Anniversary this year. One of the major goals is to focus on moving the organization forward through various efforts, such as continued strategic planning.

## **OFFICER REPORTS**

### **Treasurer**

Kevin Burge has been working on preparing and updating the financial reports. There is an Annual Balance Sheet and a January 2019 Profit and Loss and Balance Sheet posted on the SGA Intranet. A preliminary 2019 budget was developed based on input from the various committees, which is also posted on the SGA Intranet. Subscriptions for Zoom and Wild Apricot have been renewed.

### **Archivist**

James Irby has been meeting with the Georgia Archives staff and members of the SGA Board in order to discuss the options for digital preservation of SGA electronic records. At this time, Georgia Archives is not accepting digital records from SGA. He will continue this discussion in order to gain clarification and figure out a way to have the issue resolved. He has also been working on revising retention schedules, requesting the transfer of records from outgoing Board members, and expanding the Records Task Force.

### **Administrative Assistant**

Alex McGee reported on the SGA membership numbers. Currently there are 278 active with 11 new members from the last quarter of 2018. There were two monetary donations designated for the scholarship funds with \$75 towards the Larry Gulley and Spencer scholarships and \$100 for the Edward Weldon scholarship. Alex also sent a quarterly reminder for feedback regarding any issues pertaining to the listserv, sent the new members report for the last quarter to the Membership Committee Chair, and has been working with Heather on *Provenance* subscriptions, including 2 from Germany, which brings the number up to 39.

## **President**

Shanee' Murrain has been evaluating the progress for the strategic plan and the timetable. The Administrative Handbook will be updated. In order to enliven the partnership for National History Day between teachers, students, and archivists, a list of teachers has been compiled so archivists can reach out to them to provide guidance and support. There are opportunities to: serve as a judge, have a possible tie-in to Georgia Archives Month, and help cultivate new leaders through outreach. Some major discussion points will be about *Provenance*, rebranding considerations and feasibility, and SGA's 50<sup>th</sup> Anniversary.

## ***Provenance***

Heather Oswald stated that the most recent *Provenance* issue is at the printer and a call has been put out for articles for the next issue for either spring or summer. The editorial board will be making a call for new members due to the fact that many current members will be rotating off in 2019. There is also a specific need for an associate editor. A proposal was made for moving *Provenance* to a digital, open access journal. Many things will need be considered, such as whether to stay with Bepress or find another option.

## **Communications**

The 2018 SGA Magazine is in the review process and will be out by the end of January or early February. Kathryn Michaelis also shared the news that SGA now has an Instagram account ([society\\_of\\_ga\\_archivists](#)). Images along with captions are encouraged to be shared and can be sent to [newsletter@soga.org](mailto:newsletter@soga.org). Our other social media sites, Facebook page and Twitter account, are available for sharing about events at your repositories, new collections, exhibits, etc.

## **Website**

Paige Adair has been updating the 2019 Officers and Publication Contact page as well as providing administrative access for current board members. Statistics were compiled via Google Analytics regarding the usage of the SGA website. From October 2018 to January 2019, there were 1,967 users and 9,062 page views. The top pages were the Homepage, Annual Meeting, Job Announcements, the Religious Archives Workshop Educational Event, and the Education page.

## **COMMITTEE REPORTS**

### **Georgia Archives Month Liaison**

Jill Sweetapple submitted items to the SGA Archivist, corresponded with the new Co-Chair, Amber Moore, and scheduled their first meeting for February 6. A major question was whether the Georgia Archives Month committee can keep the funds that were left over from the previous year and roll them over for the next year. See Discussion Notes under Old Business regarding this topic.

### **Education**

Brandon Wason and the Education Committee met in January to discuss the three educational workshops for the year. There will be one mid-year workshop and two pre-conference workshops, one of which will be focusing on ArchivesSpace. A proposed budget has been

developed and a survey will be developed in order to gauge the interest in potential topics and locations for the mid-year workshop.

### **Membership**

Angela Stanley reported that files were updated and budgetary requests have been changed due to an overlap of supplies between the Membership and Outreach committees. A welcome packet will be sent out to new members. There were suggestions to possibly include ideas for an elevator speech and different types of materials for the welcome packet. Angela also presented the idea of having a table at certain events, such as the Georgia Association of Museums and Galleries conference in order to increase exposure for SGA.

### **Scholarship**

Tiffany Atwater stated that the Scholarship committee will be meeting in February. Their focus will be on what went well and what can be improved on regarding the scholarship application process and the awarding of the scholarships to the recipients. Tiffany made a specific note that no one applied for the Brenda Banks Scholarship. The committee will be setting up a timetable and discussing ideas to promote the scholarships.

### **Nominating**

Sarah Tanner reported that the Nominating Committee will be meeting on February 7. One goal the committee has is to begin publicizing for suggested nominations for new Fellows. Two people were welcomed as Fellows in 2018. Another goal is recruiting for board member nominations in order to have a diverse and robust board. Some of the key characteristics would include having members from a wide range of institutions, locations, and age ranges.

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

Geoffrey Hetherington stated that the Program Committee had their first meeting on January 23. He mentioned that the timeline from last year worked well, but that is not the official timeline found in the Handbook. So the committee would either need to follow what is in the Handbook or the Program Chair would need to update it. The major goals for the committee are to choose a theme by the end of February as well as develop a list of topics based off of the feedback from the survey results. Having hands-on workshops was highly suggested by the survey participants.

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

Christina Zamon announced that the location for the 2019 SGA Annual Meeting will be the Marriott in Augusta. Since it is the 50<sup>th</sup> anniversary, off-site locations will be looked into for holding the Thursday night reception. The meeting rooms and reservation area are centrally located in the hotel and there is a nice view of the water. Christina will provide more information after a site visit. A discussion was also started concerning the vendors and any giveaways connected to them. Documents will need to be reviewed and the topic reevaluated in order to gain direction and clarity regarding the vendors and any funds connected to them and the budget.

### **Outreach**

Britanny Newberry will meet with the Outreach Assistant Manager, Katie Twomey, in February. Policies and procedures will be discussed as well as initiating the Lost Archives of Georgia. Some of the major goals will be to focus on advocacy issues, creating awareness, and engaging

new potential members. Offering meetups in areas outside of the Atlanta area will also be a discussion topic.

### **Mentoring**

There are currently four active mentoring pairs. A promotional piece has been written for the SGA Magazine promoting the concept of mentoring. There is also a plan to create an exit survey for the mentor and mentee after their mentoring year is completed. The Mentoring Committee would like to partner with the Outreach Committee to host a joint event.

### **RAAC Liaison**

Michael Law has been asked to join the RAAC Steering Committee with a commitment until 2021. Since RAAC has rejoined the National Coalition for History, SGA will need to decide if we wish to contribute. There was some discussion regarding how the money is utilized by NCH in order to represent SGA's voice as a regional organization. Michael Law will also be planning an RAAC Symposium for 2020.

### **OLD BUSINESS**

#### **Collecting Updates on Strategic Plan Timetable**

Currently, users can make comments, but edits are completed by Sarah Tanner and Wendy Hagenmaier. Sarah Tanner will be sending out two separate files for comments and revisions.

#### **Proposal to Move *Provenance* to Digital Only Format**

A proposal has been presented to move *Provenance* to a digital only format. A few of the advantages include cost effectiveness, the ability to make the publication more widely available, as well as a quicker distribution time. The cost has continued to go up for a printed format. A possible move can be completed in 2020. Printing will continue throughout 2019 because money has already been taken in for the print format. Heather Oswald conducted a regional scan with many areas having only digital with open access. Shanee' Murrain suggested presenting members with options after financials have been figured out about print on demand. We also need to know what to do about preserving our digital records. The different options that are possible are: open access online, online only with restricted access to members, or online with the possibility of a small quantity of printed material.

Questions and concerns include:

- the loss to members' benefits
- digital preservation issues in connection to the Georgia Archives' capabilities
- Is there a low print run for organizations who want a printed copy? vendors can be looked at for print on demand and the feasibility; will develop plan based on feedback for membership
- What are other organizations doing now: print only, digital only, print and digital?

#### **Georgia Archives Month Budget Surplus**

A question was brought up about the surplus from the fundraising for Georgia Archives Month. The Georgia Archives Month Committee received a \$500 allocation each year and raises the rest of the needed funds throughout the year. There seems to be some confusion about the surplus

from the yearly fundraising and the reasons it is rolled over into the general fund instead of budgeted back to this particular event. Kevin Burge explained that money is earmarked to keep the budget on track, but also that it can be noted as a donation. Further research and discussion is needed in order to understand why this particular committee chair is also designated as a liaison. There is also the concern that donors are donating specifically for Georgia Archives Month, but the surplus does not actually get used for that event.

### **2020 Annual Meeting Locations**

Options for the 2020 SGA Annual Meeting were also presented, which include Macon, the University of West Georgia, LaGrange, Jekyll Island, and Columbus.

## **NEW BUSINESS**

### **\* Summary of 2018 End of Year Report**

Kevin Burge stated that there is usually a \$14,000 to \$15,000 range at the beginning of the year, which is seen as a buffer, so small losses can be handled. Money comes in when membership dues and meeting registration is collected, which is later in the year. Fifty percent of the yearly total goes towards the annual meeting, usually with a small loss. The account shouldn't dip below 7 or 8,000 dollars. An approved budget will be voted on at the next meeting. Also, WildApricot processes payments online, so we wouldn't have to use Paypal. WildApricot can connect to QuickBooks, while Paypal strips the data. Fees will be about the same if we move away from Paypal and just use Wildapricot.

### **Overview of Proposed 2019 budget**

The 2019 budget was based off previous years and from any requests/emails. Any questions can be sent to the treasury email. Money is spent the same or similar each year. Outreach changed their budget regarding postage/printing and events/meetups. The Scholarship Committee will be discussing at one of their meetings ways to solicit money and make a profit on auction items. Money allocated for catering was discussed in order to gain clarification on where exactly the funds are being taken from to pay for the different catered events (i.e. meet and greet, breakfast, lunch, other events held during the SGA meeting). The Mixer Meet and Greet money comes from the committee's budget to pay for its own catering. It is not paid for from the Annual Meeting Fund.

### **\* Logo/SGA Rebrand and Provenance bepress site redesign**

Further research and discussion will be completed regarding the SGA logo and issues with the bepress site.

### **SGA 50th Anniversary**

Christina Zamon wants to focus on the 50th Anniversary. Branding will be very important. There may be a possibility for a special giveaway. The idea of having a larger reception would be a nice touch with a special party, possibly at an off-site location. Suggestions for tours were mentioned, such as a boat or walking tour.

**Voting**

October 2018 Minutes were approved.

2019 list of committee members were approved.

Revisions for budget were approved.

Handbook entry needed for assistant liaison was approved.

Meeting closed at 12:10 p.m.

Submitted by:

Louanne Heintz, SGA Secretary