

Society of Georgia Archivists
Board of Directors Meeting
Morrow, Georgia
26 July 2019

PRESENT

Shanee' Yvette Murrain, Angela Stanley, James Irby, Jill Sweetapple, Christina Zamon, Paige Adair, Louanne Heintz, Brandon Wason, Katie Twomey, Holly Croft, Tiffany Atwater, Alex McGee, Virginia Angles, Kevin Burge, Rose Marie Kimbell, Heather Oswald, Michael Law

CALL TO ORDER

The meeting was called to order by SGA President, Shanee' Yvette Murrain, at 10:00 am.

WELCOME

Shanee' Yvette Murrain welcomed everyone to the meeting. She mentioned that some people are absent due to their vacation plans.

OFFICER REPORTS

Treasurer

Kevin Burge gave a run down of the activities regarding the budget including the Property & Loss and Account Balance sheets, which provided the bank account totals for the 2019 budget as of July 24, 2019. The accounts are in good standing with the money market account sitting untouched at \$85,353.72 and the SunTrust main checking account at \$17,705.24. The report did not generate the Paypal account, which has \$880. All checks and Paypal transfers have been processed. Currently, we are in the slow season right now, which means that money comes in during the 4th quarter mainly due to people registering for the annual meeting. Spending is at the same rate as the previous years. Taxes were filed in May using IRS Form 990. Christina Zamon asked about a check from University Products. Kevin had not received anything from them. Christina also mentioned that lanyards and promotional products had been ordered. Mugs had not been ordered yet, but that would be an upcoming payment.

The SGA PO Box was renewed. There were some problems regarding the month of renewal and updating the account, but those have all been handled. The payment is now due in June and not in February. An automatic account payment plan will need to set up. Kevin also addressed the federal banking changes. We will need to get a new debit card each year, but this brings up the difficulty of adding new people on the account when they take office. Every person on the account needs to be present, possibly just at any Sun Trust location. We will need to set up a dedicated day when the President, VP, treasurer, and assistant treasurer can meet up to deal with the transfer of account names. There was a discussion about the term length for the treasurer and assistant treasurer. Rose Marie brought up the question about having an assistant plus one person grandfathered in to still be available in case there were issues. Currently, the position is set at 3 years, which is one year to be the assistant treasurer and then moving to treasurer for two years, which means the treasure is a lone position for one year. Clarification was needed regarding having someone on the account for backup. Kevin says it would make sense that the

ex-officio role could stay on as a mentor. It will be looked into for why it was changed to three years and this will be tabled until there is more information.

Archivist

James Irby stated that he and Shanee' met with the Georgia Archives staff to discuss the digital preservation policies that are specifically relative to the SGA Collection. There are some complex policy issues that still need to be worked out. Digital Repository questions still need to be answered. No digital records have been formally transferred. They are sitting in a Google drive as of now. Angela asked if it was possible to have an interim solution for now. James is working on developing a plan of options and trying to move forward with policy. Brandon asked if it is a policy issue or a technological issue. Apparently, State agencies have priority and the cost of Preservica is also an issue.

Administrative Assistant

Alex McGee stated that we have 261 active members with 9 new members in this last quarter, which includes 2 students. Listserv issues were dealt with and reports regarding new members for April, May, and June were sent to the Membership Committee Chair. Alex thanked Kathryn Michaelis and Kevin Burge for checking on the incoming postal mail. An upcoming task will be working on the transfer for the G Suite account.

President

Shanee' Yvette Murrain discussed the many activities that have been in development over the last few months. She attended multiple meetings regarding strategic planning, local arrangements, 50th anniversary preparations, SGA logo rebranding, and GLA/SLA/SGA collaboration discussions. Shanee' along with the SGA vice-president and administrative assistant have been coordinating the effort to solve the technical issues and improvements for G Suite. The SGA Rebrand Logo Task Force was organized and new logo designs were developed for the main logo, the social media badge, and the 50th anniversary. A meeting was held with Georgia Archives Deputy Archivist, Kayla Barret, regarding storage of SGA digital records. Shanee' also spoke to the participants of the Georgia Archives Institute (GAI) and discovered that 75% of them are already members of SGA. The budget for the 50th anniversary reception was discussed with the pricing for swag, decorations, and cake provided in a Google spreadsheet.

Provenance

Heather Oswald reported that the next issue of *Provenance* is moving forward. There are six articles under review. Some members of the editorial team are finishing up their term and new members will need to be appointed. We still have subscriptions for this year for physical copies of the journal, so the first digital issue would occur in 2020. Print-on-demand subscriptions would most likely come from institutions and not necessarily individuals. Shanee' made a motion to accept *Provenance's* print-on-demand option for Winter 2020 and move to digital access. The motion passed. Heather will talk to Sheridan about the digital issues as well as the back issues that we have starting from the 1980s.

SGA Newsletter/Communications

Shanee' presented for Kathryn Michaelis and reported that Facebook has over 1,000 likes and Twitter has 484 followers. A Twitter chat is planned for Thursday, August 15. The topic will be: Working with difficult and controversial collections. Requests will be sent out for nominations of institutions to be featured on the blog and social media in October for Georgia Archives Month.

Georgia Archives Month Liaison

Jill Sweetapple announced that the Georgia Archives Month 2019 theme is: Looking Forward, Looking Back: 50 Years of Preserving Georgia's History. The focus will be on the work done by archivists. A poster was designed by a graphic designer and utilizes SGA's new 50th logo, colors, and sponsor logos. Donations have been pledged from GHRAC, Emory Rose Library, Heritage Werks, and Georgia Humanities Council with a total of \$2,650. Brenda Wall was awarded the Supplies Grant of \$500. The drawing was filmed and shared on social media. The Spotlight Grant was awarded to Paine College in Augusta.

A request was submitted to the governor's office for the Georgia Archives Month proclamation and photo, but there seems to have been a misunderstanding with the dates. The governor's office approved a July date for taking the photo, but our submission was for an October date. Further communication is needed to figure out a solution.

Education

Brandon Wason shared the dates for the upcoming workshops. The summer workshop on photograph identification and conservation is taking place on August 23 and is being taught by Stephanie Watkins of Watkins Conservation Services. This is an introduction to the conservation of photographic materials and includes hands-on training. Enrollment of 20 students has already been filled. The first pre-conference workshop is an Introduction to ArchivesSpace taught by Noah Huffman of Duke University. The second pre-conference workshop will cover Outreach and Exhibits, which is being planned by Brandon along with JoyEllen Williams. An additional instructor will be Andrea McKenzie of the Michael C. Carlos Museum.

Membership

Angela Stanley and the Membership Committee have been meeting monthly. A number of membership meetups have been planned. Maps, Surveys, and Plans, Oh My! was co-hosted by the Coastal Libraries Association at the City of Savannah Archives on June 14, 2019. Twenty-one people attended, including several from the Coastal Museums Association. The Georgia Archives Institute's reception was held at Georgia Tech on Thursday, June 13. Office hours will be held at the SAA Annual Meeting as well as happy hour hosted on Monday, August 5 at a local Austin bar. SGA & Georgia Association of Museums will be co-hosting a mixer at ATHICA gallery in Athens on Friday, September 27. ATHICA is graciously providing the space for free. We will only need to provide food and drinks. We are also looking at the possibility of having tabling and happy hour during the Georgia Library Association Annual Conference in Macon in October. Angela passed around a save-the-date card for the mixer in Athens. Postcards have been printed with the tagline: Preserving the Past & Present for the Future. Other items that have been developed include magnets, a folded business card, and a new brochure, which was designed by Brandon Wason.

Scholarship

Tiffany Atwater shared information regarding the various scholarships that SGA offers. Ashley Shull, recipient of the Carroll Hart Scholarship, wrote a report about her experience participating in the Georgia Archives Institute. The Edward Weldon Scholarship application period began on May 31. This scholarship provides registration for an SGA member to attend the SAA annual meeting. Unfortunately, we did not receive any applications. One idea is to open the application period earlier in order to give people more time to apply. The Taronda Spencer Award and the Larry Gulley Scholarship provide attendance to the SGA Annual Meeting. These have different due dates that are coming up, but the application process will be opened on the same date.

Nominating

Shanee' shared Sarah Tanner's report for the Nominating Committee. Two nominations for Fellows were received for review. These nominations were then shared with the Fellows cohort to garner their recommendations. The committee has also developed a list of open positions on the board that include both elected and appointed positions. A call for nominations will be publicized in August.

Program Chair, Annual Meeting

Shanee' reported on behalf of Geoffrey Hetherington, chair of the Program Committee. The committee has been working on reviewing and selecting session presenters for the annual meeting. Lightning talks and posters are still being finalized. The keynote speaker for this year's annual meeting will be Petrina Jackson. The next task will be to formalize the details for the Friday plenary.

Local Arrangements Chair, Annual Meeting

Christina Zamon updated the board on the many details regarding the arrangements for the annual meeting. The committee has been meeting monthly with the chairs of the Program, Education, and Outreach Committees. We are in the process of getting an updated audiovisual quote based on the needs of the presenters and continuing to work on vendor sponsorship. A tentative menu has been planned out for the meeting as well as for the off-site reception, which will include an open bar with beer, wine, and a specialty peach champagne cocktail in celebration of the 50th anniversary. The menu will have gluten-free, vegetarian, and vegan options. We have three vendor sponsors at the Bronze level, an ad buy, and one non-profit exhibitor. Atlas is a Bronze Sponsor at the \$1,000 contribution level and is sponsoring our Thursday plenary and breakfast. Media Preserve is sponsoring at the \$850 level for the Thursday morning break. Hollinger Metal Edge is a Bronze Sponsor at the \$750 level and is sponsoring the Thursday afternoon break. University Products is purchasing a half page ad at \$150 and NEDCC is our non-profit exhibitor.

Christina mentioned that Preservica wanted us to share attendee information with them, but informed them that this request would need to be presented to the board. It was stated that any basic information was published in the members' program. The SGA website has been updated with pertinent information regarding registration for the annual meeting along with links for the hotel. Registration will officially open at the beginning of August. Email announcements will go out as soon as it is open.

Mentoring

Shanee' reported for JoyEllen Williams. There are 4 active mentorship pairs with 3 pairs on the 2018-2019 cycle and 1 pair on the 2019-2020 cycle. The mentors and mentees were encouraged to meet up at the Society of American Archivist meeting if they were attending. Upcoming tasks include promoting the mentorship program at the SGA Annual Meeting and encouraging SGA members to get involved for the 2020-2021 mentorship cycle.

Outreach

Katie Twomey, the Outreach Assistant Manager, reported for Brittany Newberry. A Walking History Tour of Piedmont Park was hosted in May. The next event planned is for a tour of the City of Roswell Archives in August. Brittany and Katie have developed a draft for advocacy procedures and a template. They have also started planning the meet and greet for the annual meeting. Further information on the Lost Archives is mentioned in the New Business Section of these minutes.

Website

Paige Adair shared some statistics for the past quarter. There were 1,542 users, 2,572 sessions, and 6,223 page views. The most active user day was on June 25th, 2019 at 74 sessions. The top pages were the Homepage, Job Announcements, Annual Meeting, Education page, and the Photographic Identification and Conservation Workshop Page. Updates were made to the Annual Conference Page and to the Job Listings Page. Small changes were made to the website when requests were made. The next task will be to update the SGA logo after it has been presented at the annual meeting.

RAAC Liaison

Michael Law shared that RAAC's Annual Meeting will be on August 4 in Austin in conjunction with the SAA annual meeting. RAAC is inquiring with SAA to see if a symposium can be held at the 2020 SAA meeting in Chicago. Feedback is being collected in order to see if there is demand for the symposium, possibly as a pre-conference session. Proposals from committees and members will determine if it goes forward, but the first step is to secure a space. A survey will most likely be sent out. RAAC was unable to renew its contribution to NCH, which comes solely from regional contributions. The Mid-Atlantic Regional Archives Conference has approached the Council of State Archivists to see about a joint contribution, which could be an initiative RAAC could take on again next year.

April Board Meeting Minutes

The April SGA Board Meeting Minutes were approved.

OLD BUSINESS

MARAC Partnership with National Coalition for History Policy Board

Shanee' has been speaking with Rachel Grove Rohrbaugh from MARAC to discuss what is happening regarding the Partnership with National Coalition for History Policy Board. As of now, \$2,016 has been pledged and they are still looking for other pledges. Rachel has made an appeal that would provide us with some benefits if we decide to join. There is still more

information that needs to be determined and we are waiting to hear if any other organizations have shown any interest.

Strategic Plan Timetable 2016-2018 (2019) Evaluation

Angela provided an update regarding G Suite. We have a non-profit account with G Suite, which will also provide us with access and functionality to our old legacy account. It took time to get approved and we thought there would be some migration issues, but it's looking like it should be a pretty seamless transition. There are also shared access drives, such as the ones used for reports.

NEW BUSINESS

Lost Archives of Georgia and Advocacy Procedures (Outreach Committee)

A major task that the Outreach Committee has been focused on is the development of an initiative for the Lost Archives of Georgia. The outcome of this project is to have a viable program that provides a platform for lesser known archives in Georgia to share their collections. The creation of a podcast is the main focal point. The podcast will have an initial trial period and the cost would be minimal (i.e. external microphone). The idea would also include cross-promoting with SAA and via social media. A proposal for a name change is also under consideration. Some suggestions for the name change include: Unknown Archives; Archives Unknown, Hidden Archive.

Voting for the following proposals:

- * Proposal for increased 2019 Annual Meeting registration rates
- * Request for Annual Meeting and 50th Celebration allowance

A proposal was made to increase the registration fee for the annual meeting by \$10. A second proposal was to have SGA provide a lump sum of \$10,000 as a one-time request to help finance this year's annual meeting along with the 50th anniversary celebration. Shanee', Angela, Christina, and the Local Arrangement Committee have been discussing the budget regarding this year's meeting. Shanee' and the SGA Board did not want to have attendees pay for the 50th celebration because we wanted it to be a way to show appreciation for all of the SGA members.

Christina provided some information for reasons behind these proposals. Increasing the base rate will help with the rising cost of various parts of the conference. This year, for example, the A/V and catering costs have taken up more of the budget. The off-site location is also pushing the budget up due to the 50th anniversary celebration. Other costs that are connected to planning large events may also continue to rise in the future. The estimate for this year is that there should be about \$5,000 coming in from vendors. The vendors seem to like the tiers that we have offered. We are at \$3,000 right now. We are waiting for exhibitors and vendors to come in with their donations. Different scenarios have been run in order to see if the numbers make sense with the items and expenses that are listed in the budget. This is under the assumption that we are getting the same attendance numbers as last year, and then comparing the numbers regarding the budget and the money coming in.

A main point of the discussion dealt with how reasonable it is to expect the registration fee to pay for the annual meeting, plus the donations from the vendors. One example that was given is that MARAC's conference is 5 dollars less than SGA's, but attendees pay for their lunch to cover the cost. Kevin stated that the budget would probably be close every year. Angela suggested that there is a need to have more clarification and a plan for this type of budgetary issue.

Heather brought up the idea that *Provenance* could help make up some of the shortfall when we move to the digital format. There could possibly be a savings of about \$6,000 to \$7,000, which could be rolled into the annual meeting fund. Kevin also mentioned that people usually pay for the meeting and their membership dues at the same time. This is also an area that would be helping to narrow the shortfall.

Christina asked if anyone had any concerns about raising the fee \$10 dollars with the example of early-bird registration moving from \$125 to \$135. Angela suggested that people have high expectations focused on site/location and the food, which means that they will probably be more understanding of the raise in price. Rose Marie stated that people may assume that there would be a higher fee due to the fact that it is the 50th anniversary.

Shanee' proposed the first motion to approve a registration increase of \$10 for this year's registration fee. The motion was carried and approved by the board.

The second motion was for a lump sum of \$10,000 to offset the deficit for this year's meeting and reception. The motion was carried and approved by the board.

ADJOURNMENT

The SGA Board meeting adjourned at 11:55 a.m.

Respectfully submitted,
Louanne Heintz, SGA Secretary

ADDENDUM

* Shanee' Yvette Murrain, SGA President, made a motion on behalf of the Outreach Manager, Brittany Newberry and the Assistant Outreach Manager, Katie Twomey seeking a board vote to approve the advocacy procedures and template presented at the July 26, 2019 board meeting. A vote was passed on August 22, 2019 via email and the new advocacy procedures and template were approved. The website will be updated and information shared with SGA members.