

Society of Georgia Archivists
Board Meeting
Augusta, GA
16 October 2019

PRESENT

Shanee' Yvette Murrain, Angela Stanley, Kevin Burge, James Irby, Virginia Angles, Rose Marie Kimball, Jill Sweetapple, Brittany Newberry, Paige Adair, Brandon Wason, Katherine Fisher, Michael Law, Geoff Hetherington, Christina Zamon, Sarah Tanner

CALL TO ORDER

The meeting was called to order by SGA President, Shane' Yvette Murrain, at 5:10pm.

WELCOME

Shanee' welcomed everyone to the 50th Anniversary meeting. She also requested assistance in either burning a CD or buying some for the reception.

OFFICER REPORTS

Treasurer

Kevin Burge stated that the subscription for Wild Apricot will need to be taken care of. To make it official, one of the board members will need to be present to sign the paperwork for authorization and use of Wild Apricot. Our subscription runs from February to February.

Christina asked if a check from University Products was received because they didn't register online, they just sent a check for their ad. Kevin said it was received and deposited. Kevin mentioned that in the future, we will need to have the vendor register to link an invoice to the payment.

If there are any scholarships to be paid, Kevin will pay those out. So far nothing has been paid to the hotel. Christina will check with the hotel about billing. Kevin will pay for the cake at the reception and the final invoice for The Marbury Center this evening. Kevin will also be on hand at the reception should anyone arrive and need to pay on site.

The breakdown of financials for this year was done by trying to break it out by vendor and individual registration instead of just a general income fund. We are sitting on approximately \$20,000 of income for the annual meeting, which is only what has been processed either through PayPal or checks received. Christina stated that there are still several outstanding payments.

Kevin pointed out that currently the invoicing system in Wild Apricot is not tied to QuickBooks, which means if there is no payment, then it doesn't push that into Paypal. SunTrust exists somewhat separately. When Kevin is working on a report in Quickbooks, it pulls the transactions from Paypal and then needs to be manually updated. Even though there is an invoice, if there is

no money that has been paid, then it won't be picked up in Quickbooks. So if anything is outstanding, it will go into the end-of-the-year report. Kevin asked for total expenses for the meeting, including the reception, which stands at \$36,000. The Money Market account is still sitting untouched. So our total assets are at \$121,870.23, but that includes the money market account and all of the outstanding invoices that still need to be paid out. The amount for the meeting will come out of the Sun Trust account.

At the business meeting, Kevin will report profit and loss and the balance sheet, plus some highlights. He also mentioned that we should be spending more as a nonprofit and should be holding less in savings.

Outreach

Brittany Newberry indicated that the Outreach Committee has been working on quite a few things. They hosted a tour of the Roswell City Archives, which had an attendance of 8 people, which is good for that kind of event. The procedures for the SGA advocacy efforts were completed and Paige updated the website. The form needs to be updated and sent out. Members can send us issues that they want us to work on. Planning has been done for the annual meeting meet and greet. There will be prizes, candy, cupcakes and open bar at the event. We are also having trivia at the event with teams of up to 6 and a raffle for a stay at the hotel. Invites were sent out for Oakland Cemetery tour, which will happen in two weeks. It is in Atlanta and is a guided tour. We wanted something Halloweenish, but not on Halloween. There is also a plan for a joint happy hour event with the Membership Committee, which will happen in Atlanta at Monday Night Garage.

Work has also been done on identifying institutions for the Lost Archives Project. It may be changed to Unknown Archives and planning will continue next year when Katie Towmey takes over. If anyone has any suggestions for institutions for this project, please let the Outreach Committee know. Christina mentioned Rosa Duffy's "archive" For Keeps as a possibility. There will be an attempt at a trial run for the podcast.

Kevin asked for confirmation on the correct date for the cemetery tour. Brittany said that the correct date was already updated.

Archivist

James Irby noted that there has been ongoing discussions with the Georgia Archives about the digital policies as it relates to the SGA's digital collection. It is a complex structure that is difficult to reconcile. James is trying to come up with a foundational processing plan that he can send out. The issue is that the SGA collection is on deposit and can't be moved and as a digital repository, it needs to be at the Georgia Archives.

Administrative Assistant

Alex McGee was unable to attend the meeting so Shanee' gave her report. As of October 7th, we have 259 active members, including 27 students. We had 8 new members register in the last quarter, including 2 students and 6 individual members. Lapsed members are up to 316 and there are 336 members who have overdue renewals. There are no new donations to report. Alex has been working on some general housekeeping issues, such as updating the online directory, sent new member reports to the Membership Committee chair, responded to claims from vendors on behalf of institutional subscribers to *Provenance*. She has also sent renewal reminder to non-vendor institutional subscription holders, added new members to the listserv, and worked with Kathryn Michaelis and Kevin Burge on incoming mail.

President

Shanee' Yvette Murrain evaluated the three nominations for the President's Award and shared the recommendations with the board. The 2019 awardee is Dr. Cathrine Oglesby. She will not be able to attend the reception tomorrow to receive the award. A post will be written about the award and the recipient and will be shared on social media. Shanee' also attended the Local Arrangements and Annual Meeting committee meetings; distributed a call for the President's Award nominees via SGA newsletter, listserv, and social media; and selected and notified the winner. She will continue to work on completing the transfer of the President's records for permanent retention to the Archivist and transferring the president's accounts to Angela as the incoming President of SGA. She also wanted to take this time to thank everyone for managing early errors with committee sign ups; their extreme patience as we dealt with G Suite issues from April to June; thoughtful feedback on the rebranding effort; the feedback on the strategic timetable; the planning of events; all who represented SGA across the state and SAA; and for putting together a program this week that is relevant, timely, and celebratory. Thank you all for your service.

Provenance

Heather Oswald was unable to attend the meeting so Shanee' gave her report. As of yesterday, the download statistics for *Provenance*, is currently at 78,297. This quarter we had 7,257 downloads. The most accessed article was from 1998, "The Journal of Jean Lafitte: Its History and Controversy," by Robert L. Schaadt, Vol. 16, 1. Following its 1 year embargo, Volume 35, Issue 1 will be made available on the Digital Commons platform. The next issue, volume 36, Issue 1 is slated to be released in December. The CFP for Volume 36, Issue 2 will go out in November. The proposal to move *Provenance* to a digital, open access journal has been approved by the board. A print-on-demand option will be available to users and institutional subscribers.

SGA Newsletter/Communications

Kathryn Michaelis was unable to attend the meeting so Shanee' gave her report. There have been 29 blog posts in 2019. An Instagram account was created, held a Twitter chat, and began soliciting contributions from membership based on monthly themes. These activities have been successful and there has been increased awareness of members' collections and exhibits. We have received a lot of engagement on Instagram. Between January 8 and October 9, we made 64 posts and gained 322 followers on Instagram. Our most shared Facebook post announced the digitization of a freedmen's medical ledger on October 10. We have 500 followers on Twitter. The SGA annual magazine came out at the end of January and the 2020 magazine will come out early next year.

Georgia Archives Month Liaison

Jill Sweetapple reported that she sent the posters and bookmarks to be printed. The mailed copies went out last week, but the box that was going to come to Jill for distribution was sent to the P.O. Box, so Jill asked them to fix it. That means folks will receive their posters and bookmarks late. Please keep them up into November to extend Archives Month. Next Thursday is the Governor's proclamation. The proclamation was signed early, but the photo shoot was set up for October. We are going to take the Proclamation with us. We did put a call out for people to come and we got about 10 people and we then opened it up to genealogists, which brought us up to about 15 people. Laurel is going to try and get a few more people. We have a lot of sponsors, including the Georgia Humanities Council with a contribution of \$1,000.

Angela asked Jill to add GPLS on the sponsors' list. Jill did say that they are listed as a sponsor on the poster.

Education

Brandon Wason reported that a summer workshop, Photograph Identification and Conservation at Emory, was held on August 23. We had 20 people attend with a full house. Earlier today we had our two pre-conference workshops. The one on ArchivesSpace had 19 people in attendance and was taught by Noah Huffman of Duke University. The one on Outreach and Exhibits had 10 people. Christina updated the numbers of attendees to 21 for the ArchivesSpace and 11 in the Outreach and Exhibits workshop. The committee plans to host a copyright workshop next year with Greg Cram in partnership with DLG. Becky Sherman will be taking over the role for next year.

Membership

Angela Stanley presented that we've had 9 new members since June. The most recent event held was the SGA & Georgia Association of Museums Mixer on September 27 at the ATHICA gallery in Athens. We had 50 attendees. We had good representation from both groups. The Georgia Association of Museums' entire board came. ATHICA gave us the space for free

because they are a Georgia Museums member. The current director of the gallery is the former deputy director of GALILEO, so she is excited to see increased partnerships.

We were able to table at the Georgia Libraries Conference last week. Thanks to those who were able to cover shifts. We got that table for free as a mutual exchange for them to table at the SGA meeting. Brittany mentioned that we are co-planning a friends and family mixer with the Outreach Committee. Save the date cards are at the registration tables and the info is also included at the back of the program. The expense report shows that we have almost hit our budget.

We have new SWAG for members with the new logo that includes window clings, pencils, and membership brochures. That will be given away after the reveal Thursday night and will be at the table Friday morning.

Scholarship

Tiffany Atwater Lee was unable to attend the meeting so Shanee' gave her report. The committee started advertising applications on August 1 for the Larry Gulley Scholarship, Taronda Spencer Award, and the Anthony R. Dees Education Workshop Scholarship. We had a small pool of candidates and awarded Stephanie Braddy of the Catholic Diocese of Savannah the Larry Gulley Scholarship to attend the SGA Annual Meeting. Dr. Greg McNamara from Clayton State University received the Anthony R. Dees Education Workshop scholarship. There were no applications for the Edward Weldon or Taronda Spencer Award. The Brenda Banks Educational Scholarship award also did not receive any applications. We are open to extending the application range to include reimbursement after attendance.

Due to the challenges of the scholarship committee, there will be no scholarship auction this year. There were issues with the transferring of duties to make sure that all of the information was available to plan fundraising events. There was a misplacement of a USB drive that had crucial information for the committee that halted the committee's work this year. Tiffany has listed some recommendations for the scholarship committee to help get back on track for the next year.

Recommendations include:

- Creation of a google spreadsheet that has a list of all previous scholarship winners
- Revamping of Scholarships Application Score Sheets to have clearer grading scales
- Consideration of small amount of monies to supplement scholarships to be added to the budget for next year as this will allow us to supplement items for the auction
- Consider mixing both the traditional auction with silent auction to create excitement
- Creating a list for academic programs that we can market our scholarships
- Organization of the Scholarship Google Drive

- Creation of Workflows for Scholarships

Nominating

Sarah Tanner reported that the Nominating Committee has been working on two major things for the past few months, which included selecting the SGA Fellow and recruiting new members. The full list of newly elected and appointed board members will be announced at the Business Meeting and will be posted to the listserv after the annual meeting. We had someone running for assistant treasurer and the weekend before the election they pulled out of the race. Sarah didn't have time to recruit for the position, so she is interested in holding a special election before the end of the year. If you know of anyone interested, please let Sarah know. Hopefully we can find someone before we close out the meeting. Kevin responded by suggesting that after the election, take all the names of those who were not elected and ask any of those candidates if they would like to be treasurer.

Program

Geoff Hetherington reported that the program committee has spent the last few months finalizing the program and the Friday plenary. There were some challenges with logistics with the speed networking activity because of how the room is laid out. We decided to do Poll Everywhere to have an interactive component. Geoff will be moderating. Katherine designed the printed program. Following the conference, we will send out a survey and we will collect the presentation slides to share them with the SGA members. We are also waiting on travel receipts from the keynote speaker.

Local Arrangements

Christina Zamon reported that coordinating meetings were continued throughout September. We exceeded our vendor sponsorship goal of \$5,000 with our new vendor sponsorship model. There is still some work to be done on the levels and amounts, which Christina will be happy to do for next year. Last year we raised \$3,400 and this year we reached out to 49 vendors and got 16 sponsors/vendors and two ad buys for a total of \$7,575, which was more than double than we got last year. At the end of the meeting, Christina will propose a vendor coordinator position. Registration was lower this year. There were 56 early bird registrations, 38 late registrations, and three on-site workshop registrations. In addition, there were 15 vendor registrations and one comp table for GLC. With current registration, it looks like we earned \$13,205, but that does not count anything other than early bird and late registration. Christina believes the timing of the meeting affected the registration numbers.

Catering is all set. We did our best to accommodate vegetarians, vegans, and those with gluten, soy, and dairy allergies. We were able to get a cake from a local bakery that will be delivered to the reception hall for tomorrow's reception at The Marbury. At the reception, we will have appetizers, beer, wine, and peach champagne to celebrate our 50th anniversary. We are set with projection and sound system. The last thing to do is close out our invoices after the meeting.

The incoming assistant chair will work on the 2021 location and contract for the annual meeting as well as assist with the current year's local arrangements.

Shanee' asked Christina to put forth her proposal for the Vendor Coordinator position. Christina is proposing the creation of this position coordinating vendors is a lot of work. Early on Christina had someone on the local arrangement committee volunteer to do the work, but that person dropped off the committee so Christina did the work on top of everything else. New England Archivists, MARAC, and MAC have similar roles. These are independent and sometimes elected positions because they work across committees rather than as part of one committee to raise money and increase development. In this capacity someone could work with the scholarship committee, local arrangements, and other committees to raise funds and maintain consistent contacts with the vendors. We can set it up however we want. She is proposing that it be an elected position of 2 year term limited to 3 terms for a maximum of 6 years. They would be a non-voting member of the board and separate from the local arrangement committee. New England Archivists has a job description and is closer to SGA's size and operation compared to MAC or MARAC.

Angela asked if there would be any drawbacks from having the additional person on the board. Is there some reason we wouldn't naturally vote to approve? Christina said that she didn't feel the position needed to be a voting member. This position tends to work in the background and doesn't have a forward facing role. Brandon asked if there is a reason why this person would be elected versus appointed. Christina said that she made it elected because she thought all board members were elected. Brandon said that elected board members vote and appointed board members do not. Christina then said in that case it would be an appointed position.

Shanee' is asked if this was a proposal for the 2020 year to make the transition. If it were someone appointed then we could pull from un-elected candidates. Angela countered that we could approve the position and have Christina serve as the transitional vendor coordinator. Christina said that she didn't mind staying on and then have someone appointed next year. It was also suggested that maybe the immediate past Local Arrangement's Chair can move into the Vendor Coordinator position.

Jill thought that this may be a good time to get some sponsors to help get some funding for the scholarships in light of the problems the Scholarship Committee had this year. If the awards are more impressive, then maybe people would be more apt to apply for them. Christina agreed that it was a good idea to build that into the vendor coordinator role, make it less bake sale model, and give the committee more consistent funding for the scholarships. This may give us the ability to expand some of these scholarships and make them more appealing for applicants.

Christina will review the by-laws and put forth a more concrete proposal at the January board meeting.

Mentoring

No report.

Website

Paige Adair has kept up with the Job Listing page as needed, made small changes to the website as requested, and updated the logo across the website. We talked about updating the colors on the website at some point in order to match it. She also worked with Brittany and Katie to make updates to the Advocacy page. A Google document form still needs to be added. We have had 2,370 users including 2,207 new users; 3,842 sessions; 10,686 page views, and the most active date was on August 7 with 466 page views. This correlates to when registration for the annual meeting opened. Our top five pages were the Annual Meeting, Job Announcements, Publications/Blog, Archives Month, and Education.

RAAC

Michael Law will be rotating off the board and Cathy Miller will be the new chair. Sheila McAlister will be the new assistant. Although Michael will not be on the SGA board, he will be continuing on in his RAAC role as they are planning a symposium. One was held in 2017 at the SAA annual meeting and they wanted to replicate that for 2020, but the logistics didn't work out so it was shifted to a webinar model. Each of the committees will be responsible for producing a webinar in symposium form on the RAAC website. We are creating our first set of by-laws and just completed our first 3-year strategic plan. The only thing that RAAC would love is to have more input from the regionals. If you have ideas for RAAC that you want to present let Michael know. Shanee' wondered if our new advocacy issues template could be something to bring up with them. Michael plans to talk to Cathy more about that. Michael is now the co-chair of RAAC because the old chair stepped down who was also the advocacy chair so there is no one in that role, but Cathy might be interested in that role. If she isn't, then there might not be anyone in that role. Angela asked if RAAC authors position statements or do they defer to SAA. Michael said that one of RAAC's important roles is to support the National Coalition for History to funnel advocacy interests and a number of people in Archives decided that NHC wasn't doing enough on the archival side, so they didn't re-up their memberships, including SGA. That might be a model that needs to change. Angela asked if the consortium itself takes up any positions publically. Michael said he doesn't think so, they would just coordinate with the regionals.

Old Business

Shanee' informed the board that we had received 6 responses for the 2016-2018 strategic plan evaluation. Shanee' will start to synthesize those results. Shanee' will put responses into a graph that represents our progress with information about membership in her slideshow for tomorrow night's reception. These will be used to edit and update the strategic timetable for next year's board for the 2021 plan.

Angela is in conversation with a strategic planning company that is run out of the Colorado State Library through the Friends of the Library Program. It's called Rapid Results Planning. They've trained several organizations in Georgia with their quick, rapid results method as opposed to the usual time intensive process. Our hope is that we will be able to pull together a plan and a cost model to guide next year's board through a strategic planning process. Angela may need board approval depending on the cost model. She will send out a vote to the board by the end of the year to secure a facilitator for next year. Usually this process takes 4-6 months. Hopefully we can do this at the beginning of the year to roll out a new strategic plan at next year's annual meeting. We aren't sure if it will be a 3 or a 5 year plan.

New Business

Angela and Shaneé' discussed new traditions for SGA. Angela had the idea from GLA of an engraved gavel to be passed down from one president to the next. Angela is now working towards new lapel pins for past SGA presidents. The idea of traditions will help engage members and hopefully retain members going forward. Michael asked if there would be a ceremony that will go with it. Angela did not think that we would have a ceremony. The idea was presented to recognize long term members (5 years, 10 years, etc.) with a pin or some other token of acknowledgement. Angela is concerned that we might not have the data to determine how long someone has been a member. She will ask Alex.

Shaneé' suggested that we could recognize retirees or deaths within the organization. We could possibly put something in the program or have a moment of silence for deaths at the Business Meeting to remember the trailblazers who left us during the year. We could also be better about recognizing new roles through the list, blog, or social media. Maybe have a formal way to recognize these things. Ask people to stand at the meeting to recognize how long they have been a member, recognizing retirees, and those who have passed along.

The meeting adjourned at 6:30pm

Addenda

* The 2020 SGA Board election results were presented at the Annual Meeting in October as well as via email by Sarah Tanner on November 12, 2019.

SGA Elected Positions

- Vice President / President-Elect, Membership Chair – **Holly Croft**
- Assistant Program Chair – **Autumn Johnson**
- Assistant Local Arrangements Chair – **Feechi Hall**
- Nominating Committee Member 1 – **Tiffany Atwater**
- Nominating Committee Member 2 – **Feechi Hall**

SGA Appointed Board Positions

- Assistant Communication Director – **Brittany Newberry**
- Assistant Website Manager – **Mandy Ryan**
- Assistant Outreach Chair – **Becca Brown**
- Assistant RAAC Liaison – **Shelia McAlister**
- GAM Assistant Liaison – **Caroline Crowell**
- Assistant Education Committee Chair– **Leah Leftkowitz**
- Assistant Mentoring Program Coordinator – **Laura Starratt**
- Scholarship Chair - **Jessamyn Swan**

* Brittany Newberry and Katie Twomey, Outreach Manager and Assistant Outreach Manager, shared the updated SGA advocacy procedures via email on December 12, 2019. The new form and procedures can be found on the SGA website under the Get Involved page.

* Angela Stanley sent out an email regarding the 2020 SGA Strategic Planning Proposal. The purpose of this proposal is to define the terms of a guided process, which will lay out the vision and goals for the Society of Georgia Archivists' 2021-2025 strategic plan. A motion was made and the vote was approved for this proposal on December 20, 2019.