

Society of Georgia Archivists
Board Meeting
Virtual meeting via Zoom
24 April 2020

CALL TO ORDER

Meeting began at 10:01 am. SGA President, Angela Stanley, welcomed everyone to the first virtual board meeting.

ROLL CALL

Angela Spitzer Stanley, Holly Croft, Shaneé' Yvette Murrain, Rose Marie Kimbell, Alex McGee, Alison Reynolds, Christina Zamon, Cathy Miller, Becky Sherman, Katie Twomey, Louanne Heintz, Virginia Angles, Feechi Hall, James Irby, Heather Oswald, Megan Kerkhoff, Amber Moore, Tamara Livingston, Brittany Newberry, Katherine Fisher, Autumn Johnson, Leah Leftkowitz, Sheila McAlister

APPROVAL OF MINUTES

A motion to approve the January 2020 board meeting minutes was made by Virginia. It was seconded by Holly. The January 2020 board meeting minutes were approved.

OFFICERS' REPORTS

President

Angela Stanley added to the yearly goals with the addition of a response regarding the pandemic: *Respond adeptly to the global pandemic caused by COVID-19, leading the organization through change and continuing to advocate for the rights of archival workers.* Angela thanked everyone for working on the previous motions that were passed via email. We did vote as a board to support SAA's grant to fund a census and we submitted a statement of support to the membership. We have been in the process of responding to COVID-19 as an organization, which include updates to our Resources page on the website, the approval of an SGA statement and endorsements of SAA's statement, and our virtual coffee breaks on Fridays. We also decided to support the SAA ad hoc working group on salary transparency letter. There is an active, editable document being circulated now for SGA's own board position statements. Angela also wanted to thank those who helped troubleshoot the domain and domain host issues that we were plagued with the previous week.

Vice-President/Membership Committee Chair

Holly Croft stated that the Membership Committee has mainly been focused on welcoming new members. Many of the things that the committee was looking into had to be canceled or are in an upheaval. Future tasks may include looking into what can be handled virtually.

As Vice-President, Holly drafted the letter of support for SAA. She has also been working with the Dues Increase Task Force. The discussion for those can be found under Old Business.

Past President/Nominating Committee Chair

Shanee' Yvette Murrain shared that the Nominating Committee had met on April 15 and discussed publicizing a call for nominations for Fellows. The usual deadline is May 30, but we recognized that we may need to extend the deadline. This has been built into the review process. This year the committee wanted to highlight and bring to the forefront those in our profession who are representing leadership, especially related to crisis management and COVID-19. They have also started talking about contingency plans and options for the recognition of Fellows in lieu of our physical presence at our annual meeting this year to plan for a panel to be held virtually and invite Fellows to dialogue about their response to COVID-19. They are also engaging in outreach for elections and appointments with an emphasis on recruiting new leadership with this being the first year that a lot of the work has been done online and that certain programs won't be able to be executed in person. It still needs to be figure out how we can build that type of knowledge transfer to the next board.

Treasurer

Rose Marie Kimbell presented the bank account totals, which include the general account at \$2,129.35; the Money Market account at \$75,349.22; and the Paypal account at \$150.84. Rose Marie has been paying bills and assisting folks in getting things worked on and fixed, including the domain issues. She has also been working with our treasurer ex-officio, Kevin Burge, on the accounting issues, particularly the accounting software. Our QuickBooks has been an ongoing issue and is a growing problem. This year with our transition to WildApricot, the invoices and payments are not reconciling. QuickBooks does not reconcile with the numbers in our actual bank accounts. This is why the profit loss statements were not provided in the report because they are not accurate. Rose Marie and Kevin have been spending a lot of time delving through the previous treasurers' data. There are two suggestions to help with this issue. One is to basically archive everything that we have and start over in QuickBooks for this year, which would be easier for the layman to work on, but from a records manager point of view that is not an ideal solution. The second suggestion is to check with an accountant and get a cost estimate for having someone look through QuickBooks and our accounts to get them reconciled. The idea would also be to set up the budget as a line item for better transparency for each committee.

Archivist

James Irby stated that his main project is to work on an SGA records collection policy to hand off to the next archivist. He will be reaching out to the board members about which formats and document types are used for the key records. He wants to have a systematic approach for digital records moving forward.

Program Committee Chair, Annual Meeting

Katherine Fisher shared that the Program Committee has chosen a theme: Building Partnership and Dismantling Barriers. They have been sending out calls for proposals with the deadline currently set as May 15, but there is an expectation that it may be extended due to the uncertain circumstances at the present time. They have also discussed alternatives if we need to postpone the meeting, or pivot to a virtual or hybrid meeting, or make other adjustments in response to health concerns and reduced travel budgets. So contingency planning is ongoing with the hope of coordinating with other board members who are working on annual meeting related things. The Program Committee is taking a flexible approach right now in order to put together a solid

program regardless of the format. It was mentioned that the committee members have already had lots of really thoughtful and practical suggestions about strategies for a successful virtual or hybrid meeting. They are holding off right now on inviting keynote and plenary speakers until there is a little more clarity about the status of the meeting plans, but some great speakers are on the list. The budget has not been adjusted yet, but if we did move to a virtual meeting, then it would end up costing significantly less due to lack of speaker travel expenses or program and poster printing.

Local Arrangements Committee Chair, Annual Meeting

Virginia Angles discussed the ongoing planning for SGA's Annual Meeting. The committee has been working on still trying to put together the meeting as it currently stands, including working with caterers and the venue. They are still working on putting a budget together for the reception. Currently, both the welcome reception and all attendee reception are slated to be at least \$500 - \$600 over budget. They are trying to figure out how to offset those costs and are looking into options for plan B. (see New Business)

Administrative Assistant

Alex McGee shared the membership data for this quarter. There are 245 active members with 182 individuals, 11 new members, but we are down to 18 student members, which is a decline. Alex has been responding to members' questions and has dealt with issues related to the domain problem. She thanked James for taking over checking the mailbox.

Provenance Editor

Heather Oswald provided updates regarding *Provenance*. The latest issue has been published. Heather confirmed that this is the final issue of *Provenance* in a printed format for all users. The next issue will be a completely online format with the option to purchase individual issues from an ecommerce site from Sheridan. She suggested discussing the potential of including papers or presentations in an issue *Provenance* as a way to spread or to create a bigger impact with the annual meeting if we are not able to hold it in person.

Communications: Director/Newsletter Editor

Alison Reynolds shared that the annual magazine went out in early February and she thanked everyone who helped with that. The social media themes are planned for the rest of the year, but are subject to change if anything comes up. Most recently, we received a lot of posts for promoting institutions' online resources. She has also been sharing opportunities that come through the listserv, such as webinars and internships. May is Asian-American/Pacific Islander heritage month. They are also asking for fun photos from people working from home, which can include a setup of your work space, pets, or a hobby. Facebook still receives the most interaction and we have had that for the last 12 years and Instagram for only about a year. She also held an email interview with Courtney Chartier about her recent election as SAA VP/President-elect. It will be published when we have made a decision about the blog. Angela suggested for members to share or repost any of the social media posts.

Website Manager

Megan Kerkhoff has updated the website with the logo and color scheme to match. She has also added a visual style guide, updated the Home page, and updated the directory for the SGA Board. The main issue recently has been with the domain and our web hosting site. Our renewal lapsed with JaguarPC, which was bi-annual. This was due to a number of factors, including unknown login information and the bill being held on an old credit card. Megan gathered the pertinent information to fix the problem. She has created a document to have all information in one location and has met with the Website Assistant Manager to make sure this doesn't happen again. Alex is also working on updating the login information guide for uploading to the Intranet for the SGA website. Angela asked the board members to email her any updates for the Administrative Handbook for any changes to continuity of operations and documentation for committees. Rose Marie also asked that the committee chairs to look through previous notes and to make sure all bills are on the budget and updates can be amended.

Education Committee Chair

Becky Sherman and the Education Committee have been mostly working on cancelling things. The Spring workshop on copyright that was co-sponsored with DLG has been postponed. Becky will speak to Sheila McAlister for rescheduling dates or if it can be done virtually. Becky is also the liaison to the Georgia Archives Institute Board. It was decided that this year's GAI would be cancelled for 2020. There were too many issues for rescheduling for the Fall or to try and hold two institutes next year. The committee will also be meeting to discuss topics for pre-conference workshops for the annual meeting, which may possibly be held virtually, but will wait until a final decision has been made about the annual meeting.

Scholarship Committee Chair

Jessamyn Swan was not present and a report was not received.

Outreach Manager

Katie Twomey shared that there were plans to meet up at a food truck site, but that had to be cancelled. There has been some discussion about other options to have virtual meetups. One thought was to hold a virtual happy hour, but that may be too similar to the Friday coffee chat and we don't want to infringe on that activity. Katie found an online virtual site where you can come up with your own questions and host a virtual trivia contest. The idea is to have gift cards for local restaurants or coffee shops as prizes. This way we are still using the budget that we would have used as the local places for the get togethers. The platform is called Crowdpuurr. Katie and Becca will be testing the site out. The last outreach event was in February and they are looking forward to incorporating some virtual events soon.

Mentoring

Tamara Livingstone and Laura Staratt have met a couple of times. They have been focusing on reconnecting with the current pool of mentors and getting some updated information. They created a new Google form. They are also trying to emphasize more personal life stories and the role of mentoring to try and attract people and connect them to those who are new to the profession. They are in the early stages of revamping their page on the website. The next step is to work with the Membership Committee to try to reach out directly to our new members.

RAAC Liaison

Cathy Miller attended the working brunch in February with representatives from other Georgia library professional organizations. They had formulated a plan for an event that was supposed to be held in May, but unfortunately that had to be cancelled due to COVID-19. There will be ongoing discussion on whether to revive it later in the year as a possibility. As far as RAAC's organization news, Cathy has been continuing email communication with Michael Law. It seems that RAAC is struggling to figure out their role in serving the regional archival associations. Cathy has confirmed that she is on the RAAC email listserv and she has been forwarding those emails that pertain to SGA members. A lot of the RAAC subcommittees do not have leadership, so Cathy volunteered to be the chair for the Advocacy Subcommittee.

Georgia Archives Month Chair

Angela presented Amber Moore's report. The committee is brainstorming for a 2020 theme with a suggested deadline of April 24. The Supplies Grant for \$250 will be determined once the shelter in place ends. They have also put a pause on soliciting donations from sponsors for the time being. Amber is handling social media for this year. One highlight is that they have someone willing to volunteer their time and talent to design this year's Georgia Archives Month poster pro bono. A big thank you to Alex Welch.

OLD BUSINESS

Dues Increase Task Force Update

Holly Croft stated that the Dues Increase Task Force had met on April 20. Some of the major topics that were discussed during their meeting included:

- Should we be raising the dues this year, especially because of COVID-19?
- What is going to happen regarding the annual meeting?
- Should we have a bridge rate for those in need and for graduates of archival programs?
- We should look at neighboring states and their archival associations regarding dues.

Alex provided the task force with a list of student members and they have a list of Fellows. They would also like to bring in a few members to represent the general membership.

SGA Statement on Salary Transparency

Christina Zamon thanked everyone for voting to endorse the letter that went to SAA. Although with our domain issue, we were not able to get on the initial SAA letter, but it was communicated that SGA was in support of it. The ad hoc group on salary transparency is trying to push SAA into doing more in light of job losses and furloughs at this time and have our voices heard that this is a very important topic. A statement has been developed by SGA about not posting unpaid internships or jobs that do not list some sort of minimum salary, salary range, or other salary information. Christina is trying to engage people in conversation and they are welcome to comment on the Google form or via the SGA listserv. The first town hall meeting will be held via Webex. The idea is to go through a first round of edits and make some revisions after the virtual town hall meeting. It will then be decided if a second town hall meeting will be needed. The final edition of the statement will then be sent out via email for a vote.

Angela opened it up to discussions and asked if there were any questions. Alison asked about our social media posts and how things are reposted on those sites. Christina stated that right now the

statement says that we will not share on any of our platforms anything that does not include salary information. Everyone was encouraged to comment and share their thoughts on the Google Doc, which then can be shared at the town hall meeting.

Vote to approve 2020 budget

Rose Marie has reformatted the document for easier viewability. At the last meeting, the document's layout made it hard to read. Rose Marie pointed out that currently, if we are going off of the original budget, then this would put us \$19,000 in the hole at the end of the year. But since we don't have accurate numbers because of the issues with QuickBooks, this has hindered having an accurate budget. One goal in the upcoming year is to use budget lines for accuracy. *Provenance* was one area that was discussed because of the change in the amount for printing and moving to digital format. This year's budget was different because of the final printing and moving

We did pull \$10,000 out of the Money Market account last year for the 50th anniversary. Rose Marie and Angela were concerned about voting on a budget that would be negative and not actually reflect what our anticipated expenses are going to be. This has brought up the multiple issues with QuickBooks mentioned earlier in the meeting. It was suggested to elect to postpone approval of the budget until we make a final decision about the Annual Meeting. This was also the main reason for starting a Task Force because of the increase in the Annual Meeting budget and the cost of running an in-person conference goes up every year. Angela asked Virginia about the likelihood of being about \$600 over budget. She said this is not based off of the extra \$10,000 that was included for the 50th anniversary celebration. This year's budget was slated to be roughly \$22,000.

Rose Marie mentioned that she had just refunded those who had signed up for the Spring workshop, but she was noticing the cost was only \$15. Her suggestion was to possibly raise the price of the workshops or prices overall in general. It was pointed out that in this particular instance, SGA was slated to make money off of it because we were in partnership with another organization, DLG, which was actually handling most of the expenses.

Rose Marie reiterated that she can't pull accurate data off of QuickBooks based off of the current situation. Angela asked if any committees still had any expenses that they anticipated for their budget that may affect the overall budget. Heather said that there would be different numbers based off of the pricing through Sheridan. Christina stated that the Local Arrangement numbers for the registration amount and the vendor amount for the Annual Meeting looked like that may be low. She was not sure which year they might have come from. Rose Marie said that the numbers she has been working off of were sent to her and Kevin in the previous years, but she can't pull it up correctly in QuickBooks. Angela suggested that the committees go through their budget to make sure that it is relevant to what is needed even though we may be moving to a line item budget. For example, the domain budget was not accurate because of the one item that was billed bi-annually and was in autopay. Angela stated that the vote for approving the budget should be postponed to a later date. We will also look at the specific budget for *Provenance* because of the changes occurring this year. Heather will look into the exact amount and provide a final quote. Rose Marie stated a concern for the price compared to what is available in the checking account. Heather will follow up with Sheridan, but there has been a delay because they

are not printing at this current time, but we do need to have it printed in order to fulfill our obligations to our institutional subscribers. It was also pointed out that there are startup costs for the ecommerce site, which can be delayed, but can be discussed as an option. Christina commented that she had found a discrepancy in the budget in regards to the numbers for vendor tables and vendor sponsorship, which isn't reflected in the spreadsheet. Angela stated that we can move forward with a vote via email when we have the final expenses relating to *Provenance*. Rose Marie would like all committees to review their budgets are accurate and send any items that are inaccurate or missing via email so we have documentation and the budget can be amended.

Vote to approve amendment to the Assistant Treasurer position

Rose Marie presented the amendment and provided some background information. The Treasurer position is a voting member of the board with a three-year term and is elected every other year. The issue is that in alternating years, there is no additional oversight over the budget because there is only one person in the role with no assistant. Turnover and continuity are very rough and there would be no one to take over the position if the treasurer has to resign or is unavailable for some reason. Kevin and Rose Marie came up with a few options to amend the position. The first option is to have someone elected every year, which would include an Assistant Treasurer, a Treasurer, and the Treasurer Ex Officio. The Assistant Treasurer would be the incoming Treasurer and would learn the role by assisting the Treasurer. The Treasurer would have the primary role of paying the bills, keeping the accounts, reporting to the board, and hold voting privileges. The Treasurer Ex Officio would assist the Treasurer as needed with any financial and accounting issues and would help train the Assistant Treasurer if needed. The second option would be to change it to a two-year term instead of the current three-year term. The downside is, that due to new Federal Banking regulations, quick turnover is needed and there must be two people who have access to the accounts. These two recommendations would allow for a smoother change over, provide continuity, and have two people available do handle any issues. Rose Marie's preference would be the first option, which would give the Assistant Treasurer a whole year to become more knowledgeable with QuickBooks and any accounting practices. Angela suggested that there should be some kind of onboarding or training for the Assistant, which would provide some needed support for the position. Sheila asked if we had ever discussed using a bookkeeper. It was not known if this had ever been presented as an option. Rose Marie pointed out that there are accountants that can be hired and would be able to log in when needed. The cost of this is unknown at this time. Rose Marie made a motion for the first option to amend the Treasurer position(s). Angela stated that this would require an amendment to the bylaws with a 2/3 vote by the board to amend the bylaws and a 2/3 membership approval to ratify the bylaws. This can be done along with the addition of the Vendor Coordinator position. The motion was seconded by Brittany. The board voted to approve the motion. Angela will work with the Nominating Committee to present these updates and create the voting infrastructure.

Strategic Plan Update

Angela wanted to update everyone on the strategic plan. Plans have been derailed a bit by the Coronavirus, but there is a draft that has been created, which is based off of the goals that were developed at the January strategic planning retreat. The Mission and Vision Statements have not changed. Angela encouraged the board members to look through the draft and make any

suggestions or comments online. It was also suggested to continue the core organizational goals that were part of the previous strategic plan, which includes providing appropriate stewardship, getting organizational records and history on track, and having continuity between board members and positions.

NEW BUSINESS

2020 Annual Meeting Discussion

Angela opened a discussion about how we could move forward on the 2020 Annual Meeting in light of the global pandemic. Virginia had prepared and presented a few different scenarios to clearly lay out options, costs, and impact to the organization. The current circumstance is that we have paid a deposit of \$1,150 to the Jekyll Island Club. We can get a refund if we cancel by May 15. The first option is to completely cancel the 2020 meeting and get a full refund for deposit, which would then save SGA \$18,000 by not holding the in-person meeting. The ramifications of that are we could lose members and we also can't really justify raising our rates because we are not actually spending the money on a meeting. The second option is to go digital. We would still get a refund from the venue and the cost would most likely be around \$2,000. We would need to discuss our needs and logistical issues, which several committees have already started to do and we probably would have a larger attendance. We also could have voluntary donations to help offset the cost. The third option is to keep it as is or move the meeting to a later date. This could incur more fees, fines, and penalties because the Jekyll Island Club requires us to have a certain amount for attendance and if we don't fill the room block up to 80% they will still charge us for the lost revenue. Catering also has a minimum amount. There is a huge uncertainty with the scheduling because we don't know if the hotel would even be open during that time. They are doing rolling rescheduling, so they may also end up being booked and may not have space to reschedule us. This option would still require us to come up with a Plan B as a backup.

Virginia's preference would be to go with the second option of going digital. We can still have the meeting at a lower cost and we would not be putting anyone's health or finances at risk. She also suggested to get feedback from SGA membership through a survey, if we were still considering an in-person meeting to determine a possible number for attendance to figure out where our budget would need to be. Sheila explained her recent experience with rescheduling another in-person conference, the Galileo annual meeting. She suggested possibly spreading the days out if we were to go digital instead of the two-day format. For example, Galileo is scheduling their presentations for every Friday. Her concern is about losing the opportunities for networking and would like to figure out a way to recreate that either virtually or possibly small, local, in-person groups by that time of year. Christina pointed out that we are early enough with our call for proposals, so we could do a Friday virtual symposium for presentations. She also mentioned using Katie's suggestion of virtual activities to supplement the interactive, social component. Brittany asked about the fee if we were to move to a digital format. Angela stated that it is up for discussion. Tamara brought up about the issues for social distancing at the hotel and questioned if the facility is capable of handling that issue. Plus, there is also the uncertainty of whether travel could be restricted. Virginia has been in communication with the hotel and shared that they are reluctant to give any reassurances for issues that may occur after the May 15 cancellation deadline. One option they did offer was to keep our contract, but move our meeting to October or November of 2021. Since the hotel is still dealing with current reservations,

Virginia will need to contact them again to get more updated information regarding the possibility of moving the meeting to 2021. Angela asked where Feechi's planning is regarding planning for the 2021 Annual Meeting. Virginia stated that as of now, there is only one venue that has provided a quote. Becky mentioned that many institutions may place a hold on providing discretionary funding or professional development funding, which would affect members' ability to attend the meeting. Brittany is in favor of sending out a survey in order to see how other organizations have responded to these issues. For example, SAA surveyed their presenters to see if they were able to do a virtual or hybrid conference. Louanne agreed with Becky about the financial difficulties that some members may have with attending an in-person meeting, especially those individuals who have been negatively impacted jobwise.

Shanee' shared her experience with attending the Digital Commonwealth Annual Conference, which had transitioned to a digital conference. The attendees had already pre-paid, so the issue of budget and fees is different. It was decided quickly to move to a webinar setup. It was a very well prepared and organized one-day meeting where attendees could opt in to the presentations they preferred. They provided practice time for the presenters to make sure everything would work correctly. Shanee' pointed out that keeping our two-day model may be exhaustive for attendees. Angela felt that the most responsible option is to not have our in-person meeting this year. We do have time to plan for a virtual conference. Alison liked that it will provide opportunities for professional development, especially since many conferences have been cancelled this year. Angela thought it would help build goodwill with our members by offering the content online for free, which will also help address our budget shortfall, as well as better positioning ourselves to further discuss the possibility of phasing in the dues increase in the coming years. Christina asked Shanee' and Sheila to provide any other info about the digital conferences they had attended particularly regarding vendors and sponsorship. Can we still offer it offer it free to our members, but still get some funding from our sponsors? Could we do a smaller ad buy, whether in an actual program or on the first slide of a presentation? Sheila suggested having a vendor sponsor an afternoon, if we were dividing up the conference into multiple days. Their logo could be displayed at the beginning and/or end of the session. We could think creatively, such as a virtual vendor room where members could speak to vendors. Shanee' shared the [link](#) for the conference page for Digital Commonwealth, which includes all of the recordings and slides for the speakers, but also near the bottom includes the sponsors. She will look into how sponsorship was actually handled, but did not notice any branding on the presentations. Angela noted that there seemed to be a pivot towards a virtual meeting as opposed to either continuing the in-person meeting, postponing it, or cancelling entirely. Angela asked if there was for a motion on the table to move this year's annual meeting to a virtual format. Holly made a motion via the chat box to move the 2020 Annual Meeting to a virtual format. Katherine seconded the motion. The motion carried.

Virginia wanted clarification on whether she should move forward with a contract with Jekyll Island for a 2021 meeting and move our deposit over for that option. Angela pointed out that we would need to choose dates again and see if that would even fit with what the hotel has available and make sure that it does not coincide with other conferences. Virginia will discuss it with Feechi and then ask for information from the hotel regarding:

- Can we apply our deposit towards a rescheduled date in 2021?
- What dates are available?

- Do we still retain the right to cancel our room block and our meeting room spaces from the new conference dates

Another topic for discussion will be about the digital meeting format and all of the aspects that are involved with that. The Program Committee will work in tandem with the Local Arrangements Committee for hosting the meeting virtually. Christina will be in communication with the vendors and if we can negotiate with vendors, then we could have a free or low-cost fee for the virtual meeting. Leah also agreed that a low fee would be a good option where people can still show their support for the organization even in a small way. Shanee' suggested that we could create a donation option that can be given to SAA's emergency fund. Angela pointed out that there will definitely be some kind of fee for the online platform that we will be using. It was suggested that we could offer tiered donation levels. Rose Marie brought up that we could offer it free to members and charge non-members. Angela said that we will table the options for future discussion.

SGA Archival Workers Emergency Fund Discussion

This topic was postponed and will be discussed at the next meeting due to lack of time.

SGA Communications Revitalization Plan

This topic was postponed. A proposal may be held online and a vote held via email.

ANNOUNCEMENTS

The next board meeting will be held virtually on Friday, July 31, 2020 at 10 am – 12 pm.

ADJOURN

The meeting was adjourned by Angela at 12:04 pm.

Louanne Heintz

SGA Secretary

Submitted on May 31, 2020

ADDENDA

Review Communications Proposal

A virtual meeting was held on May 7 led by Alison Reynolds via the online platform, BlueJeans.

The meeting began at 11:00 am.

In 2018, the newsletter was replaced with a yearly magazine and a blog. Alison presented the idea of changing the platform that is currently being used for the blog. The reasoning for this is that the current site is outdated and not very functional. It does not have a polished or professional look to it. It also needs to be updated to match the new SGA color scheme and logo. This coincides with the part of the strategic plan of creating a recognizable brand across all areas. Alison has had ongoing discussions about this topic over the last year or so. WordPress was suggested as a more viable option for the blog. There is a monthly fee for the Premium Plan, but it is customizable and there are no ads.

Alison also wants to revitalize the blog and would like to recruit volunteers to write and peer review stories. She would like to publish timely and relevant content each month. The stories could pertain to projects completed at member institutions, interviews with members, spotlights on collections, outreach events, research projects, etc. Alison has already conducted an interview with Courtney Chartier, recently elected President/VP-elect of SAA. This would be an excellent post to highlight the newly remodeled blog.

Alison also pointed out that there are areas of the website that mention the newsletter, but they are really referring to the magazine. She would like to bring the magazine to the forefront and get the message across that it is a magazine and not a newsletter. The website should be updated to reflect the shift from Newsletter Editor to Communications Director.

A vote will be held via email regarding the blog. The meeting ended at 11:30 am.

SGA Annual Meeting

A motion was put forth by Virginia Angles, Chair of the Local Arrangements Committee, to approve a change in our existing contract with the Jekyll Island Club, which would move our in-person annual meeting to **October 20-22, 2021**. Katherine Fisher seconded the motion. The motion was carried on May 8, 2020 via email.

SGA Blog

A motion was put forth via email by Communications Director Alison Reynolds to approve the transition of the SGA Blog from the Blogger platform to the WordPress site at a cost of \$96 billed annually for the first year and \$114 billed annually in subsequent years. The motion was seconded by Holly Croft. The motion was approved on May 15, 2020 via email.

Salary Transparency Statement

Becky Sherman made a motion to approve the salary transparency statement presented by Christian Zamon. Cathy Miller seconded the motion. The motion passed via email on June 3, 2020.

Endorse SAA's Statement on Black Lives and Archives

Angela Stanley put forth a motion to endorse the SAA Council's [Statement on Black and Lives and Archives](#), with an additional commitment to use SGA's social media to uplift the statements of Archives for Black Lives in Philadelphia and the ALA Black Caucus, among other groups. Holly seconded the motion. The motion carried via email on June 5, 2020.

April 2020 Minutes

Louanne Heintz made a motion to approve the April 2020 board meeting minutes for the purpose of making the minutes available to all SGA members ahead of the Nominating Committee's bylaws vote. Rose Marie Kimbell seconded the motion. The motion carried via email on June 11, 2020. Any additional email motions and votes will be added to the addenda and the minutes will then be presented again to be voted on at the July 2020 meeting.

Hire Third-party Accountant

Rose Marie Kimbell put forth a motion to approve a proposal to hire a third-party accountant to reconcile the accounts with QuickBooks. It was also specified that if it was needed (due to low revenue flow), then we would authorize a transfer of \$1,000 from the money market to cover the cost, plus an increase to QuickBooks Plus at a cost of an additional \$15/month. The motion was seconded by Cathy Miller. The motion carried via email on June 15, 2020.

Waive Registration Fee for Presenters, Panelists, and Poster Presenters

Katherine Fisher put forth a motion to waive registration fees for the 2020 Annual Meeting for all attendees who are featured on the program as speakers, panelists, and poster presenters. The motion was seconded by Alison Reynolds. The motion carried on June 23, 2020.

2021-2025 Strategic Plan

An online meeting was held on June 24, 2020 to review the strategic plan that was developed at the January retreat. Angela Stanley made a motion to adopt the 2021-2025 Strategic Plan. The motion was seconded by Cathy Miller. The motion passed via email vote on July 1, 2020.