

Society of Georgia Archivists
Board Meeting
Morrow, GA
31 January 2020

CALL TO ORDER

Meeting began at 1:37 pm

WELCOME

Angela Stanley, SGA President, welcomed and thanked everyone for attending the meeting. She expressed her excitement for the beginning of the 2020 SGA Board. The agenda is a Google Doc and there is also a Bitly link available. There was a strategic planning retreat earlier in the day.

ROLL CALL

Angela Stanley, Holly Croft, Virginia Angles, Brittany Newberry, Louanne Heintz, Rose Marie Kimbell, Cathy Miller, Geoff Hetherington, James Irby, Jill Sweetapple, Christina Zamon, Leah Leftkowitz, Feechi Hall, Alison Reynolds, Becky Sherman, Tamara Livingston, Amber Moore, Shelia McAlister, Katherine Fisher, Megan Kerkhoff

APPROVAL OF MINUTES

Cathy made a motion to approve the July 2019 and October 2019 minutes. Rose Marie seconded the motion. The July 2019 and October 2019 minutes were both approved.

OFFICERS' REPORTS

President

Angela Stanley stated that there are four goals she wants to focus on this year, which include:

- working closely with the board, membership committee, and our consultant to create and implement a new five-year strategic plan and develop a timetable for each of the objectives
- making sure that we are advocating for the preservation and use of manuscript and archival resources held in repositories throughout the state
- gathering potential contacts for future leadership opportunities within the organization making sure that we have a diverse and inclusive board
- maintaining partner contact information for those outside the organization to make sure that we are staying a collaborative and engaged organization

As the 2019 vice-president and now the 2020 president, Angela has spent the past few months focusing on the strategic planning retreat and the proposal that was approved in December 2019. She has met with the facilitators a number of times to plan for today's event and will follow up with them.

Her budget request was submitted to the treasurer for \$430.

- \$50 for the president's awardee's reception tickets
- \$200 for the president's awardee's hotel room
- \$30 for the frame
- \$150 for board meeting food expenses

Angela reminded the board members to provide a brief summary for their report in order to have time at the end of the meeting for discussion of old and new business topics.

Vice-President/Membership Committee Chair

Holly Croft has been working with Angela in order to transition into her new position as Vice-President and the Membership Committee Chair. The Membership Committee has already met to discuss the goals for the year. She has also reached out to the Georgia Association of Historians regarding tabling at their event. They will not be having tables at their event this year, which is being held at Augusta University. But they will have them next year when their conference will be held at UGA. The budget request is for \$3,100. Additional funding was added to allow committee members to travel and attend partner events and conferences in order to represent SGA. This way different committee members can attend if they don't have funding from their employer.

Past President/Nominating Committee Chair

Shanee' Yvette Murrain was not able to attend the meeting. Her report will be sent out when it is received by Angela.

Treasurer

The balance in the Money Market account is \$85,374.20. SunTrust checking is \$6,538.60. The total for the SGA bank accounts is \$88,837.51. Including other assets, we are at \$93,630.78. There is still a discrepancy between the account balance and Quickbooks due to an old, unidentified transaction. Rose Marie will be working on this issue to figure out the problem. Invoices and reimbursements have been handled. Kevin Burge reconciled all bank accounts. Payment has been transferred to Wild Apricot internal payments through Affinipay. PayPal has been disconnected, which means third party payments through PayPal will no longer be necessary. Since we designated extra money last year for the 50th anniversary, we ended up with a net income of negative \$14,839.79. The proposed budget is based off of the budget requests from the committee chairs and stands at \$49,376.

Archivist

James Irby stated that he has received records from the President, Vice-President, Membership Committee Chair, and Georgia Archives Month Chair. He has also received emails and will be responding to those questions when he has a specific answer from the Task Force. The overarching topic continues to be the relationship between the SGA digital collection and the paper collection being housed at the Georgia Archives. There are still a lot of policy issues to sort out. He will continue to develop a framework to meet the goals of the strategic plan and while still keeping to the policies of the Georgia Archives.

Program Committee Chair

Katherine Fisher reported that the Program Committee will be meeting next week in the beginning of February and will be working on choosing a theme and preparing a call to proposal, which will be distributed in March. Looking at the feedback received from the last couple of conferences, the major goals are to include more interactive content as well as encourage and select inclusive content. Katherine asked the board members to contact her if they had any suggestions related to the program. The post conference survey for 2019 also indicated lots of interest in joint conferences with other state archivist organizations or with allied Georgia organizations. She recommended that the board consider some of those possibilities for 2021 or

later. The budget is slightly less for the keynote and plenary travel expenses to match what was actually spent in the previous years.

Local Arrangements Committee Chair

Virginia Angles shared that the 2020 meeting will be held on Jekyll Island on Nov. 11-13 at the Jekyll Island Club. The reception will be held at The Tack Room at the Jekyll Island Museum and will be completely comped. We will have to pay for the catering. Virginia has reached out to her committee members who have narrowed it down to two caterers, which are Straton Hall or the hotel. She has plans to coordinate with the Education, Outreach, and Program Committees.

We are looking at making roughly \$17,000 from registration and then after catering, A/V, etc., there may be \$16,000 for expenses, which is a very rough estimate. Virginia asked whether we were going to hold a silent auction. The answer was tabled for a later date. It was suggested that the auction be held at the end of the reception.

Administrative Assistant

Angela gave Alex McGee's report because she was not able to attend the meeting. We have 254 active members. There are 28 contributing members, 2 couples, 190 individuals, 2 patrons, 21 students, and 11 sustaining members. We have 8 new members in the last quarter. Angela had asked Alex to create a Fellows list for internal use so that we can be in touch with them. This could be used as a way for different committees to contact those individuals in need of outreach.

Provenance Editor

Heather Oswald was not able to attend. Angela reported for her. The 2020 Editorial Board is in place. We have 11,382 subscribers as of 2019. There have been 83,242 total downloads. The most accessed article was "The Journal of Jean Lafitte: Its History and Controversy" by Robert L. Schaadt, Vol 16,1 (1998). Volume 36, Issue 1 will be the final printed issue of *Provenance*. It should be delivered in mid-February and will be posted online. The call for proposals for the next issue will be posted in February. The next issue will be online open access, but there will be a print-on-demand option if needed. Communication about the discontinuation of the physical journal has been sent to all institutional subscribers.

The 2020 priorities include:

- renewing and strengthening board membership and engagement
- to put out a call for and selecting a new Reviews Editor
- address the need for an expanded set of peer reviewers with diverse expertise and editorial staff with the appropriate skillset
- develop a position description for an Associate Editor and add to the editorial board

Communications Director/Newsletter Editor

Alison Reynolds stated that there will continue to be monthly themes for social media. Last year's themes were reviewed to determine which ones to repeat and which to avoid. She will try to post once a week depending on how many photos are sent in. She also spoke with Brittany Newberry, the Assistant Communications Director, and they spent some time brainstorming long term goals. They thought the blog could use some updating and are thinking about transitioning to WordPress. There seems to be a lack of engagement with people actually submitting content,

so there was a suggestion to create a committee, either formal or volunteer, to help write some original content for the blog. Another idea is to have a calendar for social media to highlight days of interest, holidays, anniversaries, or other occasions that may warrant promoting through social media. And the aim is to have two Twitter chats this year.

Alison asked if there was a conscious decision to stop getting ads for the magazine once it switched over to a newsletter format. No one recalled that it had been a formal vote, but more likely may have occurred when the format was changed. The previous years' minutes would have to be looked through for an official answer. Alison is working on the magazine and it should be ready soon.

Website Manager

Megan Kerkhoff shared that she has transitioned into the role from Paige Adair. She gained access to the website manager Gmail account and was granted full administrative access to the SGA website. She also removed and provided administrative access to the SGA website to past and current board members. Contact information was collected from the 2020 board members and officers to update the leadership contact page.

The statistics from Google Analytics include:

- 1,875 users
- 1,692 new users
- top 3 visited pages are the Job Listings, Annual Meeting, and the About Us/Officers page

Education Committee Chair

Becky Sherman is also the SGA liaison for the Georgia Archives Institute (GAI). She has been in contact with them and they had their first planning meeting. The Education Committee has already met and is hard at work developing the Spring workshop. There will be two workshops held on the same day on March 20 in Athens. It is being co-sponsored with DLG. The facilitator will be Greg Cram, the Associate Director of Copyright and Information Policy at The New York Public Library. The morning session will be a basic introduction to copyright and a more advanced workshop will be held in the afternoon.

Scholarship Committee Chair

Jessamyn Swan was not able to connect to Zoom. Angela reported for her. The Scholarship Committee is quite large this year. Jessamyn, Angela, and Holly suggested that some of the members might consider moving over to the Local Arrangements Committee, which has a much smaller group. Two members have already volunteered to switch over. Jessamyn has sent out a welcome email and their first meeting was held on January 24. She has also received information regarding the Carroll Hart scholarship via an email from Paul Crater in connection with GAI. She has set up a list of recommendations for next year to see that the committee gets back on track to ensure that they are fundraising monies to aid the dedicated and aspiring archivists for professional development opportunities. The list includes:

- creating a Google Spreadsheet that has a list of previous scholarship winners
- revamping the Scholarship Application Score Sheets to have clearer grading scales
- consider a small amount of monies to be added to the budget in order to supplement items for the auction

- consider the possibility of changing up the traditional auction setup to generate excitement
- creation of a dissemination list for academic programs that we can market our scholarships to specifically
- create some workflow documentation

Outreach Manager

Brittany Newberry reported on behalf of the incoming Outreach Manager, Katie Twomey. Towards the end of last year, an email was sent out with the update for the Advocacy form. Members can now submit a Google form regarding advocacy issues that SGA can review and help support. Our first event for 2020 is at the Brick Store Pub in Decatur and will be held on Wednesday, February 19. We will continue to be working on the “Lost Archives of Georgia”, which includes identifying institutions that fit the purpose of the initiative. This includes planning a podcast for promotion of these institutions. A major goal is to have an outreach event every 2 months.

Mentoring Program Coordinator

A transition has been coordinated from the Outgoing Coordinator, JoyEllen Williams, to the Incoming Coordinator, Tamara Livingston. They had a conference call with the Assistant Coordinator, Laura Starratt to discuss the yearly goals. They are working on creating a list of updated information regarding the mentors, mentees, and their pairings. Currently, we have 3 active pairs. Our goals include promoting and expanding the mentoring program, evaluating the application process, evaluating the efficacy of the program, and exploring a mentor/mentee social event. Tamara mentioned that the information gained from the Strategic Planning Retreat this morning could be very useful. She asked Angela how that information can be accessed. Angela explained that the presenters will work through it and synthesize it, but it probably won't have board approval until April or July.

RAAC Liaison

Cathy Miller has been in contact with Michael Law and spoke with Michael about transitioning into the new position. In November 2019, Cathy and Jill attended a working brunch with representatives from other Georgia library professional organizations. They had a discussion about collaboration with other allied organizations as well as how this could lead to professional development for the members. Another brunch meeting will be held on February 1. Cathy is waiting to hear from RAAC via their listserv and will provide any pertinent information to SGA as it comes along.

Georgia Archives Month Chair

Amber Moore has corresponded with the new Co-Chair, Caroline Crowell, to bring her up-to-speed on the documents and accounts for Georgia Archives Month and her responsibilities. She also has emailed the committee members about their preferred form of communication. The next steps will be discussing objectives, assigning tasks, and figuring out the goals and objectives and how they relate to the SGA strategic plan with a special focus on GAM's advocacy role. Future activities include deciding on a theme, soliciting images for the GAM poster, discuss the 2020 bookmark, and working on donations from sponsors for the Supplies' Grant.

OLD BUSINESS

Review of Strategic Timetable Action Items

Even though we have begun work on the new strategic plan, our current strategic plan goes through to the end of 2020. Angela reminded everyone to please review the current timetable action items. There may be ideas for programs or initiatives that may provide ideas for future goals.

Vote to dissolve the Rebranding Task Force

Angela wanted to take an official vote regarding the dissolution of the Rebranding Task Force. We have our beautiful new logo. The social media accounts have been updated with that logo and the website will be next. A unanimous vote was carried to dissolve the task force.

Vendor Coordinator Position

At the October 2019 meeting, there was a discussion about creating a new position of Vendor Coordinator. Christina Zamon had created a rough draft that she was working off of to provide the benefits of having someone take on this role. She has updated that document to include the role's purpose and responsibilities. It would be a non-voting member, serve as an ex-officio member of the SGA Board, and be for a term of 3 years. The Vendor Coordinator will work with various committees and be a consistent contact within the organization. The purpose is to coordinate vendor participation in annual meetings and solicit funds in support of the annual meeting and scholarships for SGA. It will help provide a level of consistency and work towards building a relationship with the vendors. Other regional organizations also have this type of coordinator position

The major duties will include:

- serve as ex-officio member
- responsible for soliciting donations and working with regional and national vendors to support SGA activities and projects, including but not limited to: meetings, workshops, scholarships, and Georgia Archives Month.
- maintain contact with committee chairs, especially the Program, Local Arrangements, Scholarship, and Georgia Archives Month
- collecting and maintaining a current database of vendor contact information; keep ongoing communication with vendors
- transfer all long-term records to the archivist

Angela suggested that the position be appointed by the Nominating Committee, which would then be voted on by the SGA Board. Angela asked if the position should have an assistant. Christina did not think there would be a need for an assistant nor would there necessarily have to be any overlap for the incoming coordinator. Brittany suggested that an SGA email account should be set up. Angela explained the process of adding a new position. The by-laws would need to be updated, which would then need to be voted on by the SGA Board and then ratified by membership. Since Christina already has a strong connection with the vendors, she would consider running in a special election or be considered as the interim. Christina put forward a motion to have a Vendor Coordinator. The voting carried with everyone in favor of having a

Vendor Coordinator position. Angela, Christina, and the Nominating Committee will discuss the next steps.

Assistant/Past Treasurer Discussion

The Treasurer position was amended in 2018 with the addition of an Assistant Treasurer, so that there would not be any gaps between the position as well as having two people to support each other. The issue is that the Treasurer is a 3-year position and the Assistant Treasurer is elected every other year, which leaves a gap year with only one person. The assumption was the outgoing Treasurer would stay on as an ex-officio member or a mentor to help ease that transition, but that is not what is stated in the by-laws. Currently, Rose Marie is in that gap year where she is technically in the position by herself. Kevin Burge has offered to stay on as ex-officio, so that we have two people in place to deal with any financial issues. Rose Marie made a motion for the board to approve that Kevin remain as Treasurer ex-officio for this calendar year. The board voted unanimously.

A second discussion was held about amending the Assistant Treasurer position to be elected every year. This way, the position would start off as the Assistant Treasurer, then the Treasurer in the second year, and a third year as ex-officio (maintain, mentor, and assist) or 2 years as Treasurer. Christina brought up the issue about the banking rule, which states that everyone involved with the SGA bank account needs to be present when there is any change over. This would need to happen every year if an Assistant Treasurer is elected every year. Angela asked for a written proposal with the different options along with the pros and cons. We will table the discussion until we have a written proposal, then we can vote on it via email.

Angela took this time to direct everyone's attention to the SGA leadership contact information and terms. She requested that everyone take the time to make any updates to this list.

Dues Increase Task Force Discussion

Last year, we had to deal with fact that the annual meeting registration and our dues were not pulling in enough money to offset our expenses within the calendar year. Although we have plenty of reserve funds in our money market accounts, to keep going at a loss would be ill advised. Last July, \$10,000 was approved as a one-time allotment for the 50th anniversary, but that will not happen every year because it was only for a special purpose. Angela is looking to create a task force to research and see if we have had any historic shortfalls and to make some recommendations for an increase in dues and/or an annual meeting fee increase.

At the October meeting, it was discussed that there could be a staggered increase over the next six years. Every other year, we would inform membership that the dues increase would be \$5.00 per year up to about \$10 or \$15 a year. We also need to look at what the annual meeting costs and raising the registration rate to reflect our actual expenses. What we are finding is that the cost of running a meeting continues to go up each year. This hasn't really been built into any transparent process so that membership can be prepared for increases. Angela is proposing at this point in time to create a task force and is seeking some volunteers to look through the numbers and come up with some scenarios for how we might roll out any needed increases. Rose Marie offered to go through the numbers since she still has to go through and resolve an issue with the budget anyways, which means she will be going through the previous years' budgets as it is.

Christina agreed that it makes sense for Rose Marie to provide the actual numbers, but there should be a group to dissect them and provide some transparency for the benefit our members. We need to be able to show what the trends are that we are seeing and what other organizations are doing. She also pointed out that there have been suggestions of having a discounted membership for people from other organizations to join SGA, which shows that there may be more was to offset costs. Tamara brought up some questions about whether the focus should be on the yearly dues or the registration for the annual meeting. Angela's recommendation for the task force is to have a representative from Membership, Local Arrangements, the Treasurer, and to include members from the general membership.

Angela made a motion for the creation of a Dues and Registration Increase Task Force consisting of the Membership Chair, the Local Arrangements Chair, and the Treasurer, plus 2 general membership members to examine the need for registration and dues increase and make recommendations. It was seconded by Cathy and the motion carried.

NEW BUSINESS

Summary of Budget

Rose Marie provided an overview of 2020 budget. The budget shows negative \$19,000 going off of the estimated income, but the total budget estimate for 2020 is \$49,376. The cost going off of the requests is at \$30,372. Angela asked that everyone make sure they provide Rose Marie with their most updated budget proposals.

Archival Compensation Discussion

Christina Zamon has been part of a discussion across the country regarding archival salaries and advocacy for more transparency. There was a proposal sent out through SAA and as a result of that proposal they are putting together a task force for researching salary data. The initial request was for SAA to not post any jobs that did not at least contain a salary range or at least a base salary and to not list any unpaid internships. SAA did not necessarily want to allow this request because they receive a large amount of money from organizations posting these job ads. There have been several other allied organizations that have taken a stance on this topic in terms of posting jobs. Christina is bringing this up to see if this is something SGA wants to take up for discussion and if we want to put a policy in place regarding what job ads we will allow. The idea is that if there are a large enough group of smaller organizations, then it may help sway SAA's decisions.

The proposal is focused on whether SGA wants to have a discussion and if we want to take up a position. Archival compensation includes benefits, salary ranges, working conditions, etc. Tamara suggested that there should be a statement that accompanies this change in the posting of jobs on the SGA website. The business section of SAA has a group that is opposed to the policy because a lot of times businesses don't want to post the salaries. Their concern is that the jobs won't get posted at all or that the businesses will hire people who are not trained in archives. Virginia shared her personal experience with job searching as an early archival professional. She encouraged the discussion of money and to have a consistent front.

Angela clarified that the request includes not posting jobs that do not include a salary range as well as unpaid internships. Christina encouraged us to look at what other organizations have done and figure out how we want to position ourselves. Do we know how other organizations are handling the policing of job postings sent through their listserv, but don't meet those requirements? Leah asked if SGA charged to post jobs. SGA does not.

It was brought up that this should be presented to membership so everyone has a say in the discussion. Rose Marie agreed and stated that since SGA is a strong Southeastern archival association that this would be a good way to show how we can be good advocates for ourselves as archival professionals. She also suggested that we could charge as little as \$5 for institutions to post jobs on the SGA website. The idea of using a survey as a way to gauge members' opinions was suggested. We could also include a statement that there is a trend in regional archival organizations supporting clear salaries across the board and that all job postings need to include a salary or salary range. Two or three questions could be included along with this statement to determine who agrees or disagrees.

Sheila pointed out that this is a something where we would want to facilitate a discussion. She suggested that we have an open discussion type of meeting via a webinar format. Christina decided that she will plan and host a discussion via Zoom. We can start with a discussion, then develop a position statement, which would then be sent out to membership.

The idea will be presented to members by the SGA Board. We would then move forward with a webinar and a working document in order to craft an SGA position statement on archival salary advocacy. Christina made a motion to set up a Zoom webinar and a Google Doc to have a discussion around archival salary advocacy. This was seconded by Virginia. The motion was approved.

2021 Annual Meeting Update

Feechi Hall presented some options for the 2021 Annual Meeting location, which included Macon, Columbus, St. Simons, and Atlanta. She wanted to state that the list could be amended, especially due to the discussion and suggestions to consider coordinating with other regional organizations. Cathy mentioned that this came up with a meeting with GLA last November to partner with other allied organizations. Christina pointed out that some regionals meet at either a different time of the year or they plan 2 years ahead, so we need to consider that aspect from a practical standpoint.

Vote to Approve Committee/Board Members

The committee members are listed in the corresponding reports for Education, Membership, Scholarship, Outreach, Georgia Archives Month, Program, Local Arrangements, and the Provenance Editorial Board. Two committee members have agreed to move from Scholarship to Local Arrangements. Angela made a motion to approve these committees. Virginia seconded the motion. The motion was approved.

There will be a vote to approve the 2020 budget, which will be conducted via email.

ANNOUNCEMENTS

2020 Board Meetings:

Friday, April 24, 2020

Friday, July 31, 2020

Wednesday, November 11

Business meeting: Thursday, November 12, 2020

RAAC Liaison

Cathy mentioned that she and Jill will be attending another brunch with GLA. There is an idea being presented to co-host an event with allied organizations featuring members discussing their careers. This program would be tentatively be scheduled for late April.

A motion was made by Angela to adjourn the meeting. It was seconded by Virginia. The motion carried.

Meeting adjourned at 3:20 pm

Submitted on February 24, 2020

Louanne Heintz, SGA Secretary

Addenda

Angela made a motion that SGA support the Society of American Archivists' National Leadership Grant proposal to the Institute for Museum and Library Services to conduct A*CENSUS II, a comprehensive, two-part survey of archivists and archival institutions. As part of its support, SGA agrees to:

1. Provide an anonymized mailing list of SGA members' email addresses to SAA for the purpose of disseminating the A*CENSUS II survey;
2. Share with SAA what SGA sees as the value/impact of the original A*CENSUS and/or the national need for A*CENSUS II;
3. Provide a one-page letter of support to be included in SAA's NLG proposal to IMLS.

The motion passed via email on March 25, 2020.

Angela made a motion to endorse SAA's Ad-Hoc Salary Transparency Working Group's open letter to the SAA Council in favor of a salary transparency policy, AND to create an SGA statement as follow-up. The motion was passed via email on April 21, 2020.