

Society of Georgia Archivists
Board Meeting
Virtual meeting via Zoom
6 November 2020

CALL TO ORDER

President, Angela Stanley, called the meeting to order at 10:01 am. She thanked everyone for making time in their busy schedule to attend the virtual meeting.

ROLL CALL

Angela Spitzer Stanley, Holly Croft, Shanee' Yvette Murrain, Rose Marie Kimbell, Alison Reynolds, Christina Zamon, Cathy Miller, Becky Sherman, Katie Twomey, Louanne Heintz, Virginia Angles, Feechi Hall, James Irby, Megan Kerkhoff, Tamara Livingston, Brittany Newberry, Katherine Fisher, Leah Lefkowitz, Jessamyn Swan, Alex McGee, Heather Oswald, Michael Law

READING AND APPROVAL OF AGENDA & MINUTES

Angela put forth a motion to adopt the agenda. It was seconded by Katie. The agenda was approved. Angela put forth a motion to approve the July 2020 SGA Board meeting minutes, which included the board votes via email. The motion was seconded by Cathy. The minutes were approved by voting via Zoom chat and it is noted that James called in via phone and voted aye.

OFFICERS' REPORTS

President

This quarter, Angela has been planning for the Annual Meeting, working on the flow for the Business Meeting, and making changes to the Administrative Handbook. The Georgia Library Association (GLA) and the Georgia Library Media Association invited SGA to participate in a group cultural heritage organization letter advocating for federal funding for COVID-19 relief, which was sent out in September. Angela also took the time to acknowledge the passing of David Gracy, II with a written statement from SGA as well as a memoriam in the Annual Meeting program.

Vice-President/Membership Committee Chair

Holly Croft shared that there have only been 8 responses so far for the committee sign-ups. She asked for any recommendations for people that would be a good fit for participation on specific committees and is open to any other suggestions.

Past President/Nominating Committee Chair

Shanee' has put together a list of appointed committee chairs and co-chairs. This year has been out of the ordinary, which has made it a bit more laborious for recruiting elected and appointed members to run for board positions. She noted, that on the ballot, not all of the positions had two candidates. Shanee' thanked Rose Marie and Angela for their help in rewriting the role for the Treasurer position, which helped us find a wonderful candidate. She also thanked Heather for her work in helping to solidify an editorial board for *Provenance*. The committee has held two polls for bylaw revisions. One is for the merger of Georgia Archives Month to be incorporated into the Outreach Committee as a Subcommittee. The second poll was for a change of terms for the RAAC Liaison position.

Treasurer

Rose Marie presented the current budgetary reports. The general account has \$2,638.20; the Money Market account has \$75,354.17; and the PayPal account has \$199.44. The strategic planning bill and the remaining bill for Sheridan has been paid. Rose Marie has been working with an accountant to set up classes and a new accounting structure. She cleaned up the drive box, so things will be easier to find for future Treasurers. She also finished transitioning the budget to a line-item system for better tracking and accountability as well as cleaning up and correcting any lingering invoices from last year.

The next upcoming task will be to work with the accountant to finish tweaking QuickBooks so it works better with Wild Apricot. The Profit and Loss sheet was shared, which provides specific details for the operating expenses. Christina thanked Rose Marie for fixing the error messages during the registration process. Angela stated that Rose Marie has made a huge impact this year dealing with the budget and accounting program issues.

Archivist

James Irby will be updating the mailing address for SGA materials. For now, he can still be contacted at archivist@soga.org. James has continued the ongoing discussions with Angela about how things will work in the future regarding the SGA digital records. He now has a better understanding of the policy priorities, staffing, and resources at the Georgia Archives. He will be consulting with a representative of the Georgia Archives regarding the workflow of digital materials, what their resources might be, and how to proceed. There are new members coming on board for the Records Task Force, which will be focusing on the strategic plan. The Task Force currently has two members with more being recruited. The latest revision for the retention schedule will be posted on the website.

Program Committee Chair, Annual Meeting

Katherine Fisher and the Program Committee has been finalizing the program and preparing for logistical adjustments for the virtual Annual Meeting. There will be a keynote speaker and 26 presentations across 16 sessions, which will provide a full and robust online program. Katherine has asked for some informal help when board members are attending the meeting by keeping an eye on things and reporting if there are any problems in order to fix things as quickly as possible. The Program Committee will be hosting a presenter practice run. They are also planning to make most sessions available as a recording via Google Drive. Angela reminded board members and chairs that they will need to be present for the Business Meeting or to let her know if someone will need to take their place for presenting their reports.

Local Arrangements Committee Chair, Annual Meeting

Virginia Angles has been working closely with the Program Committee in creating the Annual Meeting virtually via Zoom. Two Webinars for 500 participants were purchased. There will be two main links used for Track A and Track B and a few small meeting room links will be used for the breakout rooms during certain sessions, which will be recorded and have the chat enabled. Slack will be used as another chat area for attendees to interact with the board members. We have 201 people registered with 145 members, 15 non-member, and 33 panelists and 8 people with late registrations. The revenue is at \$645 with \$280 spent. Giveaways will happen at the very end during the closing remarks. Angela thanked Virginia and Katherine amongst others for all of their hard work during this challenging year.

Administrative Assistant

Alex McGee shared the current membership information. We have 258 active members, which is up by 13 from the last quarter. We've had quite a few students who have joined and that number is currently at 24. There have been two donations to the general fund and one donation for the Carol Hart Scholarship. Alex thanked James for checking the mailbox, since she doesn't live in the state. She worked along with Megan in fixing a few issues with the listserv. Board members should have access to Google Drive and should be able to edit through the end of the year.

Provenance Editor

Heather Oswald has been working on getting nominations for the Editorial Board, which is exciting because we haven't had a full Editorial Board for several years. The journal's e-commerce site launched in the beginning of November and includes all issues produced by Sheridan as far back as 2011. Two awards will be given out this year: the Gracy Award and a Legacy Award. Christina suggested notifying the family of David Gracy to inform them of the winners of the two awards. Heather is grateful to Angela and to others for all their help over the years as *Provenance* continues to move towards a model that encourages engagement.

Communications Director

Alison Reynolds shared that they are planning some pre-conference events with Outreach. The first one is a Twitter chat. The second one is a Zoom social event and the theme is *Archiving in the Time of Corona*. The SGA Blog is ready to go live at sogablog.org. For our social media sites, we did not have quite as many responses this quarter. The stats include: gaining 34 Instagram followers, 123 new Facebook followers, and 9 Twitter followers. Angela has been trying to connect board members to share ideas and resources and Alison is one of those people that has helped us stay connected via social media.

Website Manager

Megan Kerkhoff has been working on updating the uploading instructions. There has been one job listing that was posted. The updated version of the bylaws will be posted on the website when they are officially approved. There were some email delivery issues and a few broken links that needed to be fixed. Megan added the SGA Annual Meeting infographic to the Homepage. The Google analytics includes 2,759 users, which has gone up a lot in connection with the Annual Meeting. The most active date was on October 22. The top three visited pages after the Homepage include the Annual Meeting page, the Annual Meeting event registration, and the Job Listings page.

Education Committee Chair

Becky Sherman informed the board that the pre-conference workshops have already begun. The first workshop, "Manage Your Team to Greater Efficiency and Engagement with the Tilmor Process", facilitated by Magda Pecsénye was held on November 5 and had 17 attendees, which was not quite at capacity, but was still a good showing. The second workshop, "Critical Race Theory and Archives," facilitated by Shaundra Walker has 14 attendees registered and will be held on November 6. Becky thanked Christina for securing a vendor sponsor for the first workshop, which helped keep the registration costs low. Both workshops were offered for only \$10 per participant.

Scholarship Committee Chair

Jessamyn Swan shared that the Scholarship page on the SGA website had been updated. The scholarships were also posted on scholarshipjunkie.com, sent out on the SGA listserv, and sent to Dr. Linda R. Most at Valdosta University. For the Taronda Spencer scholarship, the committee sent out announcements to a number of Georgia universities to their library science, English, or business departments. A certificate award was designed and voted on by the scholarship committee. No entries were submitted for three scholarships.

Outreach Manager

Katie Twomey will be hosting two pre-conference events in connection with the Communications Director. The Twitter chat will be held on November 9 during the day and the Zoom meet-up for Drinks and Dialogue will be held after work on November 10. Katie asked for any questions that can be used as topics. Most recently, Outreach has been working on the possible merger of the Georgia Archives Month Committee with Outreach. Katie and Amber thought it would be a great way to expand the Outreach Committee. She encouraged everyone to vote if they hadn't done so already.

Mentoring

Tamara Livingston shared that she and the Assistant Coordinator have been working this year on revising and developing new program offerings. They have also been garnering feedback from board members, most recently from Heather and Holly. They held a soft launch for the Archives Advisor Program, which will work as a way to broker connections for people within the archival field. The Tactical Plan includes the Mentoring Program, the Archives Advisor Program, and the Leadership Shadow Program. Each program has specific goals and objectives in order to provide structure as they move forward. Angela thanked Tamara and Laura for giving such thought and consideration for every aspect of this program.

RAAC Liaison

Cathy Miller has been sharing all of the communications that come through the RAAC listserv with SGA members. She held an initial meeting, as the chair of the RAAC Advocacy Subcommittee, to discuss projects for the 2020-2021 year. Cathy has also joined the COSA-NAGARA-RAAC-SAA Joint Working Group on Issues and Awareness (JWG), which allows 2 members from each organization. The upcoming activities will include sending out highlights on advocacy resources and holding discussions at the RAAC Steering Committee meeting for the possibility of having a virtual attendance option at the SAA Conference. Angela thanked Cathy for putting in so much work on strengthening our connection with RAAC.

Georgia Archives Month

Angela presented for Amber Moore. The Georgia Archives Month Committee (GAM) has worked with the Outreach Committee to finalize the merger of the two groups upon a final vote. The Spotlight Grant of \$500 was awarded to Georgia Southern University Library. Angela and Amber have worked together on getting the promotional materials for GAM out to multiple places. A big thank you to Amber's husband, who has dedicated his time pro bono to work on designing those materials. The photo-op at the Governor's office was not held this year due to the pandemic. Angela thanked Amber for her work on getting things organized for GAM and the integration into Outreach.

Vendor Coordinator

Christina Zamon shared that they were able to secure three sponsorships and a couple of ads. A total of \$2,025 was brought in. Some of the usual vendors were not as interested in joining a virtual conference. They were also aiming for much bigger venues, such as SAA. We did pick up a few new vendors, including Lucidea, Polygon, and Quartex. Christina is looking forward to how next year pans out and thinks our vendor sponsorship will go up if we are in person. If we are still virtual, we may have to reconfigure and reconsider what our options are and will need to discuss and look into how we can cover the workshop costs and keep them low. Angela thanked Christina for her leadership and continued help with the vendors.

* 5-minute break

OLD BUSINESS

NCH Membership Discussion, Revisited

Cathy reintroduced the potential partnership, which is outlined in the April 2019 minutes on pages 8 and 9. In October of last year, it was discussed as well, which is where we had left off and were waiting to hear back from MARAC and/or any of the other organizations involved. No further contact has been made. Cathy pointed out that RAAC no longer maintains an NCH membership and SGA is no longer contributing the \$500 donation to RAAC. Cathy has recently reached out to MARAC regarding a potential partnership and received an email response from their Treasurer. MARAC donates \$1,500 to NCH annually so that they have some kind of say in the process and can be visible. They were working with RAAC to find other contributors to split the donation between both organizations in order to donate up to \$2,000. They strongly believe that it is important for archivists to have a voice on the NCH Board.

Angela pointed out the confusion of SGA's responsibility to RAAC. She has been in discussion with the SAA liaison of NCH, which can be a good vehicle for representation and advocacy on behalf of archives, but may need some more encouragement in the direction for archival issues of importance. The American Alliance of Museums has been doing some great advocacy work throughout COVID, not necessarily inclusive of archives, but aligned with some of the same issues. This is a non-traditional avenue, but something else to keep an eye on. We will continue to stay updated and continue the discussion.

NEW BUSINESS

Approval of 2021 Board Appointees

Shanee' shared the list of appointees as it currently stands. The Nominating Committee has put together this list in accordance with the diplomacy and the strategic plan emphasis on diversity and inclusion to develop a ballot that was balanced including geographic representation and types of institutions represented. The candidates that we were able to secure were mostly from outreach. There are some assistant chair positions that are still open, but overall, the committee has been working hard to fill all of the positions. A Survey Monkey voting poll for the elected positions has been sent out via email. Many candidates are running unopposed, but the poll does include a write-in option. The list also shows a lot of continued service from members, which speaks to our ability to maintain engagement across the board.

There was some discussion regarding positions that were elected and those that were appointed. There was also the need for clarification on the Assistant Program Chair and the Assistant Local Arrangements Chair as to whether they were elected or appointed positions. The Administrative Assistant and the Secretary positions were not on the list because there were no candidates. Some board members have been asked to remain on in an interim capacity until those positions are filled. Rose Marie will remain on the board for another year as Treasurer as there was a redesign of that position. She will be training the Assistant Treasurer. Cathy's position is in a similar situation and she will remain on the board for another year also. Shanee' will work with the Nominating Committee to clear up any issues. Angela pointed out how difficult this year has been with regards to obtaining candidates. Holly also shared the difficulty in getting people to sign up for committees as well.

Approval of President's Award Nominee

Dr. Hector Montford is an Assistant Professor of History at the College of Coastal Georgia located in Brunswick, Georgia. He has worked closely with the Marshes of Glynn Libraries to help with the preservation of their local history, genealogy, and archival materials. Angela expressed her full support for him as the nominee and she put forth a motion to approve Dr. Hector Montford as the President's award recipient for 2020. It was seconded by Holly. The motion passed. The presentation will be held during the award segment of the Business Meeting.

Updates to Business Meeting Format and EOY Board Procedures

The Business Meeting will be held on Thursday, November 12 from 10 a.m. to 11 a.m. Angela suggested that the board members who are presenting their report keep it at two minutes per report. The first minute could include the top three highlights from the year. Make sure to mention what your role is and what your committee does as well as a pitch for why people should join the board or participate on a committee. Angela also requested that presenters turn their camera on during their report. Please let Angela know if you will not be able to attend. It was noted that by entering the meeting, you are agreeing to be recorded. There will be a general Slack workspace as well as one for the board members to hold Q&A type smaller group sessions.

Angela shared a quick update for the end of the year board procedures. We are trying to summarize all of the work done by the board for the Strategic Plan and take a retrospective look back over the year at the advocacy opportunities, programs, Annual Meeting, etc. One of the challenges is trying to pull up the metrics of the work that has been done throughout the year. This year we will be using an annual report form, which Angela would like every board member to fill out by the end of the calendar year.

Make sure to transfer any relevant documents to the SGA shared drive. Alex has made sure that everyone has Read/Write access until the end of the year. These documents should be downloaded locally, but can be viewed as Read Only. These are distinct and different than the documents sent to the Archivist for permanent retention.

Angela discussed the updates that have been made to the Administrative Handbook. The handbook can be looked at as a living document and should reflect actual practice and not idealized practice. It should give us flexibility and guidance. Angela has asked those who have made any changes, that those changes be in some way identifiable. Angela made a motion to approve the revisions in the Administrative Handbook. It was seconded by Katherine Fisher. The motion was approved. Angela will go through and finalize the changes. It is noted that James voted for president's award and handbook changes via phone.

Leadership Shadowing Program

Tamara presented the details for this new program. The idea is that participants would shadow SGA leaders for a period of time, such as 4 to 6 months. It will be a structured program where they complete activities and work closely with leaders as they fulfill their roles. This would include: becoming familiar with the position description, attending at least one board meeting to observe rules of engagement, and creating a final report/reflection. Angela thanked Tamara for making the suggestion to open up the board meetings to all SGA members.

Southeastern Archives Association

Christina recapped a recent call that some board members were on with the Southeastern Archives Association. It was an idea that came about during the Teaching with Primary Sources Unconference. There is a group of motivated archivists who have already created a listserv in order to discuss what the primary objective of this organization will be. It is not to supplant any of the state organizations. There was also a suggestion about developing a journal with *Provenance* being looked at as a model. There was also discussion on the call about holding an annual meeting, as well as ideas about networking and having presenters from other areas. There is a listserv and volunteers can contact Vic Jones. SGA was mentioned as a model for hosting joint conferences as well as our work on *Provenance*.

ANNOUNCEMENTS

The Business Meeting is scheduled for Thursday, November 12, 2020 from 10-11am.

ADJOURN

Meeting was adjourned at 11:58 am

Minutes submitted by:

Louanne Heintz

SGA Secretary

ADDENDA

Update to SGA Bylaws Regarding Georgia Archives Month Committee

The Georgia Archives Month (GAM) Committee and the Outreach Manager proposed that the Georgia Archives Month Committee be fully absorbed as an initiative of SGA. A voting poll via Wild Apricot was sent out to membership for bylaw approval. Shanee' shared via email that the update was passed by membership on November 11, 2020.

Update to SGA Bylaws Revision to Approve RAAC Liaison Term Limits

At the July SGA Board meeting, a proposal was presented and approved regarding the RAAC liaison term limits. On October 22, 2020, a voting poll was sent out via Wild Apricot to membership in order to proceed with ratification of these changes to the bylaws. Shanee' shared via email that the update was passed by membership on November 11, 2020.

SGA Leadership Appointees

Per the SGA Administrative Handbook, the Nominating Committee Chair must send the list of recommendations for appointed positions to the SGA Board for vote and approval. Shanee' shared the following list via email on December 1, 2020. The motion was seconded by Holly. The motion was approved by the board.

- Administrative Assistant: **Tamara Livingston**
- Vendor Coordinator: **Jennifer Bielewski**
- Assistant Website Manager: **Kate Daly**
- Assistant Outreach Manager: **Helen Thomas**
- Assistant Communications Director: **Megan Kerkhoff**
- Education Committee Co-Chair: **Mike Santrock**
- Scholarship Committee Chair: **Tamika Strong**
- Mentoring Program Co-Chair: **Sauda Mitchell**
- *Provenance* Editor: **Michael Law**
- *Provenance* Assistant Editor: **Felecia T. Moore**
- *Provenance* Reviews Editor: **Brandon Wason**

SGA 2021 Board Election

The following are the newly elected and appointed members of the SGA Board for 2021.

SGA Elected Positions

- Vice President / President-Elect, Membership Chair – **Cathy Miller**
- Assistant Treasurer – **Jina DuVernay**
- Archivist – **James Irby**
- Assistant Local Arrangements Chair – **Jennifer Wyatt**
- Assistant Annual Program Chair- **Allison Gallop**
- Nominating Committee Member 1 – **Brittany Newberry**
- Nominating Committee Member 2 – **Daria Labinsky**

SGA Appointed Board Positions

- Administrative Assistant – **Tamara Livingston**
- Vendor Coordinator – **Jennifer Bielewski**
- Assistant Website Manager – **Kate Daly**
- Assistant Outreach Manager – **Helen Thomas**
- Assistant Communications Director – **Megan Kerkhoff**
- Education Committee Co-Chair – **Mike Santrock**
- Scholarship Committee Chair – **Tamika Strong**
- Mentoring Program Co-Chair – **Sauda Mitchell**
- *Provenance* Editor – **Michael Law**
- *Provenance* Assistant Editor – **Felecia T. Moore**
- *Provenance* Reviews Editor – **Brandon Wason**

Motion to Approve Funds Transfer

Angela shared via email that the Treasurer had requested a vote to approve a transfer of \$2,000 from our Money Market account in order to pay out on several outstanding invoices. In conjunction with the money in our checking account, these additional funds will help us satisfy an outstanding invoice from Sheridan for the POD launch (\$500); an honorarium payment \$500); the Gracy Awards (\$600); the P.O. Box (\$130), plus a little extra in case of any additional expenses. The motion was seconded by Laura. The motion carried on December 4, 2020.