

Society of Georgia Archivists
Business Meeting
Virtual via Zoom
12 November 2020
10:00 am – 11:01 am

WELCOME

President Angela Stanley welcomed the attendees and shared the link to the agenda. She recapped some of the important work accomplished by the SGA Board for the year. In January, a strategic planning retreat was held at the Georgia Archives. Four presidential goals were set with a fifth goal added in response to the COVID-19 pandemic and advocating for the rights of archival workers. This included a pandemic response plan, resource list, and written support for federal relief funding for cultural heritage organizations. In March, the planning committees created a strategy in order to hold the Annual Meeting virtually. In June, the board voted to adopt the salary transparency statement and to endorse the SAA council's statement on Black Lives and Archives. In August, the board approved a proposal to offer this year's virtual meeting for free to all SGA members and at a vastly reduced cost to non-members. In September, a statement was issued on the passing of Dr. Gracy.

The SGA Board also approved and sought ratification for four amendments to the bylaws:

- creation of the Vendor Coordinator role assumed by Christina Zamon
- the adjustment of term lengths and the creation of the Treasurer Ex Officio role so that we always have two financial officers available to conduct SGA business
- merger between the Outreach Committee and the Georgia Archives Month Committee, so that their work may be more aligned with our overall advocacy efforts
- change to the term lengths for the RAAC Liaison in order to align with RAAC's own requirements

Vice-President / Membership Committee Chair

Holly Croft shared that SGA has welcomed 38 new members since January. Due to the pandemic, in-person outreach opportunities were cancelled, but this also cut down on the expenditures. Earlier in the year, a discussion on dues had been tabled. The topic refers to the cost of a regular, in-person Annual Meeting and how the registration and annual dues does not cover the cost of that meeting. This topic will be revisited at a later date. Holly spoke highly of the other committees that she worked closely with throughout the year.

Past President / Nominating Committee Chair

Shanee' Yvette Murrain reported that the Nominating Committee had brought to a close the 2017-2020 strategic plan goal to recruit diverse leadership in SGA. Despite all of the challenges from this year, they were able to recruit a full board. They were also able to recruit a full editorial board for the *Provenance* journal. Shanee' made an apology regarding the corrections needed in the ballot, which were resent via email to include the updated information. There will be time for membership to cast their votes and the board will be announced in mid-November.

Treasurer

Rose Marie Kimbell disclosed the account information for the SGA accounts. The general account stands at \$2,638.20; the Money Market Account at \$75,354.17; and the PayPal account is \$199.44. The primary activities for this year for the Treasurer position included:

- working with the committee chairs to verify annual bills and created SOPs of bills for future treasurers
- working with the SGA President to revamp the Treasurer position to provide better oversight and consistency
- transitioning to a line-item budgeting system for better tracking and accountability
- the inclusion of the Treasurer Ex Officio role, which means there will be at least two people working together and also training for the Assistant Treasurer

Program Committee Chair

Katherine Fisher highlighted the activities for the Program Committee:

- put together a full conference with dozens of presenters after having to scrap original plans
- worked closely with the presenters, particularly the students to develop their initial proposals into strong presentations

Overview of the committee's responsibilities:

- plan the content for the Annual Meeting
- chose the conference theme
- invited the keynote speaker
- created and distributed a call for proposals
- reviewed and made decisions about proposals
- created a schedule and program booklet
- coordinated with all presenters

Katherine encouraged members to join the Program Committee in order to have a diverse and committed group for the upcoming year.

Local Arrangements Chair

Virginia Angles shared that the Local Arrangements Chair and Committee handles the logistics and the behind-the-scenes work, which helped make this virtual conference possible. Although the planning for the in-person conference was already in the works, we needed to transition to a digital platform due to the pandemic. Some of the major tasks include:

- finding venues
- talking to caterers
- negotiating contracts
- basic event planning

This year's conference had 206 registrants with 145 of those being SGA members who were able to register for free. We were able to stay under budget. The total income was \$620 and our expenditures were \$280. Virginia thanked the Assistant Chair and the committee members for their work on running the virtual conference.

Administrative Assistant

Alex McGee explained that her role entails some specific tasks. One area is interacting and handling renewals and new membership requests. Currently, SGA has about 260 members. Another major part of this position is to respond to listserv issues, which occur periodically throughout the year. As the Administrative Assistant, she also worked closely with the Treasurer to make sure that the payments are recorded.

Mentoring

Tamara Livingston explained that the Mentoring Committee is responsible for coordinating, administering, and creating awareness about the mentorship opportunities. This year, Tamara and Laura Starrett revised and updated the Mentoring Program to include three separate programs:

- Leadership Shadow Program
- Archives Advisory Program
- Regional Networking Opportunities

Tamara shared her love for working on committees because it allows you to get to know other members and use your talents to best serve the organization.

***Provenance* Editor**

Heather Oswald shared some of the major highlights working as the editor of *Provenance*. The final printed issue for institutional subscribers was published in April (Volume 36 number 1). She worked with KSU to apply Creative Commons licensing to all of our articles, which are available on the digital platform. We were able to launch an e-commerce site with our printer, Sheridan, which can also provide a physical journal option. Heather thanked Shanee' and the Nominating Committee for their work on establishing the new leadership for *Provenance*. She reminded members that the journal is always seeking submissions including ideas for reviews, case studies, and full-length articles and to expand its rank of peer reviewers.

Communications Director

Alison Reynolds shared the following activities that she has worked on this year.

- published the annual magazine in February
- currently working on the upcoming magazine for 2021
- big accomplishment – moved SGA blog from Blogger to WordPress sogablog.org
- the old blog platform had limited functionality and we were able to update it
- published 31 blog posts; mostly promoting digital projects community events, professional development opportunities, awards, and grants
- held a couple of pre-conference events
- managed the social media accounts

Alison wanted to thank everyone who has submitted images, projects, or grants for our social media sites. We were able to publish 117 posts across all three platforms.

Website Manager

Megan Kerkhoff shared the tasks of the Website Manager.

- maintain website
- maintain domain and posting server space
- make updates for officers and committee pages
- updated the website with the new SGA logo and color scheme
- updated the Mentoring Program page
- updated the Publications page including the link to the new WordPress blog
- the website also has a COVID-19 resources page
- continuous updates of the bylaws approved by membership

The only major issue this year was in April when we lost access to the Gmail accounts and the website stopped working due to a lapse in payment to our web hosting site at jaguarpc. It's a payment that occurs every two years, so it went unnoticed for a short period of time. The problem was quickly rectified and the transfer documentation for future website managers has been updated.

Education Committee Chair

Becky Sherman shared the responsibilities of the Education Committee, which includes planning and promoting workshops and educational opportunities. Typically, the committee plans three workshops each year. The in-person workshop on copyright that was slated for this past spring had to be cancelled due to the pandemic. We are hoping to reschedule it as a virtual workshop in the upcoming year. We were able to finally experiment with virtual workshops, which has been a goal for several years and we were able to host two pre-conference workshops:

- *Manage Your Team to Greater Efficiency and Engagement with the Tilmor Process* facilitated by Magda Pecsénye
- *Critical Race Theory and Archives* facilitated by Shaundra Walker

Scholarship Committee Chair

Jessamyn Swan shared the tasks that the Scholarship Committee handling this year.

- oversees the awarding of all SGA scholarships
- manages and evaluates submissions
- utilized Doodle polls for voting and evaluations by Google form for scoring
- voted on a design for a new certificate
- received 10 submissions for Carroll Hart and two submissions for Brenda S. Banks
- did not receive submissions for the other scholarships
- there will not be an auction this year, but we did discuss using an online platform, such as Twitch for future fundraising events

Outreach Manager

Katie Twomey thanked the Assistant Outreach Manager, Becca Brown, for all of her hard work. Outreach had an initial plan to hold events every two to three months at different locations in metro Atlanta, but due to the pandemic they were only able to hold one in-person event. The virtual meetup event included trivia and games. The biggest accomplishment was working with GAM on combining the two committees.

RAAC Liaison

Cathy Miller is the Regional Archival Association Consortium Liaison. Her role pertains to sharing communications that came through the RAAC listserv, sharing information about what other regional associations are doing, and participating in discussions with allied organizations in Georgia about potential collaboration with programs and conferences. Cathy became chair of the RAAC Advocacy Subcommittee, which helps promote advocacy resources that RAAC offers to regional organizations. RAAC has opened up their membership to those with an SAA login.

Georgia Archives Month

Amber Moore shared an overview of the tasks involved with running Georgia Archives Month.

- responsible for planning, coordinating, and promotion of Georgia Archives Month
- coordinate the proclamation with the governor's office
- chose the theme for this year: *Archives Documenting Time of Crisis*, which was impacted and inspired by the pandemic
- \$500 Spotlight grant was awarded to Georgia Southern University Library for virtual programming
- the poster was designed pro bono with three institutions submitting images
- created guides for institutions on ways to engage community members virtually and through social media posts
- shared and reposted content on GAM social media accounts
- worked with Angela to include information in GPLS toolkit for public libraries
- merged with the Outreach Committee

Vendor Coordinator

Christina Zamon has taken on the new role of Vendor Coordinator. This role came out of the Local Arrangements Committee, but can also be used to help support other committees as a separate role. The goal is to maintain consistency with our vendors both existing and long-term. This will be a non-elected, three-year term, ex officio position. Many vendors this year were very conservative on their spending and focused more on the larger conferences due to budget constraints during the pandemic. We did have three full sponsors and four ad buys, which allowed us to keep this meeting low or no cost. Christina encouraged everyone to support our vendors. This position allows us to build relationships with vendors and helps support SGA and the Annual Meeting.

Archivist

James Irby explained that his role as the archivist is focused on collecting and processing organizational records with a special emphasis on the institutional knowledge management portion of the strategic plan. He has been working on a policy and documentation infrastructure in order to reflect the digital processing of our records and preserving born-digital material. James has been evaluating available resources and assessing our needs as SGA goes forward. In the process of recruiting a task force for advisement on some of these issues, he has been in contact with the senior board membership.

2021-2025 Strategic Plan

This plan was developed with membership input and careful consideration from board members along with guidance and oversight from Stephen Houser and Andrea Jackson Gavin. Thanks in large part to the efforts of previous SGA Boards and in particular the work of 2014 President Courtney Chartier and 2015 President Sarah Quigley, we were able to build off the foundational and comprehensive work of the 2015-2020 plan. This new plan is outwardly focused on advocacy, outreach, and inclusion. There are two documents available, one is a full 24-page version and the other is a briefer two-page document that reviews the mission, the vision, and the four main goals: Advocacy & Leadership; Education & Professional Development; Organizational Sustainability; and Inclusion & Collaboration. Three strategies have been developed for each goal.

AWARDS CEREMONY

Scholarships

The **Carroll Hart Scholarship** was awarded to Terri Lynn Hatfield. The awardee will have the option of attending the Georgia Archives Institute (GAI) in 2021 due to the cancellation of this year's institute.

The **Brenda S. Banks Educational Workshop Scholarship** was awarded to Sierra King. The awardee will have the option of attending a workshop in 2021.

David B. Gracy, II Award

This award recognizes a superior contribution to *Provenance* and is awarded to Sarah Carlson for "Chain of Custody: Access and Control of State Archival Records in Public-Private Partnerships Volume XXXVI, Issue I.

David B. Gracy, II Legacy Award

This newly created award in honor of the legacy of David B. Gracy, II is awarded to Jeremy Brett and Jasmine Jones, "Persuasion, Promotion, Perception: Untangling Archivists' Understanding of Advocacy and Outreach" Volume XXXI, Issue I.

President's Award

Dr. Hector Montford is the recipient of this year's President's Award. Dr. Montford is the Assistant Professor of History at the College of Coastal Georgia in Brunswick, Georgia. The awardee was nominated by Geri Mullis, Director of Marshes of Glynn Libraries.

ANNOUNCEMENTS

Committee Sign-ups

Sign-ups are still open to 2021 SGA committee. Please click the link found in the agenda.

Board Q&A Slack Channel

Questions can be asked and will be answered by SGA Board members during the lunch break.

Submitted by:
Louanne Heintz
SGA Secretary