

Society of Georgia Archivists
Board Meeting
Virtual meeting via Zoom
30 April 2021

CALL TO ORDER

President, Holly Croft, thanked everyone for taking the time to attend the virtual meeting. The meeting was called to order at 10:02 am.

ROLL CALL

Holly Croft, Cathy Miller, Angela Spitzer Stanley, Rose Marie Kimbell, Louanne Heintz, Feechi Hall, James Irby, Brittany Newberry, Leah Lefkowitz, Jessamyn Swan, Jennifer Wyatt, Tamika Strong, Caroline Crowell, Jenn Bielewski, Mandy Ryan, Laura Starratt, Michael Law, Autumn Johnson, Kate Daly, Sauda Mitchell, Mike Santrock, Becca Brown, Joshua Kitchens

READING AND APPROVAL OF MINUTES

Louanne Heintz made a motion to approve the February 2021 SGA minutes. The motion was seconded by Cathy Miller. The minutes were approved.

OFFICERS' REPORTS

President

Holly Croft has been coordinating meetings for the past few months. A major focus has been around the planning for the SGA Annual Meeting. She held a quarterly SGA President's meeting with Angela Stanley and Cathy Miller and had multiple discussions with Rose Marie. A web page issue was taken care of quickly and Holly would like to thank all those who helped with that problem. Holly spoke with Matt Davis, the president of the Georgia Association of Museums, and gave him some SGA brochures. He will provide some GAM brochures once they have been updated.

Vice-President/Membership Committee Chair

Cathy Miller had a meeting with the chair and vice-chair of GLA-SLIS to discuss potential collaborations regarding networking, sharing information on educational workshops, and conference proposals. She sent a membership outreach letter to library/archival/public history programs in the Southeast. She thanked Laura and Sauda for assembling a new member contact list. We have two confirmed upcoming virtual tours. The first one will be hosted by Brittany Newberry for the Atlanta University Archives and the second tour will be led by Jennifer Sirotkin of the Chick-fil-A Archives. Cathy will be speaking at the Georgia Archives Institute (GAI) on June 14 to talk about membership.

Past President/Nominating Committee Chair

Angela Stanley is grateful to Brittany for bringing together the SGA Leadership Chats. The first two were hosted by the President and Past Presidents and the second chat included leaders from Membership, RAAC Liaison, Outreach, and Communications. A call has been put out for nominations for SGA Fellows. We also have solicited nominations for Assistant Treasurer, which was held as a special election with 30% of SGA members voting.

Treasurer

Rose Marie Kimbell shared her reports about the bank accounts. The General Account has \$1,081.32; the Money Market has \$73,107.22; and the PayPal Account has \$157. The Jaguar account needs to be paid manually and cannot be set up automatically. Rose Marie handled the federal taxes and filed the state reregistration. She has continued to work with the professional accountant with a focus on QuickBooks. There is an estimated cost of \$400 per year for continued use of a professional accountant in order to finalize the quarterly QuickBooks reviews. It took about nine months to get QuickBooks sorted out correctly. Rose Marie would like to have a board discussion regarding the honorariums and have those set in place. The price for Wild Apricot will be going up next year to \$324.

Archivist

James Irby has continued with his ongoing tasks and will be reaching out directly to board members to request specific records and update the transfer policy regarding records and formats.

Program Committee Chair, Annual Meeting

Autumn Johnson shared the theme for the Annual Meeting “Archives Endure: Resilience, Innovation, and Adaptation in Archival Work.” Autumn stated that they have only received a handful of proposals, so the submission deadline will probably be extended. A collaborative Google Doc has been utilized for those who are interested in working with others on specific panel topics. There is a shortlist of possible keynote and plenary speakers. The Program Committee has been working on identifying images for the program booklet and marketing materials. There have been many meetings held with the various committees involved with the Annual Meeting.

Local Arrangements Committee Chair, Annual Meeting

Feechi Hall and the Local Arrangements Committee have continued working with the Program Committee and the Vendor Coordinator. There has been discussion about the registration fee structure for the upcoming meeting and for future possible hybrid meetings. The committee is also looking into ways to incorporate give-a-ways and activities within the virtual conference. Jennifer Wyatt will be presenting some options for the 2022 Annual Meeting later in the meeting.

Vendor Coordinator

Jenn Bieleswki shared that the vendor sponsorships will remain the same for the upcoming virtual conference. She will be sending out letters next week to the vendors.

Administrative Assistant

Holly presented for Tamara Livingston. Tamara has been responding to questions and issues from members and has added new members to the SGA email listserv. She has coordinated with James Irby regarding the mailbox and forwarded any checks to the Treasurer.

Provenance Editor

Michael Law shared that *Provenance* has had 1,600 downloads this quarter with the most accessed item being Vol. 24, No. 1 (2006), “Archival Priorities: Ten Critical Issues for the

Profession.” The journal’s e-commerce site launched on November 2, 2020. The new editors worked with BePress to get oriented to the platform. The editors also met separately to discuss timelines and set format standards. Currently, there are three articles under review and the main content looks good for the new issue. We are lacking in reviews though, so we will most likely be putting a call out for reviewers.

Communications Director

Brittany Newberry discussed the current plans that the Communications Team has been working towards this year. The SGA Annual Magazine was completed in early February. The blog has received two submissions so far and we have added two SGA members who will be regular blog contributors. In terms of social media, Instagram is the most actively used. A Google Form was created for social media posts submissions. We are continuing to work on finding ways to get people a little more engaged with our social media sites.

Website Manager

Mandy Ryan has been updating the various pages including the Officers’ page. The 2021 SGA Board photograph was added to the website. Mandy encouraged everyone to make sure that they send her an email regarding anything that needs to be changed or fixed on the website and the aim is for a quick turnaround time for any fixes. We have had over 2,000 users and 7,464 page views. The top three pages visited were: Job listings, Annual Meeting, and Membership and Fellows.

Education Committee Chair

Leah Lefkowitz shared that a summer workshop is being planned with a focus on K-12 education. Mike Santrock, the Assistant Education Chair, and Amanda Smith will be the instructors. An announcement will be sent out within the next few days. GSU has invited SGA to work with them on their oral history symposium coming up in September. A copyright workshop, which had been cancelled earlier due to COVID-19, is also being planned and slated for possibly in October.

Scholarship Committee Chair

Tamika Strong stated that the Scholarship Committee has met twice so far with the main focus discussing additional benefits that could possibly be offered to the scholarship recipients, since most of the meetings and workshops will be held virtually this year. One big idea was including the SGA membership fee for one year as a way to encourage them to be more active in SGA. Another suggestion was the possibility for a voucher for SAA books, Library Juice Academy, or an Amazon gift card. Tamika has been in touch with Leah about the upcoming workshops and has made any necessary adjustments to the dates. The next scholarship is the Brenda Banks scholarship. The committee is also working on creating a contact list for the Sharonda Spencer award.

The board provided some input about the additional benefits:

Holly mentioned that the workshops usually cost twice as much for in person compared to virtual. The board is trying to provide another incentive to go along with the awarding of the workshop fee. Many board members had a positive reaction to the idea of providing a 1-year SGA membership. Rose Marie also liked the idea for a class at SAA, which can help with

certification and informational knowledge. Mandy commented that these workshops are very helpful to students. These suggestions will undergo a vote sent out via email by Holly. Tamika wanted clarification on whether it was just for this year or would it be continued in the future. It was stated that it would just be for this year, but it could be made as an option based on available funding.

Outreach Committee Chair

Becca Brown has met with the Membership Committee to discuss collaboration ideas for the year. Some possible ideas are to focus on the different regions within the state, hold virtual tours, and host lightning rounds. The main goal is to keep things structured and scheduled when holding events virtually. The committee is working on getting some dates set.

Mentoring

Laura Starratt and Sauda Mitchell have continued to work on the administrative tasks involved with the mentoring projects. There are five active pairs and the plan is to contact them every couple of months. The current tasks include working on various documents, especially the mentoring handbook. They will be contacting universities and educational programs to look for more protégés.

RAAC Liaison

Cathy Miller shared that RAAC has finalized the draft of their bylaws. It does impact our participation because we have a liaison as part of SGA's board. There has been a continued conversation about whether RAAC will rejoin the National Coalition for History, but this is based on regional organizations donating funds because RAAC itself does not have a fee structure. RAAC will be included at the Georgia Archives Institute, represented by Michael Law, in order to provide exposure and awareness about the organization.

OLD BUSINESS

Reminder about Reports

Holly thanked all of the board members and chairs for their reports. She wanted to remind everyone about the importance of having the reports done on time because this is one way that SGA provides transparency to our members.

Reminder about Accounts and Security

Holly discussed the importance of keeping the accounts and security up to date. This specifically includes when the accounts are transferred over to the new board member or chair. One important aspect is to make sure that you take off your phone number and personal recovery email address. This has been an issue when trying to get into some of the older accounts. Rose Marie suggested to thoroughly go all the way through to the account setup and remove your information from the emergency backup section. She also liked the idea of making the Admin the backup in case of any further issues. Laura has some informational steps that she will be sending out to help with the process. Angela explained that last year's phishing attacks is a major reason for this reminder.

Vote to approve 2021 budget

The budget was presented at the last meeting and the board members were given time to review it. Rose Marie pointed out that normally budget requests are supposed to be presented to the Treasurer before the first meeting, so that the budget can be voted on at the first meeting. Holly made a motion to approve the 2021 budget. The motion was seconded by Angela. The motion passed.

NEW BUSINESS

Introduction of New Assistant Treasurer

Angela and Rose Marie welcomed Joshua Kitchens as our new Assistant Treasurer. Josh introduced himself and shared that he is the Director of the Archives and Information Studies program at Clayton State. He is looking forward to working with everyone.

Discussion about Quarterly Estimated Expenses

Given the economic times that we are currently in, Rose Marie and Holly suggested that any upcoming quarterly budget expenses, especially any large ones, be included in the reports and shared with both the President and Treasurer. This is so that there are no major surprise expenses that the organization would have to handle and draw money from other accounts. The Treasurer needs to be informed so that we don't get overdrawn or have to go to another account to cover it. The honorariums last year all came up at the same time and that made it challenging to get everything covered in such short notice.

Holly took this time to start a discussion about defining a monetary range for the honorariums. Jenn shared that at her company when they approach speakers, they wait until that person asks if there is any monetary compensation/honorarium. Jenn shared that Lyrasis has a standard fee of \$500 for virtual or they pay for their travel. It was noted that SAA provides \$500, plus reimbursement for travel. SGA has given \$500 for keynote speakers in the past. Holly stated that honorariums for workshops usually depended on the length of the workshops with the half-day workshops being set at \$250. Leah will look into what was given in the past for the educational workshops. This year there will be multiple presenters, so if enough people sign up, then each speaker will be covered. Last year, the workshops were priced lower due to COVID-19 and being held virtually, so SGA had to cover some of the cost of the honorariums. This year the price is \$25 per workshop and if all the spots are filled, then we should be okay. Holly will be checking with other organizations to see what their honorarium range is and get back to us at the July meeting.

Review and Adjustments to the Administrative Handbook

This is a reminder to make sure that you let Holly know if there are any policies that need to be updated within the Administrative Handbook. Angela pointed out that any policy changes need to be voted on by the board. This brought up the discussion about the Nominating Committee using SurveyMonkey or Wild Apricot for the past elections. Holly made a motion for the Nominating Committee to be able to use any specific software in order to run the election votes. The motion was seconded by Laura. The motion was passed.

Update on the Dues Increase Task Force

Cathy shared that the Task Force met on March 31. There is a good representation of people in terms of providing a wide variety from the board and including two general SGA members with one being at the student level. They have discussed what the purpose will be and how to present this to membership. One main topic was what a raise in membership fees might look like. The Task Force is in research mode right now and will need to assess and find out when fees were last raised. The end goal is that membership understands where the board is coming from in having to raise the fees in support of the organization as well as for the betterment of the members. Rose Marie stated that we would need to raise the general income up \$5,000 per year so we won't have to dip into any funds. The funds in the Money Market Account are earmarked for scholarships and awards, which cannot be touched. Holly believes that the last time the fees were increased was back in 2004, so this is definitely one area that needs to be looked at for the future of the organization.

2021 Annual Meeting Update

Feechi, Autumn, and Rose Marie met to create a proposed fee structure for the 2021 Virtual Conference registration fee. This could also serve as a possible model for any future hybrid conferences. The breakdown for the fee structure was based off of other regional virtual conferences in order to develop a fair pricing model:

SGA members early-bird \$25; regular \$30

Non-member early bird \$40; regular \$50

Student and unemployed early-bird \$10; regular \$15

Angela asked what access to recordings will look like and what possible fees might be incurred from that. Feechi spoke about last year's meeting and how the recordings were made available on the SGA YouTube channel. Rose Marie said that they had a brief discussion about a possible small fee. Last year was unique because it was our first virtual meeting and it was free to members. Further research and discussion will be needed about adding any extra fees for access to the session recordings. Rose Marie put forth a motion for approving the fee schedule for this upcoming meeting. The motion was seconded by Jennifer Wyatt. The motion was passed.

2022 Annual Meeting Update

Jennifer Wyatt presented a PowerPoint presentation of the options for locations for the 2022 Annual Meeting and the pros and cons for each one.

* Crowne Plaza in Peachtree City: The pros are that it is convenient to metro Atlanta, an attractive resort with lots of amenities, and has meeting space for our size. The cons are that the meeting room rentals are almost \$10,000 and this does not include food or AV support.

* Marriott Macon City Center: This is the only location in Macon that can hold over 100 people in the ballroom area. The pros are that the hotel is attached to a convention center, has central city location, and plenty of attractions nearby. The cons are that they did not provide comps or deals and the AV is \$1,200 per day (before taxes) for the ballroom.

* DoubleTree by Hilton in Columbus: The pros are that it is the most budget-friendly, plenty of comps, and Columbus has a variety of local attractions for all interests. The cons are that it is not close to local attractions and not really known as a scenic location.

* Callaway Gardens Resort: The pros are that the venue is eager to host us, they have a good balance of comps and deals, they will let us use outside AV, and there are plenty of scenic local attractions. The cons are that room rates are higher than the other options and there are not a lot of alternative hotels nearby.

* Jekyll Island: This is still a possible option. We would need to revisit the previous agreement we had with them. Rose Marie suggested to look at other hotels on Jekyll Island to see if they have more to offer at a better price.

Jennifer pointed out that there may be conflicts with sporting events across Georgia based on some of the available dates. Veterans Day is also in November. GLA, Digital Library, and some other organizations usually host their events in October. Brittany pointed out that the more expensive locations may still be out of reach for some members and wondered if this could also be a hybrid convention. A/V costs would need to be factored in for that possibility.

ANNOUNCEMENTS

Next Board Meeting

Friday, July 30, 2021

10 am – 12pm via Zoom

ADJOURN

The meeting was adjourned at 11:46 am.

Submitted by:
Louanne Heintz
SGA Secretary