

Society of Georgia Archivists
Board Meeting
Virtual meeting via Zoom
5 February 2021

CALL TO ORDER

President, Holly Croft, called the meeting to order at 10:01 am. Holly invited all the board members to introduce themselves.

ROLL CALL

Holly Croft, Cathy Miller, Angela Spitzer Stanley, Rose Marie Kimbell, Louanne Heintz, Feechi Hall, James Irby, Tamara Livingston, Brittany Newberry, Leah Lefkowitz, Jessamyn Swan, Jennifer Wyatt, Tamika Strong, Caroline Crowell, Daria Labinsky, Jenn Bielewski, Helen Thomas, Mandy Ryan, Laura Starratt, Felicia Moore, Michael Law, Jina DuVernay, Autumn Johnson, Kate Daly, Megan Kerkhoff, Sauda Mitchell

READING AND APPROVAL OF MINUTES

Holly asked for a motion to be put forth to approve the November 2020 SGA Board meeting minutes and the SGA business meeting minutes. The minutes were approved.

OFFICERS' REPORTS

President

Holly Croft apologized for not hosting the meeting in January, which is normally when the first board meeting is held, but she was recovering from COVID-19, so the meeting was moved to the first week of February. She thanked Angela and Cathy for helping her get updated and transitioning between the different roles. Holly has sent out the committee lists to all of the committee chairs. She has also worked closely with Mandy on updating the website. Holly has signed up to be a speaker for our coffee talk on February 24. Angela, Holly, and Becca have been working on composing a letter to the governor regarding vaccine distribution for archival workers.

Goals:

- begin implementing strategic timetable that was developed last year for the strategic plan
- support our membership; archives who may not have any current SGA members; and other heritage institutions in Georgia
- pay close attention to budgeting issues that are connected to the pandemic and look at how we fall under the consideration of essential or non-essential workers
- work with partner and allied organizations

Vice-President/Membership Committee Chair

Cathy Miller has covered transition information with Holly moving into the Vice-President position. She has held a meeting with the Membership Committee. She is looking forward to the possibility of collaborating with the Outreach Committee and the Mentoring Program Committee.

Past President/Nominating Committee Chair

Angela worked closely with Shanee' to receive account information and get up to speed. The first Nominating Committee meeting was held on Wednesday, February 3, 2021. The focus was on hitting the three strategic plan priorities that specifically affect the Nominating Committee:

- 3.1.2 Recruit a wide diversity of candidates to serve in SGA leadership positions, including candidates whose experience may be outside of traditional archives.
- 4.3.1 Develop core strengths for future SGA leaders, particularly following the COVID-19 pandemic.
- 4.3.2 Engage SGA Fellows in the cultivation and mentoring of current and future SGA leaders.

Angela will be reaching out to the affiliated committee chairs in order to work closely with them regarding these priorities.

The Nominating Committee, in order to begin our mission to recruit members for elected and nominated positions as well as committee members, will be hosting monthly, informal coffee talks, which will feature the committee chairs including current and past chairs as the guest speakers. We want members to learn more about the board roles in order to help them to think about what they might be best suited for and to encourage participation. The plan is to hold these talks once a month up through July because nominations are due in August. They are also planning to do some targeted outreach by working with the Outreach Committee. The Fellows nomination form was reviewed and there will be an addition made to include leadership in DEAI and representation in archives. The budget requests hinge on whether we have an in-person meeting. Angela noted, for the Treasurer, that the President's Award line-item budget shows up under both the President's budget area and the Nominating Committee's budget area, so she chose to not include it in the Nominating Committee budget.

Treasurer

Rose Marie Kimbell shared that the general account has \$686.19; the money market account is at \$73,356.04; and the PayPal account has \$157. Per the last meeting, all accounts have been paid, including all honorariums, grants, and the Wild Apricot bill. Rose Marie is working with the accountant to make sure that the grants and scholarship lines in the budget are clearly delineated. She needs to meet with the senior board members to get account members in place (i.e., President, Vice-President, and Assistant Treasurer) to get the bank account access set up.

An upcoming discussion will be for the board to focus on accountability and staying within the budget (i.e., scholarships, grants, honorarium, awards, etc.). Many of these items go out quarterly. Each board member and committee chair should be aware of what needs to be paid out and contact the Treasurer. This topic will be discussed later in the meeting.

Archivist

James Irby has received records from some of the board members and will be reaching out to others. Other objectives and ongoing tasks are part of the institutional knowledge plan, which include setting up a test repository with a focus on reports and minutes. He is working on the format and document type guides. James appreciated that the revised retention schedule had been updated on the website. He would like to meet with Holly and Cathy to discuss policy updates.

Program Committee Chair, Annual Meeting

Autumn Johnson shared that the post conference survey results had been analyzed. An overwhelming number of respondents at 94% wanted some sort of virtual conference, whether that was a full or hybrid format. The 2020 virtual meeting recordings are up. Viewers must have the link to access the recordings, which were emailed to the listserv. There are two different proposed budgets based on what type of program will be held. The Program Committee will be meeting next week.

Local Arrangements Committee Chair, Annual Meeting

Feechi Hall reported that the 2021 Annual Meeting is still tentatively scheduled with the Jekyll Island Club for November. The hotel has continued to honor our contract from 2020. The reception was originally going to be held at the Tack Room of the Mosaic Museum, but Feechi will need to contact them in order to see if there is still availability. The committee requests that the board discuss whether the conference should be held in person or virtually in order for the planning process to continue. Once a decision has been made, then Feechi can begin to reach out to the other committee chairs and begin the collaboration process. The Program Committee will have their first meeting in the next week or two. Rose Marie offered updated contact info for the museum.

Vendor Coordinator

Jenn Bieleswki met with Christina Zamon, the previous Vendor Coordinator, in January to transition all of the files. There were many vendors that were reluctant last year to participate in a smaller scale, virtual conference. Jenn mentioned that in her professional experience this was a common occurrence, so it was not just specific to SGA. She would like to discuss with certain committees to think of new ways that the vendors can be involved and make them feel that their sponsorship money is going towards a good use of their funding.

Administrative Assistant

Tamara Livingston has been spending time on the back end trying to figure out and learn more about Wild Apricot. She asked if any of the board members have knowledge and expertise in this area for any guidance or tips. Tamara has already sent a new member report to Cathy and would like to set up a meeting with her for further discussion about lapsed membership. We do have two new student members. Tamara would also like to work more with Laura and Sauda to connect our new members with the mentorship programs. She plans to contact James in order to go through some of the documents saved in Wild Apricot related to our collection policy.

Provenance Editor

Michael Law explained that Heather Oswald is wrapping up the current issue of *Provenance*. The editorial board has shared what they are working on with the incoming members. The team has held a few meetings for transition purposes, including Bepress. They have also gone over the analytics, discussed upcoming articles, and have begun to set up a timeline. Michael stated the current state of *Provenance* is very solid, which will make for an easier transition. Since we have a full editorial board, they will have a discussion about any changes that they deem important. Laura Starratt spoke to Heather and she said that there are three articles ready to go and one is pending with the final input from the author.

Communications Director

Brittany Newberry had a meeting with Megan on January 11. The focus for this year will be on the strategic plan and working to build a regular group of blog contributors. A Linktree account was created so that all links that are shared on social media will be handled through this site. Work is being done to create a submission form for social media and the blog, which will be a Google form. SGA now has a YouTube channel, which is being used to host the recordings from the 2020 Annual Meeting. Brittany will be reaching out for suggestions on how to best utilize that channel. The magazine will be coming out next week with some submissions from members. With regards to our social media sites, Instagram remains as our most popular platform. Angela asked about the process of sending and sharing information regarding media relationship because the nominating institution of the 2020 President's Award winner would like to do a local acknowledgment for him. Brittany has added the award to the magazine and normally we would just need a head shot to include for any publication.

Website Manager

Mandy Ryan has been communicating with Megan regarding the transition of the Website Manager role. She has emailed the incoming officers to gain their contact information in order to update the board directory on the website. She is aware of some title changes that need to be made and will continue to go through the website to make any updates that are necessary. Mandy asked about the group photo that is usually taken at the first board meeting. Brittany also had this question because she wanted to include it in the magazine. Angela suggested taking a Zoom screenshot. Jessamyn also suggested that we could all send in a headshot and make a collage. Rose Marie thought a Zoom screenshot acknowledges that our organization is following precautions, but still up and running. Angela mentioned that the resolution may not be very good. Jina suggested taking the screenshot so we have it as an option.

Education Committee Chair

Leah Lefkowitz shared that the Education Committee has a tentative budget, but again that depends on the format of the conference. The spring workshop will be virtual. The committee will be having their meeting next week. Leah needs to get access to and review the surveys. She spoke with Becky, the previous chair, and her guidance has been very helpful. Last year, the two workshops were on "Critical Race Theory and Archives" and the "Tilmor Process". They both went well. Autumn pointed out that the surveys are posted on the SGA shared drive.

Scholarship Committee Chair

Tamika Strong explained that some of the scholarships may be dependent on whether the events will be held in person or virtually. The Hart scholarship is up in the air because the 2020 recipient will be attending the 2021 Georgia Archives Institute (GAI) and the GAI representative stated that there could only be one scholarship winner per year. Tamika recommended foregoing the 2021 Hart scholarship so that the previous year's recipient could attend this year's institute. Tamika met with Jessamyn, the previous Scholarship Chair, to share information. She will be reaching out to the Program Chair and the Education Chair to get the upcoming dates.

Outreach Committee Chair

Holly will be reaching out to Becca Brown about upcoming events for Outreach.

Mentoring

Laura Starratt reminded everyone that last year the Mentoring Program implemented a few new types of programs. Currently, there are five active pairs. There is also one cohort that is focused more on group mentoring, which was set up for all of the mentors to work together. Laura and Sauda have already been meeting and discussed their goals. She has set up an Airtable workspace. The form letters and mentorship web pages have been updated. Sauda is taking the lead on creating a mentor handbook. Laura will be following up with the mentorship pairs in March and looking into shadowing opportunities. The first cohort meeting will be on this upcoming Monday. They are looking to expand their advisory board to help identify possible mentors, as well as develop a mentor training program. Laura asked for volunteers for the archival advisory board and/or the board shadowing program.

RAAC Liaison

Cathy Miller shared the highlights regarding her work with the Regional Archival Associations Consortium (RAAC). She is continuing on as RAAC Liaison and is making sure that any communications that are posted to the RAAC listserv are forwarded to SGA membership. Cathy is also the chair of the RAAC Advocacy Subcommittee and a member of the COSA-NAGARA-RAAC-SAA Joint Working Group on Issues and Awareness (JWG). The JWG met with the team lead for the Biden-Harris Humanities Agency Review Team in December to discuss a document created to provide guidance on the federal archives and record management issues. RAAC is also working on finalizing their bylaws and two-year plan.

OLD BUSINESS

Review of Strategic Timetable Action Items

Holly presented the 2021-2025 timetable. Each objective and strategy are laid out and shows which committee holds the leading role. She advised each board member to look through the document and encouraged them to reach out to the other committees or board members who are listed in the supporting roles for each objective. We should be looking at what we can do each year to get closer to reaching each goal. We will be revisiting this at each board meeting. Laura mentioned that she is working with another group of archivists and she wanted to know if SGA would be interested in being a supporter or sponsor. Holly will get more information from Laura in order to make a more informed decision. Angela noted that there is also another version of the same document linked on the website. We should make sure that we are only working from one single document.

Retask and Add Members to the Dues Increase Task Force

Holly shared that this task force began in January 2020. The original discussion was about how much more SGA was spending on an in-person conference than what is taken in for the registration fee for the Annual Meeting. It is not cost effective nor sustainable. The topic was tabled in 2020 due to the pandemic. The main point of the discussion was raising membership dues. We need to start discussing what decisions need to be focused on for the coming year. Holly and Cathy will be looking into the possibility of increasing the dues and the feasibility of this option, including how much members would be willing to pay or having different levels of membership if there are benefits. Holly wanted to assure everyone that this change would not occur during the pandemic and that it would be for a future timeframe. Cathy and Holly have been in discussion about drafting individuals for the task force, which could include board

members, membership, and possibly Fellows. Holly asked Rose Marie to be part of the Dues Task Force because of her work as the Treasurer.

NEW BUSINESS

Overview of Proposed 2021 Budget

Rose Marie shared the proposed 2021 budget and pointed out that she had received some updates to individual line items. She also noted that Sheridan has made an increase in the *Provenance* budget. There are some bills that are biennial, which may have been set up on an old credit card for automatic renewal. These types of bills need to be identified and forwarded to the Treasurer in order to keep everything up to date. Holly informed the board that Rose Marie would be sending out End of the Year Balance sheet and End of the Year Profit and Loss sheet via email. A vote to approve the 2021 budget will be conducted via email.

Request to Update SGA Leadership Contact Information and Terms

Holly requested that the board members double check the information listed on the Officers' Page on the website and to send any updated contact information to Mandy. There is also a contact sheet that lists names, contact info, and term limits.

2021 Annual Meeting Update

Feechi Hall explained that the budget will depend on whether we have an in-person versus a virtual meeting. The costs may be subject to change. The Jekyll Island Club still has us down for November 2021 per our current contract. Rose Marie will work with Feechi regarding the contact information for our off-site reception.

Holly asked if we had a hard deadline with the Jekyll Island Club as to when we would need to decide if we are going to have an in-person event. Feechi spoke to their contact person back in October. They stated that they are currently open. Feechi did not receive any information yet regarding any policies or procedures that we would need to follow and what precautions they have in place. She needs to ask if they will honor our contract if we do need to push our meeting to 2022. She will also need to find out the available dates and the board would then be able to make a decision based off of those options. Angela mentioned that last year they gave us 180 days from when the conference was scheduled for to withdraw without penalties, which is why we have a mid-March deadline to make a decision without losing our deposit.

Autumn brought up the survey results and shared that some respondents were interested in a virtual or hybrid meeting. Feechi shared that her institution has a travel ban for conference attendance, which would exclude some people depending on where they are employed. Other board members mentioned that there are budget cuts and continued uncertainty as when things may return to normal. Jenn asked if we had ever done a hybrid conference. Angela shared that the only thing we have done was to livestream one Fellows' panel during the 2019 Annual Meeting. Feechi pointed out that there would need to be a lot of help with doing a hybrid conference and Jenn spoke about the need to look at the costs if we used the hotel's equipment.

2022 Annual Meeting Update

Feechi Hall and Jennifer Wyatt have a list of possible locations and they will be working together to review them and share the options at a later date.

Discussion of Letter Regarding Vaccine Distribution for Library Workers

Holly will be working with a co-worker to include information directly connected to Georgia. She has been working to garner statistics around the state. Holly asked for any feedback regarding the information included so far. She is looking to have it finalized quickly and send it out. Angela mentioned that they had discussed doing a survey, but needed to prioritize the urgency of sending out the letter. Laura spoke about a town hall meeting she attended and stated that the CDC guidelines needed to be followed, which is a major factor for the distribution. Leah spoke for those who are not in academic archives, but still meet with the public and the importance of everyone's safety.

Vote to Approve Committee / Board Members

A vote was held to approve the committee members that were appointed to their positions, which include: Education, Membership, Scholarship, Outreach, Georgia Archives, Program, Local Arrangements, and *Provenance* Editorial Board. Angela made a motion and it was seconded by Cathy. The motion was approved.

Additional Discussion Point

Angela mentioned that the Nominating Committee does not have a Zoom account and asked if they could use the President's Zoom account. Holly agreed to this request.

The meeting was adjourned at 11:46 am.

ANNOUNCEMENTS

2021 Upcoming Board Meetings

Friday, April 30 2021

Friday, July 30 2021

Wednesday, TBD, Jekyll Island Club Resort(?)

Business Meeting: TBD, Jekyll Island

Submitted by:
Louanne Heintz
SGA Secretary

ADDENDUM

2021 Annual Meeting

On February 16, various board members involved with the planning of the Annual Meeting met to discuss the options for the upcoming 2021 Annual Meeting. The group discussed a number of topics, including the likelihood of travel budgets being restored and the willingness of members to travel. With a focus on the best interest for SGA and membership, it was decided that a virtual meeting would be the best option. Holly Croft made a motion to move our 2021 Annual Meeting online and cancel SGA's contract with the Jekyll Island Club. The motion was seconded by Cathy Miller. The motion passed via email.