

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

### **CALL TO ORDER**

President, Holly Croft, called the meeting to order at 10:04 am.

### **ROLL CALL**

Holly Croft, Cathy Miller, Angela Spitzer Stanley, Rose Marie Kimbell, Louanne Heintz, James Irby, Brittany Newberry, Leah Lefkowitz, Jessamyn Swan, Jennifer Wyatt, Tamika Strong, Jenn Bielewski, Mandy Ryan, Michael Law, Autumn Johnson, Felicia Moore, Kate Daly, Mike Santrock, Becca Brown, Helen Thomas

### **READING AND APPROVAL OF MINUTES**

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

### **OFFICERS' REPORTS**

#### **President**

Holly Croft shared the work she has been doing over the past few months with a focus on the overall yearly goals, specifically those associated with the Strategic Plan for 2021-2025. Holly has worked with the Website Manager to tackle ongoing hosting issues. She has been in communication with the past President and current Administrative Assistant to discuss and address the issues with job postings on the listserv regarding jobs that have been posted that did not adhere to our salary transparency policy. A contract has been signed with the SGA Annual Meeting speaker. Holly has continued to meet with various committees in preparation for the Annual Meeting. She has coordinated with the Treasurer, Assistant Treasurer, and Vice President to get the correct names on all of our financial accounts.

#### **Vice-President/Membership Committee Chair**

Cathy Miller shared the activities from the previous months. Two virtual tours were held. The one in May was hosted by Brittany Newberry for the Atlanta University Center Archives and had about 27 attendees. The second one in June was led by Jennifer Sirotkin and Martha Lawrence of the Chick-fil-A Archives and had 35 attendees, which included invitees from GLA membership. The Membership Committee has reached out to designated committee chairs to be part of the member email outreach campaign, which is still a work in progress.

#### **Past President/Nominating Committee Chair**

Angela Stanley and the Nominating Committee have opened up a call for leadership nominations for the upcoming election. Angela asked the board members to encourage someone they know who would be an asset as a leader for SGA to put their name in for one of the elected or nominated positions. The Nominating Committee will be hosting 15-minute one-on-one "office hours" for potential interested candidates. Angela held a vote via email with the Executive Board to finalize the newest Fellow, which will be announced during the Annual Meeting.

### **Treasurer**

Rose Marie Kimbell stated that the General Account has \$2,183.29; the Money Market has \$73,109.04; and the PayPal account has \$157.00. The WordPress bill has been paid. Rose Marie has been working on sorting out some accounting issues with regards to the website. She has also been updating the budget by line items and has needed to go back a few years through QuickBooks to make sure each item was aligned correctly with Wild Apricot's setup. She has been working closely with Scholarship to make sure everything is included, since we have two years of scholarship recipients that we are trying to take care of within this calendar year. Rose Marie will be researching other possible options for the money that we have earmarked for the future scholarships to see if we can find something that will earn more interest and help make this account be more self-sustaining. Both QuickBooks and Wild Apricot will be raising their prices, so she will also be looking into a non-profit site that may help us get a better price. James paid for the P.O. box and Rose Marie asked him to send in an invoice so that he can be reimbursed. The past Treasurer's, Kevin Burge, name is still on that account, which will need to be updated.

### **Archivist**

James Irby has continued with his ongoing tasks regarding the documentation of the organizational records. He has created a brief presentation to share with Holly to go over some of the issues with the SGA collection and the policies at the Georgia Archives. He is working on developing drafts for a format guide and an instructional guide for electronic records transfers. He is also working on addressing some of the research requests from SGA Board officers.

### **Program Committee Chair, Annual Meeting**

Autumn Johnson and the Program Committee have been very busy. They have largely been focusing on soliciting presentation proposals and have also extended the deadline. They reviewed those submissions and reached out to confirm 16 different presentations, which is fewer than an in-person event, but it was expected. They have been working on finalizing the draft of the program as well as working with the Local Arrangements Committee, Treasurer, and Vendor Coordinator. There will be a board-sponsored presentation on SGA Leadership and a panel from the GIL Special Collections Committee. The Program Committee will be holding a call for proposals for the Student Research Showcase, which will be a panel featuring undergraduate and graduate students presenting projects or initiatives conducted in the current term. This showcase was designed as a direct response to feedback gathered from last year's survey. Autumn confirmed that Michelle Caswell will be the keynote speaker. Michelle was chosen specifically for her recent work on dismantling oppressive structures during the COVID era and her overall work in archives. The committee is looking to confirm a second speaker for the plenary.

### **Local Arrangements Committee Chair, Annual Meeting**

Jennifer Wyatt presented for Feechi Hall. Jennifer, Feechi, and Nancy Davis Bray have been working with a list of companies to target to solicit sponsorship for giveaways. Two confirmed sponsors are Waffle House and Home Depot. Some other vendors want to use discount codes. Feechi has created SLACK resource materials for committee members to use to prepare for backend communication and Zoom technical support during the conference. The committee sought assistance from the Website Manager for the online conference registration setup in Wild

Apricot. Feechi created a draft registration form, which will be finalized and launched on August 2<sup>nd</sup> in time for the early bird registration period. They wanted to thank Mandy and Kate for all of their help.

### **Vendor Coordinator**

Jenn Bielewski is still looking for more sponsors. She and Feechi will be meeting to target certain sponsors and to identify where we most need sponsors. We have three sponsors so far (CollectionSpace, Instream, and Lucidea) and will be focusing on getting sponsors for the plenary. One of the sponsors would like to pay by credit card.

### **Administrative Assistant**

Holly presented for Tamara Livingston. There are seven new members: three students, two individuals, one contributing, and one patron. Tamara has been responding to member issues and questions. She has added new members to the SGA email listserv. She wanted to thank James for checking the mailbox and forwarding any checks to the Treasurer.

### **Provenance Editor**

Michael Law expressed that *Provenance* is doing great. There are three articles under final review by the authors, which will be set to be published for the upcoming issue. There are also four reviews, which will also be part of the main content. All of the content is complete except for last minute edits. The individual articles will be published as they are completed. The full issue should be complete in time for the Annual Meeting. There have been 4,604 downloads/views for the second quarter and 111,162 in total. The most accessed item is “The Journal of Jean Laffite: Its History and Controversy.” Michael spoke to some vendors who were inquiring about our pay structure. They were interested in accessing our ecommerce site to get a print copy.

### **Communications Director**

Brittany Newberry and the Communications Team have been working on the blog. We have two blog contributors who have been adding posts from April through July. We have seen an increase in engagement with the blog due to these contributions. For social media, we get submissions each month and Google Forms has been working out well. Instagram was the only platform that received new followers. The most popular posts were for Pride month.

### **Website Manager**

Mandy Ryan stated that the updates have been fairly steady and there is continued effort to make sure that everything is up to date. The top three visited pages were the Job Listings, Education, and the System Error = 404 page. The error page occurs when we have a lot of broken links or things that are no longer relevant, such as resources that have been changed on their end.

Mandy asked the board members to check their page(s) to make sure that all links are up to date and working. Some forms in the Forms Forum are out of date and we will need to work with the different institutions to get those updated. The sog.org website is currently coming up as a deceptive website due to the phishing and spam content connected to it. We will need a web developer to go through to get rid of the phishing code that is embedded in our website. Holly has a contact that will be able to help us with at least a preliminary scan of the site. The sog.wildapricot.org website address is still working and accessible. Mandy and Kate have been

assisting the Local Arrangements Committee with setting up the registration form for the Annual Meeting.

### **Education Committee Chair**

Leah Lefkowitz and the Education Committee hosted the summer workshop. Mike Santrock was the main organizer and one of the presenters with other presenters being educators from elementary, middle, and high school. The title of the workshop was *The Education Opportunity: Primary Sources and Context in the K-12 Classroom*. We had participants from all over the country. There were 19 participants, which almost covered the entire honorarium. There will be a GSU symposium on September 25, which SGA is partnering with Georgia State University. For the fall workshop, Josh Kitchens will be presenting on copyright. He has taught for SAA previously and will be focusing specifically on how we can use copyright to our advantage. We are looking into having the workshop held before the Annual Meeting.

Leah was interested in the possibility of creating another scholarship so that each individual workshop would have one. This question came up because the scholarship was awarded for the summer workshop, but the Education Committee would like to possibly have an awardee for each workshop presented, such as the fall workshop and the symposium. Tamika Strong explained that we have a total of six scholarships. Holly stated that there is a cap and the scholarship for the workshops are shared, so there is only one recipient chosen across all of the workshops.

### **Scholarship Committee Chair**

Tamika Strong and the Scholarship Committee had two applicants for the Brenda Banks Scholarship with Tiffany Atwater Lee being selected as the awardee. The Brenda Banks 2020 recipient didn't get to attend a workshop last year, so she was registered for the summer workshop and given the same benefits as the 2021 recipient. The recipients will receive up to \$100 credit for SAA and SGA will reimburse them once they have made a purchase. The recipient of the Edward Weldon Scholarship was Shady Radical.

Tamika asked if we were planning to hold the auction virtually this year during the Annual Meeting. Autumn and Feechi are open to the idea, but are unsure how to handle it virtually. If the Scholarship Committee has an idea on how to facilitate it, then there is still room in the program for it. Tamika will have a meeting with the Scholarship Committee and discuss a couple of options, such as a fundraiser and they will look into how GLA handled their virtual auction last year.

### **Outreach Committee Chair**

Becca Brown hosted a virtual happy hour on July 29. There were four attendees, which was a somewhat low turnout, but was still good because it was a similar number to the last in-person event that occurred right before the pandemic. Outreach is planning an August 12 in-person happy hour with a focus on those who attended SAA. They will continue to watch the COVID-19 statistics and the event will be held outdoors to encourage social distancing. Becca needs to reach out to the Georgia Archives Month Subcommittee and will present that update at the next board meeting. She will be meeting with Helen to decide on whether they hold a pre-conference event or one during the Annual Meeting.

## **Mentoring**

There was no report from Laura Starratt.

## **RAAC Liaison**

Cathy Miller has continued to share communications from the RAAC listserv. The RAAC bylaws were approved by their membership at the last meeting. Angela Stanley was a speaker at their panel discussion and spoke about regional archival organizations and their response to the COVID-19 pandemic. Cathy will continue the outreach initiatives through her position as Chair of the RAAC Advocacy Committee. She will be meeting with the RAAC Steering Committee members to discuss how RAAC can best serve their members and be more effective and useful as an organization to the members and the respective organizations they support.

## **OLD BUSINESS**

### **Discussion on Scholarship Proposal: Making Scholarships More Lucrative by Increasing Benefits** **Tamika Strong, Rose Marie Kimbell, Holly Croft**

The Scholarship Committee would like to provide additional benefits to scholarship recipients to make SGA scholarships more lucrative. Because SGA's Annual Meeting is virtual, the cost of attending the conference and workshops is minimal in comparison to in-person attendance. Adding benefits should be within the budget and should be done to increase the amount of scholarship applications. The committee wants to add benefits to the remaining scholarships, but also add benefits for those who have already received scholarships this year.

The proposed benefits include the following:

- an additional year or a new membership to SGA to increase numbers or increase retention
- credit to be used in the SAA bookstore for either a class or an item

These benefits have been added, so far, to two scholarships for three individuals. The Brenda Banks Scholarship had two recipients this year (2021) due to the cancellation of the spring workshop last year. The 2020 Brenda Banks scholar has been able to attend a workshop in 2021. However, the committee wanted to extend her the same additional benefits that they want to add to the other scholarships this year. Tamika and Rose Marie have discussed the additional monies that will need to be taken into account in the line-item budget regarding the transfer of funds from the scholarship section to the membership section. This is due to the scholarship recipient not being able to attend the workshop last year and the additional benefits taken into consideration for this year to include them.

The Weldon scholarship ended up costing \$25 less than budgeted due to registering under the early-bird rate. The Scholarship Committee wants to offer that \$25 as an SAA credit to the recipient as well as an individual SGA annual membership.

These are the kinds of logistics that Tamika, Rose Marie, and Holly are trying to work out so that the next three scholarships can run smoothly. It remains to be worked out what the precise value of an annual SGA membership will be for accounting purposes. However, Tamika and Rose Marie have determined how the SAA credit will be paid to the recipients.

It was not deemed desirable to issue the recipients a cash payment, given that the goal of these award monies is professional development. It is important, therefore, to ensure that the money is going where it is supposed to be going. The first solution to this problem was to see if SAA had some sort of gift card or voucher for sale. This would have been a good solution, as it would have permitted Rose Marie to pay the awardee's SAA credit ahead of time. Tamika contacted SAA about this subject and discovered that SAA does not sell gift cards or vouchers. The second solution to this problem was for the awardee to submit an invoice from the SAA store to Rose Marie. SAA does usually allow invoices, but upon doing a test run, Tamika also found that the invoice system was not working. Tamika was notified by the system that SAA requires payment for store items up front at this time.

The plan now is for the award recipients to make their purchase and submit their receipt for reimbursement. This reimbursement process makes sense because this is already the process in place to disburse the Edward Weldon scholarship funds. Tamika believes utilizing existing frameworks for disbursement will make disbursing the additional benefits simpler.

If the board approves of this, Tamika will issue instructions to the recipients with regards to how to proceed on this sort of reimbursement model.

**Holly Croft made a motion to make reimbursement the means by which SGA disburses the additional benefits to the scholarship recipients, which will include learning/professional development through SAA.** Tamika Strong seconded the motion. The vote took place over Zoom chat. The motion carried.

#### **Request for Quarterly Audits of Books by Professional Accountant** **Rose Marie Kimbell**

Rose Marie proposed that the Treasurer be authorized to have a professional accountant audit SGA's QuickBooks every quarter. This quarterly audit will help avoid any further errors that could have been previously avoided. Rose Marie spent over half of last year fixing the discrepancies from the previous years, so that the budget could be balanced.

Quarterly audits will come with a cost of \$40 an hour. It is not expected that the total cost of the audit would be greater than \$100 per quarter. This cost is expected to be less than the cost that was incurred to correct the aforementioned errors. The proposal, therefore, is for preventative maintenance of QuickBooks that could ensure that more time-intensive and costly professional corrections are not required.

**Rose Marie Kimbell made a motion to authorize the professional accountant to audit SGA's books quarterly.** Cathy Miller seconded the motion. The vote took place over Zoom chat. The motion carried.

**Reminder for Quarterly Expenses**  
**Rose Marie Kimbell**

Rose Marie asked that if there are any large expenses coming up, board members should check in with her or Holly. We need to make sure that all the necessities and contractual agreements can be met without any hold ups. Last year during the third quarter, we went \$1,500 in the negative in order to cover all the meeting expenses because there were certain bills that were handed in that were not correctly noted in the budget. Now that SGA is back to charging for the conference and the workshops, it should be easier to meet all the expenses and keep QuickBooks in order. A large expense is anything (in your budget line) which is \$500 or more. Check in with Rose Marie and Holly to make sure that you can move forward with such expenses in the upcoming quarter.

**Updates on Dues Task Force**  
**Cathy Miller**

Cathy Miller has no new updates regarding the Dues Task Force. They are still in research mode at this time.

**NEW BUSINESS**

**Eliminating the (RAAC) Liaison Position**  
**Cathy Miller**

Cathy Miller is proposing that the Assistant RAAC Liaison role be eliminated, and that the RAAC Liaison role be modeled after the Administrative Assistant term of office. That term of office is a minimum of three years with a period of overlap between the incumbent and incoming Administrative Assistants. The term of the Administrative Assistant consists of a one-year apprenticeship followed by one year of solo service and one year serving as a mentor to the incoming Administrative Assistant.

There isn't enough happening with RAAC at this moment in time to provide work for both a Liaison and an Assistant Liaison, and Cathy does not foresee that there will ever be such a workload in the future, either.

Rose Marie is concerned that the change being asked for would constitute a change to the bylaws that all membership would need to review. Last year's revamping of the Treasurer position required a full membership vote. Holly and Angela agree that since the Assistant RAAC position is mentioned in the bylaws, a full membership vote must be part of the process. This means that the board will need to vote on a change to the bylaws as well as to the administrative handbook, and then the full roster of SGA members will be invited to vote on the proposal.

**Cathy Miller made a motion to amend the SGA Administrative Handbook and the SGA Bylaws such that the Assistant RAAC Liaison role is eliminated and such that the term of office for the RAAC liaison is revised into a three-year term, including year-long**

**apprenticeship, service, and ex-officio service periods.** Angela Stanley seconded the motion. The vote took place over Zoom chat. The motion carried.

### **Note from the Nominating Committee on SGA Positions for 2022**

**Angela Stanley**

The listserv message that listed all available positions erroneously listed “Assistant Georgia Archives Month Subcommittee Chair” as an upcoming position. This is not a position that actually exists within SGA. There is only the Georgia Archives Month Subcommittee Chair, a position with a one-year term and no attached “assistant” role. The list of available positions in SGA will be amended to remove this particular role.

### **Job Ad Salary Transparency Policy on the SGA Listserv**

**Holly Croft**

All job ads sent out on the SGA listserv are supposed to include salaries in their postings. Holly, Angela, and Tamara have been discussing how to handle the fact that, recently, members have been sending out job ads on the listserv that do not include salaries in their postings. The possibility of restricting who can send things out on the listserv was discussed, but then dismissed, because one of the greatest things about the listserv is that all members can post to it, and historically, not a lot of moderation has been needed because everyone is so generally respectful. The SGA listserv is, overall, then, functioning well. So instead, Holly would like to send out a statement reminding people that it is SGA’s policy that all job ads sent out on the listserv contain salaries in their postings.

It was determined that it would be a good idea to give a quarterly update to all members on all rules and postings. The rules for the listserv have never been written out, however, so putting them in writing would be essentially creating them. There is a code of conduct for the website, but it does not contain much content specific to the listserv. Language will be added to the code of conduct regarding the listserv as well as a statement about salary transparency. Holly will proceed with amending the SGA Code of Conduct.

### **The Broadband Resolution from GLA**

**Holly Croft**

This is a statement that argues that broadband should be considered a human right. Holly would like SGA to formally endorse this statement.

**Holly Croft made a motion to formally endorse The Broadband Resolution from GLA.**

Cathy Miller seconded the motion. The vote took place over Zoom chat. The motion carried.

### **Georgia Imaging Standards**

**Holly Croft**

Holly has been looking into the Georgia imaging standards, specifically regarding the destruction of physical records. It came to her attention that the Georgia judicial records retention schedule



appears to include the right to destroy physical records a year after they have been microfilmed. About a decade ago, state legislature changed the language of that law to encompass not only microfilmed records, but all digital images as well. This means that if Georgia Archives have made a digital image of something, then they have the right to destroy the original paper documents after a year has passed.

Holly asked for verification of this from board members employed at Georgia Archives. No board members could verify this and directed Holly to inquire at the Georgia Archives Reference Center, and to ask for Christine.

Rose Marie stated that this is considered a viable way to handle things from a records management standpoint, which does not necessarily take into account concerns over archival longevity. Records managers are only concerned with preservation of the information in records for the time frame covered in the retention schedule. Holly will follow up with the Reference Center at Georgia Archives and will report back on the topic at the next meeting.

### **The 2022 Annual Meeting Location**

#### **Jennifer Wyatt**

Jennifer Wyatt is proposing that Jekyll Island be approved as a finalist for the 2022 SGA Annual Meeting location. Jekyll Island has offered SGA the same pricing as they did two years ago. Their options are: October 25<sup>th</sup> - 28<sup>th</sup>, November 8<sup>th</sup> - 11<sup>th</sup>, and November 15<sup>th</sup> - 18<sup>th</sup>. However, November 11<sup>th</sup> is Veterans Day, so those dates might not be viable. Callaway Gardens is also available and has competitive pricing.

Jekyll Island does have a policy where they charge events a fee if they bring in their own tech people and caterers, so further checking will need to be done to see if, given that factor, Jekyll Island is still a cost-effective option.

Other options for the 2022 SGA Annual Meeting include the Crowne Plaza in Peachtree City, Marriott Macon City Center, and DoubleTree by Hilton in Columbus.

**Jennifer Wyatt moved to approve Jekyll Island as a finalist for the 2022 Annual Meeting location.** A vote will take place via email in the next week.

### **New Membership Rates**

#### **Rose Marie Kimbell**

Rose Marie would like to put the issue of new membership rates on the agenda for the upcoming meeting.

## **ANNOUNCEMENTS**

Board Meeting:

Friday, October 15, 2021, 10am-12pm, via Zoom (week before the meeting)

Business Meeting:

Tentatively: Friday, October 22<sup>nd</sup>, 11:15 - 1:15 PM; Session 10

## **ADJOURN**

The meeting was adjourned at 11:51 am.

Submitted by:

Louanne Heintz, SGA Secretary

Jessamyn Swan, SGA Assistant Secretary

## **ADDENDA**

### **2021 SGA Fellow Awardee**

**Angela Stanley, on behalf of the Nominating Committee and the current SGA Fellows, made a motion via email to approve the newest SGA Fellow.** The motion was seconded by Cathy Miller. The awardee will be announced at the SGA Annual Meeting. The motion carried on August 4, 2021.

### **2022 SGA Annual Meeting Location**

**The Local Arrangements Committee is recommending Jekyll Island Club as the venue for our 2022 meeting. Holly Croft made a motion via email to accept the committee's recommendation for our 2022 venue.** The motion was seconded by Feechi Hall. The motion carried on August 16, 2021.