

Society of Georgia Archivists
Board Meeting
Virtual meeting via Zoom
15 October 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, Tamika Strong, Jenn Bielewski, Feechi Hall, Michael Law, Autumn Johnson, Kate Daly, Mike Santrock, Becca Brown, Helen Thomas, Tamara Livingston, Caroline Crowell, Sauda Mitchell, Laura Starratt

READING AND APPROVAL OF MINUTES

Holly Croft made a motion to approve the July 2021 SGA minutes. The motion was seconded by Cathy Miller. The minutes were approved.

OFFICERS' REPORTS

President

Holly Croft has been involved with many meetings over the past few months with a major focus on the SGA Annual Meeting and the Dues Task Force. She wrote the President's message for the program and drafted the scripts for her part in the presentations to be held during the conference.

Vice President/Membership Committee Chair

Cathy Miller has continued to welcome new members to SGA during July, August, and September. She has followed up with the other committee chairs as part of the new member email outreach campaign as a way to create a more engaged and inclusive environment for them.

Past President/Nominating Committee Chair

Angela Stanley and the Nominating Committee are working to close out the election for the incoming 2022 SGA Board. The vote was held via WildApricot. Angela has also been planning for the SGA Future Leaders orientation and the awards ceremony for the newest SGA Fellow.

Treasurer

Rose Marie Kimbell shared information about the various bank accounts: the general account has \$6,521.55; the money market account has \$73,110.88; and the PayPal account has \$157. Her report includes the monies that are earmarked for scholarships and for rainy-day funds. Rose Marie used QuickBooks to show the breakdown. For example, the scholarship funds held in the money market account are at \$31,430.24 and the rainy-day fund has \$41,680.54. Almost half of the money market account is allocated for the scholarships.

Dees Scholarship = \$2,300

Banks Scholarship = \$2,297

Gulley Scholarship = \$3,490

Hart Scholarship = \$11,033

Weldon Scholarship = \$5,914.85

The Gracy Scholarship is at \$7,154. The Scholarship Committee does not handle this particular award.

Tamika pointed out that the Taronda Spencer award was not included in the list. Rose Marie stated that there were funds in a general scholarship fund, which may need to be renamed and put towards the Spencer Award. This update would make the Taronda Spencer Award = \$1,353. Cathy brought up the idea that it would be important to still have the general scholarship budget line for any future occurrences where funds may be needed. Holly suggested setting up a meeting in order to figure out a solution for this section of the budget.

Archivist

James Irby shared his objectives and ongoing tasks, which include processing incoming materials and reaching out to board members to assist with record transfers. He also wants to meet with Holly again for further discussion. The main focus right now is preparing for the transition of the position of Archivist for the new, incoming board member.

Program Committee Chair, Annual Meeting

For the month of August and September, Autumn Johnson and the Program Committee have been working on soliciting additional content for the Annual Meeting. She thanked many of the board members for helping pull together discussion topics and panels. They have also initiated a new student research showcase and are looking to continue it going forward in the future. She is working with Feechi and the Local Arrangements Committee on coordinating logistics and finalizing the program booklet.

Regarding the logistics for the conference, there have been two practice sessions. They have updated presenter, moderator, and technical host instructions from what was learned at those meetings. There will be one more informal drop-in session for those who are presenting and volunteering.

The program booklet is almost done. We are waiting for a little content from a few people. A modified version will also be posted to the website, which excludes certain links that are specifically for the attendees.

Local Arrangements Committee Chair, Annual Meeting

Feechi Hall has continued to plan, work, and prepare for the annual conference and has been working closely with the Program Committee, the Vendor Coordinator, and the Website Manager to finalize the remaining tasks. Some of the key accomplishments include: securing 12 giveaways and prizes, coordinating a raffle for attendees, upgraded Zoom conference hosting, and processed conference registrations. She thanked Mandy for her assistance with the registration. They have also been conducting Zoom hosting training for moderators and technical support. They are still looking for backup for technical support. We were going to use Slack as a communication tool, but we do not have enough volunteers to moderate it, so it will be available for the technical support only.

The committee has secured the contract for the Jekyll Island Club and Jennifer Wyatt is working with the Treasurer to secure the deposit.

Vendor Coordinator

Jenn Bieleswki shared that we have six vendors this year. We are waiting on one vendor, Instream, which apparently had a staff change and Jenn is working on getting their ad as soon as possible. It was a challenge to find sponsors for this year, but many are interested in sponsoring next year when we are face-to-face.

Administrative Assistant

Tamara Livingston shared that we have 257 active members. All of the categories had upticks for membership. Active members went up by nine from the last quarter. The last month has had the most momentum. We do have a new donation, which is for \$100 from Cathy Bradshaw in honor of her Spelman sister, Taronda Spencer. Tamara has also been responding to questions from members. She will also be working with Mandy on a recurring issue with DLG not being able to post to the listserv.

Provenance Editor

Michael Law answered Cathy and Tamara's question about institutional subscribers. We do have some institutional subscribers, but they have not made any changes since the changeover. He also mentioned that EBSCO has ended their embargo of the last 12 months. There was some confusion as to whether EBSCO is sending money for an institutional membership or for a subscription. Further communication with them is needed.

The most accessed item is: "Are the Digital Natives Restless? Reaching Out to the Ne(x)t Generation." There has been no usage of the e-commerce site and the editorial staff is recommending we discontinue its use. This would need a board vote. There was discussion about the need to assess the situation and hold off for any actions until next year. Brittany asked if we are promoting the e-commerce site and letting people know that there is an option to still buy a print copy. She offered, as the Communications Director, to put it out on social media.

Communications Director

Brittany Newberry shared that the blog has been utilized a lot this year, especially because we have two regular blog contributors, which has brought about more views. Instagram is the most popular social media site, but we did increase our followers on Facebook. We have been promoting registration for the SGA Annual Meeting heavily across all of our social media platforms.

Website Manager

Holly shared Mandy Ryan's report. Mandy has been working with conference registration and updating the board elections page as well as some other additional pages.

Education Committee Chair

Leah Lefkowitz shared that the summer workshop went well and a recording was posted a few months later on our YouTube channel. Unfortunately, the plans to partner with GSU for the Oral History Symposium has been pushed back until March 2022. Leah has sent an update out to the listserv. The fall workshop will be led by Joshua Kitchens presenting on Copyright, specifically for archivists. So far, we are at 24 registrants and it will be capped at 30 participants. It will also be recorded. The Education Committee is putting together a survey for membership about

suggestions for workshop ideas. The previous suggestions that were selected as priorities have been addressed. The Education Committee members thought it would be a good idea to have an incentive to get people to respond to the survey. It was suggested that some swag items might be a good option.

Scholarship Committee Chair

Tamika Strong and the Scholarship Committee recently awarded the last of the scholarships. There were no applicants for the Dees Scholarship and one applicant for the Gulley Scholarship. For the Taronda Spencer Award, which had three strong applicants, the committee created an email blast and reached out to some other organizations, specifically geared towards African Americans. Looking towards the future, the goal is to reach a wider pool of applicants.

Tamika had asked for pictures of the people for whom the scholarships are named after to provide a more personal connection. Another goal is to design a flyer geared towards the scholarship namesakes and to ask for donations to support archives in their honor. Certificates were also made for the scholarship recipients.

Outreach Committee Chair

Becca Brown and the Outreach Committee were going to hold an August 12th in-person event, but that did not get planned on time. The future goals are to hold a pre or post conference event with a casual vibe possibly hosted on Zoom or on the Google platform. They are also discussing plans for next year as well as developing the budget.

Georgia Archives Month is on track. Caroline shared that October was officially declared Georgia Archives Month. Photos were not held this year with the governor due to COVID restrictions. There was an issue with the email account with emails going to the spam folder, but that has been fixed. There is a poster for GAM, which is on the website. There were no Spotlight Grants this year. Caroline will be having a meeting with Holly, Cathy, Becca and the incoming GAM chair in order to get next year started on a strong foot.

Mentoring

Laura Starratt shared that there are five active pairs and two pairs just ended. There is one active cohort, which is the mentorship one. They are in the process of setting up the other cohort for protégés. They have also contacted about 30 new members over the new member outreach program and are working on standardizing the format for contacting and reaching out to new people. They have also reached out to all MLIS programs within the state and have had three responses. Updates were made to the new SGA Mentorship Handbook by Sauda Mitchell. Work has begun with the Outreach Chair and Communications Director to formulate a mentoring series with a Q and A style. They are continuing to work on recruiting more diverse mentors.

RAAC Liaison

Cathy Miller has sent out all communication emails that come across the RAAC listserv. Today is the last day to fill out the survey from the RAAC Steering Committee. The more data they have to work with from different perspectives will be beneficial in the long run as a way to better serve the regional archival organizations.

OLD BUSINESS

Updates on Dues Task Force

Cathy Miller discussed the efforts of the Dues Task Force. The last time there was an increase in the dues was in 2001, which was 20 years ago. The individual levels back then went up from \$15 to \$25. The proposal is to have an increase for three membership levels: Individual \$35, Contributing \$45, and Sustaining would be \$60.

The goal is to communicate this information with membership at the upcoming Business Meeting. Cathy would also like to discuss building in a Corporate level membership, which other organizations have this geared towards vendors.

Angela made a point that next year's conference will probably have a higher cost associated with it, so we want to encourage people to become members and focus on having a larger difference for the Annual Meeting registration fee rate between members and non-members. Rose Marie reiterated that in the past few years we have needed to go to the money market rainy-day fund to cover the final invoices associated with the conference. One of the main reasons for this possible increase is to be able to cover the costs of the annual meeting.

Tamara suggested having a staggered increase. Brittany suggested having a message on the website for those who are underemployed to reach out and get something set up in order to help them stay a member.

Cathy made a motion for the SGA Board to approve the proposal for an increase in the membership dues. The motion was seconded by Brittany. The motion was carried. The next step is for this proposal to be presented to and then voted on by SGA Membership.

NEW BUSINESS

Election recap

Angela stated that voting would be closed at the end of the day.
(See Business Meeting minutes for the list of newly elected SGA Board members.)

Approval of 2022 Board Appointees

Angela presented the 2022 SGA Board Appointees.

Assistant Communications Director:

Barbara Orsolits, Archivist, Breman Jewish Heritage Museum

Assistant Education Committee Chair:

Shady Radical, Independent Community Archivist, The Radical Archive of Performance

Georgia Archives Month Subcommittee Chair:

Emily Halevy, National Accounts Manager, Preserve South

Assistant Mentoring Program Coordinator:

Geoff Hetherington, Archivist and Records Analyst, Archdiocese of Atlanta

Assistant Outreach Committee Chair:

Kathleen Nelson, Library Associate, Georgia Room, Cobb County Public Library

Scholarship Committee Chair:

Mary Willoughby, Digital Conversion and Curation Librarian, Digital Library of Georgia

Assistant Website Manager:

Mandy Mastrovita, Digital Projects Librarian, Digital Library of Georgia

Angela made a motion to approve the nominees for the above appointments.

The motion was seconded by Cathy. The motion carried.

Updates to Administrative Handbook

Holly asked for any submissions that need to be added/changed in the Administrative Handbook.

The board would then have to vote on them via email. The goal for any updates is Nov. 15, 2021.

ANNOUNCEMENT

The Business Meeting is tentatively scheduled for Friday, October 22nd at 11:15 - 1:15 PM; Session 10.

ADJOURN

The meeting was adjourned at 11:59 am.

ADDENDA

Scholarship Budget Line Item

Tamika Strong made a motion to amend the 2021 budget by adding \$100 under “Scholarship Funds” for the purpose of paying the membership dues for the 2021 scholarship recipients.

The motion was seconded by Cathy Miller. The motion passed via email on November 1, 2021.

“Pay-what-you-can” 2022

Due to the ongoing impact of the pandemic on archival workers, the SGA Board has agreed on implementing a “pay-what-you-can” option for membership in 2022 only. SGA strives to continue to support our members and is putting our core value of community into practice by implementing this membership model. For contingent & part-time employment and the precariously employed, we hope that the “pay-what-you-can” option allows you to consider membership with the Society of Georgia Archivists. The motion was put forward by Cathy Miller and seconded by Angela Stanley. The motion passed via email on November 3, 2021.

Dues Increase

A membership vote was passed on December 17, 2021 for an increase in the dues for Individual, Contributing, and Sustaining membership levels.

Submitted by:

Jessamyn Swan, SGA Secretary

Louanne Heintz, past SGA Secretary (2019-2021)