



BOARD MEETING MINUTES

July 29, 2022

Held Via Zoom. Called to Order at 10:02 am.

CALL TO ORDER, ROLL CALL, & INTRODUCTION OF VISITORS

Cathy Miller

2022 SGA President

In Attendance:

Virginia Blake	Louanne Heintz	Tamara Livingston	Ashley Shull
Holly Croft	Meghan Kerkoff	Sheila McAlister	Jessamyn Swan
Kate Daly	Josh Kitchens	Cathy Miller	Maggie Thomas
Greg Drummond	Michael Law	Shady Radical	Mary Willoughby
Allison Galloup	Leah Lefkowitz	Mike Santrock	Christina Zamon
Emily Halevy			

READING & APPROVAL OF MINUTES

Cathy Miller

Cathy made a motion to approve the April 2022 SGA Board Meeting minutes. Josh seconded the motion. The motion passed.

OFFICER'S REPORTS

Society of Georgia Archivists' Board

President

Cathy Miller

Cathy has continued the discussion with GLA for the possibility of holding a joint meeting in 2023. She was contacted by representatives from both Whova and Conserv offering their services to SGA. Whova is an event management technology system, which can be looked into further by the Program Committee and Local Arrangements for possible future use. Conserv offers preservation webinars, which might be an area of interest for the Education Committee. The Vendor Coordinator might want to reach out to see if they would like to serve in any sponsor capacity for upcoming and future SGA events. Cathy will send out a general information email to the listserv about their free community resource.

Regarding Strategic Plan Update:

3.1.1. Build equity, diversity, inclusivity, and belonging training into an annual board training process. Cathy has reached out to Michelle Ganz, who provides DEI training. She has agreed to adapt her training to fit the needs of the board. Mike has also reached out to her for the possibility of leading a session for an educational preconference workshop in the fall.

3.1.3. Evaluate interest in establishing caucus groups to inform and improve organizational practice. Make space for the discussion of and action around critical writings on the archives profession by archivists of color. In the past, we have done specialized focused *Provenance* issues. We had an audio visual issue and an issue completely dedicated to advocacy. Cathy brought up the idea of putting out a call for the next *Provenance* issue to be specifically focused on the writings of archivists of color and also writings about archives and the social justice movement.

4.2.2. Consolidate organizational records onto the shared SGA Google Drive.

Since there have been some technological issues in the previous years, we need to make sure that our organizational, institutional knowledge is kept up to date; that we know where those knowledge management documents are; and that we are able access them. The board members have their own individual Google drives for their sog.org accounts as well as the network drive. Cathy encouraged all board members to evaluate their drives and move all pertinent knowledge management documents to the SGA Network Drive. The Archivist can then save those documents as a backup to the external hard drive.

Vice-President/Membership Committee Chair

Christina Zamon

Christina shared that new member mailings have resumed and they are all caught up through June. There are 18 new members. The first tour event was held at the Atlanta Preservation Center LP Grant Mansion. The next event will be at the Booth Western Art Museum and Bartow History Museum on August 13 from 10am to 1pm. The committee has invited members from the Georgia Association of Museums to join us. The third event will be held at the Delta Flight Museum on Tuesday, September 13. Christina will be tabling at SAA in August.

Regarding Strategic Plan Update:

The Membership Committee has discussed the topic of assessing membership interest in a professional roundtable for emerging archivists or new archivists, which was listed as a previous goal. They suggested, since SGA is much smaller than SAA, that we have either lightning talks specifically for new and emerging professionals or have some other type of ongoing discussion group where they can meet but in a more informal structure. Sheila suggested having an occasional brown bag lunch. Christina thought it would be beneficial to have a quarterly brown bag lunch and also set aside some time at the annual meeting. Allison mentioned another group, the Special Collections Committee through Galileo, that Christina could reach out to because they are also interested in having professional development events either quarterly or semesterly.

The other goal that had been discussed was to develop reciprocal member discounts and/or a funding strategy for member travel and conference attendance at other GLAM conferences. In order to do this it would require a memorandum of understanding (MOU) between organizations and need legal review. The committee feels that although this is a good goal to work towards, the work to accomplish it may outweigh the benefits our members will get. They look forward to continuing focusing on joint events, which can provide more of an ad hoc benefit. Sheila agreed that an MOU would be too difficult and not necessarily practical. Christina mentioned that offering reciprocal tabling would be another benefit for engagement.

Past President/Nominating Committee Chair

Holly Croft

Holly shared that she has updated the Elections Page. She has received Muriel's bio, which still needs to be posted on the Fellows' page. There has been one nomination for this year's Fellow. The committee will be discussing the review process and then send it to the group of current Fellows for their feedback. It is election time and the Nominating Committee will be reaching out to some members directly. Holly encouraged the board members to send her any suggestions for names of people as we want to recruit a diverse range of candidates.

Treasurer

Josh Kitchens

Josh pointed out that the amount in the PayPal account doesn't change. This is because we don't take payments through PayPal anymore. We just have PayPal in case we need to do something at an in-person event. The account information has been updated with the incoming President,

current President, and incoming Treasurer all listed. The payment request form has been working really well and is a good way of tracking things.

Regarding Strategic Plan Update:

The Treasurer has supported Scholarship and Local Arrangements in terms of discussing ways to increase funds and pricing for workshops. Upcoming tasks include: reviewing the annual meeting budgets for in-person years, asking for feedback, and creating a document or video providing information for helping board members understand the budget as a form of onboarding. Christina mentioned how expensive the catered lunch is and SGA is one of/the only organizations that provides that meal at conferences. So that could be one area for cost cutting. Allison thought that Local Arrangements definitely needed training because there is so much involved with that position.

Archivist

Maggie Thomas

Maggie has backed up all Wild Apricot Intranet and miscellaneous documents onto a temporary external hard drive. She made a notation that she still needs to work on both the Google Drive and the Network Drive. She did change some of the folder locations and needs to make sure that all of the links still work in case any were broken. One ongoing task is to mirror all documents in Google Drive with documents in Wild Apricot and the external hard drive to make sure that all three locations have the same copies of documents. She still needs to meet with James Irby to get the flash drive that he has.

Regarding Strategic Plan Update:

4.2.1: Finalize a digital preservation plan and digitization strategy.

There are three different storage locations. The main issue is that our collection is split because the paper records are at Georgia Archives while our digital records are not housed there. Maggie is still in communication with Georgia Archives about the digital repository.

Program Committee Chair, Annual Meeting

Allison Galloup

Allison shared that speakers have been notified for the annual meeting. It was quite challenging to keep track of who could only do virtually and who could do in-person. We are waiting for contracts to be finalized. Two keynotes respectfully declined our invitation. Allison thinks it may have to do with things opening up and schedules being filled up. We will be opening up registration in the coming week and prices have been tentatively set. Leah has created a form for those who are looking for room share and ride shares for the annual meeting, which may help alleviate some of the costs for our members.

There was a short discussion about the YouTube channel. Allison has access, but doesn't have the login information. Cathy thought this fell more in the realm of social media and most likely started with Outreach, which then transitioned to Communications Director. Megan explained that on the document of passwords it just says Google login, so she assumes that anyone with a sog.org account can get in. It is believed to have started in 2020 when it was created to upload the SGA Annual Meeting session presentations.

Local Arrangements Committee Chair, Annual Meeting

Jennifer Wyatt and Ashley Shull

Ashley presented Jennifer's report. The main hotel contact keeps changing. The hotel released the link for the block of rooms and it will be provided to SGA members when the registration goes out. The suggested fee structure has a \$10 increase on each level compared to the pricing at our last in-person meeting, which was in 2019. The committee looked back at previous rates, and this is a pretty normal rate increase. The reception will be \$60. Christina mentioned that the Membership Committee started a brainstorming document with one suggestion offering a tour to those who come to the in-person event. Board members provided a number of suggestions based on the location of Jekyll Island.

Due to the high price for the hotel catering for a reception, it is recommended to book the Tack Room at MOSAIC because it is a more budget-friendly venue. Tasteful Temptations would be the preferred catering company. The big action items for Local Arrangements are: decide on conference pricing and lock it in, decide on a mask policy to include in the registration info, and reserve a reception venue. There is a \$20 resort fee outside of the nightly room rate as well as an \$8 fee to get on the island, per day.

The 2023 SGA Annual Meeting includes the idea of partnering with the Georgia Library Association. One option is to run a concurrent conference. They already have their conference scheduled for October.

Vendor Coordinator

Jenn Bielewski

Cathy shared Jenn's report. She is going to meet with the Program Committee at their next meeting, so that she can really start to begin soliciting the vendors. She is trying to find a balance between the virtual and in person vendors.

Administrative Assistant

Tamara Livingston

Tamara needed to leave the meeting early. Cathy shared that there was nothing new to report from the Administrative Assistant's perspective.

Provenance Editor

Michael Law

Michael stated that there are two articles ready to go for the fall issue. The deadline was August 1st for submissions, but will probably be extended for another few weeks to see if any other articles are submitted. The statistics are pretty good and are pretty average for summer for the second quarter. The second quarter is traditionally a little lower than the rest of the year for

downloads, but we still had 2,300 downloads. The last volume was just published in June and was pretty complete.

Michael pointed out that there still hasn't been any use of the ecommerce site. The value of it is probably not going to come from *Provenance*. It might be something that *Provenance* can still continue to offer through the ecommerce site, but if we continue to utilize it, it will probably be used for other things too.

Regarding Strategic Plan Update:

In regards to the strategic plan that was discussed at the beginning of the meeting, Michael thought it was a great idea to focus on some specific issues. There has been some success in the past, but it's always a little touchy to put out a call for a certain type of article because if it doesn't get enough submissions, then it is difficult to manage whether or not you can make it. We have had enough submissions for the past couple of issues to publish, but we haven't had enough to say that we could winnow it down to a certain kind of subject area, so if we did make a call for certain subject areas that might generate some more submissions too. Articles by archivists of color, articles about civil rights, social justice issues, and/or maybe some type of spotlight.

Michael suggested gathering articles for the whole year for a certain subject area. Cathy suggested speaking to Megan about creating an infographic to put out to the listserv. Michael was interested in more information on places to send out calls because their current scope is a little narrow. One suggestion was to include the Society of Southeastern Archivists as well as HBCU Library Alliance.

Communications Director

Megan Kerkoff

Megan shared that they have been posting on social media every week. The blog has also had a lot of great submissions, which has gotten a lot more views. They have been sharing board events and any statements that needed to be sent out about advocacy. They will start working on the annual meeting graphics to promote it on social media and can use their Canva account if anyone needs something to be designed and promoted on social media. The social media stats show that we have gained followers on every platform.

Regarding Strategic Plan Update:

Communications has been working on a media outlet list and suggested the possibility of creating a master list. When the list is finalized, it will be sent out to the board and probably posted on the intranet for a resource for future board members.

With regards to advocacy and leadership, they have been looking into doing a social media group site. The easiest is probably a Facebook group, which can be connected to the SGA Facebook page. Other sites might have pricing issues and not everyone uses Facebook or even the other sites, so it is something they have been researching. This all builds up to future strategies in which we can create our own infographics and toolkits and have a place for us to survey the membership and to post things and share ideas. It would be similar to the listserv, but more interactive.

Website Manager

Kate Daly

Kate happily shared that over the past few months we have not had to deal with any major website disasters. She has been updating the board and committee information and has updated the Administrative Handbook links so those should all be live. She also cleaned up the job postings to get those up to date. The top visited pages after the Home Page are Annual Meeting, Events, and Job Listings. Kate will be meeting with Jennifer to go over the Annual Meeting registration page. For Georgia Archives Month, she created a new subpage for the competitive audio digitization program.

Regarding Strategic Plan Update:

The Website Manager's role is in part to support Communications and Education as well as keep the website updated.

Education Committee Chair

Mike Santrock

The summer workshop went very well. Laura Starratt was the facilitator. The Education Committee held their third meeting with the topic of the preconference workshop as the priority. The possible content will be focused on engaging underrepresented communities and diversity, equity, and inclusion.

Regarding Strategic Plan Update:

The committee is looking at this as a way to leave a legacy, which is by creating additional educational resources. The committee members have been researching the past workshops and are trying to provide links from those events in the Education section of the website to the actual workshop material, such as the more recent recorded sessions. Mike and the Education Committee have been in discussion with Cathy about how to best provide access to past workshop material and content, such as an abstract, handout materials, and any other pertinent information linked to each workshop.

Sheila brought up the point that some of the information will at some point be outdated, so we may need to look at keeping it up only for a specific period of time. The Education Committee will need to discuss further the options of creating a cutoff point for keeping the information up on the website or to include some kind of message that the content may not be the most current and that technologies continue to change and newer tools may have been developed.

Scholarship Committee Chair

Mary Willoughby

The Scholarship Committee announced and advertised the Weldon Award, but did not receive any applicants, so that went unawarded this year. They received the blog write up from the Carroll Hart awardee, which will need to be posted online. The next tasks are to announce and

advertise the Gulley, Dees, and Spencer awards. The committee will be making a more coordinated push to contact more school-based listservs because many of the scholarships are geared toward that level.

Outreach Committee Chair

Helen Thomas and Virginia Blake

Assistant Chair, Virginia, reported for Helen. The biggest activity so far has been our board response to the Protect Students First Act, which was approved on May 19. Outreach collaborated with the Education Committee and hosted a brown bag lunch on May 13th with lightning talks from different Middle Georgia repositories, which have been posted to the YouTube channel.

Future goals include creating a list of history and library science programs to try and do outreach to graduate students, maybe even some undergraduate programs, in order to get our name out there. They are planning on doing some sort of Atlanta area meetup in the fall and also something for the annual meeting.

Georgia Archives Month Subcommittee Chair

Emily Halevy

The subcommittee has been pretty busy planning for Georgia Archives Month. Pamela Nye has been working on the design of the poster and they are very close to getting that finalized. They also worked on getting that GAM DLG digitization grant up and worked through all of the potential conflicts of interest with that. It has been released and the deadline for submissions is August 15th. Emily offered a big thanks to Sheila McAlister for playing a major role in working on all of the rubrics and the application. So far, there is one applicant. The committee decided not to do an in-person proclamation this year because of the latest wave of COVID along with other events happening at the same time.

Emily was curious about over asking vendors for sponsor donations in case other committees were already asking them. She suggested creating a master list. Cathy suggested meeting with Jenn to look over the list of sponsors to see if certain ones would be a better fit for GAM compared to the annual meeting. She will also look into reaching out to institutions who only participated for one year and see if they would be open to being a sponsor again. They are also working on getting the social media accounts up to date to help with publicizing.

Mentoring Program Coordinator

Geoff Hetherington

Cathy reported for Geoff. It is a work in progress since the turnover from Sauda to Geoff, so he is working on getting up to date on the various tasks. The next step is to start reaching out to the mentor/mentee pairs and just making sure that all those relationships are good. He will also be getting in touch with any new potential mentees and mentors.

RAAC Liaison

Sheila McAlister

Sheila attended the RAAC meeting and has included some links in her report.

Regarding Strategic Plan Update:

As the RAAC Liaison, Sheila's job is to pass along any important information to the board and membership. Sheila will be meeting with Cathy to discuss the topic of securing funding for advocacy and whether it is a realistic goal or if it should be the responsibility of another board member. Sheila also brought up the possibility of the liaison's role changing to include not only RAAC, but other organizations on a more local and/or regional level. Cathy connected this suggestion to some of the other strategic plan conversations that have been discussed today about building collaboration and partnerships with allied organizations.

OLD BUSINESS

Business Continuity/Disaster Planning Task Force Update

Christina Zamon

Christina and Cathy will be meeting to have further discussion on this topic. There have been some minor changes, such as making sure that minutes and other things are getting on to Wild Apricot as a backup. In the past, most of our documents were only on Google Drive and if there was an issue, then they weren't always accessible. Part of Cathy's plan is to look into contacting an independent certified financial advisor to begin a conversation concerning our money market funds.

NEW BUSINESS

Updating “Georgia Archival Repositories” list on website

Cathy Miller

Cathy received an email from Valerie Frey, the 2007 SGA President, regarding a book project she is working on. She was utilizing our list of Georgia archival repositories, but many of the links were broken. Sheila suggested directing her to GaNCH for a more complete list. Cathy would like some volunteers to go through our own list to analyze and update it. Sheila also suggested speaking with Cliff Landis to see if there is a way to pull that data set out of GaNCH and integrate it into our site as a more sustainable option. Mandy also works with that information on the annual update so she is also willing to meet with Cathy and Sheila.

Announcements

Board Meeting Schedule

2022 Board Meetings (remaining):

Board Meeting: Wednesday, October 26, TBD, Jekyll Island Club Resort

Business Meeting: lunchtime, Jekyll Island Club Resort

ADJOURNED, 12:00 pm

Submitted by:

Jessamyn Swan, SGA Secretary

Louanne Heintz, SGA Interim Secretary

Addenda

GAM Revised Budget

Emily Halevy made a motion to revise the budget for GAM to include \$750 for GAM supplies (postcards, buttons, and other promotional materials) for the 2022 year. Josh seconded the motion. The motion passed via email on August 18.

Program Committee Revised Budget

Allison Galloup made a motion to reallocate \$1,250 from the Program Committee budget line “Hotel, Travel, Food” to “Keynote Honorarium”. Cathy seconded the motion. The motion passed via email on October 6.

Scholarship Awardees

Mary Willoughby notified the SGA Board via email regarding two of the scholarship awardees. The Scholarship Committee awarded the Taronda Spencer Award to Monet Lewis-Timmons and the Larry Gulley Scholarship to Nina Guzmán.