



BOARD MEETING MINUTES

April 29, 2022

Held Via Zoom. Called to Order at 10:01 am.

CALL TO ORDER, ROLL CALL, & INTRODUCTION OF VISITORS

Cathy Miller

2022 SGA President

In Attendance:

Jenn Bielewski	Josh Kitchens	Cathy Miller	Helen Thomas
Holly Croft	Michael Law	Shady Radical	Maggie Thomas
Kate Daly	Leah Lefkowitz	Mike Santrock	Mary Willoughby
Allison Galloup	Tamara Livingston	Ashley Shull	Jennifer Wyatt
Emily Halevy	Mandy Mastrovita	Jessamyn Swan	Christina Zamon
Meghan Kerkoff			

Guests:

Douglas Carlson
Meredith Mitchem
Cindy Barton

READING & APPROVAL OF MINUTES

Cathy Miller

The January board meeting minutes are delayed. They will be sent out via email upon finalization. Voting will also take place via email.

OFFICER'S REPORTS

Society of Georgia Archivists' Board

President

Cathy Miller

Cathy has been working with Kate, Megan, Maggie, and Tamara to clean up and organize the intranet "Files" section in WildApricot. This was long overdue and an extremely important task.

Cathy has contacted the history professors at Clayton State University and Middle Georgia State University about formalizing a relationship between SGA and their respective institutions regarding having an SGA representative come and speak to students about the archival profession.

There was a planning meeting held for the SGA Annual Meeting on March 14 to discuss plans for this year's upcoming conference.

Cathy mentioned the email shared by Helen, Outreach Committee Chair, about the call for action in contacting GA state representatives regarding HB1084 with a secondary call for action also on SB377. Since it has been signed into law by Governor Kemp, should we as an organization issue a statement in response expressing our disappointment in the legislation for its impact it will have on educators, librarians, archivists, and others? This topic was opened up for discussion to the board. Christina supported this idea and offered to help write something up with any others who may be interested. Multiple members of the board voiced their support, including Holly, Josh, and Mandy. Helen and the Outreach Committee will step up and formulate a response along with any other volunteers.

Cathy along with many other SGA Board members attended a meeting with GLA past president Wendy Cornelisen and GLA Conference Committee Chair Kara Rumble to discuss the possibility of a joint meeting in 2023 or 2024. A survey was sent out to SGA membership. There were 39 respondents with a response of "Yes" (at 92.3% of the vote) to wanting a joint conference. Cathy has reached out to Kara and Wendy and is waiting to hear back regarding the next steps.

Vice-President/Membership Committee Chair

Christina Zamon

Christina shared that the committee was smaller than anticipated and asked the board if they knew of any members who would be interested in volunteering for the Membership Committee. Currently, they are working on getting updated swag along with the previous items obtained from Angela. Christina

has been in communication with Josh regarding the debit cards and will be coordinating with him for future purchases. She is trying to restart the membership mailing and has received the list of new members from Tamara. She will be reaching out to those who have recently joined SGA. There are plans for a couple of activities, including a tour of the Grant mansion by the Atlanta Preservation Center; a tour of the Booths Western Art Museum along with the Bartow Historical Society; and a tour of the Delta Flight Museum.

Past President/Nominating Committee Chair

Holly Croft

Holly and the Nominating Committee have put out a call for nominations for Fellows. The deadline is in May, then the committee will begin a review of the nominees. Holly is working with Muriel and Sheila to get a bio written to post on the website. Holly has also been attending meetings, especially for the Annual Meeting.

Treasurer

Josh Kitchens

Josh shared that the accounts look good and money has been coming in. The PO Box will not be used anymore, so now all payments are supposed to be mailed directly to the Treasurer. He thanked Christina for getting the debit cards to him. Josh stated that he would like to be able to have a process in place for tracking any expenditure requests. This includes the use of a simple Google form. It is just easier from a tracking standpoint to have a spreadsheet of all the payments that have been requested. To use the form, you must be logged into your SGA account.

Josh made some slight budget adjustments based off of some requests from board members. He made sure that all of the old internet accounts were taken out. He asked Mike to double check the Education budget. Josh was concerned about the amount for Sheridan's e-commerce site. There is \$1,200 earmarked, but based off of the previous years it looks like it should be closer to \$900. Cathy mentioned that under New Business later in the meeting, the revised budget will be put up for a vote.

Archivist

Maggie Thomas

Maggie shared that she has been mainly working on records management, including intranet cleanup. Cathy asked for clarification regarding the backup of the SGA network Google Drive and also the Google Drive attached to the SGA email addresses. She expressed the need for making sure that information in both drives is captured. Maggie stated that all of the documents from the shared Google Drive that she can access have been backed up and she is going through and trying to organize and clean it up on the external hard drive. This would mean that there is a need for access to all parts of the drive in order to ensure everything is backed up. She has also communicated with Kate about needing access to WildApricot to complete batch downloads.

Tamara asked about the dark archive at Georgia Tech. Maggie has spoken to the previous archivist, James, and shared that the dark archive no longer exists and hasn't been used since before James took over the role. It is still listed in the retention schedule though, which should be updated. Maggie stated that there are quite a few things on the retention schedule that are null and void and need to

be updated. The dark archives was used by a previous archivist and was used to store everything. Some information was transferred to a flash drive, so she will need to get together with James and figure out the next step. Cathy will work with Maggie to figure out a way of getting all of that institutional knowledge on the Google Drive accounts and get it backed up on the external hard drive. We will be talking about this more this year as part of our ongoing business continuity and disaster planning.

Program Committee Chair, Annual Meeting

Allison Galloup

Allison shared that SGA is hosting a hybrid conference this year. Our theme is *Sustaining Archives: Practical Solutions for the Future*. We are currently working on nailing down potential keynote and plenary speakers, which we will be discussing more in depth later in the meeting. We're hoping to have one of the speakers be on a more national or at least regional level to speak to climate change and archives. And then we will also have a local speaker, who works with an underrepresented community. The committee has had multiple planning meetings to figure out the logistics for the hybrid conference and what will only be face to face and what will be presented virtually. Allison and Leah met with a group from Georgia Tech who hosted the Ivan Allen symposium, which was fully hybrid. They shared some tips, especially about technology, which may affect the budget. There may be an opportunity to borrow or use our own personal equipment.

Local Arrangements Committee Chair, Annual Meeting

Jennifer Wyatt

Jennifer also expressed welcoming any expertise and support from others who are able to help. The Jekyll Island Club has plenty of options for whatever we need in terms of technology, such as projectors and screens. They will rent us laptops if we need them at \$200 a day per laptop. Presenters are also welcome to bring their own equipment. It was stated that some of the conference rooms are small enough that we probably wouldn't need to do audio packages. Also of note, the Tack Room at the Mosaic Museum is no longer available for free, so it is unclear if it is worth pursuing getting pricing for catering. The hotel offered the use of the Morgan Center, which we would still need catering.

One item that needs to be decided upon is whether to release the link for the discounted room rates early. Jennifer will need to meet with Josh about the cost structure. Pricing for the last few years was just for virtual only, so the budget needs to be reevaluated. Christina offered to be part of that discussion, since she has previous experience with an in-person event. Christina also suggested updating the website with current information. Kate will help with updating the website. Maggie asked about whether there would be limits set for the in-person presentations and events due to social distancing restrictions. Allison explained that it is definitely a topic that has and will continue to be discussed for safety concerns. The cost of attending a location such as Jekyll Island may also be an issue, especially with cuts to travel budgets at many institutions. Christina suggested carpooling and sharing rooms to save on expenses.

Only select sessions will be live streamed, including the keynote, business meeting, and some of the larger group sessions will be live streamed. Mandy expressed her concerns about COVID and that

people still need to be cautious although we don't know what it will look like in October. Allison understood this perspective and shared that the committee definitely is looking to have protocols in place. Some suggestions were providing proof of vaccination, wearing an N95 mask, or limiting the number of people in an event space. We do not want to have to cancel because we will lose money. We can cancel at different stages, but it gets more and more expensive the closer we get to the date. For example, if we cancel by the end of May, it is estimated that it would probably cost us about 10 grand or so to back out.

Vendor Coordinator

Jenn Bielewski

Jenn would like to be involved in the planning meetings for the Annual Meeting, so that she will be able to relay any changes or updates to the vendors. Her focus is on the vendors and how they will respond and be able to participate depending on if it is an in-person or virtual event.

Jenn stated that there are a couple of vendors who have already told her that they can't participate this year. The other vendors want to base their decisions on what we can provide depending on the type of conference we have. The main focus is on what the vendor sponsorship will look like in person and how many people can attend. It all depends on the things that Allison and Jennifer were just discussing. Jenn has to figure out what will work best if our vendors are in person or if our vendors are virtual. The good news is the handful of vendors that she has talked to are eager and just want to have any information that is available.

Administrative Assistant

Tamara Livingston

Tamara shared that it has been much calmer after the second Google fiasco. The first problem was when we were all locked out and the second was the strange issue with the board emails being sent to the entire membership. Somehow these problems were resolved and Google was not able to explain the causes. Tamara thanked Caroline for her help with the mail, which we should have less of a bottleneck in our operations now that the PO Box has been closed. She and Josh have talked a little bit about some older checks that seemed to have just gone missing. Tamara suggested that if any institutions are paying by check to make sure that they do not use the old PO Box.

Provenance Editor

Michael Law

Michael shared that there have been about three and a half thousand downloads, which is pretty typical per quarter. For our next issue, we will only have two articles instead of three, and we have four book reviews. This is still a good amount of content. The goal is to have it out by May.

The good news is that we have brought our editorial board back up to pretty strong numbers with adding three new people. A special thanks to Luciana Spracher who helped to recruit a number of people to serve as reviewers. This will allow us to have at least two or three people peer reviewing each article. So we're back up with very strong participation from the board side. It was also stated that there has been no use of the e-commerce site. It has never been used for *Provenance* issues.

Communications Director

Megan Kerkoff

It has been a busy quarter for the Communications Team. Adam Davis joined as the new Assistant Communications Director. Megan got him up to date on everything. They released a magazine, updated the blog, and have been posting on social media every week. Work has begun on assembling a media list for any possible news releases we want to do in the future.

Megan has been working with Emily on posting the Google spreadsheet that has been made. The goal is to include news outlets from across Georgia. This list will be helpful for when we want to get our stories, statements, and advocacy viewpoints to various outlets. We have gained new followers on all social media platforms. Megan has been implementing some new things, such as cross posting on Instagram and Facebook. They have also been participating in the Archives Hashtag Party, which is very popular, and that gets our platforms out there more.

Cathy also thanked Adam for stepping up into his new position. She stressed the importance of service in our organization and the commitment it takes for all those who serve on the board in different capacities.

Website Manager

Kate Daly

Cathy and Josh had previously mentioned a lot of what has been going on with the website. So the major thing was that we transitioned our domain provider from Network Solutions to Google Domains. And we also canceled JaguarPC service, which will save us a lot of money and should be a lot easier. We have had some issues with the sog.org web address that should be resolved by now. Everyone should be able to type in sog.org and it will reroute to the WildApricot site. We created a file naming convention document that is now being utilized on the intranet. Please let Kate know if there are any issues with that or if you have any questions.

The mailing address for check has been updated to the Treasurer's address, which will need to be updated annually. The Board and Committee information has also been updated. Descriptions are still needed for Annual Meeting Local Arrangements, Annual Meeting Program, Outreach, Membership, Nominating, and Scholarship.

Education Committee Chair

Mike Santrock

Mike explained that there has been a lot of back and forth about the summer workshop over the past six weeks. He announced that there is one workshop locked in for June 23rd on "reparative description" with Beth Shoemaker and Tierra Thomas as presenters. One issue came up, but they are dealing with it and making the needed adjustments on the website. So far there are three registrants. Cathy suggested resending the call out via email to the listserv about the workshop with any updated information.

Mike also sat in on the Georgia Archives Institute Board meeting last week. They're all set. He spoke to Christina about representing SGA at the final day of the workshop.

Scholarship Committee Chair

Mary Willoughby

The Scholarship Committee put out a call for applications for the Hart Award, which was distributed via the SGA listserv on Feb. 7 with a deadline of March 8. Applications were submitted through a Google Form with email submission required for a resume and cover letter. It was awarded to Camilla Stegall, who will be attending GAI.

Mary has been discussing with Mike about the upcoming education workshops. Now that those are in the final stages, we will be sending a call out for the Banks Scholarship.

Outreach Committee Chair

Helen Thomas

Since the advocacy statement was addressed earlier, Helen moved on to discussing student outreach, specifically on ways to reach both undergraduates and graduate students. Helen and Katie spoke to the Kennesaw State University History Club in March as a test run for future SGA-sponsored student (undergraduate and/or graduate) outreach. They spoke about collections and the archival profession. They are looking into how it can be scaled out to other institutions and are interested in the work that already has been done by the Membership Committee with various history programs across the state.

Coming up, there is a brown bag virtual lunch event in collaboration with the Education Committee that will consist of four lightning talks highlighting Middle Georgia repositories. The presenters include:

- Alexander Hughes, Troup County Historical Society Archives and Legacy Museum
- David Owings, Columbus State University Archives and Special Collections
- Renee Sharrock, Augusta University Historical Collections and Archives
- Daniel Williams, Mercer University Archives, Special Collections, & Digital Initiatives

Georgia Archives Month Subcommittee Chair

Emily Halevy

The Georgia Archives Month Subcommittee announced this year's theme: *Spinning a Yarn: Southern History Through Storytelling*. The subcommittee has been proactively seeking out organizations and institutions who may not necessarily have submitted content in the past. They have been trying to tap into some other resources that don't get highlighted as often.

The subcommittee has updated their description for the website. They have put out the call for submissions for the poster. Even if your submission is not chosen for the poster, it may be used on our social media sites.

Emily brought up a few questions regarding the Spotlight Grant documentation and sponsor donations. She wanted clarification on:

- What specifically is the subcommittee asking for with respect to the sponsors?
- Are we still asking them to contribute to the grant, or is that coming from the Outreach Committee?
- Where does that funding come from?

Cathy explained that even with all of the restructuring and placing GAM underneath Outreach, there is still the understanding that GAM as an entity/subcommittee would operate and everything that they were doing in the previous years would continue. Cathy encouraged them to feel empowered and go after the donations accordingly. The basic plan was for the money that was brought in to go towards the Spotlight Grant with the sponsor's name on the poster and highlighted on social media.

Helen offered to meet with Emily so they can discuss how Outreach can work with the GAM Subcommittee. We want to make sure that we aren't over asking from the sponsors, and making sure to align our requests and talking points. Emily will share the previous sponsor requests and see if there is a need to modify that language. Another big item that Emily brought up is the potential for a digitization grant with Preserve South, which will be discussed later in the meeting.

Mentoring Program Coordinator

Sauda Mitchell

There was no report from the Mentoring Program at the time of the meeting.

RAAC Liaison

Sheila McAlister

Cathy shared Sheila's report, which basically stated that she has forwarded several messages to the SGA listserv from RAAC.

OLD BUSINESS

Housekeeping Reminders

Cathy Miller

Cathy reminded the board members that when they are posting their reports to the website that they need to make sure to cover all of the steps, which first includes posting to the intranet section. And then moving on to page seven of the upload instructions because it is a two step process and also to hyperlink to your report. Cathy also asked the committee chairs to be sure to include the names of the committee members on each report.

Update on PO Box and future mailing address procedure

Cathy Miller and Tamara Livingston

Although this has already been discussed earlier in the meeting, it is warranted to be repeated and recorded in the meeting minutes for future reference. Please see the Administrative Assistant's report for specific details and decision process regarding the closing of the PO Box. No further mailing will be accepted through the PO Box. All checks should be mailed to the Treasurer's address. The mailing address is listed on the final page of the membership application process online. This has also been communicated through the listserv.

NEW BUSINESS

Business Continuity/Disaster Planning Task Force Update

Christina Zamon and Cathy Miller

Christina shared that the intention of the Task Force is to create more business continuity and disaster planning in light of all the Google issues that we have had recently.

Cathy thanked Maggie for the use of the external hard drive and getting us a step in the right direction addressing these needs that we are having and will continue to have in the future. It is incredibly important that we address this and that we figure out a sustainable model for capturing all of our critical organizational knowledge.

1) Create a page within the intranet for keeping critical information, such as a list of all accounts we pay for and related login info. Tamara expanded on her idea with a few suggestions. Her original idea is based on data governance and records management. One challenge is separating out, technologically speaking, the current, working documents from the critical final documents and reports. One option is to use two different systems, such as Microsoft 365 and OneDrive or Google Drive and WildApricot, which would allow the critical documents to be housed in a separate environment. The other issue that showed up with the recent problems is the need to make sure we are aware of what actual accounts we have and the important information that goes along with them. Tamara's suggestion is to create an intranet page which is already locked down and could be locked down further to just board members to keep private information.

Kate agreed with these suggestions and thought that the elimination of Network Solutions and JaguarPC will help with some of our previous issues. Kate also thought that the Website Manager and Treasurer should have administrative privileges in the Google Workspace, which should be added to the documentation for future reference.

Josh voiced his concern that WildApricot does not have two factor authentication. We need to identify what kind of data we would be putting on the intranet, so that it is actually in a secure environment. The passwords and bank account information would be cause for concern without the proper safety protocols in place.

Emily and Kate brought up the use of an alternate site, such as 1Password, to house all of the passwords. This might be something to explore and see if it would work in this environment. Christina was interested in figuring out how this would work with the yearly turnover of board positions and keeping track of having to reset the passwords and authentication steps. She suggested reaching out to some other regional and state organizations to see what they use for managing this type of information. These are some of the issues that the task force will be looking into.

2) Related: Ensure that revisions and updates are being made either with the use of a knowledge document or through the Administrative Handbook. One example is making sure that the Treasurer's mailing address is updated each year particularly for those individuals and organizations who are mailing checks. These updates will help ensure that future board members will understand the process and steps put in place.

Discussion of Preserve South digitization grant for Georgia Archives Month

Emily Halevy

Emily has been in discussion with Preserve South about a digitization grant in conjunction with George Archives Month. Since Emily is an employee of the company, she wanted to make sure that there is no conflict of interest and that the decision making is fair and equitable. She is also open to other vendors who would like to partner on this particular grant or provide their own grant.

Josh asked for clarification about how the money would flow either through SGA or directly to the recipient. Emily affirmed that it would go directly to the awardee. Josh also suggested that Emily step back from the review process for this particular grant and let the committee handle the complete review. Emily agreed with this suggestion and mentioned that the committee had also thought of having DLG handle the rubric and decision making. Cathy also encouraged the focus on transparency and the possibility of including other vendors.

2022 Annual Meeting Update

Allison Galloup and Jennifer Wyatt

The topic of the Annual Meeting was brought up earlier in the meeting, but now is the time to have a deeper discussion between the board members. One suggestion that Jennifer had mentioned was regarding the room reservation rates and when they should be posted on the website.

Cathy was unsure as to whether we should open the room reservations at the same time as the registration or keep them separate processes. Christina pointed out that regardless of the pandemic or other issues, it is always a tricky thing to decide when to open up the room reservations. Even though we are having an in-person/hybrid event, and it will be in person in some capacity because of our contract, she suggested waiting until about mid-summer for people to figure out their plans for the second half of the year. And then really start to push and advertise in August and September. Allison thought that it was still a good idea to let people know how much the rooms would cost so they could start budgeting. We can still post information on the website and wait until later to open it up.

Allison also brought up the possibility of the keynote speaker not being able to attend in person due to certain circumstances, such as distance, length of travel, or COVID concerns. This would place the need of having them present virtually. She asked if we have a Plan B. Many thought that it would be disappointing to not have the keynote speaker for an in-person event and if it did come to that, then it should be stated on the website and told to the attendees ahead of time. Emily has attended an event where the speaker was not in-person and she stated that the event was more about being around colleagues and the camaraderie and feeding off of each other's energy.

Vote on bylaws revision to eliminate all mentions of PO Box and to revise the Newsletter Editor section

Cathy Miller

Cathy asked the board members to view the link for both the Administrative Assistant section and the Communications Director section of the Administrative Handbook. The link included the current bylaw language and the proposed language change to each specific bylaw.

For the Administrative Assistant section, the goal behind the revision is to eliminate all mentions of the PO Box because it is no longer relevant. And there was also a mention about managing the subscriptions for SGA's publications, which is also no longer relevant. The Administrative Assistant doesn't handle that anymore because we now use Sheridan as the e-commerce site.

For the Communications Director section, the goal is to update the name change because it is still listed as Newsletter Editor. So the title and the language in the actual body of the text should be referenced accordingly. Cathy made a motion to approve the bylaw changes. Josh seconded the motion. The board voted and the motion passed. Since this is a bylaws change, this is a vote that will now be going out to the membership because, per our bylaws, any change to them must be approved by 2/3 of voting members.

Vote on revision of Administrative Handbook to transfer tasks currently in Website Manager responsibilities to the Archivist

Cathy Miller

Next up, is transferring specific tasks from one board position to another as currently written in the Administrative Handbook. The responsibility that currently exists in the Website Manager section should be moved to the Archivist section. The responsibilities include: providing regular maintenance on WildApricot File Manager to monitor storage usage, weed old files, and maintain consistent informative filing names. Maggie agreed that these responsibilities are better suited for the Archivist. Cathy made a motion for the changes to be made with the transfer of tasks from the Website Manager to the Archivist. Maggie seconded the motion. The board voted and the motion passed. These changes will be made to the Administrative Handbook and update the version posted on the website.

Vote to approve revised 2022 budget

Josh Kitchens

The [2022 budget](#) had already been voted on previously, but there have been changes made, so Josh shared the [updated version](#). The revised budget spreadsheet included some line-item changes, such as the purchase of the external hard drive for the Archivist. For Education, some funds were moved around from supplies to breaks. Sheridan's budget was reduced from \$1,200 to \$900 because that fits the monthly payout. We've already eliminated the fees for some of our internet services and one thing that needed to be included was the reduced cost for domain renewal. Cathy pointed out that the budget is available for members when they login. Cathy made a motion to approve the revised 2022 budget. The motion was seconded by Allison. The board voted and the motion passed.

Board Meeting Schedule

Friday, July 29, 2022, 10AM-12PM, Zoom

Board Meeting: TBD, Jekyll Island Club Resort

Business Meeting: TBD, Jekyll Island Club Resort

ADJOURNED, 11:59 am

Submitted by:

Jessamyn Swan, SGA Secretary

Louanne Heintz, SGA Interim Secretary

ADDENDA

Assistant Communications Director

There was an email vote to approve the appointment of Adam Davis as Assistant Communications Director (the appointment became effective in February). The motion passed on May 8, 2022.

Archivist Qualifications Letter

On May 6, 2022, the SGA President signed a letter on behalf of the Society of Georgia Archivists addressed to President Biden regarding the qualifications of the next Archivist of the United States. The decision to sign on in endorsement of this letter was made after receiving feedback from SGA members via a poll emailed to them.

Membership Vote on Bylaws

On May 5, an email was sent out to SGA members regarding revisions to the bylaws for the Administrative Assistant and Newsletter Editor. With over a two-thirds majority of members voting in favor of the proposed revision, the ballot measure passes. The new bylaws language has been updated on the website at <https://soga.wildapricot.org/aboutus/leaders/bylaws/>.

Assistant Outreach Committee Chair

Due to the resignation of Katie Nelson as Assistant Outreach Committee Chair on May 5, the Board voted by email to approve the appointment of Virginia Blake as the new Assistant Outreach Committee Chair. The motion passed on May 13, 2022.

Statement on Protecting Students First Act

There was an email vote to approve the SGA Board's statement of opposition to Georgia's Protecting Students First Act. The motion passed on May 19, 2022.

Mentoring Program Coordinator - Notice of Resignation

Sauda Mitchell provided her official notification of her resignation from the role of Mentoring Program Coordinator on May 31. Cathy thanked Sauda for all of her hard work as first Assistant Mentoring Program Coordinator last year and for her months serving as the coordinator this year. Sauda, your service is appreciated and your presence on the SGA Board will be missed. Geoff Hetherington will be taking over the position.