



BOARD MEETING MINUTES

JANUARY 28, 2022

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

In Attendance:

Jenn Bielewski	Josh Kitchens	Sauda Mitchell	Helen Thomas
Holly Croft	Michael Law	Shady Radical	Maggie Thomas
Caroline Crowell	Leah Lefkowitz	Barb Orsolits	Mary Willoughby
Kate Daly	Tamara Livingston	Mike Santrock	Jennifer Wyatt
Alison Galloup	Mandy Mastrovita	Ashley Shull	Christina Zamon
Emily Halevy	Sheila McAlister	Tamika Strong	Greg Drummond
Megan Kerkoff	Cathy Miller	Jessamyn Swan	

Regrets:

Angela Stanley

Feechi Hall

CALL TO ORDER, ROLL CALL, & INTRODUCTION OF VISITORS

Cathy Miller

2022 SGA President

All were welcomed to the first SGA board meeting of the year 2022 and were asked to put their names in the Zoom chat box for recordkeeping purposes. Barb Orsolits, previously the Assistant Communications Director, was announced as a visitor.

The ongoing issues with the SGA email addresses were acknowledged. On January 19, Google disabled access to all sog.org email accounts after flagging the SGA website as a phishing website. Kate, Tamara, Josh, Megan, Christina and Angela are recognized for their efforts to troubleshoot the issue. Due to these Google access issues, a number of items on the agenda for the meeting were marked as “TBD,” and these items would have to be addressed at a future date, after access to the website and email accounts is restored. Cathy asked Tamara to elaborate on what had been done so far to address the access issues.

Tamara Livingston

Administrative Assistant

Tamara explained how she had managed to get in touch with a customer service representative at Google—which comforted Tamara, as such access is not normally possible—and that the representative was investigating the issue and had promised Tamara he would get back in touch within 72 hours. Tamara is still within that time frame as of this meeting, and is waiting for Google to get back in touch with her. Tamara is hopeful about the fact that these happenings are triggering good conversations about business continuity and documentation—so it seems like something positive could come out of this ordeal.

READING & APPROVAL OF MINUTES

Cathy Miller

2022 SGA President

Cathy noted that the verbatim sections of the October 2021 Business meetings, attributed to both Cathy and Holly Croft, contained errors that originated with the AI transcription service utilized as a tool to aid in the taking of the minutes [Trint was the tool used]. For this reason, an additional revision of the minutes was sent out prior to the meeting that contained the following disclaimer:

At this time, sections in blue (verbatim transcriptions) may not be 100% accurate due to small errors made by AI transcription. The secretary will endeavor to fix these errors by the time of the April board meeting, at which time you may be asked to vote on the approval of the revised transcriptions contained in these business meeting minutes. For the time being, the motion in the January board meeting to approve the October Business Meeting minutes excludes all blue sections, and pertains only to sections in black font.

Cathy made a motion to approve the October 2021 Board Meeting minutes and all non-verbatim sections of the October 2021 Business Meeting minutes, with corrections to the verbatim sections of the latter forthcoming. Christina seconded this motion. The motion passed.

Update, added by Secretary 2022/04/04: The verbatim sections of the 2021 Business Meeting minutes were revised by Jessamyn and approved by Cathy. The disclaimer was removed, and the revised minutes were uploaded to the SGA website on April 4, 2022 (<https://soga.wildapricot.org/aboutus/leaders/minutes>)

OFFICERS' REPORTS

Society of Georgia Archivists' Board

President

Cathy Miller

Cathy did not read aloud her goals for the year, as they were already enumerated in her officer's report. But they are as follows:

- Work closely with the SGA Board and membership to continue implementing the strategic plan as per the timetable for 2021-2025.
- Support and advocate on behalf of members, fellow heritage professionals, and heritage institutions within Georgia to maintain a collaborative and dynamic organization.
 - Work with GLA to discuss potential for a joint meeting in 2023 or 2024.
- Engage with the SGA Board and membership regarding promotion of leadership positions in SGA, especially to our student members and new professionals in the state seeking leadership opportunities.
- Revisit the 2017 SGA Financial Task Force, specifically the question of investment of money market funds into potential index funds.
 - Look into consulting with a certified financial advisor.
- Explore the potential for developing a mini-grants program that could provide funds for archival supplies, preservation/conservation projects, and support community archives.

It has been a quiet start to the year, aside from the email access issues. Cathy has written a "Welcome" message for the Winter 2022 SGA magazine that will soon be coming out. She worked with Website Manager Kate Daly to update the SGA website. She also met with past SGA president Holly Croft and current SGA Vice President Christina Zamon about transitioning into her role as 2022 SGA President. She will be creating a schedule of quarterly meetings with Holly and Christina (as required by the SGA Administrative Handbook).

Vice President/Membership Committee Chair

Christina Zamon

Christina is returning to the board after a short hiatus (most of her officer's report has been composed by Cathy). Due to the Google access issues, Christina has lost access to her project documents (including for example, a contact list of memory institutions in Georgia). She intends to

continue the plan Cathy detailed last year of conducting regular email outreach to new members. Christina has several items of SGA swag that she would like to mail to members.

The Membership Committee was unable to meet prior to the board meeting, but will have a meeting later in the afternoon after the board meeting. The budget is going to be the same as it was last year. It is not known yet how many in-person events membership will be doing as of yet. They will have a table at the upcoming Oral History Symposium at Georgia State, however.

Past President/Nominating Committee Chair

Holly Croft

The Nominating Committee plans to meet within the two weeks following this board meeting. Holly met with Angela to proceed with her transition, and feels very ready to proceed as the Nominating Committee Chair after having received detailed information from Angela. The committee will soon review the Fellows nominations in addition to discussing strategic plan goals. The committee will also be discussing the possibility of continuing SGA's Zoom "Coffee Chats" from the previous year.

Treasurer

Josh Kitchens

There is not yet a finalized budget available due to the Google access issues. The budget is completed, just inaccessible at the moment. However, Josh does have the numbers from the checking and money market accounts in his report, so it can be seen that SGA assets are currently looking good. However, Josh is worried about some invoices from 2021 which may or may not be outstanding. Josh will investigate them further to determine whether or not they have been paid. This issue is related to the fact that some checks have been lost. It is vital to check the P.O. box regularly to ensure checks don't get lost in the future. Fortunately, he and Greg Drummond (Assistant Treasurer) met before the Google outage, so they had retrieved their knowledge document prior to losing access, which has enabled them to continue to do some work through the outage.

When the budget does become available, it will become evident that there is a budget shortfall as a result of more in-person events being anticipated this year. Should events go online, that will also impact the budget. In addition, complete projections from membership dues have not yet been made.

One change Josh made was in removing items that showed that money was coming to SGA when that money actually originated with SGA in the first place. He also took everyone's budget line and projected either revenue or loss for that line. He wanted to ensure that everyone understood, however, that this did not imply that everyone should be aiming to generate revenue in their particular roles. Putting the budget into this format simply allows for an overview of the types of revenue that are going to be required for SGA projects across the board.

After reviewing accounts, Josh has found that they do not adhere to traditional accounting practices. Josh and Greg are going to meet with the accountant that SGA has on retainer in order to redo SGA's chart of accounts. This will result in more specified revenue accounts and expense accounts. They have been trying to avoid implementing an accounts payable/receivable system, but since payments are not immediate (time elapses wherein checks must be sent), an accounts

payable/receivable system may be unavoidable. And indeed, doing so would permit Josh and Greg to track budget items more effectively.

Josh related how, the previous year, Scholarship Chair Tamika Strong had asked if there was a way to track specific donations to the scholarships they funded. There was no way to do this at the time. But better-defined expense and revenue accounts would enable tracking of items in this way. Overhauling the accounting system is an ambitious project that Josh and Greg will take on this year, and which they hope to complete by the end of the year.

Archivist

Maggie Thomas

Maggie met with James Irby, the previous SGA Archivist, about transitioning into her new position. He oriented her to the physical holdings and they discussed the prospect of her doing some digital archiving as well.

Program Committee Chair, Annual Meeting

Allison Galloup

Allison had planned on summarizing the results of the survey that last year's Program Committee Chair sent out after SGA's 2021 Annual Meeting. However, those results are unavailable due to the ongoing Google access issues. The recordings from the conference are up on Google. Presenters had the option of having those recordings listed or unlisted, which means some are unlisted and only accessible through the playlist (not via search). The Program Committee will meet in February and plans to have the call for proposals ready by the end of March.

Allison submitted two budgets: one for a face-to-face annual meeting, and one for a virtual annual meeting. In these budgets, she proposed increasing the honorariums for both the plenary and keynote speakers by \$250, and also proposed increases in the printing budget due to increases in costs from the vendor.

Local Arrangements Committee Chair, Annual Meeting

Jennifer Wyatt

The conference will be held October 26th through October 28th. Currently, the plan is to have the conference face-to-face at Jekyll Island Resort. Jennifer, Ashley Shull (Assistant Local Arrangements Chair), and the committee are considering hybrid options as well. If SGA cancels at Jekyll Island, there will be a financial penalty. They are giving SGA a special price: rooms will be about \$169 a night. The committee will soon undertake discussions about the conference auction and reception.

Vendor Coordinator

Jenn Bielewski

Once the conference kicks off with a theme and a call for proposals, Jenn will start getting in touch with potential vendors to see if they are interested in sponsoring the event and setting up exhibits.

Administrative Assistant

Tamara Livingston

The PO Box issue has acted as a bottleneck for SGA operations (about which, more later). Tamara is working with the first individual to take advantage of the “pay as you can” program. She is also working on an SGA cleanup that will hide the names of members whose memberships lapsed prior to 2016. If they pay their dues, their information can still be retrieved.

Provenance Editor

Michael Law

There were about 500 fewer downloads this quarter, with the total near about 4,000. February 15, 2022 is the deadline for submissions to be considered for the next issue. However, at this time, there is enough content to publish within the next issue. The articles will be published as they are completed, with the full issue being ready by the end of March.

A number of people have rolled off the editorial board, whether because their terms ended or for some other reason (the list of members on the Editor’s report is a current list of the members). The board has become very thin, and Michael would like to add some more people to it. At one time, he oversaw a board almost twice the size of the one he has currently, and he believes that was a good number to have. He would be interested in hearing any ideas anyone has for attracting new board members, particularly new reviewers.

Provenance is open access, so it is free for anyone to access. There have been issues with EBSCO and Cox issuing checks to SGA, and a question of what that was for. Did they want hard copies of the journal? Michael has spoken to EBSCO, and they stated that those checks were not just payment for *Provenance*, but an investment in an institutional membership in SGA. Hard copies would be purchased through the e-commerce site (but so far this has not been utilized by the *Provenance* staff).

Cathy clarified that SGA does not have institutional memberships. What EBSCO had been paying for before was an institutional subscription to the journal. And this payment is no longer necessary since the journal is open access.

Sheila asked why not have an institutional membership, given that EBSCO seems to want to do this? (There have been similar issues with Cox.)

Cathy notes that the specific structure of the corporate membership that was approved last December by the SGA board has not yet been determined. The various tiers and prices associated with each tier need to be determined, as well as the benefits of each tier. It also needs to be clarified that a corporate/institutional membership in the organization does not come with voting rights.

Communications Director

Megan Kerkoff

Megan is a resource to all board members for SGA's social media, listserv and blog. If anyone wants to promote an outreach event (like finding members for the *Provenance* editorial board), Megan can help with that. She can use Canva to create a promotional image and send it out to promote events.

Barb has stepped down from being Assistant Communications Director after having realized the heavy social media component of the job. A new call for an Assistant Communications Director will be forthcoming very soon.

Last year, the blog began to invite contributors to make posts. This was a successful activity, and will be repeated this year. The contributors write 500-word posts, and can discuss anything archives-related. Anyone interested in contributing can email Megan. Outlets include Facebook, Instagram, Twitter, LinkedIn, and the SGA blog, and there are usually monthly themes that they utilize. The themes have been the same for the last couple of years, and Megan is hoping that they can revise and revitalize them this year.

Megan has put out a call for articles in the SGA magazine. Cathy recommended a spotlight on new board members for this call. The original goal was to have the magazine out by the end of January, but there is going to be a delay as a result of the Google access issues (all the articles are on Google drive).

The upcoming magazine volume is going to be a great resource to review what happened in the organization over the past year and promote SGA and all that we do in general, so if any board members have anything else they'd like to submit, they are invited to do so.

SGA has gained followers on Instagram and Twitter. Facebook is losing followers, and Megan is investigating why that might be. Since the blog has been active for over a year now, statistics are now being tracked as to the number of views.

Website Manager

Kate Daly

Kate would like to thank the board for their patience as the ongoing Google access issue is worked out. Kate has contacted everyone to get contact information for the website's board directory. She requests that if you have not sent it to her yet, you send it to her Kdaly@atlantahistorycenter.com email address since the SGA web addresses are not currently working.

She has worked with Cathy to make small updates to the SGA website, but nothing major. In her requested budget, she also notes a cost increase of \$324 for WildApricot. She believes this cost increase is worthwhile, but is also open to other suggestions. She would like to explore other options for the domain renewal. Shifting to Google would cost \$12 a year instead of \$56.

The top three visited pages are “Job Listings,” “Membership,” and “About SGA.” More such usage information can be viewed in Kate’s officer report.

Education Committee Chair

Mike Santrock

The Education Committee met on Tuesday, January 25th. They are beginning to plan the spring workshop and the two that will be held in the fall. The committee is also helping to promote the Oral History Symposium happening at Georgia State in March. Mike met with the Georgia Archives Institute (GAI) Board on the 18th of January, and they communicated to him at that time that the current plan is for GAI to proceed in-person this summer.

The committee has reviewed the survey they took from membership and discovered a strong preference for hybrid workshops, so are working to accommodate that preference. The survey also indicated that attendees preferred half-day workshops. The spring workshop will be an in-person half day workshop, but they can still utilize this feedback in constructing their fall workshops.

The content themes most requested in survey responses were as follows: diversity, inclusion, and digital access and preservation. They have not yet determined what topics will be taught. Mike would like to thank Shady Radical, the Assistant Education Committee Chair, for her efforts in researching what kind of archival education is being offered by other organizations similar to ours. The idea is not to duplicate what, for instance, SAA is doing, but rather to make an effort to complement what others are doing.

Many members also requested a copyright workshop, despite the fact that this very topic was offered last year. Mike interprets that to mean that they did not publicize the workshops adequately last year, and the committee will therefore be focusing on ways to improve outreach this year.

Scholarship Committee Chair

Mary Willoughby

Mary thanked the outgoing Scholarship Chair, Tamika Strong, for helping her transition into her new role. The committee will have their first meeting next week, at which point they will start work on the Carroll Hart award. She confirmed with Paul Crater that GAI will be held this summer (with precautions for COVID in place).

Outreach Committee Chair

Helen Thomas

This committee's goal is to advocate for the profession, engage with current SGA members, and connect with potential new members. Helen and Katie Nelson—the Assistant Outreach Committee Chair—have been brainstorming potential programming that would be flexible enough to accommodate any restrictions that the ongoing pandemic might potentially require again. This is year three of the pandemic, and Helen has found that people are fatigued from video conference socializing. She is hoping to have some in-person events this year. But for virtual programming, Helen and Katie were formulating ideas such as a brown-bag lunch series which would enable colleagues and repositories that do not get as much attention (or who would have difficulty making it to an Atlanta in-person event) to have some exposure. They have also been brainstorming ways to connect with undergraduate and graduate students. One idea that they are exploring is creating an information panel and holding a Q&A session for students interested in entering the profession. If anyone is interested in being on such a panel, they should email Helen and let her know. In addition, if anyone has any ideas for outreach programming they'd like to see implemented they should also email Helen.

Georgia Archives Month Subcommittee Chair

Emily Halevy

Emily has met with the previous Subcommittee Chair to transition into her new role. The subcommittee also held its first meeting earlier in the week. Right now, the subcommittee is trying to gather information about past themes used for Georgia Archives week, which is more difficult than she expected because posters are not available for all years. Kate Daly will act as secretary for this subcommittee, and Pamela Nye will be handling social media, and has already created a Slack account for the subcommittee. Pamela also volunteered to design the poster for the event this year. There is money in the budget for the subcommittee to pay a graphic designer, but Pamela will not charge, so Emily is hopeful that the graphic design budget can be turned into a digitization grant related to the Georgia Archives Month theme. She will discuss these things with Cathy after the meeting to ensure that pursuing that possibility is not a conflict of interest.

Cathy is very interested in the idea of building a mini-grants program in SGA. She has been thinking about it previously: grants specific to things like community archiving, preservation, supplies, etc. Sheila McAlister requested to be included in that conversation as well. They have a sub-granting program at DLG and they are very interested in community archives. This sounds like a good way to get more people to use DLG services, so she would like to contribute what help she can. DLG and SGA have partnered before, in the past, and it went well. Sheila is interested in strengthening that relationship.

The new subcommittee received access to the GAM Facebook page, but the Instagram page is inaccessible. They would like to highlight poster submissions they receive on SGAs blog and in the magazine. They will be meeting the fourth Wednesday of every month and plan to have a theme set by next month.

Mentoring Program Coordinator

Sauda Mitchell

Sauda is transitioning into the role after having been Assistant Mentoring Program Coordinator last year. She requested a slight increase in her budget because, in the event that SGA is able to host an in-person annual meeting, she would like to organize an event for the mentors and protégés.

They have four currently active pairs of mentors and protégés and a fifth mentorship that is currently being organized. One thing which the previous mentoring program coordinator initiated was the mentorship cohort, which Sauda is excited to continue. Again, this year's cohort has four definite protégés and possibly a fifth.

Sauda is still interested in collaborating with the Communications Director to organize an "Ask a Mentor" event via some sort of social media outlet. So, she will be reaching out to Megan soon so they can begin discussions on such an event.

Last year, the previous Mentoring Program Coordinator and Sauda composed a handbook for the mentoring program, and she is excited to distribute it to both the mentors and the protégés.

Sauda will continue to review and align the mentorship committee goals with those of the current strategic plan.

RAAC Liaison

Sheila McAlister

Sheila has been oriented to her new role and is currently on the lookout for any RAAC announcements. She didn't ask for any funding for RAAC this year. There are questions related to the funding of SAA attendance that are still up in the air as RAAC considers how it is going to hold its annual meeting.

OLD BUSINESS

Review of Strategic Timetable Action Items

Cathy Miller

This item appeared on the agenda but could not be discussed due to the access issues with Google.

NEW BUSINESS

Overview of Proposed 2022 Budget

Josh Kitchens

This item also appears on the agenda but could not be discussed due to the access issues with Google. When Google becomes available again, there will be an email vote on the budget.

PO Box Sustainability

Holly Croft, Tamara Livingston, Cathy Miller

Holly has a proposal for how to address the ongoing PO Box issues. Her solution is based on her experience with the Daughters of the American Revolution (DAR) organization. It was very complicated to renew the Decatur PO Box. It couldn't be done online, and it had to be renewed in-person. In addition, the location of the PO Box is not convenient to anyone that needs to use it. Holly had mail forwarding set up to a county near where she lives now, and it seems to be a process that takes about 6 weeks.

In DAR, they just mail things to the Treasurer's home address or they get a local PO Box. The boxes can be rented short-term, so it can change when the board turns over. It doesn't need to be static. The argument against doing this in the past is that it is good to have a stable address for such activities as filing documents with the state. That's true, but only if we are able to actually retrieve the mail. Holly recommends getting a PO Box close to either Josh or Tamara so that their home address is not listed on the website.

Tamara says the mailbox receives the following: junk mail, the checks from EBSCO and Cox, payment from some institutions that pay by check as a matter of policy, and the rare check from members who prefer to pay dues, donations, and meeting registrations by check. She is worried that having a changing address could create complications, such as people using an old address to send things. Tamara proposes that we find a way to have an institutional sponsor—for example Kennesaw—to allow us to use their address for the purposes of maintaining the organization's registration with the state as a nonprofit organization. She wants to find a way to thin out the mail that needs to be received, and accommodate the mail that remains. She likes the idea of making a push to move things online to the WildApricot site.

Caroline has been checking the mail so far this year because she is closest to the box. She says everything received so far fits in one of those 9 x 12 envelopes.

Mandy says that the Georgia Association of Historians has a partnership with Georgia Southern, enabling them to have an institutional home at which they receive mail. Mandy can set up meetings so that we can learn more about how that works for them.

Cathy says that there are a lot of things to consider, so a decision on this issue won't be made in this meeting.

Josh says he is okay with receiving mail at his house and having his address published on the SGA website. He supports the solution of updating the address every few years.

When Cathy was previously the Administrative Assistant and Justine Fletcher was Treasurer, Justine would receive all the mail and then take pictures of it and email those images to Cathy.

Cathy wants to do some more research on whether the state requires a static address in order to continue to recognize SGA as a nonprofit organization. She also wants to continue to mull over the different options before we proceed to a vote on the issue. She says that it might be worthwhile to look into mail forwarding. Then they could keep the Decatur post office but have it forwarded to the Treasurer.

2022 Annual Meeting Update

Jennifer Wyatt

We need to consider a hybrid conference because the situation with the pandemic is constantly changing. Cathy has been in contact with other organizations that are planning hybrid conferences in order to strategize. Christina noted that a hybrid conference hosted at an institution rather than a hotel would save on costs, pointing out that the Jekyll Island location is going to charge a lot for access to the necessary technology

Sheila suggested that we might be able to save money by bringing our own equipment (such as small projectors). But Jennifer said that there is a penalty if you do not use the technology and professionals that the Jekyll Island resort provides and that penalty is \$500 a day.

Jennifer has given Jekyll Island's COVID protocols in her board report, but gives an overview of them in the meeting: once a hotel room is cleaned, there is an inspection, and then no one else enters that room until the guest does. Vaccinated employees are not required to wear masks, but unvaccinated employees are required to wear masks. They are willing to work with SGA to create socially distanced events, perhaps some held outside, but did not give a lot of detail on this point. Jennifer does however get the sense that they are eager to accommodate our organization. In the chat, there were comments about institutional budgets being cut and employers being unwilling to pay for in-person attendance if there is a virtual option. And then, there is a general trend of increased wariness of bigger crowds as a result of the pandemic. It is possible that SAA's model might provide some ideas as to how to accomplish a hybrid meeting.

Holly commented that the totally remote conference had lower attendance than the in-person conference. Cathy noted that the decision of how much of a virtual portion to offer was certainly an access issue that bore serious consideration. Some might not be able to attend because they were

high risk or they had loved ones who were high risk. Allison suggests that for the in-person portion, masks be required. Sheila suggests that it might come down to needing to absorb the cancellation fee from Jekyll Island and just going fully virtual again.

This is a topic that will be revisited in the next meeting.

2023 Annual Meeting Update

Ashley Shull

One main option for the 2023 Annual Meeting is the possibility of having a joint conference with GLA. There is a meeting set up between the two organizations in the coming weeks. It seems that both groups are debating the hybrid/online versus in-person meeting with a focus on attendance and other issues.

Vote to Approve All Committee Membership

To follow via email.

Vote to Approve 2022 Budget

To follow via email.

Distribution of 2021 End of Year Balance Sheet and End of Year Profit and Loss Sheet

To follow via email.

Group Photo Taken via Zoom Screenshot

Megan Kerkoff

Upcoming Project:

File Management Cleanup in Wild Apricot

Volunteers needed.

Assistant Communications Director Needed

When email access is restored, we will need to release a call to the listserv for anyone interested in becoming the Assistant Communications Director.

Board Meeting Schedule

Friday, April 29, 2022, 10AM-12PM, Zoom
-Time may be extended due to workshop speaker (TBD)

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

Wednesday, TBD, Jekyll Island Club Resort(?)

Business Meeting: TBD, Jekyll Island Club Resort(?)

MEETING ADJOURNED, 11:59 am

ADDENDA

Email vote to approve the 2022 SGA committee volunteers; motion passed February 10, 2022

Email vote to approve edits to SGA Administrative Handbook; motion passed March 3, 2022

Email vote to approve 2022 SGA budget; motion passed March 11, 2022

Submitted by:

Jessamyn Swan, SGA Secretary

Louanne Heintz, SGA Interim Secretary