



BOARD MEETING MINUTES

OCTOBER 26, 2022

Held Via Zoom and in Person.

In Attendance:

In-Person

Cathy Miller	Jennifer Wyatt
Josh Kitchens	Shady Radical
Megan Kerkhoff	Kate Daly
Leah Lefkowitz	Christina Zamon
Alison Galloup	Ashley Shull
Jenn Bielewski	Emily Halevy
Sheila McAlister	Mike Santrock

Pamela Nye¹

Virtual

Maggie Thomas
Helen Thomas
Greg
Drummond
Louanne Heintz
Mary
Willoughby
Mandy
Mastrovita
Michael Law

Regrets:

Jessamyn Swan

Holly Croft

Tamara Livingston

Geoff Hetherington

¹ Non-board member, attending on standing invitation

CALL TO ORDER, ROLL CALL, INTRODUCTION OF VISITORS and READING & Approval OF MINUTES

Cathy Miller
2022 SGA President

All were welcomed to the last board meeting of the year. Roll was taken of both in-person attendees and virtual attendees. The minutes from the previous meeting were approved. Pamela Nye was announced as a visitor (at the end of the President's officer report).

OFFICER'S REPORTS

Society of Georgia Archivists' Board

President

Cathy Miller

Cathy put out a call for the annual SGA President's Award. Because there were no nominations for the award, there won't be a President's Award presented at the 2022 Annual Meeting. Due to the fact that there is not currently a full SGA board, SGA and GLA will not do a joint Annual Meeting in 2023. However, a joint meeting in 2024 might still be a possibility. Cathy was contacted by Valerie Gray about the Georgia Archival Repositories list on the resources page. Some of the links are outdated, broken, etc. Rather than fixing each link one by one, Cathy and Mandy met with Cliff Landis and used a GaNCH dataset to completely revamp the Georgia Archives webpage. They did an Internet Archive grab of the page as it existed prior to the revamp in case anyone needs to see those old links. The link to the old page is available on the new GA Archival Repositories Information page. Additionally, Cathy collaborated with Michael to update the logos and overall branding look of *Provenance* and the Georgia Archives sites through Kennesaw Digital Commons. In the next month or so, Cathy will be sending out the board Annual Report Form to track alignment with the strategic plan. It's also time to review administrative handbook entries. It's important to keep the handbook up to date, especially since new potential board members will review those entries to try to gauge the time commitment and type of work involved in various leadership positions.

Vice-President/Membership Committee Chair

Christina Zamon

There have been 39 new members this year as of the 21st of October. The membership committee did some tabling at a couple of conferences this year and also went back to doing the mailings to new members. They transitioned back to in-person tours this year, and did three total. The committee sign up form was sent embedded in an email earlier, but there were no sign-ups because the embedded form did not seem to work except for members that were accessing it through gmail. So the committee will send out another email inviting interested committee members to sign up via a link instead.

Past President/Nominating Committee Chair

Cathy Miller Reporting for Holly Croft

The nominating committee was able to produce a slim ballot for 2023 after intensive recruiting efforts. Efforts will continue into the new year. The new SGA Fellow will be announced at the business meeting tomorrow (along with the scholarship award winners, and new board members). The new Fellow's bio will need to be added to the website and the Fellows' award will need to be purchased and sent. Afterwards, the receipts for purchasing and sending the Fellows' award need to be submitted to the treasurer for reimbursement.

Treasurer

Josh Kitchens

The content for the sponsorships for Georgia Archives Month turned out fantastic. Josh would like the board to consider implementing some financial training that would empower board members to send out invoices and make certain financial requests. This would enable board members working with a vendor to submit vendor invoices immediately rather than worrying about whether the treasurer has time to go in, do it, and track it. SGA is way over budget currently: probably around \$10,000 over-budget. One issue that put us over is doing a hybrid conference. Such a conference is more expensive than choosing between either in-person or virtual option. In the future, due to the size and budget of the organization, it probably won't be feasible to do more hybrid conferences. Moving money from the GAM budget might help in balancing everything financially: that option will be examined in more detail. Josh would like to get a system going where each board member keeps a spreadsheet to track their budgets over the course of the year. Training for this process will take place on December 2nd, from 3:00 to 4:30 pm. There is a need to implement processes for refund requests in particular. The question is, should board members be able to directly request a refund on their own, or should they continue to route refund requests through the treasurer? Remember, if you have a request, use the Google form so that Josh can keep track of all the various ongoing requests. Josh would also like to implement an electronic payment system since it would be more efficient than the mail-based system currently being used.

Archivist

Maggie Thomas

Maggie is receiving physical items for inclusion in the SGA archives as well as (with the help of the digital archivist that she works with) mining sources for digital documentation as well.

Program Committee Chair, Annual Meeting

Alison Galloup

The committee continues to hold biweekly meetings. Kaetrena Davis Kendrick was confirmed as our keynote speaker this year. Due to scheduling conflicts, she will be joining us virtually. Cathy Miller and Laura Starratt have agreed to lead their proposed discussion as the plenary session. The committee spent most of the quarter working with presenters to complete speaker agreements and finalize information for the programs. We also planned the program, prepared to serve as moderators, and collected virtual presentations. A zoom meeting has been set-up for the virtual conference. In-person sessions will be recorded to share with attendees after the conference. Daily emails to attendees with zoom links and a link to the program have been scheduled through Wild Apricot and an update with the digital program has been sent to attendees and sponsors. Programs and posters for the meeting have been printed. An updated annual meeting evaluation is currently being created and will be sent on the Monday following the meeting. Chair met with Local Arrangements chair, Education committee chair, and hotel representatives to finalize room selection and A/V setup for the event. The website was updated with a schedule for the conference.

[Note: This report was largely inaudible from the recording. Text for minutes in this section was taken directly from the officer's report]

Local Arrangements Committee Chair, Annual Meeting

Jennifer Wyatt

Jekyll Island Resort honored the 2020 price they quoted for the annual meeting this year (2022). However, all the catering costs went up about 20% from their 2020 rates. They started out wanting \$30,000 and even when they reduced costs, it was still \$14,000. There were 65 in-person attendees and 39 virtual attendees, plus 9 students and three complimentary attendees. Jennifer also recommends not doing the hybrid meeting again and says that the virtual meeting was simpler to arrange. In the future, Jennifer recommends that the Local Arrangements committee secures a contract for the audio-visual work needed for the annual meeting. The first vendor Jennifer spoke with quoted a much lower price, but then the hotel ended their relationship with that vendor and partnered exclusively with a more expensive vendor, and SGA was obligated to use that vendor. Jennifer also

recommends re-examining different deadlines for registration because there were a lot of different people coming in at the very end. The location for the 2023 annual meeting is not yet decided.

Vendor Coordinator

Jenn Bielewski

SGA had six vendor sponsors on site at the annual meeting, and one vendor sponsor online. Reasons why vendor sponsors declined was that they were still uncertain about travel (with COVID still ongoing). because they had already committed to attend GLC, and also because they were unsure if they were relevant to an SGA annual meeting. Jenn spoke to AASLH about increasing vendor engagement in a hybrid conference. She also spoke with the Kansas Library Association about how they managed vendors. They had all the various sponsorship levels, but they also just asked vendors if they had any leftover swag that they just wanted to donate to the conference. They ended up with 20 actual sponsors, and then a total of about 50 when you count the vendors that just donated items like pens, tote bags, and stickers. Jenn would like to try to do that next year. She also agrees that the annual meeting should not be hybrid next year.

Administrative Assistant

Cathy Miller reporting for Tamara Livingston

We should continue to retain the “pay as you can” option for membership to enable those who cannot pay the full membership fee to remain part of SGA. There are at present a few SGA members who participate as “pay as you can” members. Cathy wishes to thank Tamara for all her hard work and make sure that she knows how appreciated she is. Tamara will continue on as the administrative assistant next year.

Provenance Editor

Michael Law

The Provenance Editorial Board selected the David B. Gracy II award winners (for the best article). 50% of the vote went to “At Home During the Pandemic,” which was one of the articles from the latest issue 38 (2). It’s coauthored and the authors are from different states, so after speaking with Cathy and Josh, Michael would like the Gracy award to be split between the two co-authors. This would amount to \$175 each. The process for splitting an award is not codified in the handbook, so Michael would like guidance on how to proceed with splitting the award. Cathy agrees the award should be split this year and that the administrative handbook should be edited so that in the future, there’s a process in place for splitting awards. Michael anticipates that the deadline for the next call for article submissions will be February 1st, unless the board decides that the next issue will be a themed issue. The main drawback is that if you put a call out for themed articles and you don’t get a response back, that complicates things. The editorial board suggested that we get a hold of the program committee for the 2022 meeting and try to get in touch with some of the presenters and see if they were

interested in working on articles that had a diversity and inclusion theme. In the past when SGA has done themed issues, they do only one issue for the entire year. Michael will keep everyone updated on that. But for the time being, the plan is that the next issue will not be themed and that the deadline for submissions will be February 1.

Communications Director

Megan Kerkoff

Megan has been busy on social media promoting internally, mostly. She will soon send out a social media theme for October. Recently, she worked on “Ask an Archivist” day, “Georgia Archives Month,” and also did some work in promoting the President's Award (in order to encourage nominations). She has not worked on the blog as much lately and plans to shift her attention back to the blog now. On “Ask an archivist” day, she received one question through Instagram and also participated with all the well-known organizations over on Twitter. Overall, social media accounts for SGA gained followers. The most popular post was the blog post written by the Georgia Archives Institute Scholarship Winner. Megan reminds anyone if they have any content to share from the Annual meeting to use the hashtag for the annual meeting (#SGA2022).

Website Manager

Kate Daly

Kate has been assisting local arrangements and the vendor coordinator with getting registration and vendor sponsorship setup and registration made live, as well as troubleshooting any issues that arise during those processes. She also aided Holly in updating the board elections page, and has also regularly been adding and removing job listings and descriptions. There are about one or two a month that come in, and she removes any that are older than a month or two. The user base has gone up about 20% from last year in terms of using the website. The top three visited pages are meeting registration, the annual meeting page, and the events page.

Education Committee Chair

Mike Santrock

The education committee hosted two workshops the day of the meeting that went very well. One of them, on the topic of radical archiving, was led by Shady Radical, who will also be rolling in as the next chair of the education committee next year. Mike would have liked to see higher enrollment, but there were different factors that go into how many people registered this year (coming out of virtual and into hybrid) but overall, Mike believes the response to the workshops was great. People were very engaged and excited to participate. At the last board meeting, Mike had talked about moving some of the resources from past workshops onto the website. That hasn't been achieved just yet, but efforts to achieve that goal will continue as Shady begins her tenure as Education Committee Chair.

Scholarship Committee Chair

Mary Willoughby

Since the last board meeting, the Scholarship committee put out the call for the Gully, Spencer and Dees awards. They were successful in getting applicants for Gully and Spencer, but they did not get any for Dees, unfortunately. They awarded both the Gully and the Spencer awards. They discussed ways to potentially increase applications, particularly for the Spencer award. The applicants that they received for the award were very solid, but they didn't have a great number to pick from, and they would like for it to be more competitive. And they had suggestions for ways to expand the eligibility rules which they had discussed as a committee. Their concern was that expanding the eligibility, however, might undermine the HBCU focus of that award and what it was originally intended to do (honoring the work of Taronda Spencer). They were hesitant about that and don't necessarily endorse pursuing that. But Mary believes there might be some opportunities to do a better coordinated outreach effort for the Spencer award in the future. One of the things Mary intends to do before the year is out is contact some other people in the SGA board who have outreach and communication responsibilities to get some guidance on how to try to increase the visibility of the Spencer Award, and come up with some new strategies for advertising the award. So those should all be in place for 2022. So, upcoming activities for the scholarship committee will include discussion of the outreach strategies for all of the awards (and how to increase our applications for awards), as well as budget development. Mary would also like to make some improvements on the documentation of the scholarship committee. There were several times where the committee weren't sure exactly what the correct process was, so they proceeded based on precedent. But Mary is working on composing some specific notes on how things like scholarship fulfillment works so that such information can be included in the handbook (as appropriate) or possibly as a kind of standalone document detailing administrative details for the Scholarship committee.

Outreach Committee Chair

Helen Thomas

Since the last board meeting, the outreach committee has continued thinking about how they can improve outreach to students, both undergraduate and graduate. That's been a prominent discussion this year, and will continue to be prominently discussed next year, and likely for several years to come. They have weighed the relative merits of speaking to a broad audience—for instance, advertising that SGA will be hosting a discussion at a particular time, and asking others to tune into that-- or whether they would get a better turnout if they plugged into an existing audience like speaking to specific classes or groups at different universities. They will continue looking into potentialities for spurring interest in archival research and in joining the archival profession in the future. They had a good meeting with Cathy and talked a little bit about the role of the outreach committee in SGA, and how they can best serve everyone going forward. Several other committees do outreach activities, so Helen was thinking that the outreach committee might more accurately be called something like advocacy or public relations. A name change, then, is something that the committee will be discussing moving forward. In lieu of the meet and greet this year, someone had

the idea to do dine-arounds instead. Helen wasn't able to come, but loves this idea and hopes that it goes well. She wants to thank Christina for doing the organizing, and ensure that the board considers dine-arounds for future meetings as well because they are less of an expenditure for SGA. SGA doesn't have to buy appetizers for a dine around, and it is also a more structured way for people to meet and greet.

Georgia Archives Month Subcommittee Chair

Emily Halevy

This year, our Archives Month theme was "Spinning our Yarn: Southern History Through Storytelling." From various sponsors, the GAM subcommittee raised \$2,750. They received money from NHPRC and GHRAC, as well as the Digital Library of Georgia, the Emory Rose Library, Backstage Library Works, and History Associates. Those were all monetary gifts. They also received a \$250 gift certificate from Hollinger. So they had a great response from sponsors. Emily would like to talk to Jennifer Bielewski offline about vendor support, because she believes that she can be of assistance in that regard next year. With the money raised, the subcommittee was able to print 25 posters, which just arrived. Board members are encouraged to take one to hang in their institutions. They also printed postcards and many buttons. They only got two applications for the Spotlight grant application, and the subcommittee decided to award funds to them both since they had the funds to do so. First place was given to Habersham Education and Research Center to fund their newspaper scanning awareness event. They received the monetary award and the Hollinger gift certificate. Second place went to Georgia Southern University, for their "Bland's Botanical Bequest: An Escape Room for Georgia Archives Month" event. Additionally, in conjunction with Digital Library of Georgia and PreserveSouth, we launched the inaugural GAM Digitization Grant Award, which was awarded to Georgia College and State University for their black gospel music collection. They were able to digitize 10 LPs for that collection. Emily went to Milledgeville to see the two currently on exhibit, and is excited about what they will do with the rest of that collection. Additionally, History Associates is going to co-promote both of the Spotlight Grant winners. With Megan's help, the subcommittee built a media list and shared that with the representative from History Associates. They are going to promote those events and hopefully help in getting some publicity for those grants. All these events sparked ideas between Emily, Helen, Megan and Cathy about ways in which they can consolidate resources so that they can increase the efficacy of SGA work being done in several committees. What Emily would like to do for the remainder of the year is continue creating content for social media, particularly content which highlights sponsors so that a continuing relationship with them can be developed. She will also send thank-you cards to the sponsors and begin collecting all the records of the subcommittee's activities for this year. Additionally, the GAM subcommittee was able to get a signed proclamation ensuring that Georgia Archives Month will again be celebrated in October of next year.

Mentoring Program Coordinator

Cathy Miller reporting for Geoff Hetherington

Geoff was meant to be the assistant mentoring program coordinator this year, but he took over mid-year and has been working hard to catch up this second half of the year. He reached out to Christina about the possibility of coordinating with other committees to schedule new member contacts. Cathy has had experience herself interacting with a new member who was interested in being a mentee in the mentoring program, so she thinks coordinating in this way is an excellent idea. Reaching out to new members soon after they join seems like it would be a particularly effective way of finding new mentees. Last year, when Cathy was the Membership Committee chair, she had tried to begin a new member email outreach campaign, but it turned out too clunky at the time. She believes it would be worthwhile to brainstorm and try to come up with better strategies to engage with our new members (in addition to the new membership packet that is sent out to make new members aware of all of the resources they have available to them as members of SGA). Starting in 2023, Geoff would like to see an updated list of active mentors. Some mentors listed as “active” do not seem to have actually been matched in some time. Geoff has spoken with the program committee chair about hosting an informational session on the mentoring program at the annual meeting. Geoff will be showing how the mentoring program is a key part of the leadership orientation session that SGA offers.

RAAC Liaison

Sheila McAlister

RAAC as an organization is really struggling. There are about four people in the steering committee, and there have been some recruitment issues. Many of the participating organizations have not seen a return on the investment required to have representation in the organization, resulting in a loss of membership, and as a result, RAAC as an organization appears to be slowly dying. Sheila believes a conversation should be had during the January board meeting should be whether to revamp the RAAC liaison position such that it is more of a position focused on liaising to allied organizations, specifically here in the state of Georgia. She suggests that it might be more worthwhile to pay for a GLA membership for this revamped liaison position.

OLD BUSINESS

Business/Continuity Disaster Planning Task Force Update

Christina Zamon

It was a hectic year for this task force.

Update on “Georgia Archival Repositories” List

Mandy Mastrovita

Cathy already updated everyone about the Georgia Archival Repositories list in her President's report. Mandy doesn't have anything to add to Cathy's update.

NEW BUSINESS

SGA Membership to GAI Students

Mike Santrock

Mike would like the board to consider offering graduates of the Georgia Archives Institute a free one year membership to SGA. Josh and Cathy did the math on this, and it would cost about \$700 a year to give all GAI graduates a one-year membership. The board discussed the issue, and several members agreed that the offer of membership in SGA should be limited to GAI graduates who are residents of (or employed somewhere within) Georgia. Others thought that perhaps the offer should be made to all graduates, with membership granted only to those who accepted the offer. Another suggestion was that perhaps sponsors could be recruited to donate an extra \$35 in order to gift an SGA membership to GAI graduates. The board overall decided that they were interested in GAI graduates being able to receive an SGA membership in some way in the future. The working out of the logistics of this issue have been deferred to the January board meeting.

Potential 2024 Joint Meeting with GLA

Cathy Miller

There are many benefits to conducting a joint meeting with GLA, particularly if they continue to be willing to give SGA their own archives-focused track at the conference. But it isn't feasible without a full board to oversee such an ambitious project. GLC is much bigger and more expensive than SGA's annual meeting, and there are a lot of logistical details that would need to be worked out. The suggestion was made that, perhaps, an alternate way of partnering would be for SGA and GLA to come together to offer dual conference registration for one price.

The possibility of moving the meeting to November was discussed briefly in connection to this partnership.

[Note: much of the board discussion on this topic was inaudible due to speaking members being further from the recording source]

Approval of 2023 SGA Board Appointees

Cathy Miller reporting for Holly Croft

The following appointees are presented to the board for approval:

Assistant Mentoring Program Coordinator:

Kate Daly, Visual Cultural Archivist, Atlanta History Center

Assistant Outreach Committee Chair:

Rebecca Sherman, Senior Collections Processing Archivist, Rose Library, Emory University

Assistant Website Manager:

Madison Mosely, Metadata Specialist, Digital Library of Georgia

Georgia Archives Month Subcommittee Chair:

Emily Halevy, National Accounts Manager, Preserve South

Scholarship Committee Chair:

Autumn Johnson, Special Collections Librarian, Georgia Southern University

Cathy put forth the motion to vote for the appointees, and it was seconded. The motion passed.

Continuing Recruitment for 2023 Board Members

Cathy Miller

There are still three open elected positions on the board. Nominations were made for these positions on the last ballot, so Cathy is going to reach out to those nominated and see if they are interested in filling these positions. If they are, a special election will be held with a ballot shared with the membership. There are also a few appointed positions that still need to be filled, including the assistant communications director and the assistant education committee chair. Tamara has agreed to stay on as the administrative assistant, so thankfully that position will not remain open.

ANNOUNCEMENTS

There are no announcements.

Board Meeting Schedule

TBD

ADJOURNED

Addendum:

The following individuals were approved for the listed appointed positions by their names via an email vote on December 9, 2022. A motion was put forward by Cathy Miller, SGA President, and seconded by Christina Zamon, SGA Vice President.

- Pamela Nye - Administrative Assistant
- Barbara Spence Orsolits - Assistant Education Committee Chair
- Serena McCracken - Assistant Communications Director

On November 16, 2022, a motion was put forward by Cathy Miller, SGA President, to remove the RAAC Liaison position from the SGA Board and move all RAAC responsibilities to the Past President/Nominating Committee Chair. The motion was seconded by Jennifer Wyatt, SGA Local Arrangements Committee Chair, and approved by a majority of voting Board members.