



BOARD BUSINESS MEETING MINUTES

November 8, 2023

Held via Zoom. Called to Order at 11:00 am.

Christina Zamon
2023 SGA President

In Attendance:

Cindy Barton
Lydia Brown
Doug Carlson
James Cross
Kate Daly
Deborah Davis
Haley-Marie Ellegood
Allison Galloup
Emily Halevy
Bill Hardesty
Geoff Hetherington

Josh Hogan
Autumn Johnson
Megan Kerkhoff
Josh Kitchen
Leah Lefkowitz
Alana Lewis
Mandy Mastrovita
Cathy Miller
Brittany Newberry
Pamela Nye

Michael O'Malley
shady Radical
Alison Reynolds
Jen Rockett
Tina Seetoo
Ashley Shull
Dallas Suttles
Sheron Sylvestre
Melanie Vincent
Christina Zamon

OFFICER'S REPORTS

Society of Georgia Archivists' Board

President

Christina Zamon

The board approved hiring an Administrative Assistant, so we recently hired Laura Davis for that position. We now have a stable PO Box that is regularly checked by Laura. She has taken over a lot of the Treasurer's responsibilities, and she has cleaned up and oversees QuickBooks. She is managing a lot of the administrator duties, including checking the mail, mailing out checks, etc.

A few months ago, we moved \$50,000 into a high yield savings account from our Truist money market account, so that we could earn more interest.

We signed the MOA to do a joint annual meeting with the Georgia Library Association on October 2- 4, 2024 in Athens, Georgia.

Earlier in the year, the board dissolved by email the RAC liaison position. We still work with RAC but didn't need a full committee member to handle it. The responsibilities of RAC are now a part of the President's and Nominating Committee's positions.

This year, we also had DEI training for the board members.

Vice-President/Membership Committee Chair

Joshua Kitchens

Josh reported that we had a great year, with 63 new members since January.

A group of ten SGA members toured the Bernard Zuckerman Museum of Art after the SGA Annual Meeting this year.

Past President/Nominating Committee Chair

Cathy Miller

Cathy will give her update later in the meeting.

Treasurer

Bill Hardesty

Greg resigned this summer, with Bill Hardesty taking over his position as Treasurer. This coincided with Laura Davis taking over the day-to-day management of things that the Treasurer previously did. Laura now manages the transactions in QuickBooks and Bill serves as a backup. Hiring an Administrative Assistant to do this has helped SGA to be much more efficient in processing payments and making sure that bills are paid on time.

Archivist

Maggie Thomas

Maggie did not have any updates.

Program Committee Chair, Annual Meeting

Leah Lefkowitz

The SGA Annual Meeting was structured differently this year. It was hosted both locally in Kennesaw and virtually through a separate session on a different date. They will be sending out a survey before the end of the year to see what worked and what didn't. Leah feels that the keynote speaker was great this year. The speaker was Professor Hank Klibanoff from Emory University, who talked a lot about his work in archives. He's also written a Pulitzer Prize winning book and has a podcast on civil rights.

We paid slightly more this year for a speaker because what we were paying in prior years didn't meet industry standards. Despite that, the cost was still lower this year because we only had a keynote speaker and didn't have a plenary. Also, Professor Klibanoff was local to the area, so we didn't have to pay for travel. The only other Program cost was printing the brochures.

Local Arrangements Committee Chair, Annual Meeting

Ashley Shull

Ashley shared that we essentially broke even between the income received from the registration fees and the Programming and Local Arrangement Committee expenses. Ashley agrees that it was great to keep the conference cost lower and to have a different format with it hosted at an institution like the KSU Center, where they have a great space with convenient parking. Ashley is looking forward to the feedback she receives once people complete the survey that's being sent out.

Vendor Coordinator

Christina Zamon reporting for Jenn Bielewski

Jenn was not on today's call, so Christina read her board report. We had eleven vendors at the SGA Annual Meeting last month and brought in about \$5,200. Christina said she appreciates everybody who came by and talked with and supported our vendors because they're an important part of our annual meeting. Their funding helps to keep our registration costs low, and to make this meeting accessible to as many people as possible. Christina was thankful to Jenn for coordinating this and to all that supported SGA.

Administrative Assistant

Pamela Nye

Pamela gave the Administrative Assistant update. Pamela was the Administrative Assistant until Laura Davis was hired.

As of October, we've increased the active members, including both individual and student memberships. Laura cleaned up the email list serv and membership numbers in Wild Apricot, so we can save money and get a lower annual subscription price.

Laura's also now responsible for taking the board meeting minutes. She's currently working on setting up an online storefront, working on the budget for next year, and continuing to update documents and procedures.

Christina believes that things are running much more smoothly and efficiently now that they have someone handling a lot of these day-to-day tasks.

Provenance Editor

Michael Law

Michael was not on today's call, but he provided a board report with his updated information.

Communications Director

Megan Kerkhoff

Megan said that they published the annual magazine in February, which included articles from Digitized Habersham and Georgia State Grant Project from AFL-CIO. They publish to the blog quarterly, but would like to do this more often. Also, they publish a post on SGA social media about once a week and SGA has gained followers on almost all platforms.

Website Manager

Mandy Mastrovita

Mandy had to restructure the metrics for the analytics reporting because Google Analytics transitioned to GA4. Now, it's slightly different from the way the old report was generated, so she's converted all the Google Stats and she's also included a glossary. Google Analytics 4 is much more marketing centered and is weighing certain results, such as the most important metrics for site usage. She also finds it very helpful that it includes the top 5 queries, so you can find how people search for SGA or for an event. Mandy thinks it might be helpful to consider the way that people are searching for us by incorporating that text in the body of those pages that are created when we're planning these sites, pages, or events.

Education Committee Chair

Shady Radical

Shady shared how they had successfully produced 8 workshops this summer and fall with the last one being the pre-conference workshop at Kennesaw. Overall, they had a total of 99 registrants. The expenses totaled \$2,100 for the \$300 honorariums awarded to each facilitator. Shady said that one helpful suggestion moving forward was to have these workshops during work hours and on weekdays, when more people from SGA are available to participate.

Shady is currently transitioning the position to Tempe Stewart, who will be taking over as chair and continuing to serve as the ex officio board member of Georgia Archives Institute. Tempe recently went to the Georgia Archives Institute meeting and talked about providing the scholarship for the Georgia Archives Institute graduate member. This was something that came up during Michael Santrock's board position last year and it never got resolved this year, but it is on Tempe's list for 2024.

Shady and Tempe are also working on changing all the virtual workshops into webinars and hosting them on the webpage.

Scholarship Committee Chair

Autumn Johnson

The Scholarship Committee worked with the Communications Committee this year in advertising scholarship opportunities. Autumn expressed that it was great having scholarships advertised on social media.

They awarded four out of the six scholarships this year. The Hart scholarship drew the most attention. They were not able to award the Spencer and Weldon scholarships for various reasons.

Ashley Bennett will be the new Scholarship Committee Chair. Autumn and Ashley are working together to revise the handbook, including updating language about who can apply for scholarships. By changing some of the eligibility requirements, they are hoping to see a greater number of applicants for each of these scholarships.

Outreach Committee Chair

Virginia Blake

Virginia did not provide an update today.

Georgia Archives Month Subcommittee Chair

Emily Halevy

A big difference this year was having fundraising efforts consolidated with the Vendor Coordinator. SGA was not only asking for money in conjunction with the annual meeting but also many other benefits that were provided to the vendors. Emily thinks it would be helpful to do an analysis of that fundraising method to see if it should go back to how it was done previously. She believes that we didn't necessarily lose any vendors because of this method. It also alleviated some of the stress off the Georgia Archives Month Subcommittee.

As discussed previously, it's still to be determined whether Georgia Archives Month remains a subcommittee or if the activities roll up underneath the Outreach Committee.

We did gauge the interest in having a photo OP with the Governor. Emily feels confident that next year we will be able to have an in-person photo OP, if we can get ahead of that and get on the governor's schedule.

Emily also looks forward to getting Pam up and running to take over her role next year.

Mentoring Program Coordinator

Geoff Hetherington

Geoff reported that they had a technical issue this year, which derailed some projects that they had planned on working on. However, everything was sorted out and they are back on track.

They had ten active pairs this year, and there are two pending pairs at the end of this year.

Geoff reminded everyone that they need more mentors. If anyone is interested, he encouraged them to reach out to him or Kate Daley, the incoming coordinator. Geoff reminded everyone that they have a lot more to offer as a mentor than they think they do.

ANNOUNCEMENTS

The President's Award

Christina Zamon

Christina awarded the President's Award to the Fox Theatre Institute. The official letter went to Leigh Burns at the Fox. The nomination came from Cathy Miller. Cathy nominated them due to their last couple of years holding archives night at the Fox and for being a great support of the archival community.

2024 Board Members

Cathy Miller

Below is the list of 2024 incoming board members, both elected and appointed.

Vice President/President-Elect - Tamara Livingston
Archivist - Virginia Blake
Assistant Program Committee Chair - Brittany Newberry
Assistant Local Arrangements Committee Chair - shady Radical
Nominating Committee Member 1 - Kelly Zacovic
Nominating Committee Member 2 - Monet Lewis-Timmons
Assistant Communications Director - Faith Plazarin
Assistant Education Committee Chair - Alison Reynolds
Assistant Mentoring Program Coordinator - Hannah Stubblefield
Assistant Outreach Committee Chair - Gaby Hale
Georgia Archives Month Subcommittee Chair - Pamela Nye
Provenance Reviews Editor - Brittany Parris
Scholarship Committee Chair - Ashley Bennett

SGA Fellows

Cathy Miller

The Society of Georgia Archivist Fellows Award recognizes outstanding contributions to archives and archivists in Georgia. There were multiple nominations submitted for two

Information and Conservation professionals in the state of Georgia. The 2023 SGA Fellows are Deborah Davis, Director of Archives and Special Collections at Valdosta State University, and Tina Seetoo, Preservation Manager at the Delta Flight Museum. Cathy shared some excerpts from these nominations that were submitted.

2023 SGA Scholarship Awardees

Autumn Johnson

Below are the list of 2023 SGA scholarship awardees:

Brenda S. Banks, Educational Workshop Scholarship - Karen Williams
Carol Hart Scholarship - Miranda Christie
Anthony R Dees, Educational Workshop Scholarship - Sharon Sylvester
Larry Gulley Scholarship - Vance Lewis

Most of these scholarship awardees have already contributed to the SGA Blog about their experiences.

David B. Gracie Award Winners

Cathy Miller

Michael was not on today's call. Cathy Miller shared that the winners of this year's David B. Gracie award went to Autumn Johnson and Anne Merriman for the article, *Managing Sustainability and Scalability with Successful Archival Projects: Two Lone Arranger, Dual Role Archivists Case Studies*.

NEW BUSINESS

Revision to Bylaws

Christina Zamon

Now that SGA has hired an Administrative Assistant to help the board and our committees, it will take the weight off their day-to-day administrative work, and they can focus more on their programs and activities. As a result of these changes, Cathy, Josh and Christina will be working together to create a revised set of bylaws. Since there is no longer a secretary, they are looking to convert that role to a member at large role, so that when voting happens there's an odd number of eligible votes. There has also been some shifting in board roles and committees, as Laura has

taken on some of those activities. The plan is to have a draft set of bylaws to go up to the board in January for a board vote. Christina encourages everyone to check their inboxes regularly. If it is not passed in January, it will go back for revision and then come up again in April. Christina hopes that we will get that revised and passed early in the year and once we have those bylaws passed, we can rewrite our handbook.

New member emails

Christina Zamon

Laura has created a way to send out automated messages to new members periodically throughout the year to inform them of various aspects of SGA, how they can get involved, and what work our various committees do.

SGA Online Storefront

Christina Zamon

Christina and Laura are investigating a possible storefront for SGA, as there was some interest expressed in having an SGA swag store where they can get SGA branded materials. There is the possibility of any revenue from that going into our scholarships and awards. Now that we have a better handle on our finances, we'd like to expand scholarships and awards going forward and hopefully the storefront will help with that, as well.

Provenance Ecommerce Site

Christina Zamon

We closed the e-commerce site that we were paying for because very few people had used it, and many didn't know there was a site. Provenance is also available through Digital Commons and it's freely available online.

Adjournment

Christina made the motion to adjourn the meeting. Cathy Miller seconded the motion. The meeting ended at 11:58 am.

Submitted by:

Laura Davis, SGA Administrative Assistant