



BOARD MEETING MINUTES

April 28, 2023

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

CALL TO ORDER, ROLL CALL, & INTRODUCTION OF VISITORS

Christina Zamon
2023 SGA President

In Attendance:

Christina Zamon	Joshua Kitchens	Cathy Miller
Pamela Nye	Megan Kerkhoff	Maggie Thomas
Ashley Shull	Mandy Mastrovita	Madison Mosely
Emily Halevy	shady Radical	Tempe Stewart
Geoff Hetherington	Leah Lefkowitz	Jenn Bielewski

Guests: Meredith Mitchem, Brittany Newberry, and Donnie Summerlin

READING & APPROVAL OF MINUTES

Christina Zamon

Christina made a motion to approve the January 2023 SGA Board Meeting minutes. Cathy seconded the motion. The motion passed.

OFFICER'S REPORTS

Society of Georgia Archivists' Board

President

Christina Zamon

Christina received a contract to hold a joint meeting with GLA. Christina along with Cathy and Josh will be reviewing the contract for the 2024 meeting. The October 2022 meeting minutes were approved over email. The DEI meeting with Michelle Ganz went very well and the recording is posted in the shared drive for board members who were not able to attend. Cathy and Pam cleaned up membership role issues including approving new members, etc. Christina will speak later about her meetings with two financial advisors as well as the idea of streamlining board roles and restructuring.

Vice-President/Membership Committee Chair

Joshua Kitchens

Josh has been working with various people on a number of issues. The Membership Committee will be meeting soon. Josh has also consulted with Greg on some Treasurer tasks.

Past President/Nominating Committee Chair

Cathy Miller

Cathy has started some preliminary recruitment for the 2024 board. Cathy asked the board members to provide any suggestions for a Fellows nominee. She has already sent out some calls for nominations.

Treasurer

Greg Drummond

Greg has sent out a preliminary budget, but there were still some numbers missing, so it is not a finalized budget. A vote will be held via email.

Archivist

Maggie Thomas

Maggie attended the DEI training. She has updated all board and committee reports through January 2023 onto the external hard drive, as well as updated the SGA blog posts through April 2023. SGA Instagram has been digitally archived and backed up onto the external hard drive. Maggie is working with the digital archivist at KSU to try to archive twitter and Facebook posts. All the information on the network drive, the hard drive, and on the SOGA website match each other. Maggie is continuing to work on the SGA retention policy.

Program Committee Chair, Annual Meeting

Leah Lefkowitz

Leah has published the recordings from the 2022 Annual Meeting on YouTube. The committee also sent out an assessment to figure out popular themes for the upcoming meeting, which included DEI, digital archives, copyright, and oral history. This year's theme is *Evolving Technologies: Using Digital Spaces Effectively*. Leah has been working closely with Ashley and Christina. The sessions will be recorded and may include a second part a few weeks later that would involve virtual content. Leah asked everyone to put out a call for proposals. The keynote speaker will be Professor Klibanoff from Emory.

Local Arrangements Committee Chair, Annual Meeting

Ashley Shull

Ashley and the Local Arrangements Committee will be meeting in the next few weeks to finalize everything. They have been pricing things out and have looked at hotels for a block or a corporate discount. Josh and Christina suggested going with the discount because it will probably be cheaper and we won't be locked into having a whole block of rooms. Embassy Suites and Dry County Brewing Co. have space that can be used as a possible reception space. KSU does not allow third party organizers to serve alcohol and we would have to pay more in liability insurance. Ashley thanked Josh, Greg, and Christina for getting the liability insurance waiver handled. The event contract with KSU has already been signed.

Vendor Coordinator

Jenn Bielewski

Jenn and Emily met in February to discuss how to combine or share sponsorships for both the annual meeting and GAM events. If a vendor decides to sponsor SGA, then those monies will go to both events. They will meet again to iron out the details and include the Treasurer to figure out how this will work in the budget so it comes out fairly. They also mapped out how it could possibly work with the co-hosted meeting being held in 2024. Jenn asked to be included in the next Program Committee meeting.

Administrative Assistant

Pamela Nye

Pamela thanked Tamara and Cathy for all of their help for getting her up to speed on the system. Pamela shared that she has received some recent questions from members. One question focused on the steps for verifying student level membership. Cathy stated that it is a very informal process and that we don't necessarily need a transcript, just a screenshot or something that verifies somehow that they are enrolled. Christina asked how we verify when they come up for re-enrollment. This needs to be looked into. They can also use the pay-as-you-can level. Cathy noted that it is posted that the student level should last only four years. Pamela was also curious about targeting archivists in underrepresented geographic areas. Pamela will be sending out letters to people who have lapsed memberships.

Provenance Editor

Michael Law

Michael was not in attendance. Christina shared his report. For the first quarter, there have been 3,077 downloads. The most accessed item at 105 is *Only Connect: Communities, Archives, and the Making and Keeping of Memory*. The next volume of *Provenance* has a release date of October 1, 2023. Two articles and one review has been submitted. There has been no usage of the e-commerce site. Cathy put out a call for editorial board members. They will also be recruiting for an associate editor when Felecia Moore takes over as editor.

Communications Director

Megan Kerkoff

Megan shared that they had a successful quarter. The magazine was published and had a lot of great submissions. The blog and social media has been posting regularly, including promoting SGA's announcement for proposals for the annual meeting and for the upcoming scholarships. All social media platforms have gained followers.

Website Manager

Mandy Mastrovita

Mandy was unable to access her report on the intranet.

Education Committee Chair

shady Radical and Tempe Stewart

The Education Committee, led by shady Radical, has had some changes, including Tempe Stewart stepping up as the Assistant Chair. The committee has met several times to review the survey. They are working on reformatting past workshops into webinars, which will be posted on the website.

One thing of note is about *Black Memory Workers, Archives, and the Body*, which will be a set of virtual workshops. Cathy asked about the budget and how it will be handled to cover costs. The committee had looked at that aspect. Christina pointed out that some of the previous workshops were all day, but the virtual ones may only be a half-day, so they would not have the same amounts for the honorariums. Tempe shared that they have a list of schools, organizations, etc. to reach out to in order to promote the workshops. Christina made a motion to move forward on the virtual workshops. Pamela seconded the motion. The motion passed.

Scholarship Committee Chair

Autumn Johnson

Donnie Summerlin filled in for Autumn. The Scholarship Committee met in February to review the budget, timeline, and responsibilities. The committee identified appropriate listservs and program contacts to distribute announcements. The SGA Communications Director was also contacted and shared information on SGA social media. There were eight completed applications for the Carroll Hart Scholarship. Maranda Christy was selected and will be attending GAI. The application deadline for the Banks Scholarship is tentatively May 31.

Outreach Committee Chair

Virginia Blake

Virginia was not in attendance. Christina shared her report. The Outreach Committee is coordinating with the Membership Committee to compile a list of academic programs in Georgia for the purpose of outreach, information sessions, etc. They discussed ideas for student outreach, including content for undergraduate and graduate programs and how to contact graduate students in various programs. They are also planning potential social events for the annual meeting and possibly a meetup in the summer. Cathy wants to continue the discussion about evaluating the committee becoming an advocacy committee.

Georgia Archives Month Subcommittee Chair

Emily Halevy

Emily had two updates to share. She and Jenn reviewed the framework for the new fundraising model. They need to confirm if this will roll out this year or next year. The theme is *Sparking Curiosity: Illuminating Digital Collections*, which plays off of the annual meeting theme and ties into Electronic Records Day.

Mentoring Program Coordinator

Geoff Hetherington

Geoff shared that there are currently six active pairs and one pending. Geoff is working on finalizing the mentoring handbook, which was started by the predecessor coordinators. He met with the Nominating Committee and Membership Committee to plan a social event(s) aimed at new SGA members. He will be working with Kate to evaluate and potentially update the cohort program.

OLD BUSINESS

2024 Joint Meeting with GLA

Cathy Miller

Cathy and Christina have been in communication with GLA. Their board recently voted in favor of having a joint meeting with SGA. The next step is to review the agreement before signing off on it. Cathy pointed out that their registration fee is much higher than SGA's, so they will need to discuss the possibility of a compromise.

Financial Planning and Possible Reorganization of Board

Christina Zamon

Christina has met with two financial planners. The conclusion is that no financial advisor wants to take us on because we don't have enough money. The free advice given is that the biggest thing we need is structural stability, which means to hire a part-time administrator that can ride out the yearly turnover since we are volunteer based. They would be able to provide consistency, manage the books, update our website, and manage technological clean up work, etc.

Christina shared the job criteria/position description. The pay would be between \$20- \$25 an hour. There would be the need for up front clean up with possibly more hours, but it would usually be 20 or so hours of work per month. The estimated cost is \$600-\$800 dollars on a monthly basis after the initial cleanup. This would eliminate some board positions, such as website coordinator, admin position, secretary, and also relieve some duties off of other positions. Christina made a motion to create this position as a paid position. Josh seconded the motion. The motion passed.

The second motion put forth was for setting a budget to pay for the ad for this position. Josh seconded the motion. The vote passed. The board will pay to post this job.

The third motion put forth was to have a threshold maximum for spending on posting for this position, if there is a need to pay for posting on sites. The motion is to authorize up to a \$400 maximum limit to post on appropriate job listing websites. Cathy seconded the motion. The motion passed.

NEW BUSINESS

Dropping e-commerce Site

Christina Zamon

The idea of dropping the e-commerce site has come up in previous meetings. Our only use for this site is to offer individuals or organizations a way to order a print on demand copy of *Provenance*, which has never been used. Since the site is not being used at all and costs \$900 a year, then it makes sense to stop using it. Christina made a motion to sunset the e-commerce site. The motion was seconded by Josh. The motion passed.

SGA Table at SAA

Christina Zamon

Christina asked if anyone would be available to man the table at SAA this year. Emily and Pam tentatively offered the possibility of taking a shift at the table.

ANNOUNCEMENTS

Board Meeting Schedule

TBD

ADJOURNMENT

Christina made a motion to adjourn the meeting. Cathy seconded the motion. The meeting ended at 11:46 pm.

Submitted by:

Louanne Theus, SGA Interim Secretary

ADDENDUM

2023 Budget

A vote was held via email on June 6, 2023 to approve the 2023 SGA budget. The motion was presented by Christina and seconded by Josh. The motion passed.