



## BOARD MEETING MINUTES

July 21, 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 Cathy Miller Michael Law Pamela Nye Emily Halevy Joshua Kitchens Ashley Shull Kate Daly Megan Kerkhoff shady Radical Mandy Mastrovita Autumn Johnson Leah Lefkowitz Jenn Bielewski

### READING & APPROVAL OF MINUTES

Christina Zamon

Cathy Miller made a motion to approve the April 28, 2023 SGA Board Meeting minutes. Ashley seconded the motion. The motion passed.

# OFFICER'S REPORTS

## Society of Georgia Archivists' Board

### President

Christina Zamon

Christina mentioned that we hired Laura Davis in July to be our Part Time Administrative Assistant. She's currently working on getting Quickbooks cleaned up and going over our lapsed member list. She's removing anybody that lapsed in membership prior to 2022 and following up with anyone that lapsed for the last 18 months (2022-present). She found some areas that we could possibly save some money in our Wild Apricot and Quickbooks subscriptions.

We also finalized our contract for the joint meeting with the GLA in 2024. Christina will get in touch with the people doing programming for 2024. According to the contract, we need a group of people for Program and Local Arrangements to join up with their Program and Local Arrangements. Expect emails from Christina about getting that going. That's October 2-4<sup>th</sup> in Athens, Georgia for those that are a part of that program.

### Vice-President/Membership Committee Chair

Joshua Kitchens

Josh was not in attendance during his update (he attended later). Christina discussed getting the information from Josh for the SAA table for next week's meeting. Christina is going to reach out to Josh to see if she can get the information from him.

### Past President/Nominating Committee Chair

Cathy Miller

Cathy mentioned that we had a couple of SGA Fellow nominees, which would be voted on as a part of new business. She sent out a ballot to all of the past SGA Fellows and they voted on that (she had ten total votes from SGA Fellow). The two nominees are Deborah Davis and Tina Seetoo. Cathy also said that they've had a lot of movement with recruitment regarding next year's Board which is very encouraging.

### Treasurer

Greg Drummond

Greg was not in attendance and did not submit a report. Christina said that Greg and Laura met yesterday and that he's sending over the bank account information to Laura to reconcile the bank accounts to Quickbooks.

## Archivist

Maggie Thomas

Maggie was not on the call. Christina read her report. Maggie is currently working with KSU Digital Archivists to archive the SGA Facebook, Twitter and Youtube accounts, and working to back things up such as the hard drives, records received from SGA board members, board votes on policy changes, etc. She's also working on the Wild Apricot intranet clean up (something Maggie will begin working with Laura on) and revising the SGA retention schedule (last update was 2019).

## Program Committee Chair, Annual Meeting

Leah Lefkowitz

Leah said they've made a lot of progress for the SGA Annual Meeting in the fall. They have the keynote speaker, Professor Klibanoff, confirmed and he signed the paperwork. He is going to talk some about his Podcast Buried Truths, which is about civil rights in Georgia.

They only received 18 conference proposals, which was less than what they've received in prior years. Leah extended the deadline and received more submissions. They tweaked a few things to make it work, including extending the 15-minute presentations to 20-25 minutes so they can have two presenters in a session instead of three.

Leah and Ashley met a few weeks ago to discuss the conference structure and what they wanted to include beyond just the sessions. They also talked a little bit about technology. They would like to record the sessions if the presenter is okay with doing that and they would like to make these available a couple of weeks later. They also talked about having this post conference virtual gathering, where presenters are possibly available for question-and-answer sessions. Ashley said there should be laptops and projectors there, and they can use Zoom to record it. However, they would need microphones so if they don't have them at the event, they will need to bring some with them.

Leah would also like to hold an SGA leadership panel like last year. She prefers keeping it a more casual setting where people feel comfortable asking questions. Leah and Ashley were also brainstorming about doing "dine arounds" as an opportunity for people to network. In the last survey from the conference, networking was high on the list of why people attend these events.

She would also like to figure out the date for the virtual meeting because presenters will need to know that. They are going to show the recorded sessions but also include some live virtual sessions. Depending on how they move forward with that, Leah will send a second call out for virtual sessions. Ashley and Leah expect to get a program done by early August where they announce the keynote speaker, with the caveat that some of the times may change.

## Local Arrangements Committee Chair, Annual Meeting

Ashley Shull

Ashley shared the SGA Annual Meeting Budget. She shared the food and beverage budget and suggested keeping it to soda and snacks on Thursday afternoon. Starbucks is donating coffee to the event on Friday morning. Ashley also shared that they would do a continental breakfast on Friday morning. Ashley confirmed that they don't have to use the event venue's catering. They can bring food from outside as long as it doesn't require a sterno. Jennifer suggested using EzCater.com and that they will come in and set it up for you, so that is an option instead of the committee doing the restocking themselves. Ashley's would also like to get some yard signs printed to put where the parking is with the SGA logo that says, Welcome to the SGA Annual Meeting.

Ashley is currently trying to find a location for the Thursday evening reception, since the brewery space that she originally intended on booking is a little too small (capacity is 30 and they may only get about 80 people to attend). Ashley's had difficulty finding something that's close to KSU. It's an option to do it at KSU, however, it will be expensive (we have to use their caterers) and they don't allow alcohol there. She knows of some places in downtown Woodstock, but that's further North. In the meantime, she's going to look into venues in Marietta, since it's further south and closer to home for most folks.

Christina recommended that we go with the \$120-\$125 range for the conference fee. The goal is to get the registration up by early August.

## Vendor Coordinator

Jenn Bielewski

Jenn is going to see how we can find some sponsorship money for the reception. Jenn plans to send out sponsorship information next week in hopes that there is a vendor interested in sponsoring the keynote speaker. Jenn will reach out to Ashley and Leah to add sponsorship levels to the virtual component and to the reception. Christina asked Jenn if she had spoken with Autumn regarding possible contributions to

scholarships for vendors. Jenn said that she would reach out to Autumn and see what ideas she has there.

## Administrative Assistant

Pamela Nye

Laura and Pam met on July 10<sup>th</sup>. Pam said that she changed over her signature and that Laura now has full access to everything. Pam will work with Laura on any questions going forward. Pam suggested that we temporarily leave Tamara on as an Admin in case we needed to ask her any questions.

Christina mentioned that we first need to get Laura on the bank account and then will set up a PO box for her. Currently, checks are going to Greg's home address in Lawrenceville and he is the only one that can write the checks. Another thing Christina noticed about the checks is that they still say SunTrust and have our old PO Box, so we need to get new checks, as well.

Cathy mentioned that in 2021, when Rosemary moved out of state, she went to a Suntrust Bank location out of state, and Holly / Josh / Cathy were at a Suntrust Bank location in Atlanta, and they were able to coordinate the change over of the bank accounts that way.

## Provenance Editor

Michael Law

Provenance is going well. Michael said that they have enough article content for the next fall issue edition, but they could use book reviews and would like to have a few more before issuing a full issue. They expect to have that done by October 1<sup>st</sup>. They did not have enough content for a spring issue.

They added Alison Reynolds as a member of the Editorial Board, and now have 7 members, which is a good number. They've had 4,021 downloads this quarter which is one of the highest they've ever had. They have seen usage way up but haven't gotten submissions like they did in the past. Felicia is going to take over this role in January and she will put together the spring issue. They continue to work together and he's hopeful that she will be able to get a Reviews Editor and Assistant Editor position to help Felicia.

## Communications Director

Megan Kerkoff

Megan shared that they had a normal quarter. They post once a week to social media and have been promoting the summer workshops series. They recently received a post from our Carroll Hart scholarship recipient. We've gained new followers on all platforms and look forward to promoting the annual meeting in the fall.

## Website Manager

Mandy Mastrovita

Mandy was on the call but her microphone was not working, so Christina read her report. Mandy said that numerous education committee related emails were directed to the web manager, and all emails answered and forwarded to the education chair. There was an issue with a job listing submitted without salary transparency, and the listing was removed by the board. There are some changes that need to be made in the Georgia4 upgrade that may need to be reviewed by other members of the board to complete the upgrade.

## Education Committee Chair

Shady Radical and Tempe Stewart

Shady said that they have been working on the Virtual Summer series and that things have been going very well. They have eight series in total and completed three. The first workshop had 25 registrants (that's the goal for each workshop), the second workshop had 22 registrants and the third had 7 registrants. Since registration numbers have been going down, they're trying to figure out ways of promoting these events. The next workshop on July 29<sup>th</sup> with Robert Thompson has 3 registrants and the one with Holly Smith has 3 registrants. The workshops on September 16<sup>th</sup> and September 24 each have 1 registrant. The workshop in October currently has no registrants.

They are working hard to promote this. They posted on Social Media and listservs, and have posted information in libraries and coffee shops around Atlanta. They would like to turn these workshops into Webinars. Christina said that if anyone has suggestions for where to promote the summer workshop to reach out to Shady.

## Scholarship Committee Chair

Autumn Johnson

Autumn advised that the committee distributed the announcement for the Banks Scholarship in May, where they covered one workshop rather than the new series format to maintain our budget. The fulfillment of the scholarship is ongoing. The funds

for the Edward Weldon scholarship for 2023 were not distributed. What we had budgeted for the Edward Weldon scholarship was well below the registrations for the SAA conference, but we are working to fulfill the scholarship for the 2021 awardee.

There have been questions from multiple awardees about reimbursement and why they need to pay these fees upfront. We are going to look into ways of making this whole process smoother. Christina said the whole process needs to be better outlined and documented to make sure that funds are all there so that when scholarships are being awarded, we don't run into issues.

The Carroll Hart Scholarship recipient (Miranda) wrote an article as fulfillment requirements of the scholarship. The committee met virtually to discuss awarding the Dees, Gulley, and Spencer scholarship awards. They opted to do it earlier than in the past couple of years so there's more time for folks to plan travel, so this will be announced on August 1<sup>st</sup>. Christina reminded of the importance of everyone checking their SGA emails on a regular basis because there are time sensitive issues.

## Outreach Committee Chair

Virginia Blake

Virginia was not in attendance but had nothing new to report. They are soon meeting to discuss social events for the Annual meeting and a meetup in the fall. They are also discussing ideas for student outreach.

## Georgia Archives Month Subcommittee Chair

Emily Halevy

The theme of the Georgia Archives Month this year is Sparking Curiosity: Demystifying Digital Collections. She's in need of people to send along photos for this year's poster (floppy disc, hard drive, physically scanning things, images from the 90's to now). She was approached about creating a webinar series that would fit in with the GAM theme this year. Autumn had a great idea to bring in the education committee, so she asked if Shady would like to help, as well. They would have 4-5 different topics that would be hosted in October and GAM would market all of it.

## Mentoring Program Coordinator

Geoff Hetherington

Geoff was not on the call but Kate provided an update. There are seven active pairings between mentors and proteges and she believes that's going really well. We did have issues with the AirTable account by losing all the data, but they are working on

recreating data in Google account. They will have two different applications – one for mentors and one for proteges. It should be a better system with having it all in Google. There are other projects in process, as well.

## OLD BUSINESS

### 2024 Joint Meeting with GLA

Cathy Miller

Christina said our next step is getting Local Arrangements and Program folks in touch with the GLA folks. Cathy confirmed that was correct.

### New Hire and Possible Reorganization of Board

Christina Zamon

Christina mentioned the hiring of the Administrative Assistant, Laura Davis, a couple of weeks ago. It will be a transition for the next 6 months until she gets up to speed and updates accounts. The hope is that by January we can revisit the Board roles and update the handbook. We will likely eliminate some Board positions going forward and redo others so that they're less intense (like the Treasurer position).

## NEW BUSINESS

### Lunch Arounds

Leah Lefkowitz

Leah gave an update on the “Lunch Arounds”. She wanted to know if people liked this idea and if it's something they would participate in. Christina is in favor of this and thinks it's a great way to network. Josh agreed that it's a good idea and it's something that he could help with.

### SGA Leadership Panel

Leah Lefkowitz

She asked if everyone was on board with doing another SGA leadership panel meet in greet, to talk about what everyone does and to build enthusiasm that way. Christina



said she would be up for doing that, as long as it doesn't interfere with her presentation. Leah said that she is happy to plan some questions for this.

## Virtual Content from Meeting

Leah Lefkowitz

Leah discussed when we wanted to schedule the virtual meeting. Christina asked if the virtual meeting was intended to be two days or just one day? Leah said we don't have enough content but prefers splitting it into two half days to prevent Zoom fatigue. Leah suggested that we wait at least three weeks for this meeting, to make sure all the recordings are ready. They are planning this for either November 8-9 or November 9-10 in order to have time to get everything set up.

## SGA Fellows Nominations

Cathy Miller

Cathy distributed nomination materials to all SGA Fellows so they can read through and make an informed decision, and they all voted in favor. As mentioned, we received two nominations: Deborah Davis at Valdosta University and Tina Seetoo at Delta Flight Museum. Cathy Miller asked if there was any discussion to be had on this. Josh abstained from voting because he knows one of the nominees. Cathy Miller made the motion to approve the nominations of Deborah Davis and Tina Seetoo. Christina seconded the motion. She will move this to an email vote to ensure that they get actual voting members confirmed, since not enough were on the call.

## Backup Email Systems

Joshua Kitchens

Daniel is head of IT at GPLS and they offered to serve as a backup of the SGA email systems. They will schedule a meeting for him and then create an Admin account and have him move forward with backing up emails for us. Christina agreed that its best to move forward with having those conversations. Ashley agreed that it would be a good option to move forward with this.

## ADJOURNMENT

Christina made a motion to adjourn the meeting. Josh seconded the motion. The meeting ended at 11:38 am.

Submitted by:

Laura Davis, SGA Administrative Assistant