



January 2023 Board Meeting Minutes

PRESENT:

Christina Zamon, Joshua Kitchens, Cathy Miller, Jessamyn Swan, Bill Hardesty, Greg Drummond, Pamela Nye, Leah Lefkowitz, Megan Kerkhoff, Maggie Thomas, Ashley Shull, Michael Law, Madison Mosely, Emily Halevy, shady Radical, Geoff Hetherington, Kate Daly, Autumn Johnson, Virginia Blake, Becky Sherman, Tamara Livingston

Guests: Doug Carlson and Marion Hudson

READING & APPROVAL OF MINUTES

Christina Zamon

The board members will need some time to review the October 2022 minutes and send any corrections to Jessamyn. A vote will be held via email.

OFFICER'S REPORTS

President

Christina Zamon

Christina has her objectives set for this year and some of those topics will be brought up later in the meeting. A major discussion point that began last year was on business continuity. She will be working with Josh and Cathy on that moving forward. She will also be taking a look at board positions as there continues to be a struggle getting members to volunteer, and to see if there are some efficiencies that we can build in. She will be meeting with a no fee financial advisor to look at our finances.

Christina is also focusing on rebuilding during this post pandemic year, especially regarding last year's hybrid meeting, which we were severely over budget, and not having a meeting set up for this year yet.

Last year, the use of the PO Box was discontinued and some of the transitions were a bit rocky. This will be worked on again in order to try to smooth out those transitions between board members.

Emily asked that the new Treasurer's address be sent out, especially to be used for fundraising and sponsoring letters. Greg will provide that information so forms can be updated. Tamara also suggested that Pamela will also need that address because every once in a while checks are sent to the Administrative Assistant. Greg informed the board that he had updated the address on the Google Docs spreadsheet and it has the current address.

Vice President/Membership Committee Chair

Josh Kitchens

Josh spoke about transitioning between board positions. He and Cathy will be having some meetings, specifically focused on financial planning. Josh will also be providing some information during the Treasurer's report along with Greg.

Past President/Nominating Committee Chair

Cathy Miller

Cathy has met with the two Nominating Committee Members, Alex McGee and Laura Starratt. They have begun conversations about recruitment for the board this year as well as about prospective candidates for SGA Fellows. They also have a couple of ideas in terms of engagement with members for recruitment. Cathy and Christina have also discussed options for possible restructuring of board positions.

Treasurer

Greg Drummond

Greg shared a quick rundown on the accounts. Our general account has \$2,915.22 and the money market account has \$58,119.84. Greg needs to get together with Josh to go over the PayPal account because he hasn't been able to get into it yet due to the two factor authentication steps, which is a recurring issue with the various accounts. Greg and Josh will be formulating a plan of action going forward and will be working on the budget requests that have come in from board members.

Christina asked if certain issues have been addressed regarding some of the ongoing expenses, such as Zoom and Wild Apricot and other annual subscriptions. The problem is that they are not all sent and linked with the Treasurer's email account, but Josh stated that if he is given the login information, then the Treasurer can go in and pay for it. He also suggested seeing if they will take an e-check. Every two years this may come up as an issue because of the transition period.

Archivist

Maggie Thomas

Maggie has been continuing her ongoing tasks. She is working on backing up records to the external hard drive. There is continued work on compiling and correcting the current inventory

of analog materials physically located in SGA Collection at Georgia Archives. She is also working on the clean up of the intranet on Wild Apricot, which is an ongoing job to make sure links to board reports stay active. She is also working on revising the SGA retention schedule, which was last updated in 2019.

Program Committee Chair, Annual Meeting

Leah Lefkowitz

Leah, Christina, and Ashley have met to talk about the conference, which will be discussed later in the meeting. Leah has also met with the Program Committee members. They reviewed the survey, which received some decent results. Some of the most popular topics that people were interested in were: DEI, copyright, and oral history. Leah is in the beginning stages of getting the conference organized and seeing if things may be done differently this year.

Local Arrangements Committee Chair, Annual Meeting

Ashley Shull

Ashley, Christina, and Leah did some initial investigating on potential locations for the Annual Meeting. There was discussion on modifying the format, which would include starting on a Thursday at noon and ending on Friday at noon. The Business Meeting would not be held at this time. This would be a more slimmed down version of the meeting, but we would still provide fruitful content. The idea is also to keep the location somewhere near the metro Atlanta area because the majority of our attendees are generally from that area, and there is also a variety of different venue spaces that we could potentially pursue as well. There is the possibility of moving it specifically to an academic institution as well, mainly because the fees and setup costs associated will be more affordable than holding it at a hotel. We would also book a hotel rate for those who are going to be traveling from a farther distance.

Ashley shared a recap of last year's meeting. The income from registration was over \$10,000, but the overall expenses were at \$31,104 with a large percentage of that coming from the AV expenses at \$14,779.70. This leaves us at negative \$20,184. Some of the options for this current year include: Kennesaw State University Center, Atlanta History Center, and the Knolls Center and the law school at Georgia State. Pricing as well as parking availability, hotels, and resources nearby were considered. KSU seemed to be the best option. The available dates are October 12 and 13. A possible location for the reception is the Bernard A. Zuckerman Museum of Art, which is a newer facility on KSU campus. Christina pointed out that we need a liability insurance certificate in order to hold the meeting at this location.

Vendor Coordinator

Jenn Bielewski

Jenn was not in attendance, so Christina shared her report. Jenn's activities planned in 2023 are to meet and combine sponsorship efforts with Emily, since George Archives Month and the Annual Meeting are in the same part of the year. Since she got a late start last year, she is looking to find sponsors sooner rather than later. She will also be working on how to recruit the next vendor coordinator and training them for next year.

Emily wanted to make sure that the vendors are more embedded in where the action is because that was an issue at last year's event. Christina stated that the vendors need to be where they can mix and mingle because if they feel like they are not getting any kind of meaningful interaction at our conferences, then they're not coming back and we need that vendor sponsorship to keep us solvent. It was also stated that SGA is already at a disadvantage with corporate sponsors because they prefer to attend the larger regional conferences or national conferences because our attendance levels are much smaller.

Administrative Assistant

Tamara Livingston and Pamela Nye

Tamara and Pam have been working on onboarding and transitioning the position. An important note is that there were three recent donations (a \$500 and two \$100), which were all in memory of Edward Weldon. Christina sent out thank you notes and received a very nice reply back.

Another interesting note is the pay-as-you-go or the pay-as-you-can membership option that was offered last year was utilized by four people. Tamara encouraged the board to continue to include this option. Last, but not least, we have a Google Workspace class set up, which is exciting.

Provenance Editor

Michael Law

Michael's report focused mainly on the results from the survey regarding a themed issue. Currently, for the spring issue, there are zero submissions. Michael suggested that we shouldn't try to do a spring issue because at this point the deadline is too close, even if we got submissions in the next couple of weeks.

He is suggesting that we go strictly with the fall issue and he will send out a call for articles. He will meet with the editorial board and collaborate on how to word a call for a themed issue. His tendency is to try to base the focus around whatever theme the annual conference has or certain presentations. Michael thinks it is unrealistic to ask people to come up with submissions for specific ideas out of the blue. Tamara suggested having an issue dedicated to the top library student papers with archival relevance. Josh mentioned that there had been a student issue a

number of years ago. Pamela thought it would be a good idea to reach out to the presenters of the conference because having their written work in an issue would be worthwhile, especially to those who are not able to attend the annual conference.

The student dedicated issue would be one thing, but a themed issue would more likely come out of the conference. The survey indicated that the strongest support was for an issue dedicated to social justice and archives. It was mentioned by shady that she is part of a new social justice archives and library science program at University of Alabama, which could be an option for sourcing some content.

Another point to be noted is that no one has been using or ever used the e-commerce site. The cost is about \$900a year. If it is just being used for the possibility of print on demand for *Provenance*, then it is not really cost effective unless it can be used for other things as well. One suggestion for the e-commerce site is to use it for selling swag.

Communications Director

Megan Kerkoff

Megan has been working on the magazine that is geared to be published this month. There are two regular submissions and we have a New Member spotlight and news from DLG and the Washington Beat as always.

Megan is meeting with Serena to brainstorm ideas to create a survey to figure out which social media sites people look to for announcements. They also would like to form an online group for members to chat and share ideas. Megan also shared that the social media sites are doing well and they have had some really great submissions.

Website Manager

Mandy Mastrovita

No report was provided.

Education Committee Chair

shady Radical

As the Education Chair, shady met with the committee on January 11th. There are four members and one new member who has submitted her application to SGA, but hasn't received feedback yet. The committee reviewed their goals and discussed ideas for the various workshops. The question arose as to whether the spring workshop is usually done in collaboration with DLG or can it be held separately. There is no formal agreement. The previous years' workshops just worked out that way. Now that a venue has possibly been decided on, shady wanted to know if the pre-conference workshops were still on the table. One classroom would be needed at KSU. Ashley will contact them for that information.

Last year, the workshop that shady presented had technical issues and it was not recorded. The previous chair had asked if she could essentially do another workshop and record that one in order to upload to the site. Instead of reproducing that workshop, it was suggested to turn it into a report so that the main points are included or some sort of other type of publication.

She will also be attending the GAI upcoming meeting as the SGA liaison.

Scholarship Committee Chair

Autumn Johnson

Autumn has been working with the outgoing chair to make sure that all of the proper documents are in place and making sure that there is continuity. The bulk of the committee's work is going to start in the first weeks of February. A main focus is to try and coordinate with some of the other chairs, such as Outreach, to try and get the word out about the various scholarships. Unfortunately, last year, we had a very underwhelming amount of applicants for almost each scholarship and in fact two went unawarded. The Carroll Hart Scholarship announcement will go out in the coming days. There are firm deadlines because it is connected to GAI. Autumn was curious about the eligibility requirements for the Hart Scholarship and was wondering if exceptions have been made in the past, specifically regarding whether someone needs to be employed full-time or can we accept applicants who are underemployed or are volunteers.

If there are changes that need to be made to the criteria, then it comes down to the discretion of the committee and would require an amendment to the handbook. Geoff suggested adding some kind of verbiage to the scholarship requirements about making exceptions.

Outreach Committee Chair

Virginia Blake

Virginia and the co-chair, Becky, will be meeting next week and then will hold a committee meeting in February to discuss ideas for the year. She also asked the board to send her any suggestions for events. They are continuing trying to figure out ways to reach out to undergraduate and graduate institutions to help get our name out to students.

Christina encouraged all board members to advertise any activities, events, and scholarships, especially to students who might be in graduate courses to engage them further as we do want to see more active participation by people considering coming into the profession, as well as those who are already in the process.

Georgia Archives Month Subcommittee Chair

Emily Halevy

Emily shared that she has a great team this year and has put out a call for upcoming meeting dates. She is going to be working closely with Jenn to try to streamline sponsorships across the vendors and make sure that we're hitting up our sponsors and asking them for broader sponsorship across the whole organization, which would include exhibiting and any other activities that we might be reaching out to vendors to donate funds towards. They are also focusing on getting a theme organized and reaching out to Sheila to structure the Digitization Grant that was started last year.

Emily explained that they have a budget surplus and that it had been previously discussed to roll over those funds into the General Fund. GAM would like to secure \$1,500 to go towards the Spotlight Grant and supplies that we need to make sure that we have that outside of our vendor request. We may have about \$1,000 that would go back into the General Fund.

Mentoring Program Coordinator

Geoff Hetherington

Geoff shared that the informational session at the Annual Meeting was very well attended. There was some good feedback and interest about the program. One issue has been finding mentors. There are a number of mentees who are in need of being matched up with a mentor. We only have one pairing so far, which leaves us with nine in need. The main goal this year is to recruit more mentors so that we have them available for any new applicants. Geoff wanted to encourage anyone who may be interested in being a mentor to please contact him.

OLD BUSINESS

GAI Graduates to Receive Year-long Membership to SGA (shady)

Last year, the idea was brought up that Georgia Archives Institute graduates should receive a year-long membership to SGA. If this were granted, it would mean that we would not be bringing in that income. Cathy brought up the fact that we are looking into speaking with a financial planner, so now would not be the right time to vote on something that deals with finances. As well as the fact that we are currently in the hole for \$20,000 due to the extra fees from the Annual Meeting. This topic will be continued at a later date.

Pamela brought up the idea of the possibility of individual members sponsoring a graduate so that it would not come out of the SGA budget. Emily stated that another possibility discussed at

the previous meeting would be adding it as a vendor sponsorship package. Christina will double check whether there was a formal or informal vote during the previous year regarding this topic.

Potential 2024 Joint Meeting with GLA (Cathy)

Angela Stanley had reached out to Cathy at the end of last year about a possible joint meeting with GLA. This would be a way to build a stronger partnership between the Georgia Library Association and SGA. Christina and Cathy had a meeting with the incoming Georgia Library Association president and other board members back in December. These conversations were in the formative stages and the needs of each organization and how those could potentially mesh into a joint conference are still in discussion and nothing has been finalized.

Christina did mention that GLA already has their dates and location chosen for their 2024 meeting. They are Oct. 2-4, which is Wednesday through Friday. It is being held in Athens at the Classic Center. One concern is the pricing. GLA is quite a bit higher for their registration than we typically are, which is a point that we are trying to work out with them.

Review SGA Handbook and Update (Christina)

Christina would like to get a few more things sorted out before we look at making any more changes to the handbook and having to take a formal vote. As was brought up today during this meeting, it seems like there are several areas of the handbook that may need at least comments and revisions and possibly some votes before we actually vote on the overall handbook changes.

Christina asked the board members to double check the sections of the handbook that are relevant to them, and put in any changes or comments. Cathy feels strongly about making sure that the handbook, as an important document, stays up to date and informative.

NEW BUSINESS

Board Photo (Megan)

Christina asked all board members to turn on their cameras so a screenshot of the 2023 SGA Board could be taken. This photo will go on the website and in the magazine.

DEI Training - Feb. 17, 2023 (Christina)

Cathy had started a discussion with Michelle Ganz, who is with SAA and provides DEI training. We have reached out to Michelle and have scheduled this meeting to take place on February 17th at 10:00. She has sent a calendar invite to the board. This training should help us with our perspectives on recruitment, retention, programming, publications, etc. The session will be recorded for those board members who are unable to attend.

***Provenance* Theme Results (Michael)**

Michael has already covered a discussion around the *Provenance* theme results earlier in the meeting.

Financial Planning and Possible Board Reorganization 2023-2024 (Christina)

As has been referenced throughout the meeting, we have a need for serious financial planning. Christina, Cathy, and Josh are meeting to talk about engaging a no fee financial consultant to take a look at our books, including the expenses and income, and to see where we can find some efficiencies. This may mean addressing the e-commerce site or other budgetary items that we have built in that might need to be shifted or adjusted one way or the other.

We also suffer from board recruitment issues. We are in a post pandemic era and getting volunteers to do this type of work has been difficult. Plus, business continuity has certainly been an issue on several fronts for almost every committee that we've had. We are considering the possibility of engaging an admin part time to handle things, such as making sure Wild Apricot is up to date, keeping our membership records up to date, making sure that certain recurring bills are taken care of, and keeping passwords and other important information updated.

Tamara offered her assistance in this area because she understands the challenges that have occurred during her time on the board, such as not having current records, spreadsheets, data, etc. Christina thought that Tamara's assistance, if or when we hire somebody for these administrative issues, will be greatly appreciated. Pamela and Tamara have already been discussing some of these ideas, such as what could be automated and what are some better ways to handle certain issues.

Christina then asked the board about their feelings on the possibility of reworking the board and looking at financials. Emily thought it would be helpful to have someone go through and consolidate and update certain documents that are needed each year, such as contact lists. She also brought up the idea of organizing Communications and Outreach and finding a way to pull everything up under Communications, or at least have Communications be the arm for social media and that way we can consolidate all of the social media accounts to maximize efficiencies.

Christina brought up the idea that Outreach and Membership tend to work differently, but do have overlapping missions and goals. Possibly, overall some better communication or delineation of who is responsible for what in terms of organizing events and how those are handled and advertised. Virginia pointed out that there is a need to have a clear understanding of

what the mission and vision of the Outreach Committee is and have more clarification and clearly stated in the handbook.

The starting point is reviewing our finances for the organization to get a better handle on what is coming in and what is going out and make sure that we continue to operate efficiently. After that point, we can work on making incremental changes from there.

Adjournment

The meeting was adjourned at 11:36 am.

Submitted by:

Louanne Heintz, SGA Interim Secretary

Addenda

2024 SGA/GLA Joint Conference

Christina made a motion via email to co-host an in-person joint meeting between SGA and GLA. The event will be held in Athens on October 2 through October 4, 2024. The vote passed on March 9, 2023.

October 2022 Board Meeting Minutes

Christina shared the updated October 2022 Board Meeting Minutes via email. She made a motion to approve the minutes. Josh Kitchens seconded the motion. The minutes were approved on March 13, 2023.