

Society of Georgia Archivists
Board of Directors Meeting
Columbus, GA
21 Oct 2015

PRESENT

Carol Waggoner-Angelton, Courtney Chartier (via phone), Allison Gallop, Claire Jenkins, Stacy Jones, Josh Kitchens, Cathy Miller, Michael Nagy, Kim Norman, Blynnne Olivieri, Brittany Parris, Sarah Quigley, Angelique Richardson, Ryan Rutkowski, Laura Starratt

CALL TO ORDER

The meeting was called to order at 5:07pm.

APPROVAL OF MINUTES

The Board unanimously approved the July 2015 board meeting minutes.

OFFICER REPORTS

President

President Sarah Quigley was present and submitted a report. Sarah thanked everyone for submitting their reports and proceeded to discuss continuing work of the *Strategic Planning Task Force*. SPTF met today as a retreat to draft the SGA vision statement, which Sarah shared with the Board. She has been planning Annual Meeting activities, the business meeting, and the writing retreat today. All selected appointees for the 2016 Board were approved.

Treasurer

Treasurer Michael Nagy was present and submitted a report. Michael provided information for all updated financial reports, the *Profit & Loss* and *Balance Sheet*. Michael described activities performed to date, including routine transactional tasks, processed checks and PayPal transfers, payments and reimbursements, as well as reconciling all bank accounts to statements.

Michael reported that our estimated account totals include:

Money Market	\$84,100	Total Income	\$27,800
Checking	\$24,500	Total Expenses	\$13,700
Petty cash	\$200	Net Income	\$14,500
Total Liabilities/Equity	\$109,700		

Administrative Assistant

Administrative Assistant Allison Galloup was present and provided an update to the board on membership data. SGA has 253 active members including 12 new members, 7 individuals and 5 student memberships. Allison responded to member questions, forwarded new member information to Brittany and Josh, and calculated 98 Annual Meeting registrations. Total active SGA members have decreased in number since 2014 because of lapsed student memberships.

Archivist

Archivist Stacy Jones was present and submitted a report. Stacy met with Traci Drummond to verify all copies of *Provenance* in the Archives, though they were not able to verify the

inventory. Traci will donate 2 copies of each issue to the SGA Archives, a total of 64 copies. Stacy will work with Kayla Barrett to identify a more useful finding aid for the inventory at the Georgia Archives. She will request 2014 Committee Chairs to send their committee records, a rollover project. Stacy provided the SGA Archives collection number for accessing or researching the SGA records at the Georgia Archives.

PUBLICATION REPORTS

Listserv

Listserv Manager Joshua Kitchens was present and submitted a report. Josh regularly communicates with Administrative Assistant Allison Gallop on updating member status to the listserv, troubleshoots problems, and handles others issues as they arise. Josh added new board members, the Quarterly Email, and the Quarterly Blog post to the list, as well. In discussion, Josh described regular rebuilds to the listserv, regularly notifying list users of the process, removing all emails, and adding all current members base off Wild Apricot report. He provided his contact information if anyone is having questions about the list.

Provenance

Provenance Editor Cheryl Oestreicher was not present but submitted her report via Sarah. Cheryl provided all updated statistics for downloads/views and for most accessed article, *Georgia Archive* and *Provenance*. The SNAP issue is nearly complete and should be out in Nov. Cheryl continues to send articles to newsletters about the back issues being online. Cheryl, Heather, and Jennifer worked on and sent out a CFP for the 2016 special issue, focusing on audiovisual content. For 2015 to date, Cheryl reported that there were 14 book reviews and 7 accepted articles with other submitted articles being reviewed. The winner of the 2014 David B. Gracy II Award is Matt Gorzalski, *Reimagining Record Groups: A Case Study and Considerations for Record Group Revision*.

Newsletter

SGA Newsletter Editor Blynne Olivieri was present and submitted a report. With the unexpected passing of Valeria Baker, Blynne reported that she has assumed the editor role with Ryan Rutkowski volunteering as Assistant Editor. Together, they will work to rebuild advertiser connections. Out of necessity, neither the Summer nor Fall 2015 newsletters were issued due to these transitions. The following newsletters will follow a calendar year for volume counts, per Sarah's request. The redesigned newsletter will be the Winter issue, published in January 2016. Blynne described plans for the newsletter design, content, advertising, distribution, and promotion. Michael suggested ad sales for web and print, though Blynne wondered if that might be a separate role from the editor position. Sarah suggested that pricing structures of other organizations may be informative.

Subscriptions Manager

Subscriptions Manager Traci Drummond was not present, and Sarah gave her submitted report. Since July, Traci continued to update the subscriptions database, looking for duplicate records, inactive accounts, and libraries with recently-lapsed subscriptions. She also began building institutional membership options in Wild Apricot. Between 2014 and 2015, subscriptions have decreased from 50 to 15, very likely because of our new online option.

Website

Website Manager Anne Graham was not present, and Sarah offered her submitted report. Anne responded to webmaster questions and updated the site. She assisted with annual meeting and workshop registrations. She is hoping to update the website design and position responsibilities by December 2015 before transitioning the Web Manager duties to Meredith Rector. Anne provided pie charts to describe statistics from Google Analytics for six months during 2015 (Apr-Oct). Pageviews total 7248, and First Time Visits were 48.56%.

COMMITTEE REPORTS

2015 Annual Meeting

First Year Director: First Year Director Heather Oswald was not present, and Sarah offered her submitted report. Heather reported that she finalized the 2015 program schedule and sent it to Local Arrangements for printing. All speakers were confirmed and travel arrangements were being reimbursed. Presentations were compiled and coordinated with committee members. Financially, the Annual Meeting budgeted \$5450 and actually spent \$3407.06, a surplus of more than \$2000. Heather hopes to conduct program evaluation as part of the meeting survey. She will arrange for the keynote speech to be transferred to *Provenance* for publication.

Second Year Director: Second Year Director Laura Starratt was present and submitted a report. Laura discussed the Annual Meeting budget with the Board, explaining that our Marriott expenses exceeded our budget. When it was brought to Laura's attention, she met with the Marriott representatives, and they agreed to meet our budget. That was good news, and SGA will end the meeting under budget by \$80. Regarding the evening museum reception, Laura highly recommends driving as the neighborhood may not be pedestrian friendly. To benefit the Scholarship Fund, Laura also suggested that we sell the extra 2014 SGA umbrellas during the Annual Meeting.

Georgia Archives Month Liaison

Georgia Archives Month Liaison Justine Fletcher was absent; Angelique Richardson presented the report. Staff changes at the Thomason-Upson Archives created changes for the Spotlight Grant Recipients. The Oconee County Library became the \$500 grant winner, and the Flat Rock Archives became the \$250 grant winner. The October photo op with Governor Deal drew 17 local people this year. GAM events are posted on the GAM Facebook page, thank you notes were sent to Sponsors with extra Save the Date cards and a printed poster. GAM materials have been transferred from Justine to Angelique. Mandy Mastrovita has been named 2016 co-chair.

Education

Education Committee Chair Claire Jenkins was present and submitted a report. The SAA/DAS workshop held on June 1st at Emory was a success with 11 attendees. Richard Pearce-Moses taught a workshop to 12 attendees at the Georgia Archives on Sept 12th. Seth Shaw conducted the pre-conference workshop for 15 attendees at the Annual Meeting. Claire looks forward to meeting Mat Darby, incoming Education Chair, and transitioning the position. Fall workshops will be entering the planning phase with hopes of offering them at free locations.

Budgeted expenses = \$3000

Actual Expenses = \$869

Expected Income = \$2775

Actual Income = \$2000

Membership

Membership Committee Chair Brittany Parris was present and submitted a report. Brittany distributed new member welcome packets and promotional emails to archival programs and library schools. She has coordinated SGA office hours for the SAA Annual Meeting, but there will be no Happy Hour. The Fall membership tour of the Federal Reserve on Oct 6 was also well attended. The pre-conference membership activity was held at the National Infantry Museum in Columbus, GA. The pre-conference Meet and Greet will be held tonight at the Marriott Houlihan's in the conference hotel lobby and patio area.

Mentoring Program

Mentoring Program Coordinator Ryan Rutkowski was present and submitted a report. Ryan reported that there are three pairs of mentor/mentees, including one new pair as a result of the listserv announcement early in the academic year. Ryan and Paul Crater continued facilitating the program pairs with quarterly check-ins, advertising, and communications. Ryan will meet with Paul and Gabrielle Dudley to transition committee duties and files before year end.

Nominating

Nominating Committee Chair Courtney Chartier was present via telephone and submitted a report. The committee concluded the Fellows and Board voting process for 2015 Fellows before the Annual Meeting. New Fellows were notified; awards and remarks were prepared for the reception presentation. Volunteers for elected officer positions were identified. Biographical information was compiled and distributed by Survey Monkey ballot. Votes were tallied and candidates notified—Morna Gerard, Georgia State University; Jill Severn, University of Georgia. Lastly, Courtney announced the newly elected 2016 Nominating Committee officers.

Outreach

Outreach Manager Cathy Miller was present and submitted a report. With Co-Manager Matt Benard, 14 people responded with contact information for the e-records professionals list, which will be posted on the SGA website. Blog posts from the "Everyday Digital Archives" breakout sessions were posted, as well. Live tweets from the Digital Archives Guerrilla Workshop are available through that specific, advertised link. Likewise, tweets from the Digital Preservation Tools Sampler workshop will be forthcoming from the preconference workshop. By Sarah's suggestion, Cathy emailed George Bain, SAA Fellow, for information about SGA involvement in recruiting a Georgia congressman for the Congressional History Caucus. Cathy will meet with Matt to transition her position before the end of the year. She will continue a call for submissions on "What it means to be an archivist" blog post, as well as all the SGA social media channels.

Scholarship

Scholarship Committee Chair Carol Waggoner-Angleton was present and submitted a report. Carol reported that all scholarships were awarded for 2015 and referenced the winners by name and institution. She suggested that application processes for future scholarships should be streamlined to allow clarity in the process and any necessary reimbursements to follow the awards. Carol met her committee members via WebEx during the year, and the process of application redactions was an ongoing area of concern. Also, submitting written letters of recommendation for applicants can be an awkward process and needs to be reviewed, too. There has been an offer to help create fillable pdf forms for the Scholarship Committee to use. Auction

donation items have been generous and plentiful, and Carol hopes for a successful, friendly auction, and she thanks Laura Carter for creating the bid sheets. The last committee meeting will be in November to wrap-up the auction details, approve the fillable pdf forms, and begin the transition of files to the next committee chair.

OLD BUSINESS

Refresh and update SGA publications and SPTF (Sarah Quigley and others)

Sarah reported that the SPTF began the first draft of the vision statement. It was a very productive preconference retreat that produced the statement, which the Board voted to adopt. Sarah continued to describe the five core organizational values and the six strategic areas or initiatives of SGA. Feedback and comments will be provided by the Board. Cathy Miller's project for Richard Pearce-Moses' class was very helpful.

NEW BUSINESS

By-Laws Revision and Procedure for Sponsoring Events (Sarah Quigley and Laura Starratt)

Sarah discussed the necessary By-Laws revisions to streamline efficiencies and bring SGA into compliance on a holistic basis, pointing to vague and non-existent mechanisms in some areas. Michael suggested that it has been 8-9 years since that last revision was done by a SPTF. Sarah encourages everyone to consider their Board position from the By-Laws perspective. She wondered if SGA could do more with event sponsorship, in ways that allow for full SGA efforts. Laura offered an overview of developing RAAC details for the symposium planning committee. Blynne offered an overview of the ARCHE meeting held at the Georgia Archives, describing the beneficial overlap among the organizations and institutions participating in ARCHE.

ADJOURNMENT

The meeting was adjourned at 6:19pm.

Respectfully submitted on January 13, 2016

Kim Norman, Secretary