

Society of Georgia Archivists
Board of Directors Meeting
Savannah, GA
12 Oct 2016

PRESENT

Mat Darby, Justine Fletcher, JoyEllen Freeman, Wendy Hagenmaier, Stacy Jones, Cathy Miller, Kim Norman, Blynn Oliveri, Heather Oswald, Brittany Parris, Sarah Quigley, Andy Richardson, Angelique Richardson, Laura Starratt, Meredith Torre

CALL TO ORDER

The meeting was called to order at 5:10pm.

APPROVAL OF MINUTES

The Board unanimously approved the July 2016 board meeting minutes.

OFFICER REPORTS

Treasurer

Justine Fletcher was present and submitted a report, providing information for all updated financial reports, the *Profit & Loss* and *Balance Sheet*. Justine 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 for year-end reports.

SGA estimated account totals include:

<i>Money Market</i>	\$85,200	<i>Total Income</i>	\$33,600
<i>Checking</i>	\$30,400	<i>Total Expenses</i>	\$10,800
<i>Petty cash</i>	\$200	<i>Net Income</i>	\$22,800
<i>Total Liabilities/Equity</i>	\$117,100		

Archivist

Stacy Jones was present and submitted a report, stating that she met with Kayla Barrett to reassess the acquisition process of the SGA Organizational Records. This process is currently being revised and updated. Stacy is collaborating with Kayla and working on a draft which will be formally documented in the Archivist portion of the Administrative Handbook. Stacy sent reminders to the 2016 Committee Chairs to mail their committee records to her and provided her mailing address, as well. Stacy reiterated the SGA Archives collection number for accessing or researching the SGA records at the Georgia Archives.

Administrative Assistant

Cathy Miller was present and provided an update on membership data. SGA has 284 active members, including 15 new members: 1 contributing, 9 individuals, and 5 student members. Cathy responded to member questions, processed a \$200 donation to the Brenda Banks Scholarship Fund, ran a report for Wendy and Courtney on new members, and will be assuming the listserv duties as of January 2017. With an SGA Board vote, Wild Apricot has been changed to retire the Couples membership rate. Those members who joined SGA as Couples (=3) will be able to maintain their status, but no future members will have this option.

President

Brittany Parris was present and submitted a report, stating that she solicited nominations for the President's Award but received no submissions. Brittany wondered if SGA needs a different strategy for this. She sent letters of acknowledgement to donors and patron level renewals. Brittany corresponded with the Administrative Assistant on removing the Couples membership rate and continued to participate in discussions regarding the Annual Meeting. She participated in the RAAC/SGA Symposium and corresponded with the Nomination Committee Chair regarding 2016 elections and appointments. Brittany thanked the board for feedback ON the SGA Bylaws and has finished revisions and amendments to this improved document. They were approved by the board for membership vote and ratification. Brittany attended the GAM proclamation photo-op with the Governor, provided a *Letter from the President* for the newsletter, and held the Q4 Presidents Meeting with the Vice-President and Past-President. She will revisit position descriptions and timetables in the Administrative Handbook for necessary updates. Brittany will contact board members soon to start this project.

PUBLICATION REPORTS

Provenance

Heather Oswald was present and submitted her report, providing all updated statistics for downloads/views and for most accessed article, *The Journal of Jean Laffite: Its History and Controversy*. Heather extended the CFP for the 2016 issue by one additional month, resulting in three more article submissions for a total of six. The Managing Editor position was offered to current Copy Editor Caitlin Wells, who is interested, and three new peer reviewers have been added to the list of readers. In the event that Caitlin accepts the position, the Copy Editor position will be vacant.

Newsletter

Blyne Oliveri was present and submitted a report, announcing that the Fall issue (Vol. 48, No. 4) was published on October 6th, posted to the SGA website, and distributed as a pdf email to the SGA listserv (reaching 317). Amanda Pellerin of Georgia Tech will become Editor starting January 2017. Blyne and Amanda met in August to discuss all aspects of editing the SGA Newsletter. Blyne said it has been her honor to serve in this position, take it through the redesign process, and now successfully hand it to Amanda and the incoming Assistant Editor. Amanda has taken the lead in securing advertising for the 2017 issues and made a number of contacts via email, so far confirming Hollinger Metal Edge and Crawford Media Services

Website

Meredith Rector was present and submitted her report, stating that Total Page Views for the SGA website equaled 12,800, and First Time Visits were 51.9% of those views. Meredith provided statistics from Google Analytics, indicating that the #1 page viewed was the Annual Meeting, followed by #2 Brenda Banks (asking how we should update Brenda's bio info), and #3-Jobs. Google Chrome was the most popular search engine, and the iPhone was the most popular platform used.

Listserv

Courtney Chartier was not present but submitted a report that Brittany presented. Courtney updated the listserv for new members joining in August, September and October 2016. She sent a quarterly reminder to the SGA member list to contact the Listserv Manager with any issues. Five members requested either an address change or removal from the list. Courtney proposed that the board vote to remove the position of Listserv Manager, transferring those duties to the Administrative Assistant as of January 2017. The motion passed; a responsibilities and workflow document was created and sent to the Administrative Assistant, Cathy Miller.

Subscriptions Manager

Traci Drummond was not present, and Brittany gave her submitted report. Traci continued to update the subscriptions database, looking for duplicate records, inactive accounts, and libraries with recently-lapsed subscriptions. She 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.

COMMITTEE REPORTS

Georgia Archives Month Liaison

Angelique Richardson was present and submitted the report that there were 15 or so attendees at the Governor's Proclamation Signing and Photo Op in October. Angelique conducted the GAM Postcard mailing and solicited events for the GAM Facebook page. She will continue to share GAM events on Facebook as institutions send them. With Co-Chair Mandy Mastrovita, Angelique will recruit members for the 2017 GAM Committee.

Education

Mat Darby was present and submitted a report, stating that one Fall workshop scheduled during the Annual Meeting had to be cancelled and the other workshop was moved from Oct 12th to 13th, all due to the hurricane and strict curfew in Savannah. Everyone was notified, and Mat was able to move attendees to the second workshop without issue. He discussed with the board an idea to provide the instructors with honoraria for coming to teach in spite of the schedule conflicts. Mat announced that the newly appointed Education Chair is Holly Croft of GCSU, and he will work with her for a smooth transition

Budgeted expenses = \$2300

Actual Expenses = \$1460.49

Budgeted Income = \$2775

Actual Income = \$2250

Membership

Wendy Hagenmaier was present and submitted a report, thanking her committee for a very successful year. They met jointly with the Outreach Committee in September, distributed new member welcome packets, and hosted a happy hour at Trader Vic's during the 2016 SAA Annual Meeting in Atlanta. Wendy coordinated SGA office hours for the SAA Annual Meeting as well as a joint professional development event with Special Libraries Assoc GA and Metro Atlanta Library Assoc at the GSU Curve, which was a success. The pre-conference happy hour will be held tonight at the Hilton DeSoto in the conference hotel lobby, led by JoyEllen Freeman. Wendy created committee sign-up sheets and brought membership information to distribute during registration and check-in. There is a planned tour of the Center for Puppetry Arts in November. Wendy will address any remaining action items for 2016.

Scholarship

Meredith Torre was present and submitted a report, indicating that Laura Frizell had been awarded the Anthony R. Dees Scholarship. Additionally, the Larry Gulley Scholarship was awarded to Jesse J. Hockings, and the Taronda Spencer Scholarship was awarded to Kassandra Ware. Meredith discussed the auction to be held during this Annual Meeting. It will be a silent auction, which she thought was the best solution for the meeting. Meredith has received some donations for the auction and is expecting many more.

Nominating

Sarah Quigley was present and submitted a report that the committee solicited nominations for elected and appointed board positions. She held conference calls with committee members, discussing self-nominations and other potential candidates. Sarah distributed a Survey Monkey poll for voting purposes and made recommendations to Brittany for the appointed positions. Sarah conducted an SGA board vote for 2016 Fellows and notified Michael Nagy that he had received the award. She also met with Wendy to discuss Membership and Nominating Committees collaborating on diversity and creating a Diversity Task Force. Sarah will initiate demographic research on the issue of diversity and transition everything to the 2017 Nominating Committee Chair.

2016 Annual Meeting

First Year Director: Andy Richardson was present and offered her submitted report that the confirmed keynote speaker is Dr Meredith Evans, Director of the Jimmy Carter Presidential Library and Museum. There were 15 session proposals, 8 paper proposals, and 7 poster presentations. Not all were able to fit into the program, so the committee combined what they could and moved shorter sessions into paper presentation timeframes. All participants received a contract, which were signed and returned. Everyone was asked to submit a digital copy of their presentation for back-up. Andy and Heather will create a post-meeting survey and distribute it. Andy announced that the 2018 SGA Annual Meeting will be held during the first weekend in November at Brasstown Valley Resort, a secluded mountain location in north Georgia.

Second Year Director: Heather Oswald was present and submitted a report, discussing the Annual Meeting registrations total 156 (90 SGA members, 43 SFA members, and 23 non-members). There have been 6-7 refund requests which will be discussed according to our policy. There will be 11 sponsors, and the selected member giveaway is a collapsible tote and aluminum water bottle. The reception will be held at the Knights of Columbus with catering provided. Because this Annual Meeting was held in Savannah, Heather credits this to the high number of meeting registrations. The plated luncheon was priced per person this year (the SFA model), and the reserved hotel rooms were initially high but fell below the limit. The budget to date is:

<i>Registration income</i>	\$17,305	<i>Expenses</i>	\$23,553
<i>Vendor fees</i>	\$ 7,390	<i>Expected surplus</i>	\$ 1,142
<i>Total</i>	\$24,695		

Outreach

JoyEllen Freeman was present and submitted a report about the Flat Rock Archives project. She indicated that the Heritage Day plan was developing and to stay tuned for more details about it.

Mentoring Program

Paul Crater was not present but submitted a report offered by Brittany, stating that there are two pairs of mentor/mentees. He and Gabrielle continued facilitating these active program pairs with quarterly check-ins, advertising, and communications. They will continue to promote the value of mentoring opportunities through SGA's Twitter account. Paul will transition committee duties and files to Gabrielle Dudley before year end.

RAAC

Laura Starratt was present and reported that the RAAC Symposium was a big success during SAA, although it occurred during the same time as Brenda Bank's memorial service. Many attendees were able to be present for both. The symposium sessions focused upon advocacy and were well-attended.

OLD BUSINESS

Strategic Planning Task Force (Brittany Parris)

By passing a board vote, this group was officially dissolved after a tenure of 2014-2016.

Administrative Handbook Updates (Brittany Parris)

Brittany described that the handbook update project will be split into three parts to provide more oversight.

SGA Financial Strategy (Brittany Parris)

Brittany and Justine Fletcher offered suggestions to approach this strategy. The idea of adding an assistant treasurer to the board was discussed. Justine has reviewed the proposal strategies offered during the July board meeting. Sarah mentioned the example that she recently made a charitable donation and was given the option to cover the administrative surcharge. Wendy gave a \$45 donation to help cover these kinds of fees. These issues will be revisited with the new assistant treasurer.

NEW BUSINESS

NexusLAB Board (Laura Starratt)

Laura described this project as a large collaboration among all organizations and hosted by Edutopia. As a new board member, Laura will keep SGA up to date as this develops.

SGA Post Office Box (Sarah Quigley)

Sarah offered that the Administrative Assistant lives out of state and cannot check the SGA post office box. She asked if someone would be able to take that duty, and Justine Fletcher agreed to do it, especially as it makes sense to her Treasurer position.

Annual Meeting Details (Brittany)

Brittany briefly addressed some housekeeping notes regarding the auction, stating the need for more hotel lobby tables placed in the meeting foyer to create a display and open item bids.

ADJOURNMENT

The meeting was adjourned at 6:00pm.

Respectfully submitted on December 16, 2016

Kim Norman, Secretary