

Georgia Archives Month Committee Meeting | March 30, 2022

Members present: Virginia Blake, Caroline Crowell, Kate Daly, Emily Halevy, Natorra Moody, Brittany Newberry, Pamela Nye

Members absent: Laurel Bowen

Minutes

Finalized theme: **Spinning a Yarn: Southern History Through Storytelling**

Tall tales, ghost stories, urban legends and folklores ... the 2022 Georgia Archives Month theme, "Spinning a Yarn: Southern History Through Storytelling," evokes the memory of an elder on a front porch in a rocking chair telling stories to eager listeners. It channels the image of a Griot telling tales of haunted Georgia by a campfire. And it lives every oral history written and recorded.

Keywords:

- Porch
- Firepit
- Tall tales
- Ghost stories
- Haunted Georgia
- Myths and legends
- Urban legends
- Folk tales
- Griot

Finalized committee description to be added to the "Committees" page on the SGA website:

- The Georgia Archives Month (GAM) Subcommittee falls underneath the Outreach Committee. The subcommittee celebrates the archival profession each October by showcasing various archive collections throughout the state and organizes the annual proclamation signing by the Governor. GAM decides a theme, creates a poster, solicits content and shares event information of participating institutions leading up to and through the month. The subcommittee annually awards the Spotlight on Archives Grant intended to help archives, museums, and heritage institutions in Georgia promote public awareness of their archives and manuscript collections.

Next meeting: Wednesday, April 27, at 3:30 p.m.

GAM timetable:**January:**

- Contact last year's sponsors to solicit financial support for upcoming year.
- Review budget with SGA Treasurer before first Executive Board Meeting.

February:

- Hold first committee meeting; assign tasks and begin working on the theme for the celebration.
- Review budget.

March:

- Finalize theme for poster and other promotional materials.
- Update contacts for publicity and Governor's Office contacts for proclamation signing.

April:

- Prepare and update Spotlight Grant documentation.

May:

- Design a poster to advertise theme, or procure graphic designer.
- Post downloadable poster to GAM website, listservs, web sites, blogs, etc.
- Solicit those who would like a physical poster via Google form.
- Confirm sponsor donations.
- Collect Spotlight Grant entries and distribute rubric for committee voting.

June:

- Prepare any other promotional materials and have approved by the Committee.
- Print mailing labels if needed, from poster requestors' Google form, buy mailing supplies.
- Solicit events through listservs, websites, social media, blogs, etc.
- Notify Spotlight Grant winners and contact Treasurer for award checks.

July:

- Design proclamation and submit to the Governor's office.
- Investigate and/or confirm any outstanding donor contributions.

August:

- Solicit October events through listservs, websites, social media, blogs, etc.
- Contact Governor's office about proclamation signing; schedule signing in September/October and notify committee members and the Director of the Georgia Archives when the proclamation is scheduled.
- Invite SGA members and members of allied organizations to attend proclamation.

September:

- Mail posters to requestors from Google form.

- Prepare a press release and distribute to statewide (including all local) radio stations, TV stations, newsletters, and newspapers.
- Advertise events through listservs, websites, social media, blogs, etc.
- Submit information to the Society of American Archivists and the Council of State Archivists for inclusion in national websites.

October:

- Attend Governor's proclamation signing, use photographs for publicity, and deliver proclamation document to SGA archivist.
- Prepare final SGA board report and contact any institutions that hosted an Archives Month event/activity.
- Send thank you letters to sponsors, committee members, and participating organization contacts.
- Publicize Georgia Archives Month events, sponsor information on social media daily throughout October.

November:

- Provide incoming Chair with handbook and other relevant documentation.
- Organize and gather materials to be transferred to the official archives with SGA archivist.

December:

- Recruit committee members and update contact information for participating organizations.
- Complete Annual Reporting Form sent out by the President
- Determine budget for the following year.