

Georgia Archives Month Committee Meeting | August 31, 2022

Members present: Virginia Blake, Laurel Bowen, Kate Daly, Emily Halevy, Brittany Newberry, Pamela Nye

Members absent: Caroline Crowell, Natorra Moody

Minutes

SPOTLIGHT GRANT

- Finds received surpassed ask for grant
 - o \$1000 from Emory, \$350 from Digital Library of Georgia, \$500 Toby and NHPRC
 - o \$250 supplies gift certificate from Hollinger Metal Edge
- 1st place will receive monetary gift and 2nd will receive supplies grant

POSTER + POSTCARD + BUTTON

- Emily sent sponsor logos to Pam to finalize poster
- Kate and Pam to meet this week to finalize designs
- Kate and Pam to meet with Emily later regarding payment and postage

AUDIO DIGITIZATION GRANT

- Grant application review with Sheila
 - o Kate, Brittney, Sheila, Laurel, Pam, Virginia
 - o Absentee votes: Emily, Caroline, Natorra
 - o Grant will be awarded to Georgia College & State University (The Salvation Project: Preserving Middle Georgia's Black Gospel Music)

PROCLAMATION

- Laurel reached out to Governor's office for Proclamation and they acknowledged receipt

Action items:

- Kate and Pam to meet about finalized poster/postcard/button design
- Brittany/Pam to push Spotlight Grant out to social media

Next meeting: Wednesday, September 28, at 3:30 p.m.

GAM timetable:

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 requesters 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.