

Georgia Archives Month Committee Meeting | September 28, 2022

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

Members absent: Caroline Crowell, Pamela Nye, Natorra Moody

Minutes

SPOTLIGHT GRANT

- Both will be awarded \$500, pending Emily's confirmation that it's permitted

POSTER + POSTCARD + BUTTON

- Kate finished mailing postcards; will bring additional postcards to conference
- Buttons will be ordered soon
- Pam not present for update regarding poster

PROCLAMATION

- Proclamation received and will be sent to Georgia Archives; Emily to share via listserv

Action items:

- Kate and Emily to purchase buttons
- Kate to check in with Pam regarding finalized poster
- Emily will send an announcement for a digitization grant, Spotlight Grant, and poster
- Brittney to start on social media push on Friday (9/30) for GAM
 - o Kate will send Brittney sponsor logo link

Next meeting: Wednesday, October 26, at 3:30 p.m. (time is tentative) - in person at conference to discuss material distribution

GAM timetable:**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.
- Completes Annual Reporting Form sent out by the President
- Determine budget for the following year.