

Nominating Committee Meeting  
Agenda & Meeting Minutes  
January 18, 2023

**Attendees:**

Chair: Cathy Miller, AUC Woodruff Library  
Alex McGee, Georgia Tech  
Laura Starratt, Emory University

- I. Welcome
- II. SGA Fellow nominees ideas
  - A. List of current Fellows (up to 2019 - not inclusive of Muriel Jackson and Pamela Nye, who need to be added to this document)
    1. <https://soga.wildapricot.org/resources/Documents/History/2020%20History/HistoryFellows2020.pdf>
  - B. Reach out to current Fellows about prospective Fellow candidates. (Cathy)
- III. Recruitment prospects
  - A. Engagement opportunities for members?
    1. Coffee chats
    2. Open house hours
    3. Cold emailing prospective candidates
    4. Other ideas?
  - B. Begin to identify candidates for positions
    1. Open 2024 election SGA positions spreadsheet

Meeting Notes:

1. SGA Fellows - many are retired - can expect them to pay it forward in the profession.
  - a. Find people in the profession who are still engaged and paying it forward.
  - b. Broadening eligibility?:
    - i. An archives adjacent academic
2. Recruitment prospects
  - a. Coffee chats - low hanging fruit for engagement - sweeten attendance with gift card raffle?
  - b. How are we going to reach out to people?
    - i. Identify key contacts regionally - make in-person meetups happen across the state.
    - ii. Newer archives professionals - expectation of service in the profession. A selling point. Infographic for this?
    - iii. Need to start reaching out to specific people instead of generalized advertising - focus on new members / new archives professionals. Look at membership roll from last year to identify most recently joined members.
    - iv. The struggle - keeping connections up - how do we make Board positions not seem overwhelming to newcomers? Having former Board members

from that same position on call to assist is always a help. Requires former Board members to be willing to be available via email/phone/etc.

- v. Ask committee chairs this year to identify people w/in the committee and otherwise that they think would be good candidates for Board positions.
- vi. Information on the basic requirements for each position + time commitments - create infographics - yes!

### 3. Action items

- a. Begin planning for a new member / early career event for late spring / summer 2023. Partner with Membership and Mentoring. Invite SGA Fellows to the event.
- b. Assign Board position summaries to myself, Alex, and Laura. Create summaries by end of February to send to Megan and Serena for creation of infographics.
  - i. UPDATE: Idea of creating infographics shelved in March 2023. May revisit at a later date.
  - ii. Cathy
    - 1. President
    - 2. VP
    - 3. Past President
    - 4. Secretary
    - 5. Treasurer
    - 6. *Provenance* Editor
    - 7. Local Arrangements Committee Chair
    - 8. Program Committee Chair
  - iii. Alex
    - 1. Administrative Assistant
    - 2. Communications Director
    - 3. Archivist
    - 4. Website Manager
    - 5. Georgia Archives Month Subcommittee Chair
  - iv. Laura
    - 1. Outreach Committee Chair
    - 2. Education Committee Chair
    - 3. Mentoring Program Coordinator
    - 4. Scholarship Committee Chair
    - 5. Vendor Coordinator