



BOARD MEETING MINUTES

January 26, 2024

Held Via Zoom. Called to Order at 10:00 am.

CALL TO ORDER, ROLL CALL, & INTRODUCTION OF VISITORS

Joshua Kitchens

2024 SGA President

In Attendance:

Ashley Bennett
Jennifer Bielewski
Virginia Blake
Kate Daly
Morna Gerrard
Gaby Hale
Bill Hardesty

Joshua Kitchens
Tamara Livingston
Mandy Mastrovita
Felecia Moore
Madison Mosely
Faith Plazarin

Pamela Nye
Becky Sherman
Angela Stanley
Tempe Stewart
Lisa Vallen
Christina Zamon

READING & APPROVAL OF MINUTES

Joshua Kitchens

Virginia Blake made a motion to approve the October 27, 2023, SGA Board Meeting minutes. Christina Zamon seconded the motion. The motion passed.

Christina Zamon made a motion to approve the November 8, 2023, SGA Business Meeting Minutes. Virginia Blake seconded the motion. The motion passed.

OFFICER'S REPORTS

Society of Georgia Archivists' Board

President

Joshua Kitchens

Josh gave the President's update. As he's been transitioning into this new role as President, he has been working closely with Christina and Cathy. They've been looking at the by-laws, and having conversations with Outreach and Georgia Archives Month (GAM). They've discussed the transition for GAM and what it would look like to be its own committee.

Vice-President/Membership Committee Chair

Tamara Livingston

Tamara introduced herself as the new Vice President / Membership Committee Chair. Tamara's been getting acquainted with the role and working closely with Josh and Christina during this transition period to Vice President.

Past President/Nominating Committee Chair

Christina Zamon

Christina gave her update for the Nominating Committee. She said that someone expressed interested in the Associate *Provenance* Editor position and she is following back up with her to see if there is still interest. A call was also sent out for nominations for the Vendor Coordinator position. She encourages anyone that's interested in this role to self-nominate for that role. Jenn said that she doesn't mind staying on this year, but if anyone was interested, she would work together with that person. She would copilot with them and teach them all that they need to know, so that they wouldn't be alone. Christina mentioned that since this is a 3-year position, this is a good time to pass the baton for anyone that is interested.

Christina mentioned that they've been reviewing the budget and that certain lines have been removed from it, including "fellow's luncheon" and "printing frames for awards" line items. She mentioned that it's up for discussion if anyone has questions on that.

Tamara asked in the chat if SGA currently had a PO Box. Christina responded that Laura, the Administrative Assistant, manages a PO Box in Rincon, Georgia. Christina mentioned that they hired a paid Administrative Assistant that works very part time and manages a lot of the Treasurer duties, including the checks and mail received in the PO Box. Josh said that it's been great having Laura by helping us save money on subscriptions and keeping things organized and on task.

Treasurer

Bill Hardesty

Bill gave his update and said that the next large expense would be the Wild Apricot subscription payment. He will also be handling the taxes and GA state filings coming soon. They don't currently have an Assistant Treasurer but it's something that they need to recruit for.

Administrative Assistant

Laura Davis

Laura was not on today's call, so Josh gave the update. The current data in Wild Apricot shows 261 active members. There have been no new pay as you can memberships these last few months.

Laura has been doing a lot of work updating the website and the historical documentation, keeping information updated on board members, and sending out renewal emails to membership using Wild Apricot. We also have a preliminary budget which will be discussed later. We have talked about using a storefront to see what ways we can sell quality items online. She is updating Wild Apricot access as well, so that only limited people have editor access to it.

Archivist

Virigina Blake

Virigina has been working with Maggie so she can get adjusted to this new role and learn the position. Virigina asked if anyone has anything they feel she needs, to reach out to her via her SGA email.

Christina has a letter that needs to be archived. She asked if things that belong in the archives should be sent to the state archives or to Virigina's personal email address. Virigina said that she would touch base with the state archives and send out an email letting people know the process and where things should go.

Tamara asked if the archives material is in Wild Apricot or Google drive. Virigina said that SGA has archives in Google drive and there is an external hard drive where things are backed up.

Program Committee Chair, Annual Meeting

Lisa Vallen

Lisa provided her update. Last year's virtual conference was on November 8th-9th. These ten sessions, including the SGA Business Meeting, are now live on YouTube.

They held a joint planning with GLA to discuss what the joint meeting is going to look like and GLA gave context of how their annual meetings normally work. They've created subcommittees and the entire SGA Program Committee has signed up for their relevant subcommittees. They came up with a planning timeline and their next meeting was scheduled for that afternoon.

Local Arrangements Committee Chair, Annual Meeting

Angela Stanley

Angela provided an update and said that a lot of work has been happening towards the planning of the joint conference with GLA. She mentioned that there was paperwork regarding the legal terms of agreeing to participate in the joint conference. She included the attachments to these documents in her board report, so that people can easily reference our interagency agreement and a copy of the venue agreement.

Angela and shady met on January 5th to talk about the planning process since it's different than what they might be accustomed to. Shady is also going to spend time researching and developing a plan for the 2025 conference. The Joint Conference Planning Committee met on January 12th to talk about the timeline and some initial needs. Angela said that the timeline and structure for that committee looks different than in past years. Angela reminded everyone that the date is significantly bumped up from what we're accustomed to, and it needs to be on everyone's radar.

Angela said that there's still a debate on whether to have a virtual component with this year's meeting. Last year, the conference was in person followed by a virtual conference a week or two later. She mentioned that the platform that they use to host the conferences isn't cheap.

The way that the joint committee structure works is that GLA pays everything upfront. There's a total cost that's proportionally based on the number of registrants that each organization has. Once the bottom-line costs are hit, SGA would stand to profit for its proportional number of attendees per the overall conference attendees.

Vendor Coordinator

Jenn Bielewski

Jenn Bielewski did not have anything to report on as they're just getting started with planning the joint conference. She's started working with Ben from GLA. They're still in the planning phase but will have more to report on at the next board meeting.

***Provenance* Editor**

Felicia Moore

Felicia is getting up to speed in the new role. She recently met with Brittany Parris and Felicia assigned her the one article that they received. They are going to put out a call for more submissions and hope to have that sent out by the end of next week. She would like to have a publication in the spring and the fall, and for each one to have at least three articles and three book reviews in each one. Felicia noted that they do not currently have anyone filling the Associate Editor position for *Provenance*.

Communications Director

Serena McCracken

Serena was unable to attend the meeting, so Faith provided the update. They sent out a call last week soliciting any articles. They also put out a call for social media posts and they've already received some great submissions. She reminded everyone that if they have things to share via SGA social media, they will share the form with them so that they can submit their post. There was good social media activity – new followers on Facebook, YouTube and especially on Instagram. The blog hasn't been as active. She asked if anyone has a blog post they'd like to share, to please let them know. There should be a lot more social media postings coming in February.

Website Manager

Madison Moseley

Madison said that they completed her transition to the website manager role. They sent their proposed budget to the Treasurer and Administrative Assistant. Madison mentioned that Laura was able to cut down on the Wild Apricot annual subscription by going with a less expensive plan because she reduced our contacts. Madison also mentioned that we have some upcoming domain renewals for GeorgiaArchivist.org and Soga.org.

Education Committee Chair

Tempe Stewart

Tempe recently met with the Assistant Chair, Alison Reynolds, to discuss the transition and potential projects for the committee with fall and spring events. Cathy shared a potential project

for the Education Committee to lead, which is a study group for SGA members to prepare for the CA exam. This is something Tempe would like to discuss at their first committee meeting. Alison and Tempe also discussed things such as having an *Introduction to Grant Writing* workshop for SGA members. The Education Committee will also be providing support for the 2024 Joint Meeting Planning Committee. In addition, they reformatted the 2022 presentations as webinars to live on the Education page. They also completed the summer and fall 2023 workshop series, *Rooted in Memory*.

Scholarship Committee Chair

Ashley Bennett

Ashley met with Autumn to hand off information and Ashley has been steadily working through emails and documents. They are ready to post an announcement for the Carol Hart scholarship next week. They have ten committee members for the Scholarship committee. Ashley is currently getting used to the role, figuring out what needs to be sent out and talking with outside vendors like the Georgia Archives Institute. She is also in the process of updating the scholarship page on the SGA webpage.

Outreach Committee Chair

Becky Sherman

Becky shared that they have been very involved in conversations about the future of the Outreach Committee. Gaby has been meeting with Angela Stanley as GLA's Advocacy Committee chair.

There was conversation at the SEAA about whether SGA is interested in hosting a virtual summer symposium again this year, which they did last year. If anyone is interested in helping to plan this summer event, they are always looking for help. Josh mentioned that we should be involved, but we may want to stick with lightning talks or times for people to have conversation.

She also mentioned having a table at the Georgia Association of Historians annual meeting. She would like Outreach to think about having more of that physical presence at these events being held by allied organizations.

Georgia Archives Month Subcommittee Chair

Pamela Nye

Pam said that Georgia Archives Month (GAM) will be meeting once a month. They met to discuss Outreach. Right now, GAM is a subcommittee of Outreach, but she feels that it makes most sense to move it out to be its own Committee.

Since the timeframe of the annual meeting has been bumped up, they are also going to try and decide on the theme earlier. She mentioned that this year is the 25th anniversary of GAM.

Mentoring Program Coordinator

Kate Daly

Kate reported that they had four active pairs as of this month and no pending pairs. They are trying to solicit more applications for mentors and protégés, so they're hoping to have more pairings soon. Kate's been working on introducing herself to people who are currently paired, as well as new applicants. She's mainly focused on getting oriented in Google Drive and updating documents. She specifically would like to update the transition document because it hasn't been updated in a few years. She and Hannah are checking in with people, matching mentors and proteges, and trying to figure out ways to do additional recruitment. They're also potentially planning some kind of outreach effort. There were conversations previously about doing a joint soiree or a mixer, so that will be something to revisit in the future.

NEW BUSINESS

Preliminary Budget

Joshua Kitchens

Josh shared the "Preliminary 2024 Budget" file. He highlighted that in the document, you could see the actual versus budgeted amount from the past year. He asked that people look at it and if there is anything that they feel should be changed or added in.

Becky said that they anticipated more expenses for Outreach with registration fees for in person events and costs associated with the annual meetings. She asked to put in \$650 for the Outreach budget.

Pamela mentioned that if Georgia Archives Month is going to be reaching out to more allied organizations, they will probably be printing more than they have in the past. They will also be doing a mailing this year, which they did not do last year. Pam doesn't feel that the \$250 will be enough to cover the budget but suggested that \$350 would be a good amount.

Christina mentioned that the amounts for the scholarships didn't carry over and Ashley agreed. Ashley said that the following adjustments should be made to the 2024 budget scholarship amounts: \$500 for the Spencer award, \$125 for Banks, and \$250 for Gulley. She also confirmed that the Gracie Award is \$350, but that doesn't fall under the Scholarship Committee.

Josh asked that any additional budget changes that need to be made are to be sent by next Wednesday to both him and Laura Davis. Once the budget is updated, Josh will send an email the Friday of next week for everyone to vote to approve it.

Updates to the Bylaws

Joshua Kitchens / Christina Zamon

Christina, Josh and Cathy have made adjustments to the SGA bylaws. One change is that Georgia Archives Month will become its own committee. Josh mentioned that they eliminated a few positions, including the Administrative Assistant, which is now a part-time paid position. We've also adjusted some roles of different positions throughout the bylaws and added in more thorough committee descriptions under the "committee" section. They also added in a couple of committees, mainly Outreach and Georgia Archives Month

Christina said that one of the major changes is having a paid Administrative Assistant. They eliminated the Secretary position, so now the Administrative Assistant is serving as the Secretary and taking on some heavy lifting from some various other committees. By eliminating the Secretary, who was a voting member, it brought SGA down to six voting members. To keep an odd number and not end up with a voting tie, they are adding a "member at large" position. The "member at large" is anybody in SGA that comes to the board meetings and has a vote in order to keep that odd number. Christina believes that many other organizations have a "member at large," as well, by having that voice to represent the general membership. Christina said that they had looked at other organizations' bylaws, and that seems to be how they were managing that type of a voting situation.

Christina also mentioned that we clarified some rules, as well, to make sure that things were more consistent. She gave the example that the *Provenance* editor position was not updated, so they cleaned that up. They also better defined the Outreach Committee. As a result of changing the bylaws, SGA will also be rewriting the SGA Handbook.

Assuming the bylaws pass, Christina said that she will work on getting somebody in that member at large role, and ideally have someone on for that next board meeting.

Tamara Livingston made a motion to approve the revised bylaws. Christina Zamon seconded the motion. All other voting members wrote "aye" or "yes" in the chat box. The motion passed. Next, it will be sent to SGA membership for an electronic vote.

Handbook Updates

Joshua Kitchens

Christina and Cathy made some updates to the SGA Handbook. Josh said that he would like everyone to look at their section of the Handbook and review for any updates that need to be made. He would like all changes to be made to a collective document so they can be voted on by

the next meeting. Josh would like all SGA Handbook updates to be completed by when the board reports are due, generally a week before the next board meeting.

2024 Joint Meeting with GLA

Angela Stanley

Angela said that the structure for the joint conference planning committee will look a little different than SGA structure usually is, however, a lot of the roles and responsibilities connect back to things that various members of the SGA board are already responsible for. This year, the decision-making team is composed of the leaders from each of these different committees within the conference committee. These planning meetings are open, so anyone that has a role in the annual meeting can attend. Angela feels that it would be best if we knew who's signing up for which committee and make sure that we've got representation in each role. Angela mentioned that it's an adjustment from what we've typically done for the annual meeting. However, we can retain our structure that we're used to for SGA but have a representative that is reporting up to the Joint Conference Committee. Angela made suggestions on who should be signed up for which committees.

Angela had mentioned to Tempe that we would need to define the program for any pre-conference work and to make sure that there is space afforded for those. Angela also mentioned that shady was looking into offsite options if we wanted to do any kind of reception. If we host an event outside of the conference programming itself, SGA will need to make those arrangements itself and pay for those directly. GLA does do several evening events, including an author's event and a new member's trivia night, so there will be other events going on in the evenings. If we want to pull out our SGA members, as we have traditionally done in the past, then we'll need to make sure that we're communicating those space needs.

ADJOURNMENT

Christina Zamon made a motion to adjourn the meeting. Virginia Blake seconded the motion. The meeting ended at 11:25am.

Submitted by:

Laura Davis, SGA Administrative Assistant