

SCAA Board Retreat Minutes *as revised*
4 February 2014
SCPC Seminar Room, Hollings Library, USC 11:00 am

The meeting was called to order by Mary Jo Fairchild, President at 11:05 am.

Present: Alan Burns, Steve Smith, Dorothy Walker, Grace Cordial, Beth Bilderback, Mary Jo Fairchild, Brent Burgin, Andrea L'Hommedieu, Bill McRee, and Virginia Ellison
Absent: Ashley Burdett; *Marleigh Chiels, student liaison*
Minutes taker: Grace Cordial, Secretary

1. Approval of Minutes-Beth Bilderback made the motion; Steve Smith seconded the motion. Minutes of 2013 Board Retreat were approved.
2. Introduction of New Officers: Steve Smith, new Vice President; Virginia Ellison, new Director; and Grace Cordial, new Secretary.
3. Reports of Officers
 - a. Directors- *sent in by Ashley Burdette delivered by Mary Jo Fairchild*
 - b. Membership –Brent Burgin

Membership is holding steady. During the previous year, members were renewing at random with a surge of renewals occurring at the Spring and Fall Conferences.

The Board discussed revising the membership form with definite dates of membership on the form. Two options were discussed:

- Option 1: August 31, 2014 with any receipts after this date applying to 2015
- Option 2: The membership period runs Jan. 2013 – Dec. 2013 – any receipts are for the 2013 period

The Board made no decision.

A table will be set up at the Fall Conference for members to make their renewals for 2015.

The paper-based membership form is being updated to allow institutional members to provide up to four names per institution.

Burgin asked that the Board look at the online Membership form and make suggestions for improvements at the next regular meeting.

- c. Treasurer – Andrea L'Hommedieu
Annual Report 2013 – Interest rates are very low. L'Hommedieu renegotiated the interest rate to .029% at BB&T but is looking into other options to maximize the interest the organization earns on its deposits.

The SCAA PO BOX costs \$88 per year. She had the service fee removed *on the checking account as the bank was errantly charging the SCAA a monthly fee.*

The Tri-State Conference held at Furman University in concert with the Society of Georgia Archivists and the North Carolina Archival Association netted a profit. *SCAA's portion was of \$867.00.* Vendors strongly supported the conference.

SCAA draft budget = \$3000 to include advocacy; Beth Bilderback motioned that a line item for advocacy be included in the budget - \$1000 to meet strategic plan objective for 2014; Mary Jo Fairchild seconded. The motion passed.

- d. Webmaster Report – Angela Flenner was unable to attend the Retreat but Mary Jo Fairchild submitted her report to wit.

There were no expenses in 2013 relevant to the website as we use free software. A new advocacy tab with a donation button was added to the website. Brent Burgin suggested that more content, particularly about the history and activities of the organization, should be added to our web site and Mary Jo Fairchild expressed the opinion that more resources for working archivists should be added as well. Fairchild asked each Board member to verify his/her contact information on the website.

4. Old Business

- a. Strategic Plan – off agenda MJ handed out a review sheet 2014 – SCDAH is out of the Archives Month business. June 9th is Int'l Archives Advocacy Day and she'd like for us to highlight the date.
- b. Hart Endowment – There have been no applications for several years even though the Hart Endowment can be used to fund attendance at SCAA, SGA, SNCA, and SAA conferences. Steve Smith asked if we could add funding of archival webinars and whether we could raise the limit to \$800? Grace Cordial wondered if SCAA Board members were eligible to apply? Beth Bilderback volunteered to chair a committee to investigate how to revamp the criteria and promote the scholarship.
- c. SAA's Regional Archival Associations Consortium (RAAC) – Beth Bilderback is the official representative to SAA and is willing to continue unless someone else wants to volunteer to take her place. Mary Jo Fairchild shared that SAA is trying to populate some of its subcommittees, mostly with designated representatives: ADVOCACY- more of a political focus; PUBLIC AWARENESS- programs and educational activities to support the local groups to advocate for themselves; EDUCATION; DISASTER PLANNING AND RECOVERY; and one other committees.
 - Mary Jo Fairchild would like to be on the ADVOCACY team and Beth Bilderback will ask the SAA RAAC committee if MJ can join the ADVOCACY team.
- d. Elaine Robbins of The Citadel was elected to be the SCAA newsletter editor for 2014-2016.

5. New Business

- a. Populate committees – Mary Jo Fairchild wants to renew and encourage creation of committees based on the guidelines outlined in the SCAA Committee Manual even though Dorothy Walker's 2012 experience was that the structure was a non-starter. Beth Bilderback suggested that an Education Committee would suffice while Mary Jo Fairchild believes that SCAA needs both an Education Committee and an Advocacy Committee. These committees can do much of the work via e-mail or Skype as person-

to-person/face-to-face meetings can limit participation of members outside of the Columbia Metro area. The Communications committee is responsible for a combination of webmaster/FACEBOOK/newsletter tasks. Brent Burgin shared a list of Volunteers as of 1 Feb 2014 from which the committees can begin to be populated.

- b. 2014 Program Plans
 1. Spring Workshop – SCAA traditionally holds a Spring workshop; a Summer Social event; and a Fall Conference. Ashley Burdette and Virginia Ellison as directors are responsible for making the arrangements for the Spring Conference. Several topics for the Spring workshop were suggested. The Board decided that of the choices offered, the SAA webinar “Protect your holdings and provide access?” would be supplemented by a panel discussion concerning security and emergency management of cultural heritage collections. Grace Cordial was tasked with determining whether the SCAA Spring Workshop could be held at the St. Helena Branch Library on April 25 or May 2.
 2. The Summer Social will be held on July 11 at Lancaster in the Native American Studies Archive with Brent Burgin as host.
 3. The Theme for 2014 Archives Week is the “South Carolina Landscape and Natural Environment” so that topics such as woodlands, forestry, conservation, natural diversity, environmental education; and foodways could inform the Fall Conference.

The group would like to have the annual meeting in the Columbia area. The Board brainstormed possible Columbia area free meeting sites for a conference around October 6 – 10th.
 - c. SCAA Executive Board Procedures manuals need updates but no one can find the electronic version. Mary Jo Fairchild will check Google Docs to see if the rules for each role in the Executive Board Procedures manual are described.
6. Date for Next Meeting was set for March 19, 2014 at 11:00 am at the South Caroliniana Library, University of South Carolina campus, Columbia.
 7. There being no other business, Beth Bilderback motioned and Mary Jo Fairchild seconded, that the Board meeting be adjourned at 1:25 pm.