



Executive Board Retreat
SCPC Seminar Room
Hollings Library
University of South Carolina
20 January 2016

Present: Andrea L'Hommedieu, President; Steve Smith, Past President; Morgan Jones-King, Vice President; Nathan Saunders, Treasurer; Ann Merryman, 2nd Year Director; Katie Womble, 1st Year Director; Molly Inabinett, Secretary; Angela Flenner, Webmaster; Grace Cordial, 2015 Secretary; and Virginia Ellison, 2015 2nd Year Director.

Call to Order: 10:03 a.m.

Officer Reports:

Past President-Steve Smith

- On Tuesday, November 17, 2015, SCAA's Annual Business Meeting was held at the rescheduled conference at SCDAH in Columbia. There were several carryover items from this meeting for today's executive retreat, including the continued coordination of the 2016 Annual Joint Conference with the Society of North Carolina Archivists (SNCA), which will be held March 31 through April 1, 2016 in Charlotte, North Carolina.
- Steve presented the board with a proposed formal conference agreement and a working budget.
- Newly elected officers for 2016: Morgan Jones-King, Historic Properties Information Coordinator at the South Carolina State Historic Preservation Office, as Vice President; Katie Womble, Curator of Oral History at the Upcountry History Museum, as 1st Year Director; and Molly Inabinett, Librarian for the South Carolina Historical Society, as Secretary. In December 2015, the SCAA Executive Board unanimously approved Katie Womble to serve as First Year Director of SCAA in 2016, in compliance with the bylaws for filling vacant positions on the Board. We thank her for her willingness to serve.
- During the New Business portion of the annual meeting, Brenda L. Burk, Head of Special Collections at Clemson University Libraries, put forward a proposal to form an exploratory group to look into the possibility of creating a consortium to create a portal for sharing descriptive guides to the holdings of cultural heritage institutions throughout the state of South Carolina.

Directors-Virginia Ellison and Ann Merryman

- In 2015, Directors Virginia and Ann organized two successful events for SCAA members. Virginia completed her 2nd year term as a Director. SCAA President Steve Smith and Directors began coordinating the 2016 Annual Joint Conference with the Society of North Carolina Archivists (SNCA) which is being held on March 31 and April 1, 2016 in Charlotte, North Carolina.
- On Thursday, May 28, 2015, SCAA collaborated with PALMCOP to coordinate a disaster recovery workshop led by Ann Frelsen of Emory University. The workshop was held in the James A. Rogers Library at Francis Marion University in Florence, South Carolina. The workshop was limited to 20 participants and registration filled quickly. SCAA handled registration and financial matters.
 - Income \$925.00
 - Cost \$1266.56
 - Difference \$341.56
 - Cost for each organization \$170.78
- SCAA had to reschedule the fall 2015 conference and annual meeting from its original date of Friday, October 2, 2015 to Tuesday, November 17, 2015 due to statewide weather conditions and flooding. It was held at the South Carolina Department of Archives and History with the theme “Bridge Builders: Connecting Archives with Your Community”. Registrants did not need to register again if they could attend the rescheduled date and refunds were offered to those that could not attend the new date. No cancellation fees were incurred from the facilities rental or catering services. The original keynote speaker, Nicholas Butler, PhD., could not attend the new date. The SCAA Board reached out to Celeste Wiley and Meg Moughan to serve as keynote speakers. They discussed efforts to preserve and organize the thousands of items sent to and left at Mother Emanuel AME following the tragic killings on June 17, 2015. This year’s annual meeting was organized in a different format with a series of lightning rounds rather than sessions. Participants had the opportunity to share experiences and highlight ways in which they have connected their archives with diverse user communities.
 - The rescheduled date had 42 registrants for a total of \$1540.00.
 - Income: \$1540.00
 - Expenses (total): \$923.73
 - Venue- \$250.00
 - Honorarium- \$150.00
 - Catering- \$341.88
 - Supplies- \$181.85
 - Profit: \$616.27
- Total Revenue: \$445.49 (Annual Meeting profit minus workshop loss)

Membership-Renna Redd

- Current Membership is at 64.
- Renewals reminders were sent for all late December/January expirations, and Renna processed 9 membership renewals. She also sent volunteer information to the President.
- Renna will review past membership rolls to see who dropped their membership and work (with the President) to reach out personally to those former members. Also, there will need to be a replacement found to cover May and June while she is on maternity leave. Hopefully, the replacement would be interested in taking over for the 2017-2018 term.

Treasurer-Nathan Saunders

- There was a net increase of \$1,025.20 in the bank account over the last year. Because of the rescheduled fall meeting and refunds associated with it, there are some discrepancies between the Treasurer's Report and Directors' Report for the event. Nathan will go back and look over expenses and refunds to confirm final totals.
- The 2016 budget for expenses for the spring meeting was increased to \$1,500 from \$1,000 because of anticipated higher costs associated with the larger joint conference with SNCA. Also, the 2016 budget for the fall meeting has been reduced to \$1,500 because the last two years expenses have totaled less than was planned for in the budget. Though the 2015 expenses associated with awards were less than budgeted, the estimate will stay at \$300 because there were fewer awards given out at the fall meeting this year than is typical for that event.
- The Hart Endowment funds are in a CD. The money can be taken out from the checking account to distribute, which will be reimbursed from the CD in the summer when it matures.

Old Business:

Annual Meeting

- The fall conference was rescheduled for November 17th due to extreme flooding throughout the state.
- The lightning rounds were a good format for people to do a brief presentation and discussion about work they are doing.
- The proposed change to the bylaws about membership dues was accepted as written. New language:
 - Fiscal Year and Membership: The fiscal year for the Association's budget shall be January 1 to December 31. The schedule for the payment of dues to the organization shall be twelve months based on join date.

Outreach/ Advocacy: Archives Month

- Archives Month was successful in promoting activities throughout the state, but it was agreed we could make more of a push on social media for people to share their activities and exhibits during Archives Month.
- It helps when the theme of Archives Month coincides with the theme for the SCAA Annual Meeting.

Support/Mentoring for Students

- The USC student archives group has reorganized as CALM. SCAA will encourage students to get started with presenting at SCAA meetings. Presenting on a small scale might be a great way for them to get a foot in the door.
- Angela and Andrea will work together to create a space on the website so that we can add information about internships and graduate assistantships. We need to remind people when they submit information to be added to the website, that they must let us know when the position is no longer available.

SCAA Organizational Archival Collection and SCAA Manual

- Last year, a motion was approved to give the South Caroliniana Library the inactive records of SCAA. The Past President will sign the Deed of Gift, as it was approved during the 2015 term. A motion was made and approved that board members will keep the previous 5 years of records as active records and that at each January retreat, board members will transfer the next round of records to the Caroliniana. Therefore, this year, those records from 2010 or earlier need to be given to Caroliniana. And at next year's January retreat, records from 2011 will need to be transferred to Caroliniana. This will continue each year on a rolling basis.
- The SCAA manual needs to be updated to reflect changes in the By-laws and other procedures. Each board member should have a copy of the manual. Board members will locate an electronic copy of the manual so that it may be easily updated and distributed.

New Business:

SNCA-Spring 2016 Joint Meeting

- SNCA will do all the financial disbursements for the conference, with reimbursements resulting from registration proceeds. The maximum that will be owed by SCAA to cover loss will be \$750.
- At this point, vendor agreements have been going slowly. SCAA board members will reach out to potential vendors. Some potential sponsors proposed include the Northeast Document Conservation Center, Etherington Conservation, Archives Space, Gaylord, Preservation Technologies, the North Carolina Preservation Consortium, Patterson Pope, Hallett Movers, and others.

- SCAA members are encouraged to book reservations with the conference hotel, the Holiday Inn Express, because the organizations must pay for rooms that are not booked.
- We will need to work out how registration will work for the two organizations. SCAA will need a link from the website to the SNCA website to register because they are handling the money. SCAA board members can assemble packets for SCAA members that are attending, using registration information shared from SNCA. SCAA directors will communicate with SNCA representatives to offer to help assemble packets.
- Another decision that needs to be made about whether or not SCAA will participate in the silent auction portion of the joint meeting. The executive board decided against SCAA participating in the auction.
- A motion was put forth to accept the written agreement between SNCA and SCAA for the joint conference. The motion was approved as written.

Email/Listserv Communications

- For a while, the board has been using both a gmail account and a listserv to communicate to SCAA members. This can result in cross-postings. The board agreed that it would be best if the two were merged into one mode of communication. The listserv is the preferred mode for communicating with members, but the gmail account should be kept because SCAA needs an email account for document sharing and other uses, such as Paypal and Wufoo.
- Board members agreed that an email should be sent to the gmail mailing list asking people to join the listserv and explain that the listserv will be the primary mode of communication for SCAA.
- Andrea and Ann will work with Renna to alert members of the move to the listserv. Also, instructions need to be added to the membership form about how to join the listserv.

Hart Endowment Awards

- The Hart Endowment committee consists of Steve, Virginia, and Katie. Steve will review the numbers to determine what the cap should be each year that will be spent on Hart Endowment awards. There is a \$500.00 limit per award. Also, it has been several years since the Summer Social money has been added to the endowment. Nathan will look into how many years it has been and transfer those funds that should be part of the Endowment. That may give us our first year of funding.
- The board agreed that there needs to be a publicity push for people to apply for the Hart Endowment. It has been more than a year since awards were given out.
- It was proposed that we have a call for applications for the Hart Endowment three times a year-one for the spring conference, one for SAA attendance in the summer, and one for the Fall annual meeting.
- Funds obtained from the Summer Social need to be packaged so as not to bankrupt the fund too quickly.
- Endowment recipients must submit an article for the SCAA newsletter.

Website Changes/Resources

- There are only minutes up until 2014 on the website. Steve will send Angela the 2015 minutes to upload to the website.
- The Budget and Fiscal Year portion of the bylaws needs to be updated in the procedures manual as well as on the website to reflect the change approved at the Fall 2015 meeting allowing membership dues to be paid every twelve months based on join date.

Brainstorming New Theme

- The idea of centering the theme for the year around visual materials was brought forth. “Through the Lens” or “Visions of South Carolina” could be possible themes that could be used to highlight preserving history through photographs. This could be a way to tie in the 1,000 year flood that hit South Carolina in October of 2015. There was a group, for example, that rescued thousands of photographs from families’ collections in Columbia area neighborhoods after the flood. This would present the opportunity to present very practical applications of what archivists do to improve the quality of life of others.
- Also, we could have presentations on preserving old formats of film. Perhaps a Moving Images Research Collections presentation could be offered that goes over reformatting film.
- “Sights and Sounds of South Carolina” was settled upon as a name for the theme because it opens up the presentations to those that focus on audio and oral history as well as visual materials. This would open up the opportunity to present on the physical preservation and formats of materials, as well as the preservation of history through the creation of oral histories, etc.
- The creation of oral histories as a means of preserving history could be one presentation.
- There could also be a presentation on the different types of photographic materials and conservation.
- SAA’s book on the types of visual materials could be raffled off at the meeting. It is a great resource for identifying photograph types, etc.

2016 Program Planning:

Spring Workshop

- It was decided that there will be no spring workshop this year because of the SNCA joint meeting at the end of March.

Summer Social

- Because last year’s social was located in Charleston, this year’s social should be in the upstate. The money raised by the fee for the summer social is a fundraiser for the Hart Endowment, so the venue needs to be free.

- The social will be held at 11:00 with a short meeting featuring a wrap up of the spring conference. Then participants will go to lunch, which will be followed by a tour of the venue selected.
- Katie will check to see if the Upcountry History Museum in Greenville will be available for the social at no charge.

Fall Annual Meeting/Conference

- Potential locations that were proposed: Camden Archives and Museum, Presbyterian College, Greenwood Museum/Lander University, South Carolina State/Orangeburg County Historical Society, and the Edgefield Archives.
- Orangeburg photographer Cecil Williams might be a great speaker to have at the meeting to highlight the "Sights and Sounds" theme. He captured many moments of the Civil Rights movement in South Carolina and can perhaps speak on documenting history through photography and the physical preservation of photographic materials.
- Presentations on oral histories could be tied into the theme. Also, we could reach out to the Orangeburg community to preserve local history in a history harvest type format.
- We could also incorporate reaching out to local legislature for the annual meeting. A proclamation of the importance of archives to present at the meeting could tie in this branch of advocacy for Archives Month.
- The Directors will first reach out to South Carolina State for the fall meeting. If that is not possible, they will explore some of the other locations suggested.

Next Meeting-The next meeting will be held at the USC Hollings Library SCPC Seminar Room on May 13th, at 10 am.

Board Retreat adjourned at 12:20 pm.