



Executive Board Meeting

Patron's Lounge
SC Department of Archives and History
Columbia, SC
7 April 2017

Present: Morgan Jones-King, President; Nathan Saunders, Vice President; Ann Merryman, Membership; Molly Inabinett, Secretary; Katie Womble, 2nd Year Director; Brenda Burk, 1st Year Director; Mark Sprang, Treasurer.

Call to Order: 11:03 a.m.

The minutes from the January board retreat were approved as written.

Introduction of New Officers:

Mark Sprang has joined the board as the new Treasurer.

Officer Reports:

Directors-Katie Womble and Brenda Burk

- The spring workshop will be held at the Spartanburg County Library on April 24th and will focus on outreach to the community, including outreach to media outlets to get attention for your archival collections. Editors from *The Spartanburg Herald Journal* and the SCPL Public Relations coordinator will speak at the workshop.
- The fall meeting is set for October 20th at the Citadel's Daniel Library. The theme is "South Carolina at War". The directors are working on securing a keynote speaker.

Membership-Ann Merryman

- Nathan and Ann have met to update the membership spreadsheet before renewal notices are sent out. Ann will now start sending out the renewal notices for everyone due in January, February, March, and April of this year.
- They also discussed creating another spreadsheet that will have all members' names and track what payments are received from them, including membership, spring workshop, summer social, and annual conference. This way, it will be easier to track when to send their membership renewal letter. This standardized workflow will make for more efficient processing of payments.
- Morgan will send out the password list to the members of the board, so all can add reports, minutes to the Google Drive. All passwords other than bank account passwords will be included on the list.

Treasurer-Nathan Saunders on behalf of new treasurer Mark Sprang

- The only recent expense from the bank account was the P.O. box fee, \$112.00, which was due at the end of March.
- The CDs are maturing soon, and Nathan and Mark will check to see if there is higher interest rate available. They will both visit the bank to get Mark's name on the account.

Old Business:

SCAA Blog

- The blog has been well-received. There have been two posts so far-the President's Corner and the Director's report on this year's programming.
- The goal is to have future posts be from members about what's going on in their institution and/or projects related to the annual conference theme for the year.
- Ann will do a post in May with an update on membership.
- Brenda will have a colleague at Clemson write the April post about Clemson's new World War I exhibit, which was picked up by local newspapers. Morgan will send Brenda Brian's information to get the blog up.
- June is tentatively scheduled for a post from either the SCHS or Katie from the Upcountry History Museum about their Desert Storm exhibit.

Outreach and awareness: Archives month and general

- Morgan had a meeting with the USC SLIS student archives group, and there were a couple students who have joined since. Morgan will touch base with them again and see if others are interested in joining and attending SCAA events.
- Morgan has also inquired about getting giveaways from SAA for our fall conference. We can set up a table at the Fall conference to display them.
- The Governor's Proclamation can also be set up at the table with the SAA giveaways at the fall conference.
- Ann suggested SCAA create a program to assist members interested in taking the Certified Archivists exam. SCAA could put together study groups or resource lists over the coming year, and, if there is enough interest, the exam could be offered in South Carolina in summer 2018. Molly will reach out to a few of her colleagues who have taken the exam to see if they are interested in writing a blog about their experience taking the exam for the July blog post.
- We will apply for a Governor's Proclamation for Archives Month in October again and ask about getting a public reading of it at SCDAH.
- For Archives month outreach, we could do "Ask an Archivist Day" on SCAA's social media, and we could also send out postcards with the date of the fall conference and our website. It could include some interesting visual materials from military collections. We can also do a call on social media again for images from collections related to the conference theme after the summer social .

New Business:

Hart Endowment

- There have been no applications for the Hart Endowment this year. This is likely due to the Society of American's Archivists Annual Meeting being held in Portland, Oregon, and the \$500.00 available is not enough for travel/attendance to Portland.
- The maximum amount that can be given out for the Hart Endowment is \$500.00, but it can be awarded to multiple people. We will reword the explanation so that people know that they can apply for less than the \$500.00, for events such as our fall conference or other smaller events.

2017 Program Planning

Spring Workshop

- So far, there are about 10 people signed up, but several people planning to attend still have yet to register.
- The space at Spartanburg County Library is large, so if registration increases at the last minute, there is enough space to accommodate them.
- We could also provide a very basic info flyer for the fall conference and call for proposals to get people thinking about the fall event.

Summer Social

- The summer social will be hosted by Brent Burgin at USC Lancaster on either July 14th or July 28th. They have some new exhibits.
- Nathan is still working on picking a restaurant for lunch.

Fall Annual Meeting/Conference

- The Citadel has confirmed to host the fall meeting on October 20th. There is no keynote speaker as of yet.
- One suggestion was Anne's colleague who has written a book on the Spartanburg veteran memorial wall.
- Dr. Stephen Wise, historian and director of the Parris Island Museum, was another suggestion.
- Another suggestion was Dr. Andrew Meyers from USC Upstate, who wrote "Black, White, and Olive Drab" about integration of Fort Jackson.
- A list will be sent around to recap and provide ideas of keynote speakers, then we can start contacting potential speakers.
- The same formatting for presentations will work again. We will offer 45 minute full sessions, 20 minute sessions, or 10 minute lightning rounds, and ideally there will be a good mix of all three.
- It was also proposed to offer the opportunity for people to submit posters, which can be displayed during lunch.

Date for the next meeting: July 14th or July 28th at the Summer Social.

Meeting adjourned at 12:03 pm.