



Executive Board Meeting

South Carolina Department of Archives and History
Columbia, SC
13 March 2020
10:30 am

Present: Jim Cross, President (via WebEx); Kathryn Slover, Vice President; Graham Duncan, Treasurer; Jessica Serrao, Secretary (via WebEx); Tracy Power, 2nd Year Director; Tabitha Samuel, 1st Year Director; Evan Spencer, Membership Officer

Absent: Kimberly McClure, Past President; Angela Flenner, Webmaster

1. Call to Order

10:33 a.m.

2. Minutes from 29 January 2020

Approved

3. Reports of Officers

- a. **Treasurer** –Graham Duncan reported that total assets are \$34,853.22 (see Treasurer’s Report). As agreed, he reimbursed the general fund \$140.00 from the Hart Endowment funds raised by the summer social last year. The remaining \$360.00 will come from funds raised by this year’s summer social. Jim has not yet signed up as signatory and will do so the next time he’s in Columbia.
- b. **Membership Officer** – Evan Spencer reported that he continues to send emails to members whose memberships have lapsed. He and Graham worked out communication procedures to ease coordination of membership and dues payments. Evan reached out to college student groups. We haven’t yet seen new student members enroll from this solicitation. Evan plans to send additional emails to promote workshops and events to students. We have one new student member from the UNC-Greensboro online program who lives in South Carolina. Tracy has a few students he will talk to directly about joining.

4. Old Business

- a. **Spring Workshop** – Jim reported that, given the COVID-19 situation and travel restrictions, an in-person workshop may not be the best option. We could move the workshop online or postpone the event. SCAA is in good financial shape and could survive postponing. Tabitha said members have shown interest in attending, and she suggested holding a fall workshop instead. T. J. Wallace is still interested in participating and providing useful grant resources. Tracy suggested incorporating it into the fall annual meeting, which the Board discussed could be a segment before or after sessions or could stand alone as a separate pre-conference event.

Having it in the fall would also give T. J. more time to prepare. The Board agreed to postpone the Spring Workshop. Jim will post an announcement to the website.

b. Action items from Board Retreat

Jim Cross – Contacted Tracy and Tabitha to discuss the grant writing idea for Spring Workshop, and student poster session for the annual meeting. He also email the student outreach letter to Clemson’s public history director. He has not yet contacted GLAM organizations to promote SCAA events as he’s waiting for an event to promote first. Jim contacted SGAA for strategic planning advice but has not heard back. He will contact them again. He has not gotten to Columbia yet to be added as a signatory to the SCAA account, and will do so on his next trip, and needs to discuss the creation of the Awards Committee webpage with Kathryn.

Kathryn Slover – Created content for a an Awards Committee webpage with what awards are available and how to apply. More detail can go into the Administrative Handbook and By-Laws. All are on board with student posters at the annual conference, so Kathryn investigated calls for posters from other conferences, and is now working on a list of resources for poster best practices. When complete, she will email this to the Board to review. Graham, Evan, and Kathryn met to discuss the Burgin Endowment. Kathryn proposed combining the Hart and Burgin committees as they consist of the same people. The Treasurer should be chair as they are a permanent committee member. This will equate to one webpage for endowments that list and identify both. Jim moved that the Board creates an Endowments Committee that merges the Hart Endowment Committee and Burgin Endowment Committee. Evan seconded the motion. All Board members approved. This committee is created with the understanding that it may be made into a standing committee if the merger is successful and upon approval by membership.

Tracy Power and Tabitha Samuel – Tracy proposed a hard deadline for proposal submissions be two months out from the conference date, with the program absolutely set one month ahead. All agreed.

Graham Duncan – Completed a mockup of the invoice template, which is now in the Treasurer folder on Google Drive. He will also include instructions on creating the invoice. He and Evan worked out a monthly communication plan, which will likely change once a new membership form is used. He held off on Google Drive cleanup because of other activities but is happy to do so. He has not yet sent the student outreach letter to USC and with students shifting to online learning, he will plan to do this later. The Hart Endowment funding was discussed with committee members. They will have a funding plan together by the time the new Endowments Committee is proposed to members, likely at the annual conference, and will send a proposal to the Board for approval prior to this.

Jessica Serrao – Created the [SCAA Administrative Handbook – DRAFT 2020](#) in Google Drive and emailed to the Board. She added activities from the old SCAA Manual and Constitution and By-Laws for each Board position and active committee. These sections still need to be reviewed by each member for accuracy. She gathered 2018 (post-March 23) and 2019 minutes and will send them to Angela to upload to the website. Jessica proposed changing the organization of meeting minutes on the website to reverse chronological order so the most recent minutes are at the top of the page. The Board agreed. The Minutes page of recent minutes goes back to 2015. The Board agreed that minutes should be moved to the Archived Minutes page on an annual basis. Jessica asked how the archived minutes should be organized. She will discuss this with Angela to see what is easiest for her. Jessica and Evan have not yet worked on the poster design.

Evan Spencer – Created a mockup of the new membership form and will send it to the Board for review. Once finalized, he will talk with Angela about webpage possibilities. Evan sent out the student outreach letters. He needs to follow up with Ann Merryman.

5. New Business

- a. **Summer Social** – Jim discussed the possibility that the Summer Social may also need to be postponed due to COVID-19. Kathryn proposed holding off on planning activities until the next meeting. At that time, the Board will reassess the situation. All agreed.

6. Date for next meeting

Mid-May. Jim will send out a Doodle Poll for Board members to complete. This may be a full virtual meeting via WebEx. All Board members have access to the proper technology.

7. Action items

Jim Cross

- Announce postponement of the Spring Workshop on the website.
- Follow up with SGAA for advice and guidance on conducting strategic planning.
- With Graham, get added as a signatory on SCAA accounts during next trip to Columbia.
- Discuss creation of an Awards Committee webpage and nomination form with Kathryn and consult with Angela on best approach.

Kathryn Slover

- Send Awards Committee webpage content to Jim to discuss and finalize.
- Email list of resources for poster best practices to the Board for review.

Tracy Power and Tabitha Samuel

- Set annual conference program at least a month beforehand and create a hard proposal submission deadline to accomplish this.
- Compile a list of annual attendees at events for SHRAB and to identify what organizations participate and where gaps in participation exist.

Graham Duncan

- Email student outreach letter to USC programs.
- Add Jim as a signatory on SCAA accounts during his next trip to Columbia.

Jessica Serrao

- Send 2018 (post-March 23) and 2019 minutes to Angela to upload to the website.
- Discuss with Angela how best to organize minutes on the website, and request to move older minutes from Minutes page to Archived Minutes page.

Evan Spencer

- Send membership form mockup to Board for review and discuss webpage with Angela.
- Follow up with Ann Merryman on student outreach letter.

8. Adjourn

11:30 a.m.

-Respectfully submitted by Jessica Serrao, Secretary