Executive Board Meeting
Virtual via Zoom
13 May 2020
9:00 am

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

Absent: Kimberly McClure, Past President

1. **Call to Order**
   9:01 a.m.

2. **Minutes from 13 March 2020**
   Approved

3. **Reports of Officers**
   a. **President** – Jim Cross reported that, due to COVID-19 travel restrictions, he is unable to get to Columbia to be added as signatory on the SCAA account. He has not heard back from SGA leadership due to their involvement with a salary transparency resolution. He will follow up again with them later. Jim will also check with SNCA to see how they conduct strategic planning. Jim consulted with Kathryn on the awards page (see Kathryn's Vice President report below).

      Blog Editor – Jim reported he posted announcement on the postponement of the Spring Workshop. He has also blogged about COVID-19 resources and a couple other announcements.

   b. **Vice President** – Kathryn Slover reported that she and Jim discussed the proposed Awards page. It's been finalized and Angela created a webpage that includes a Google Form for nominations (http://www.scarchivists.org/index.php/awards).

      She and Jim also discussed the call for student posters and resources. Kathryn created a mock-up of the call and list of resources for the Board to review (see SCAA Student Poster Session). This can be adapted depending on in-person or virtual conference format. Jim stated that we may not have a conference theme each year and we are encouraging posters on research that may not align with a theme. He also suggested Kathryn review the most recent SAA poster session page from last year's annual meeting. Jim attended a recent virtual conference that held the poster session online, and he provided this information via email to the Board. Kathryn asked the Board to send any additional feedback on the call to her via email.

c. **Secretary** – Jessica Serrao reported that, per her email to the Board on March 31, she sent the 2018 (post-March 23) and 2019 minutes to Angela who uploaded them to the SCAA website. Angela supplied instructions on how to upload new minutes, which Jessica added to the [Secretary section](#) of the SCAA Administrative Handbook – DRAFT 2020. She also discussed with Angela how best to organize minutes on the website and agreed to use reverse chronological order. Angela organized the [Archived Minutes](#) page to reflect this and moved all older minutes (pre-2020) from the [Minutes](#) page to the Archived Minutes page.

Jessica and Evan have not yet worked on the poster design. Given the current situation with COVID-19 and conference cancellations, Jim suggested placing this on hold, but we should keep an eye out for virtual conferences that may provide a different avenue for outreach.

d. **Treasurer** – Graham Duncan reported that total assets are $34,719.59 (see Treasurer's Report). The only changes since last time are the $148.00 paid for the annual post office box fee, and one membership due of $15.00. Graham emailed the outreach letter to USC SLIS, but he's not sure if it went out on the listserv. He will wait until the Fall semester begins and resend.

e. **Membership Officer** – Evan Spencer reported that we've had one new member join. He consulted with Angela and created a mockup Google Form to replace the Wufoo membership form on the website. He made two forms, [one for institutional members](#) and [one for individuals](#) (student, retired, and regular). The new Google Form makes all required fields required and streamlines the membership application to Google Sheets tracking for himself and future membership officers. The Google Form also provides more flexibility for changes and aligns with SCAA's use of Google Drive for storing documentation. For now, we will need to leave the Wufoo form up because the most recent membership letters use that link, but the Google Form will be phased in after that. Evan envisions the membership page having two clickable buttons that will send a prospective member straight to either of these forms. Angela created a test page that is working well. He'd prefer one form but doesn't want it to be too lengthy with unnecessary questions. Angela suggested trying the conditional logic in Google Forms, which can be used to differentiate questions based on whether the person selects institutional or individual membership. Evan will test this out and send the revised form to the Board to review. Evan hasn't yet reached out to Ann Merryman to connect with USC-Upstate students. He will wait until the Fall to do so.

4. **Old Business**
   a. **Summer Social** – Kathryn reported that, given the situation with COVID-19, we should not have an in-person summer social. The Board has already discussed moving the spring workshop to the annual meeting in the fall and postponing the summer social to the fall would be a lot of events in a short time. There is also concern of a possible resurgence of COVID-19 in the fall. Kathryn suggested holding a summer workshop online using a webinar format. Jessica suggested a virtual happy hour event but was concerned about the logistics of a large group. Kathryn agreed a virtual platform is not the best for an unstructured meeting. Tabitha suggested using breakout groups via Zoom to facilitate larger groups. Jim stated that the social is to raise money for endowments and he would not be comfortable charging people for a happy hour event. It's also about networking and seeing sites and archives in person, which is difficult to accomplish

virtually. With a webinar, SCAA could charge a fee and it will be less of an expense. After further discussion, Tracy motioned to cancel the summer social. All Board members approved. Jim will announce the cancellation on the blog and Facebook.

b. **Annual Meeting** – Tracy Power and Tabitha Samuel reported that they haven't been in touch due to the constant changing circumstances surrounding COVID-19. They will begin planning now. Extensive discussion ensued on whether to hold the meeting in-person or virtually. If we decide to go virtual, we're in good company as SAA, SNCA, and SGA have announced they will be virtual.

Logistics the Board considered for a virtual environment:
- Structure and extent of offerings
  - If virtual, the offerings could be spread out over more than one day as travel and lodging isn't an issue. The spring workshop could be moved to a pre-conference workshop or webinar followed by the conference on the next day.
  - How do we build in networking opportunities?
  - The conference theme could be eliminated or kept very broad to encourage participation and provide presenters with flexibility. We could also structure it for people to register separately for each session based on their own interests.
  - SCHRAB still wants time to present on their survey.
- Virtual conferencing software
  - Need to figure out which software fits the SCAA conference needs, including a virtual poster session and business meeting. Zoom has a pro webinar version for an annual fee with additional features that are better for large webinars and can host up to 100 people. WebEx has also been used for webinars.
  - Jim emailed Clemson's Learning Technologies Librarian to get input on software best for students. Once received, he will share her feedback with the Board.
  - Board members will check on what programs their institutions have available
- Coordinating virtual environment
  - This will change the roles of the host. The Board's job will shift to keeping track of chats and questions and assisting with technical issues.
  - If we record sessions, we will need to get permission from presenters. This could be added to the call for proposals. We will also need a place to host recordings.
- Cost of registration
  - Graham reported that SCAA is in good financial shape and could absorb this year's conference costs. If virtual, there will be less expenses and we may not be giving awards this year since they are to cover travel, unless they are awarded for virtual attendance costs.
  - Board members agreed that providing a virtual conference free of charge is a good service to our members considering current financial struggles with COVID-19 and many archivists facing hardships. This could also make up for this year's cancelled events.
- Timeline
  - There is no need to delay the call for presentations whether it's in-person or virtual. The call can clearly state that there is a possibility they will be presenting online, and that the sessions may be recorded.
- Business meeting logistics
  - The Board will still need to conduct a business meeting virtually. Logistics of how to involve attendees and coordinate votes need to be set. Jim will contact SNCA

to see how they accomplished this at their virtual meeting. Some examples may be to use the WebEx or Zoom polling option. This could work as votes are not conducted by secret ballot.

The Board discussed experiences with other virtual conferences and provided examples SCAA could learn from.
- Jim attended a library publishing virtual forum. He sent an email to the Board outlining how they structured theirs using Zoom, including a virtual poster session. The forum provided one link for each day and attendees could leave and join again using same link.
- Jessica attended the Southeastern Collaborative Conference online. They provided separate registration and access links to each session.
- Graham attended ASERL, which worked well using WebEx.
- The Board will continue to combine their knowledge of virtual conferences they've attended to figure out best ideas for setup.

Jim motioned that the Board agrees in principle to hold the annual meeting and possibly a workshop virtually with the proviso that we decide, if we cannot do this logistically, that we revisit. Discussion of the motion ensued. If we put out a call, we need to have a conference date set, which will be difficult if we're unsure whether it will be in-person or online. It may also be important to know whether we will be charging registration before putting out a call.

Tracy submitted a friendly amendment to the motion that we set a two-week window in October so we may announce that the meeting will be virtual during that window. Tabitha suggested we extend the window to a target month due to uncertainty with schedules and in case we don't meet the two-week frame. After further discussion on the date of the conference and timeline for proposal submission, the Board agreed to put the call for proposals out at the end of May with a submission deadline of August 1 for a conference in October. This will give enough time to set the program one month out in September. The Board will provide a set conference date before the August 1 submission deadline, to be decided at the next Board meeting. This will be a reasonably firm date, but if we find the date is not tenable, we may need to push the date forward into November. The motion with friendly amendment passed unanimously. Tracy will draft the call for proposals and send it to the Board for input.

The Board discussed logistics for student posters. The call for poster proposals can go out later than the call for presentations. This will accommodate students who may not have access to resources to create a poster until the fall. The Board will work with a September 1 tentative deadline. The call could include poster ideas on work done from home. The format of the poster session will depend on how the annual meeting is structured. One option would be to have a scheduled poster session during which time the students have 5-10 minutes to present it and take questions. Jim suggested publishing the posters online ahead of time to give participants time to look at them. Kathryn will rework the call for student posters for the virtual environment and add additional resources for digital format.

To move the virtual planning forward, Angela will research the best virtual conferencing software for our needs and select the best option. Once selected, the Board will check to see if their institution offers that program to be used for a professional conference. As a measure of goodwill, SCAA could make the institution the virtual host as a thanks for supplying the platform.

5. **New Business**
    a. **2020 Awards Committee** –Kathryn reported two members who are interested in serving on the committee. She received their bios, which she read to the Board. The first candidate, Michael Fondren is the gubernatorial processing archivist at the South Carolina Department of Archives and History. The second candidate is David Mash, Associate Director of Library Services at Lander University. Jim motioned that the Board add Michael and David as members of the Awards Committee. The Board approved unanimously. Kathryn will inform them of their acceptance and the committee will start working on a call and timeline for the submission process.

6. **Date for next meeting**
    Week of July 6-10. Jim will send out a Doodle poll in June to select a date.

7. **Action items**
All Board members
    ● Send any additional feedback on the poster call to Kathryn via email.
    ● Share any further knowledge of virtual conferences we've attended to figure out the best approach for SCAA virtual conference setup.
    ● Once a virtual conferencing software is chosen, check with your institution to see if it's available to host the annual conference.

Jim Cross
    ● Announce the cancellation of the Summer Social on the blog and Facebook.
    ● Check with SNCA to ask about logistics of their annual online meeting.
    ● Share feedback with the Board from Clemson's Learning Technologies Librarian on what virtual software is best for students.
    ● Continue following up with SGA and check with SNCA for advice and guidance on conducting strategic planning.
    ● With Graham, get added as a signatory on SCAA accounts during next trip to Columbia.

Kathryn Slover
    ● Inform Michael Fondren and David Mash of their acceptance to the Awards Committee and begin working on a call and timeline for the submission process.
    ● Rework the call for student posters to match virtual environment, add additional resources so we have something for a digital format.

Tracy Power and Tabitha Samuel
    ● Tracy will draft the call for proposals and send to Board for input.
    ● Compile a list of annual attendees at events for SHRAB and to identify what organizations participate and where gaps in participation exist.

Graham Duncan
    ● Resent student outreach letter to USC SLIS at the beginning of the Fall semester.
    ● Add Jim as a signatory on SCAA accounts during his next trip to Columbia.
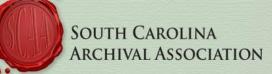
Evan Spencer
    ● Test out combining Google Forms using conditional logic and share revision with the Board.
    ● Follow up with Ann Merryman on student outreach letter at the beginning of the Fall semester.
Angela Flenner

- Research the best virtual conferencing software for our needs and select the best option. Work with Tabitha and Tracy to get information about various software options, discuss with Graham if it costs money, and share with Board.

8. Adjourn
   10:38 a.m.

-Respectfully submitted by Jessica Serrao, Secretary

Treasurer's Report
May 13, 2020

CHECKING ACCOUNT: $ 7,357.56 (Pending Balance)

$ 7,357.56 (Available Balance)

PAYPAL BALANCE: $ 8,270.73

HART ENDOWMENT (#...80119)

Total in account: $ 6,844.07

Next maturity date: 12/08/2020

BB&T CERTIFICATE OF DEPOSIT (#...04268)

Total in account: $ 12,247.23

Next maturity date: 02/10/2021

Total Assets: $ 34,719.59

INCOME FOR 2020

Membership Dues:	$185.00
Hart Endowment (#...80119):	$6.26
Certificate of Deposit (#...04268):	$11.22
Total	$202.48

EXPENSES FOR 2020

January board meeting:	$47.41
PO Box fees:	$148.00
PayPal Fees:	$4.14
Total	$199.55