



Executive Board Meeting

Virtual via Zoom

8 July 2020

1:00 p.m.

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

1:03 p.m.

2. Minutes from 13 May 2020

Approved

3. Announcements

Congratulations to Kathryn Slover for accepting a digital archivist position at University of Texas at Arlington. She and Evan will finish out the term year. The President position will be vacant.

4. Reports of Officers

- a. **Treasurer** – Graham Duncan reported that total assets are \$34,835.81 (see Treasurer's Report). The biggest change since last time is the new and renewed membership dues.
- b. **Membership Officer** – Evan Spencer reported that six people signed up for membership.

5. Old Business

- a. **Archival Salary Transparency** – The Board approved SCAA signing on to the open letter to SAA Council on salary transparency via email on April 10, 2020.
https://docs.google.com/document/d/1uzNfkJCBaJBROq4eJfKfM9JBtUFR_CxbP8XnXDS--8Y/edit
- b. **Statement on Racism and Recent Events** – In response to racist events and the police murders of George Floyd and other people of color, the Board wrote and approved a Statement on Racism and Recent Events on June 11, 2020. <http://scarchivists.org/index.php/46-scaa/273-scaa-statement-on-racism-and-recent-events>
- c. **Annual meeting** – The Board will utilize the Clemson Zoom account to virtually host the annual meeting, which can accommodate up to 300 people. Jim will check with the Libraries Dean about using Zoom and promoting Clemson as the host. The backup option is to purchase a month's subscription of Zoom Webinar, which would cost SCAA \$50-100.

The tentative date for the conference is Friday, October 16. There are three proposal submissions so far, which can be viewed on the Google Sheet connected to the Google Form.

Submission notifications will go to the SCAA Gmail.

Format – The number of days of the event is still to be decided. Some considerations are to include short breaks between sessions. If concurrent sessions are needed based on volume of proposals received, each session will need a separate Zoom link and multiple Board members as hosts/co-hosts. Request that presenters provide a copy of their presentation as a backup for technical issues. If a lightning session is scheduled, consider holding a short Q&A after each presentation versus at the very end.

Poster session – the Board will plan to make the images of the posters available beforehand on the SCAA website or cloud storage. The session will give time for each presenter to show and explain their poster. The call for student posters will be sent out closer to the fall semester. SCAA should reach out again to school contacts previously used for student membership to help promote submissions. Evan will send this information around again. Tabitha and Tracy will send the proposal to Jim to put on the blog.

Business meeting – Based on the constitution and bylaws, elections are required. An election platform will be needed that can verify voters are SCAA members and can easily incorporate nominations from the floor. One option is to plan a separate Zoom session for the business meeting to vet for membership. Options for voting methods include using direct messages from attendees to the chair of the nominating committee; Zoom polling feature; or a separate survey platform like Qualtrics.

Awards – call for nominations are out. Due to the virtual environment, SCAA will allocate time to present the awards, but the physical trophies will not be given to the winners. The trophy company in Columbia can directly mail the recipients their trophies later. SCAA will need to contact recipients to get addresses.

- d. **Town hall meeting** – SCAA will host the second town hall meeting on July 16, 2:15-3:45. Evan will update the registration form and Kathryn will keep track of attendees. Jim will promote on the blog by the end of this week. Brenda plans to contact Virginia Ellison and Beth Bilderback to talk about reopening plans at the Historical Society and Caroliniana. Evan will send Jim the registration form so he can match content on the blog.

6. New Business

- a. **SCAA Diversity, Equity, and Inclusion (DEI)** – The Board discussed actions SCAA can take to support diversity, equity, and inclusion within the organization, in the archival profession in South Carolina, and the United States.

Short term priorities – Provide space to focus on EDI at the annual meeting. Plan a workshop, presentation, or paid keynote speaker based on Michelle Caswell's dismantling white supremacy in the archive. Look into SC or regional archivists doing anti-racist work. Kathryn knows a colleague in Tennessee who's done a workshop on the topic. [Dorothy Berry](#) has spoken at DPLA about EDI in metadata. This could also be a spring workshop with multiple presentations.

Create a shared reading list and discussion group. Make our own SCAA list or promote SAA's. Plan a discussion group about the articles in the list. These could be informal discussions moderated by members that volunteer to lead a session.

Long term goals – Support USC’s upcoming program based on [Princeton's Archives Research and Collaborative History \(ARCH\) Program](#), which will bring in students from HBCUs to learn about special collections librarianship. This could be monetary support to offset the cost of stipends for participants, a grant partnership, or teaching support for classes that USC will plan.

Diversify the executive board and membership. Support and include people of color in the elections and recruit diverse membership from across the state. Analyze what groups SCAA contacts and what groups have historically been left out. Gain feedback from diverse groups on how to make the organization more welcoming. The membership officer could build stronger connections with librarians at HBCUs and cultural heritage organizations representing Black history across the state. Recruit from groups that are not yet members. SHRAB has been working with HBCUs in South Carolina to compile the directory. SCAA could use this connection to expand our reach. Partner with the South Carolina African American Heritage Commission (a partner with SCDAAH) to explore ways we can uplift their efforts. Ramone Jackson, the liaison between the commission and SCDAAH, is interested in collaborations.

7. Date for next meeting

Mid-September. Jim will send out a Doodle poll in early August.

8. Action items

All Board members

- Pass along names for potential DEI keynote speakers or presenters to Tabitha and Tracy.

Jim Cross

- Check with Clemson Libraries Dean on using Zoom account for meeting.
- Ask Brenda to submit SHRAB proposal to annual conference.
- Send out a Doodle poll in early August for September meeting.

Kathryn Slover

- Send Tabitha and Tracy the reworked call for posters for virtual environment.

Tracy Power and Tabitha Samuel

- Send student poster proposal to Jim to promote on the blog.
- Compile a list of annual attendees at events for SHRAB and to identify what organizations participate and where gaps in participation exist.

Graham Duncan

- Resend 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

- Send school contact information to Board members to promote student poster proposal.
- Add Jim as a signatory on SCAA accounts during his next trip to Columbia.

9. Adjourn

3:02 p.m.

-Respectfully submitted by Jessica Serrao, Secretary



Treasurer's Report July 8, 2020

CHECKING ACCOUNT: \$ 7,387.56 (Pending Balance)
\$ 7,387.56 (Available Balance)

PAYPAL BALANCE: \$ 8,356.95

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: \$ 34,835.81

INCOME FOR 2020

| | |
|--|----------------|
| Membership Dues: | \$305.00 |
| Hart Endowment (#...80119): | \$6.26 |
| <u>Certificate of Deposit (#...04268):</u> | <u>\$11.22</u> |
| Total | \$322.48 |

EXPENSES FOR 2020

| | |
|------------------------|---------------|
| January board meeting: | \$47.41 |
| PO Box fees: | \$148.00 |
| <u>PayPal Fees:</u> | <u>\$7.92</u> |
| Total | \$203.33 |