



Executive Board Retreat

Virtual via Zoom

29 January 2021

Present: Krista Oldham, President; Ann Abney, Vice President; Graham Duncan, Treasurer; Tabitha Samuel, 2nd Year Director; Erin Allsop, 1st Year Director; Jessica Serrao, Secretary; James Cross, Past President; Michael Fondren, Membership Officer; Angela Flenner, Webmaster

1. Call to Order

9:02 a.m.

2. Minutes from 15 September 2020

Approved

3. Reports of Officers

- a. **President** – In lieu of a report, Krista Oldham introduced herself as the new President.
- b. **Vice President** – In lieu of a report, Ann Abney introduced herself as the new Vice President.
- c. **Secretary** - Jessica Serrao reported on adding YouTube responsibilities to the Administrative Handbook and uploading the annual conference sessions to YouTube. She also reported that past minutes posted to the website do not include addenda, such as officer reports. She plans to update the minutes to include addenda.
- d. **Treasurer** – Graham Duncan reported that SCAA continues to be in a strong financial position with total assets of \$35,282.72. Income was \$837.00 with the vast majority from membership dues. Expenses came in at \$379.05, which are down this year as we did not pay out on awards from the endowment. The projected budget is up in the air and will depend on our plans for this upcoming year. If things stay the same as years prior to COVID-19, we can expect to bring in around \$2,500.00. If expenses stay the same and we do pay out the Hart Endowment, our expected expenditures are \$1,500.00 with around \$1,000.00 surplus (see Treasurer's Report).
- e. **2nd Year Director** – Tabitha Samuel reported that her major work this past year was planning the annual meeting, for which we had 47 registered attendees. She also helped collect and disseminate session slides.
- f. **1st Year Director** – In lieu of a report, Erin Allsop introduced herself as the new Director.
- g. **Membership Officer** – Michael Fondren introduced himself as the new Membership Officer. He reported that he's been transitioning with Evan Spencer, the previous membership officer. SCAA currently has 36 active memberships paid and Michael contacted 10 people so far for renewals. Michael also discussed work that he is interested in continuing, which the Board agrees. This includes outreach to college and university programs, for which Evan provided a short list of teachers and contacts. He also has the new membership Google Form to replace the current

Wufoo form. Angela Flenner stated that it's an easy swap on the website and to let her know when it's ready to go.

- h. **Webmaster** – Angela Flenner reported that she has been webmaster since 2012 and would like to put a call out for anyone interested in taking over. Her current position responsibilities have taken her away from archival duties. She's happy to continue until we find a replacement to keep continuity. Currently, the Webmaster, Blog Editor and Secretary have website editing capabilities. If other Board members would like permissions, let her know and she can set it up.
- i. **Blog Editor** – Krista Oldham presented Jim Cross' report in his absence. Nine blogs were posted to the website which were also sent out on the SCAA listserv. Topics included quarantine research, survey opportunities, and meetings held by other organizations of interest to members. He also sent two additional announcements via the listserv. Jim worked with the Secretary and Webmaster to upload annual meeting session recordings to the SCAA Google Drive and YouTube account, which he then sent out on the blog, Facebook, and the listserv.

4. Reports of Standing Committees

- a. **Nominating Committee (Past President)** – Krista Oldham presented Jim Cross' report in his absence. He will begin recruiting for open positions on the Nominating Committee. Please send him potential candidates to serve on the committee.

- b. **Endowment Committee (Treasurer)** – As part of Graham's duties as Treasurer, he is happy to continue as chair. He will reach out to appoint two to three others to help review applications.

Hart Endowment - Because the priority is to support travel expenses for conferences (SCAA and SAA), we may not pay this out because both are virtual this year.

Burgin Endowment - Graham plans to formalize this endowment this year. He will present a concrete proposal on this at the next Board meeting. The Hart Endowment was endowed with funds from general SCAA funds and put into a certificate of deposit account. To do the same with Burgin will require a vote by the membership. The Hart Endowment used a \$2,500.00 certificate of deposit, which will likely be similar for Burgin.

- c. **Hart Committee** – This is an ad-hoc committee and not a standing committee. Whenever an application is received, the chair appoints two to three others to review. Last year, Kim selected Kathryn, Tracy, and Christin to review the one application received.

Last year, the certificate of deposit was not reimbursed from the SCAA checking account as there was only a 10-day window to do so. Graham will be sure to do that this year. Some of it was paid back into the general checking account from money received from the 2019 Summer Social, which is the main fundraiser to support the Hart Endowment. This type of fundraising event could work to fund the Burgin endowment as well.

- d. **Awards Committee (Vice President)** – No report at this time.

5. Old Business

- a. **Administrative Handbook** – [This handbook](#) was drafted last year, and each of the Board members' sections need to be reviewed and revised by the current members to ensure all activities are documented. The Board agreed to have the handbook finalized and approved at the September meeting in preparation for the October annual meeting. This will help smooth

transitions between outgoing and incoming officers. The Board also discussed updating it to reflect situations like the COVID-19 pandemic on Board member responsibilities. Erin Allsop reported that SNCA is in the process of doing this. As a SNCA board member, she will ask them for advice. The Board agreed that it would be beneficial to include a hand-off checklist. Part of the duties of each position should be to have a transition meeting with the incoming member to pass along information and advice, to occur around November after the annual meeting. It needs to be decided which Board member will be responsible for connecting outgoing members with newly appointed members.

- b. **Clean up SCAA Google Drive** – A discussion occurred last year about cleaning up the Google Drive folders but it was put on hold. As Secretary, Jessica agreed to take on this task. She will review the current folder structure and suggest a hierarchy to be approved by the Board at the next meeting.

The Board discussed concerns with Google permissions, access, and transitions with incoming and outgoing Board members. Google Drive is not designed for multiple people logging into the same account, but for multiple users to access the same files through file sharing. Currently, the email and password stay the same, which is not secure as new and old Board members could continue to log in. To improve security and ease permissions management, the Board agreed to create one top layer folder that is shared with Board members' own Gmail accounts. Only the President, Secretary and Webmaster will continue to have login permissions. This does cause issues with ownership if Board members own the files and folders they add and not the SCAA account. To alleviate this, a protocol will be documented in the Administrative Handbook in an outgoing checklist for each Board member to transfer ownership to the SCAA Google account. The Board agreed that Google permissions should be changed around December, which is the same time Angela changes officers and emails on the website.

6. New Business

- a. **Potential Collaboration with South Carolina Library Association (SCLA)** – Krista connected with the President of SCLA, Megan Palmer, to discuss collaborations on social justice issues and workshops. Megan is willing to meet with the Board to discuss what SCLA is doing and brainstorm collaborations. Board members agreed that strengthening partnerships within our state would be a great benefit to SCAA members as long as we ensure we are meeting membership needs and not overextending ourselves. The Board discussed ways this could be accomplished, including tying the partnership into an existing event (spring workshop or summer social), or collaborating on commonalities like primary resources, virtual book talks or events. Because this is social justice related, it is a great way to pursue our DEI mission and become a stronger advocating body within the state. Krista will work with Megan to identify a time to meet. There is also a new regional organization for the Southeast that could be another collaborative partner.
- b. **Spring Workshop** – Tabitha presented last year's ideas that were not used since it was cancelled. The Board came to a consensus to pursue the grant writing workshop with T. J. Wallace as a virtual event. Clemson will host again on Zoom, and they now have Zoom Webinar capabilities that include a registration platform. T. J.'s talk is about 45 minutes, which could be supplemented with those who have experience in finding and applying for grants, managing

grants and keeping to timelines. The Board discussed breaking these into several sessions in the morning and afternoon with time for a lunch break. Tabitha will reach out to T. J. to decide a date in April, making sure to avoid the SNCA conference (April 14-16) and Easter weekend (April 4). It was suggested that we record the session and upload to our YouTube channel if T. J. consents. Graham stated that SCAA is stable financially and could absorb the costs if we were to provide the workshop free of charge. The Board agreed, especially given financial hardships of the past year. The only cost will be a speaker fee. Erin and Tabitha will meet to start planning.

- c. **Summer Social** – The social is traditionally a fundraising opportunity for the Hart Endowment with a low-cost fee around \$10.00. The Board decided it will need to be hosted virtually. The Avery Research Center was suggested for a tour site as they recently underwent renovations but it's unclear if they have virtual tour capabilities. The Modjeska Simkins House has recently done a virtual walkthrough that includes archival materials in the exhibits. This could be paired with a post-tour virtual cocktail hour or archival trivia game. We can share recipes from the archives for drinks or foods. Erin volunteered to help Ann with planning.
- d. **Annual Meeting** – The Board came to a consensus that the annual meeting will be virtual again. There was no theme last year due to COVID restraints and timing. The Directors will need to consider a theme for this year. Virtual concurrent sessions worked well last year with recording capabilities, and it will be determined whether to have concurrent sessions this year based on the number of submissions. To give members more time to submit and directors more time to plan, the Board decided to put out the call for proposals around June with an August deadline. The meeting date will need to be planned around the SCLA conference (mid-October) and the NDSA/DLF Forum (November 7-11).

The Board agreed to include a student poster session again. No submissions were received last year, but this may improve with more time for outreach. Directors should consider providing a later submission deadline to accommodate the semester and ability to access school-supplied software. It was suggested we expand student submissions to include any student that utilizes archival materials, not just grad students in archival programs. This could include PhD candidates, public history grads, archives interns, or K-12 students involved in History Day for which Tabitha is one of the regional coordinators. This raised a question about recording presentations given by minors, which may need parental and minor consent. Another option is to provide an unrecorded session and share the poster or slides.

- e. **Updates to the Website** – The Board discussed various updates to be made to the website, which currently uses Joomla content management system. This included adding links or feeds to our active social media accounts - Facebook and Twitter. Angela will investigate whether an extension is needed for the feed. We could implement Throwback Thursdays or other events to share member resources and keep the feed active. The manual is outdated and needs to be replaced when the Administrative Handbook is completed. The strategic plan is also outdated but the Board has not yet drafted a new plan. Once the old versions are replaced, they should be filed in the Google Drive for reference. The Archives Month & Advocacy page has potential but it hasn't been used frequently. Once SHRAB's survey is complete, a directory of South Carolina archives should also be added as a resource.

- f. **Ideas for This Year** – The Board agreed that we need more DEI activities to support our Statement on Racism and Racist Events. This could arise from the collaboration with SCLA. Other ideas included town halls on DEI work, community archiving, workshops on conscious editing or reparative archival work. The Board could also explore hosting discussions related to others taking on the role of archivist to preserve national events, such as the January insurrection. Another suggestion was to coordinate a statewide survey on archival/public history/records management salaries similar to SAA’s national survey. This would better contextualize salaries within the cost of living in South Carolina. This may be data SHRAB is collecting in their survey. It was suggested to hold off on our own surveys until the SHRAB results are analyzed to help determine what further data needs collecting. Jim reported that strategic planning was also put on hold so that the SHRAB survey can be used to align SCAA’s goals with the needs of our state. It was also discussed that outlining a strategic plan earlier in the year could allow SCAA to explicitly address DEI initiatives.

7. Date for Next Meeting

Krista will send out Doodle polls to get dates on our calendar for the year. She will also send out calls for agenda items ahead of time.

8. Action Items

All Board Members (or unassigned)

- Provide suggestions for a new Webmaster.
- Inform Angela if you would like permissions to edit the website so she can get you set up.
- Document activities and completion timelines for your position in the draft [Administrative Handbook](#). Draft a hand-off checklist that includes a transition meeting with the incoming member around November to pass along information and advice, and a December deadline to transfer ownership of Google files and folders to the SCAA account.
- Send Jim potential candidates to serve on the Nominating Committee.

Krista Oldham

- Send Doodle polls to set up next Board meetings.
- Work with SCLA President to identify a time to meet with SCAA Board.

Ann Abney

- Work with Erin to plan the summer social.

Graham Duncan

- Create proposal to formalize Burgin Endowment and present it at the March Board meeting.

Tabitha Samuel

- Reach out to T. J. Wallace to find April availability for the spring workshop.
- Meet with Erin to begin spring workshop planning.

Erin Allsop

- Ask SNCA board for advice on updating the Administrative Handbook to reflect situations like the COVID-19 pandemic on Board member responsibilities.
- Meet with Tabitha to begin spring workshop planning.
- Work with Ann to plan the summer social.

Jessica Serrao

- Review the current Google Drive folder structure and propose a hierarchy to the Board at the March meeting.
- Update meeting minutes on the website to include addenda/reports.
- Review meeting minutes to determine if the Endowment Committee was approved as a standing committee.

Michael Fondren

- Inform Angela when the membership Google Form is finalized and she will replace the current Wufoo form.

Angela Flenner

- Investigate whether an extension is needed to add social media feeds to the website.

9. Adjourn

11:52 a.m.

-Respectfully submitted by Jessica Serrao, Secretary



Treasurer's Report January 29, 2021

CHECKING ACCOUNT: \$ 7,350.42 (Pending Balance)
\$ 7,350.42 (Available Balance)

PAYPAL BALANCE: \$ 8,852.22

HART ENDOWMENT (#...80119)
Total in account: \$ 6,844.07
Next maturity date: 12/08/2021

BB&T CERTIFICATE OF DEPOSIT (#...04268)
Total in account: \$ 12,236.01
Next maturity date: 02/10/2021

Total Assets: \$ 35,282.72

INCOME FOR 2020
Membership Dues: \$ 815.00
Additional Donations: \$ 5.00
Hart Endowment (#...80119): \$6.26
Certificate of Deposit (#...04268): \$11.22
Total \$837.48

EXPENSES FOR 2020
PO Box & Postage: \$148.00
January Board Retreat: \$47.41
Awards: \$157.14
PayPal Fees: \$26.50
Total \$379.05

INCOME FOR 2021
Membership Dues: \$ 25.00
Total \$ 25.00

EXPENSES FOR 2021
PayPal Fees: \$ 1.15
Total \$ 1.15