



## Executive Board Meeting

Virtual via Zoom

13 May 2021

**Present:** Krista Oldham, President; Ann Abney, Vice President; Graham Duncan, Treasurer (left early); Tabitha Samuel, 2<sup>nd</sup> Year Director; Erin Allsop, 1<sup>st</sup> Year Director; Jessica Serrao, Secretary; James Cross, Past President; Michael Fondren, Membership Officer; Angela Flenner, Webmaster.

### 1. Call to Order

10:30 a.m.

### 2. Minutes from 11 March 2021

Approved as submitted.

### 3. Reports of Officers

- a. **President** – No report at this time.
- b. **Vice President** – Ann Abney reported that she talked with Erin Allsop and is going to reach out to Erin Lawrimore and T. J. Wallace with SC Humanities to present at the summer social.
- c. **Secretary** – No report at this time.
- d. **Treasurer** – Graham Duncan reported the major change from last time was payment for the post office box dues at the end of March (see Treasurer's Report). Graham will circulate a report on the endowment via email over the next coming days for the board to discuss.
- e. **Directors** - Tabitha Samuel reported that they hosted a successful spring workshop on April 30 from 9:00-12:00 on grant writing with a panel of presenters. It spotlighted grant cases that had to adapt to COVID-19 considerations. T. J. Wallace, Dawn Mullin, Brad Sauls and Amber Westbrook all gave a robust presentation. There were around 12 attendees. Kudos to Erin Allsop for doing a spectacular job coordinating the program. Erin reported that the small group was great to promote conversation. T. J. discussed a food history project, which could be an option for the summer social.
- f. **Membership Officer** – Michael Fondren reported 36 active members. The new individual and group membership forms are now online, and there have been no issues or confusion with the new format thus far. Michael continues to review university programs to expand the list of universities for SCAA membership (see Membership Report).
- g. **Webmaster** – Angela Flenner reported that she completed the switch to the new membership forms and they are up and running.
- h. **Blog Editor** – Jim Cross reported that, since the last board meeting, there have been two blog posts that also went to the facebook page and listserv concerning registration information for the spring workshop and the virtual meeting of the Society of Southwest Archivists.

#### 4. Reports of Standing Committees

- a. **Nominating Committee** – Jim Cross reported there are two individuals who indicated willingness to serve on the committee - Morgan Adams, associate librarian at Union County Carnegie Library, and Taryn Cooksey, collection manager of USC's South Caroliniana Library. Ann motioned to approve the nominating committee of Morgan Adams and Taryn Cooksey. Michael seconded. The motion passed unanimously.

The committee is considering a call for nominations in June and welcomes suggestions for nominees for VP/President elect, secretary, and first year director.

- b. **Ad-Hoc Endowments Committee** – No report at this time.
- c. **Awards Committee** – No report at this time.

#### 5. Unfinished Business - Action Items from last meeting not covered in Reports

- a. Jessica Serrao presented the revised folder hierarchy proposal to the board. All board members agreed to implement Option 1 - Chronological-Organizational, in which each board member will organize only records related directly to their position under the board member folder, and records created in a role for a committee or event will be organized under that committee or event folder. It was agreed that this option accommodates situations in which more than one board member is involved in planning events, and it is easier to view all event materials in one place rather than separated into board member folders. Jessica will begin rearranging folders over the next few months.

Jessica ran into a file management issue on the website when trying to replace existing minutes with updated minutes to include officer reports. She and Angela will work to resolve this.

- b. **Summer Social** – Ann Abney reported that she and Erin Allsop asked Erin Lawrimore and T. J. Wallace to provide short presentations - Erin's will be on beer history in N.C. and T. J. will discuss the South Carolina roaming exhibit on food and food history. The board discussed a date and time for the summer social to propose to the presenters, and agreed on the afternoon of July 15. This avoids SAA section meetings and the afternoon time will encourage virtual socializing and imbibing. It was proposed that it could be held from around 3:00-5:00 with the first 1-1.5 hours for presentations, and the second 1-1.5 hours for socializing. Ann will send emails to T. J. and Erin and report further updates to the board.
- c. **Annual Meeting** – Tabitha Samuel suggested the board discuss a theme for this year's meeting. The virtual format with no theme worked well last year and allowed for variety and convenience. The board agreed to a compromise with a broad theme of Crossroads. This could be interpreted in a variety of ways, including crossroads between changing COVID restrictions, physical versus digital, services, projects, or renovations.

The board agreed to move up the call for proposals to the end of June to allow for more time. The deadline for presentation submissions will be at the beginning of September, with the student poster deadline extended to mid-September. This will accommodate students moving back to campus in August and gives about two months to review, select, and create the program.

Tabitha will think about keynote speakers that could align well with the Crossroads theme and will bring ideas to the next meeting.

**6. New Business** - None to report.

**7. Adjourn**

11:12 a.m.

**8. Date for Next Meeting**

Next meeting is scheduled for July 1. Krista will send out the calendar invites for July and September.

**9. Action Items**

All Board Members

- Send suggestions for nominees for VP/President elect, secretary, and first year director to Jim Cross via email.

Krista Oldham

- Send calendar invites for July and September board meetings.

Ann Abney

- Email T. J. Wallace and Erin Lawrimore about summer social presentations and report further updates to the board.

Graham Duncan

- Circulate a report on the endowment via email over the next coming days for discussion.

Tabitha Samuel

- Compile list of keynote speakers that align with the Crossroads theme for next meeting.

Jessica Serrao

- Rearrange Google folders.
- Work with Angela to resolve the issue with replacing minutes on the website.

Angela Flenner

- Work with Jessica to resolve the issue with replacing minutes on the website.

-Respectfully submitted by Jessica Serrao, Secretary



## Treasurer's Report May 13, 2021

CHECKING ACCOUNT: \$ 7,117.42 (Pending Balance)  
\$ 7,117.42 (Available Balance)

PAYPAL BALANCE: \$ 8,972.67

HART ENDOWMENT (#...80119)

Total in account: \$ 6,850.33

Next maturity date: 11/08/2021

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

Total in account: \$ 12,258.54

Next maturity date: 01/10/2021

**Total Assets: \$ 35,198.96**

INCOME FOR 2021

Membership Dues: \$ 180.00

Hart Endowment (#...80119): \$6.26

Certificate of Deposit (#...04268): \$22.53

Total \$208.79

EXPENSES FOR 2021

PayPal Fees: \$5.70

PO Box Fees: \$188.00

Total \$193.70

Membership Report - May 2021  
SCAA Board Meeting, SCDAH, May 13, 2021

There has currently been no complaints or concerns with membership about the new forms as of yet. If there are other members from the board that they are getting membership concerns should be forwarded to me to let me know.

One item of interest from our last Membership Officer was to contact college/university programs whose students might be interested in SCAA events and membership. This could be a continued future goal of the SCAA. I will be making a list of programs with potential contact on the membership drive.

As of May 13, 2021 SCAA membership stands at:

Total Paid Active Membership -- 36

Respectfully submitted,

Michael Fondren, Membership Officer 2021