



## **Executive Board Meeting**

Virtual via Zoom

25 January 2022

**Present:** Ann Abney, President; Brenda Burke, Vice President; Graham Duncan, Treasurer; Mae Howe, 1<sup>st</sup> Year Director; Michael Fondren, Membership Officer; Tabitha Samuel, Webmaster

**Absent:** Erin Allsop, 2nd Year Director; Bill McCree, Secretary

### **1. Call to Order**

9:00 a.m.

### **2. Minutes from 29 October 2021**

Approved as submitted.

### **3. Reports of Officers**

#### **a. President –**

- i. Ann Abney apologized for the lateness of the agenda. The March meeting date and time are set. She will send out Doodle polls for the May and July meetings closer to the March meeting date.

#### **b. Vice President –**

- i. Brenda Burk reported that she is considering locations for the Summer Social and asked for ideas.

#### **c. Treasurer –**

- i. Graham Duncan reported that total assets are at \$35, 282.72. (See Treasurer's Report.) He noted that this year he planned to focus more on the Burgin Endowment and look for ways to both fund it initially and sustain funding for both it and the Hart Endowment.

#### **d. Directors -**

- i. Mae Howe reported on the talks she and Erin Allsop have had regarding the Spring Workshop, tentatively planned for one day in the last two weeks of April. Mae introduced suggestions for the meeting including archival advocacy, digital preservation, disaster preparedness, and archiving of the internet. She noted that she and Erin will be meeting within the next week to finalize a topic and will send out email updates on what they've decided and potential dates for the workshop.

#### **e. Membership Officer –**

- i. Michael Fondren reported that we currently have 35 active members. He mentioned he has been going through lists of universities' in the state and finding contact information to promote SCAA to undergraduate and graduate students in the state.

f. **Webmaster** –

- i. Tabitha Samuel had no report.

**4. Reports of Standing Committees**

a. **Ad-Hoc Endowments Committee** –

- i. Graham Duncan reiterated his earlier Treasurer’s report about the Burgin Endowment. He also noted that with travel resuming this year, we should publicize the Hart endowment. He said he would work on drafting something to be publicized on our blog and on social media.

b. **Awards Committee** –

- i. Brenda Burk had no report.

**5. Unfinished Business**

- a. No unfinished business to report.

**6. New Business**

a. **Proposed Summer Social Location**

- i. Graham Duncan advised Brenda Burk that locations do not have to be centrally located, but can move around the state so that if one year a geographic subset can’t come, maybe next year they can. Brenda said she would do some research and come up with some suggestions via email.

b. **Spring Workshop**

- i. Ann Abney offered to host the Spring Workshop through the UofSC Libraries’ Zoom account, and agreed it should be held virtually to prevent needing to switch later.

**7. Adjourn**

9:33 a.m.

**8. Date for Next Meeting**

Next meeting is scheduled for March 29 at 9:30 a.m. on Zoom.

**9. Action Items**

All Board Members

- Look at the SCAA Administrative Handbook for refreshers on what each role entails and potential timelines for duties.

Erin Allsop and Mae Howe

- Determine finalized topic for Spring Workshop and propose date to be approved by SCAA Board via email. Set about organizing the Workshop

Ann Abney

- Once we have a date for the Spring Workshop, schedule Zoom meeting and distribute links to Board and specifically Erin and Mae

-Respectfully submitted by Ann Abney, President, on behalf of the Secretary