

South Carolina Archival Association  
June Board Meeting  
August 18, 2010  
Minutes

The meeting was called to order by Dawn.

A motion was made and seconded to approve the minutes of the March 24<sup>th</sup> meeting. The notes from the May 18<sup>th</sup> Spring Workshop were passed out as well.

Officer Reports

Treasurer – The treasurer reported that SCAA made approximately \$240 for the Hart Endowment at the Spring Social.

Membership – Membership VP is working on the new directory which will be handed out at the Annual Meeting in October. There was discussion concerning when to purge the rolls of lapsed members. The Board decided that the purge should happen at the end of each 2-year term of the Membership VP. Kate stated that she would complete this task and would make a note of this for the future officers. She also discussed adding an Institutional membership category for SCAA. She made a motion that SCAA recommend an additional membership category for institutions. This Institutional Membership would allow up to 4 people from any one institution all SCAA membership privileges at a cost of \$50/year. The motion was seconded and passed unanimously. The Board will bring this to the membership at the annual meeting.

Director – Both Brent and Jennifer are getting ready for the fall meeting. There has been a call for papers or posters from SGA. Brent will get more information on this and report to the membership. More information on this event will be added to the SCAA website.

Vice President – Ashley was absent due to mandatory faculty meetings at SC State University.. She needs to get started on the awards for the presentation at the fall meeting. Information on this is in the binder. There is a budget for awards, but all officers suggested that Ashley find another item to give other than the SC plaque. The Board also discussed the Spring Social. It was very nice and everyone enjoyed going to the Penn Center. Several people commented on seeing new faces at the event. Congratulations were sent to Ashley.

Newsletter – Laura was absent, but Dawn read her email concerning the deadline for articles and publication dates. All Board members were concerned about those dates and have agreed to change them to the following: submission deadline is September 1<sup>st</sup> and publication is September 24<sup>th</sup>. This will allow all the information to be sent before Archives Month. Several Board members stated that they would turn in articles and ask others for articles as well.

### Old Business

Member Survey – SCAA is still waiting for reimbursement. Susan will make sure that SCAA completes the follow up with the membership.

Strategic Plan Committee – Beth Bilderback is c the chair of this committee. She emailed Dawn stating that they have met and are making progress. Jennifer Neal (also on the committee) states that they sent out some surveys to other institutions and are waiting for some replies, but she feels good about the progress so far. She has already found that other organizations have larger committees and more volunteer assistance than SCAA. It was requested that the minutes of this committee be posted on the website so the membership can track the progress.

Outreach Advocacy – Ashley has been networking with the HBC's and Jennifer Neal has been doing recruitment as well.

### New Business

Nominating Committee – Past president is the committee chair. Susan requested approval to invite Grace Cordial and Mike Kohl to serve on the committee as well. There was a motion and a second to approve the committee nominees and the vote passed unanimously.

Hart Endowment – Elizabeth West is the chair of this committee. Three applications were turned in and will be handed over to Elizabeth. She and her committee are charged with promoting the granting opportunity, as well as the acceptance, review and approval processes.

SCAA Archive – Jennifer Neal suggested that the SCAA archives be officially accessioned into a collection and suggested that it remain at the Caroliniana. There was discussion concerning the archives and its current location and use. Brent will visit the Caroliniana soon and he will look at the collection and make an initial inventory and inspection. After this, the Board will make a recommendation about the permanent location of the archives.

Newsletter - The Board discussed adding a committee to assist with the publication of the newsletter. We were reminded that the newsletter editor is an appointed position that serves for 2 years. Ashley will need to fill it for next year. There was also discussion about facebook fans. Brent, Heather and Jennifer Neal are working to increase SCAA's fans.

Student Representative on the Board – Jennifer Neal discussed adding student representatives to the SCAA Board in a non-voting capacity. Kate will look into the Archival Student Guild and make a recommendation at a later date.

SNCA Collaboration – Jennifer Neal notes that the planning for this event is moving along. She requested funding for her committee to travel to NC for a planning meeting with SNCA. There was a motion and a second to approve expenditure of \$10/night per committee member for up to 2 nights. The vote passed unanimously.

There was also discussion about the budget for the event as well as next year's SCAA budget. Jennifer will discuss all these matters with the SNCA group and report back.

SCAA Website – Jennifer Welch showed the board the layout for the new website. This is much easier to use and should have a more professional web presence than previously. She will send out a link soon. New website address is [www.scarchivists.org](http://www.scarchivists.org)

Next Meeting – The next meeting was set for 10:00am, September 29<sup>th</sup> at the State Archives.

Adjournment – There was a motion and a second to adjourn the meeting. The Board voted to adjourn.