



## Executive Board Meeting

Virtual via Zoom

08 June 2022

**Present:** Ann Abney, President; Brenda Burke, Vice President; Graham Duncan, Treasurer; Michael Fondren, Membership Officer; Tabitha Samuel, Webmaster; Jim Cross, Blog Editor and head of the Nominating Committee.

**Absent:** Bill McRee, Secretary, Erin Allsop, 2<sup>nd</sup> year director, Mae Howe, 1<sup>st</sup> year director

### 1. Call to Order

9:00 a.m.

### 2. Minutes from 29 March 2022

Jim noted a correction that needed to be made; a blog report was missing. Moved for approval with correction by Jim Cross, Tabitha Samuel seconded the motion. Approved with correction.

### 3. Reports of Officers

a. **President** –

b. **Vice President** –

c. **Secretary** –

d. **Treasurer** – Graham reported that there was \$34,284.65 in the account right now. The annual fees for the post office was the major change from last time. Checking account will be down to approximately \$5,000, due to pay out from the Hart Endowment, but the checking account will receive money from the Hart Endowment CD when it matures in October. The question was asked if a minimum balance for the checking account was necessary. Graham will follow up with that.

e. **Directors** – Erin Allsop reported a successful spring workshop. 25 participants attended the spring workshop. One presentation had to drop out but the other three kept the workshop rolling. Thanks to USC Libraries for hosting the Zoom workshop. Assistance with planning and coordinating the annual meeting in the fall. Question was raised with regard to feedback forms being used in the past.

f. **Membership Officer** – Michael Fondren reported 46 actively paying members, which is an uptick from last meeting. Finished a first draft a compiled list of instructors, or archivists who teach, or program heads. Student outreach officer drive was what Michael was calling it.

g. **Webmaster** – Tabitha stated she added the announcement done by Mae and added for the event to past events posted two job announcements and met with Bill to post the March minutes.

- h. **Blog Editor** – Three blog posts have been posted to the SCAA blog since our 29 March board meeting. These consisted of a reminder about SHRAB re-grants, a job announcement for a historian position at the Medical University of South Carolina, and an announcement for the SCAA 2022 Virtual Spring Workshop. Additionally, a message from the Society of Southwest Archivists encouraging archivists to review the Public Service Loan Forgiveness Program Eligibility was forwarded to the SCAA listserv.

#### 4. Reports of Standing Committees

- a. **Nominating Committee** – One individual has indicated their willingness to serve on the Nominating Committee. She is Haley Doty Vaden, Records and Research Program manager at the Charleston Water System, Charleston, SC. The chair of the committee, Jim Cross, requested the Executive Board confirm Ms. Vaden as a member of the Committee. She was duly elected. He will put out a call for nominations next month. Additionally, Jim would welcome any suggestions for potential nominees for the positions of Vice-President/President-Elect, Treasurer, First Year Director, and Membership Officer. A call for nominations will be put out later this month. Feel free to e-mail potential nominees to him at [jcross@clemsun.edu](mailto:jcross@clemsun.edu).
- b. **Ad-Hoc Endowments Committee** – Virginia Ellison’s check will be coming to her shortly. She can get registered and will be reminded of her obligations to us with a report or expected activities at the annual meeting. Michael will work with folks so that there will be time for that.
- c. **Awards Committee** – Brenda will be putting out announcements in July and would like to have two members for the committee. Brenda will put out a call for members. Michael suggested looking at the membership list for possible members.

#### 5. Unfinished Business

- a. The summer social will be coming up at the Clemson Area African-American museum. Angela Agard, the director will give a talk and a tour. Ann suggested that it was fine to raise it to \$15.00 to help the endowment and to cover the costs. It would be easier to not have to find a place if a caterer could be used. Ann suggested “any time is a time for cookies”. Brenda said that Angela had a caterer that provides wonderful desserts and helps the African-American community. Tabitha asked about any overage. Graham suggested asking \$15 would be fine and could be easily covered and move the money in to Hart or not as much and move the money into Hart or not move as much from Hart into the general checking. Ann will develop a registration form.

#### 6. New Business

- a. Theme for annual meeting is one Erin and Mae developed. It is called “Archival Social Justice”. There was talk about a hybrid meeting. Virtual, hybrid, or Zoom meeting? Jim suggested that it might be hybrid and folks can’t travel like it used to be. Also it’s difficult to travel without taking a loan. Might get more people with those who can’t travel. The Newberry annual meeting might be the last in-person meeting and it was attended by approximately. Unless someone might donate a room, it may be virtual. Also would have to take in the time change. Brenda suggested that people would be Zoomed out. There would be no networking. Questions were raised as to where to have the meeting. Florence, Spartanburg, Columbia. Ann will ask about Hollings, and if they can’t provide it for free, then it farm it out to the membership. A discussion of a proposals due date. A call for proposals and nominations went out in June according to Jim.

SCLA has its meeting in October 5-7, 2022 according to Tabitha. Anyone who wants to help with planning, send an e-mail to Erin.

**7. Adjourn**

Motion to adjourn made by Brenda Burke

Motion seconded by Graham Duncan.

Adjourned at 09:47 a.m.

**8. Date for Next Meeting**

Next meeting is scheduled for 8 August 2022 at 1:00 p.m

**9. Action Items**

Respectfully submitted by William McRee, Secretary