

**SCAA Executive Board Meeting**  
South Carolina Department of Archives and History  
24 March 2010

Present: Brent Burgin, Alan Burns, Susan Hoffius, Kate Moore, Jennifer Neal, Heath South, and Ashley Till.

President Dawn Hammatt called the meeting to order at 2:51pm.

**I. Approval of the March Minutes**

There were no corrections to the minutes of March 3<sup>rd</sup>. A motion was made and seconded that the minutes be approved as submitted. The motion passed.

**II. Directors Spring Workshop Planning Discussion**

The primary reason for this particular Board Meeting is to plan the Spring Workshop. Brent said that the results of the Survey, i.e., the Archival Stakeholders Summit, will be used to direct how the Spring Workshop will be conducted. Jeanette Hornsby, who facilitated the Break-out session at the Archival Stakeholders Summit, will be asked to act as Facilitator, again, such that the Spring Workshop will be a mini version of the Summit tuned to SCAA needs. Roy Tryon will be asked to present the history of SCAA. Susan will conduct the Survey portion. Jeanette Hornsby will make a report starting the Break-out session and will either use the four break-out questions or the 6 summary statements derived from the Archival Stakeholders Summit Break-out session. Thus, the afternoon Break-out session will be conducted the same as were during the Summit with the possibility that more will be in attendance. The dynamics of more people will be only different. All former SCAA Presidents should be invited to attend the Spring Workshop. It was suggested that posters should be displayed during lunch. It was also suggested that the meeting could end early for a social hour or the social hour could take place during lunchtime.

Actions:

Brent will produce the brochure and have it ready to send out by April 7<sup>th</sup>.

Ashley will send letters to all HBCU's.

Brent will contact Native American groups.

Other contacts will be with the SCAA membership only.

The title of the Spring Workshop will be:

South Carolina Archival Association: A New Decade – A Plan for Renewal.

**III. Adjournment**

The meeting adjourned at 3:12pm.