



Meeting of the Board
September 21, 2010
SCDAH

Dawn called the meeting to order at 10:01 am.

Brent and Laura were not present.

With two recommendations for changes the August 18th Minutes were approved.

Treasurer's Report: none

Membership Report: Kate made a motion to create a new Institutional Membership category at \$50 per year. This amount would cover up to four members from any institution. A motion to approve was made and the motion was approved. This will be a test to see how well it is accepted. It will be on the agenda for the October Business Meeting.

Director's Report: Not a whole lot to report. Georgia is just basically doing everything and then telling us about it. Brent asked several times, 'let us know what we can do to help,' but haven't gotten a whole lot from them so far. Hopefully we will be putting together packet materials and assembling speaker bios for them. Brent did get a message about meeting giveaways, which he forwarded to all of us and the local arrangements committee. Please look it over and chime in to Lynette Stoudt if you have any ideas to add.

59 registered for the conference thus far (64 as of the typing of these minutes a day later) and 11 of them are from our group, so about 20% representation at this time. It's still 40 days out so that may be the best early registration figure we've had from SCAA in a long time. We always register at the last minute. At this rate, I think we will be where we should be with our numbers. Jennifer has done the postcards and has them cranked out already.

Vice-President's Report: The HBCU letters have been sent. This effort hopefully will improve relationships and provide incentives to join. One incentive would be to assist those with fledgling or no archives program create one. The Penn Center situation was mentioned.

Newsletter: Information has been submitted mainly from the Low-country so far. Heather added some for the Up-country. Also included was information about the new Fritz Hollings Special Collections at USC and news from SC State University. Promotional and other information has not been forthcoming in newsletter form due to pressing demands on Laura's time with her Medal of Honor work. The Board decided to ask Heather to step in and take over the newsletter for the time being.

Webmaster: Jennifer has put the finishing touches on the new website! Its début will be October 1st. Paypal and other details will be worked out during the transition from old to new. On the new website it will be easier to expand content and resources and easier for the next webmaster to accomplish other tasks. Also editing and content changes will be doable for any board member as well as the webmaster. Instructions will be made available. The current site will soon go away but in the meantime a re-direct will take one from old to new. Jennifer has all the website information archived for the future. She also suggested investing in a Joomla Book. Suggestions were also made as to who might be the new webmaster, including Mandy Mastrovita and Jana Meyer.

Old Business:

SCAA Awards: Many board members are on the Awards Committee, including Ashley, Jennifer Neal, and Alan. We need an updated list of former award winners. Instead of plaques the new awards will be paper weights and a gift. Advertisements of and for the award winner/s need to go out in time for the October meeting.

SNCA-SCAA Meeting: Jennifer said the arrangement meeting went very well. Plans were made to hold the joint meeting at Moreland City, NC, from March 31-April 1, 2011, at the Crystal Coast Civic Center. Costs will be low and opportunities will be high. Concerns were mentioned about costs (profits versus loses) not clearly stipulated in the agreement. With these concerns assuaged for the moment, a motion was made to approve the SNCA-SCAA Joint Meeting and the motion was approved.

Fall Conference: Everything that can be done has been done, but there are still plenty of details to take care of at the conference. Volunteers are needed for the registration/help desk. Brochures and other information, such as bookmarks, will be available. Sharing information will be stressed as a good thing to do. The deadline for registration has been extended from September 29th to October 5th.

Nomination Committee: Susan, Mike, and Grace met and discussed the list of open positions that they received from the Secretary. These positions include Vice-President-President-elect, Treasurer, 1st Year Director, and Membership Officer. Dorothy Hazelrigg has agreed to be candidate for VP-President-elect and Allison has graciously offered to continue serving as Treasurer. The other two positions are still open with candidates yet to be determined, and although there have been some set-backs as candidates have declined the opportunity to serve, Kate offered to continue her service if necessary.

Strategic Plan: This plan needs to be presented to the general membership, but how and when to do that? This plan is a really big deal so the board should hold an in-depth meeting to thoughtfully discuss it in detail. This is a five-year plan, a commitment that we all need to agree to before the general membership views it. Several possible meeting times and places were discussed but with few calendars in the room it was determined to email several dates, pick one see if the RCPL downtown has a room we could use. Susan will facilitate the date and Allison will co-ordinate the room.

New Business:

Hart Endowment: Ashley was under the impression/opinion that board members could apply for an award, then was told no they couldn't. The Hart Endowment rules need clarification, specifically to clarify eligibility for future applicants. SGA uses a double-blind review method to review applications. This means that reviewers do not know who reviewees are and vice versa. The problem came from not clarifying the process. This new review method may create a bureaucracy but that would be a good thing. Susan will create language and submit it through proper channels.

SCAA letterhead: For official usage! For example, the agenda on letterhead paper would be viewed by an employer as an official professional document for travel authorization and reimbursement. We need to act and be more professional and start having and using SCAA letterhead on all SCAA documents, i.e., agendas, minutes, etc. With travel being such a controversial topic with some employers we may need to cut back on board meetings and thus curtail unnecessary travel. With that in mind, we may need to amend the By-laws to address how often the board meets. Skype meetings may also be the way of the future. Also, transparency in office – do new board members understand the requirements of board membership?

LinkedIn: Jennifer noticed that SGA and other organizations use LinkedIn as another networking resource along-side Facebook, Twitter, etc. There was some discussion about LinkedIn being too business-like, too formal, or not as easy to use as Facebook. It is one more outlet to use or not to use. Jennifer will investigate this resource some more.

Next Meeting: Annual Meeting at Fall Conference in October. Next meeting after that is yet to be determined, but may be in November or December.

A motion was made to adjourn. The meeting adjourned at 11:58am.