



South Carolina Archival Association Board Meeting  
Richland County Public Library  
11 May 2011

Called to order at 10:43am

Present: Allison T., Ashley T., Ashley S., Heather S., Jennifer N., Brooke F., Katie G., Gabby D., Alan B.

Absent: Jennifer B. and Dorothy H. (out on her honeymoon)

Welcomed guests Ashley Stevens and Gabby Dudley. Ashley is the out-going President of the Archival Student Guild (ASG) at USC and Gabby is the in-coming President of ASG.

Officer reports:

Directors: Our Directors have been very busy!

Jan- May 2011

SNCA-SCAA Joint Annual Meeting, 31 March – 01 April, 2011

Theme: *Collaboration! Utilizing Relationships with Colleagues, Researchers, and Community*

Success!

- 23 SCAA Members present
- 1 New member
- Strong student representation (7 USC)
- Good feedback
- Future collaboration in 2012 (GA/NC/SC)

Annual Social

03 June 2011, Columbia, SC

11 Registered (more have signed up since printing)

Send weekly reminders

Promote Hart Endowment

- Should consider using "Annual Social Fundraiser" in the future

Certified Archivist Examination

August 2011 in conjunction with SAA

Annual event?

- ACA is very strict on who/when/where the test is held.
- Need 5 applications a year to hold it in SC, but SCAA cannot sponsor

Fall Annual Meeting

Brooke Fox and Jennifer Neal met in April to discuss initial program

- Theme: *Bridging the Gap*
- Focus: resumes, interviewing, mentoring, archival leadership

Programming committee met 04 May 2011

Present

Brooke Fox, MUSC; Jennifer Neal, CDOC; Elaine Robbins, Citadel; Jennifer Marshall, USC (Archival Student Advisor); Gabby Dudley, USC ASG

Absent

Ashley Till, SCSU; Ashley Stevens, USC ASG; Jessica Farrell, Avery (USC MLIS) Jennifer Neal and Brooke Fox opened the meeting with a brief summary of the initial directors meeting where they came up with a conference theme along the lines of bridging the existing gap among South Carolina's seasoned archivists, new to the profession, archivists, and aspiring archivists in terms of resume writing, interviewing, mentoring, and leadership. Jennifer Marshall, program director of USC's MLIS program, also gave a brief summary of her interest in becoming involved in the planning process.

The committee unanimously decided on a day-long meeting with two concurrent morning sessions, and two afternoon sessions. Lunch will be 90 minutes and include the annual business meeting, and either a poster session or short student presentation session where USC students can highlight projects they worked on at summer internships. There will also be an internship table, membership/information table, and a committee sign-up table. Sessions include the following:

Session 1A: Mentoring (10:30 – 12noon)

Session 1B: Resumes and interviews (10:30 – 12noon)

Lunch Session: Poster sessions and networking or student presentations (TBD 12:30 – 1:30)

Session 2: leadership (1:30 – 2:45)

Session 3: Speed Networking (3:00 – 3:30)

The committee unanimously agreed on inviting both in-state and out-of-state Speakers to participate in the meeting. It is important that we keep up with current issues and trends in the field and the only way to do this is to continue utilizing our neighbors and SAA leadership. Speaker options include the following:

Resumes and Interviews

Herb Hartsook, USC Modern Political Collections

Ann Orange, USC Career Center

Mentoring

Lisa Carter, SAA

Luciana Spracher, SGA

Leadership

Timothy L. Ericson, University of Wisconsin, SILS

Loretta Parham, Atlanta University Center

Sandra Phoenix, HBCU Library Alliance

The annual meeting date will be set at the next SCAA Board meeting on 11 May 2011, where budget will also be discussed. The next step will be to invite Speakers, once speakers are confirmed we can begin finalizing details re: the lunch session, speed networking, catering, and supplies.

Committee members will be contacted after the 11 May board meeting and we will work on adding more students to the committee as the meeting date approaches.

Respectfully submitted, Jennifer Neal and Brooke Fox  
SCAA Directors, 2011

Social media is doing very well for SCAA. There are 74 Twitter followers; 28 LinkedIn group members; 226 Facebook likes. So please post events!

Membership:

Katie initiated a big membership push during which renewal letters were sent to 107 people from whom 29 renewals were received. SCAA now has 66 members, which is up from 38 previously, 9 are students, and we have 2 institutional memberships. A second letter will also be sent scoping out non-members. Are there Corporate membership possibilities out there? We should make use of our letterhead and brand ourselves to create name-recognition. Letters to and from HBCU's will be valuable, as will letters to small archives. Letters to history departments would be a good idea as well. We should explore avenues and reach out. The Membership Committee is in development. Members have been added to our listserv and no one has declined. The Directory has been updated, which hadn't been done in years. The old directories can be used for recruitment. Katie was applauded for the tremendous work she has done in such a short amount of time.

Newsletter:

Heather said we need the people who attended meetings to write about them for the Newsletter. But basically we are on target with the June 1st newsletter. We discussed articles and made some assignments to board members for their contributions. We discussed who the featured archivist should be in this next edition and decided on Andrew Johnston at Winthrop University. The deadline for submissions is May 18th. We also talked about trying to get the photos from the NC group from the joint meeting and Jennifer Neal is going to send me the contact information so Heather can pursue getting those. We possibly need the address issues with the By-laws and promote Susan and Brooke's book about MUSC.

Treasurer:

Allison is still taking in money and PayPal works just fine. Do we need an ATM card, and if so how do we get one? If we have a business account credit card we need several co-signers – Dorothy, Allison and Brooke. Do we need to invest the Hart Endowment money? We need some professional advice on a Pro Bono basis. Debbie Bloom's husband may be a possibility. There are problems with the timeliness of the Hard Endowment process that need to be addressed in the By-laws. The committee didn't meet in a timely manner so as to decide on applications, as a result the recipients were unable to use the money received when they wanted. Also the SCAA letterhead – we didn't have one - became an issue when trying to inform the recipients of their award. It was a time-consuming process to get one ready to print in time. The money in the Hard fund is not growing as fast as it could or should. \$300-\$500 is the maximum amount available based on 5% interest on the \$7000 endowment. This pot needs to grow so the scholarship can grow. We do have a \$16,000 CD, but how much of it is available and when? We need to know. We also need money to pay speaker expenses, honorariums, etc. We need to present the status of our finances at the Fall meeting or

next board meeting whichever comes first. And what is the financial status of the SGA/SCAA Joint Annual meeting? Allison will find out asap.

Vice President:

Plans for the summer social on Friday, June 3, have come together. The day will begin at 11:30 with lunch at the Hunter-Gatherer Brewery and Alehouse in Columbia. I will be calling the restaurant about a week before the social to give them a tentative number of attendees, and they are prepared to accommodate us needing a lot of separate checks, since everyone will pay for themselves. Following lunch, we will walk over to the Hollings Library for a detailed tour of its three floors, including public, staff, and stack spaces. I will be one of those helping to give the tour.

As of May 4, we have only received 11 registrations for the social, many of which are Board members, so please continue to encourage people to sign up.

I have set up a free Survey Monkey account for SCAA and am working on developing a survey that social attendees can fill out afterward to evaluate the day. For future reference, the details of the Survey Monkey account are:

username – SCArchivists

password – schistory

linked email – [SCarchivists@gmail.com](mailto:SCarchivists@gmail.com)

Allison will get water, and Heather will get ice.

Website:

General information emails go to Jennifer and Brooke. Ask Jen to add SCAA email address to the main webpage. Add Contact tab after Resources and the contact is [info@scarchivists.org](mailto:info@scarchivists.org). We should encourage input, especially from students.

Old Business:

By-laws committee report

Goal: 2011 revised by-laws need to reflect these committees established and responsibilities of committees/clearly state accountability/penalty actions for officers not carrying out their duties AND contingencies, such as mid-term replacement of a resigned officer.

Jennifer Neal/Brooke Fox Educational Programs Committee: (Appoint head officer for planning annual meeting (Jennifer Neal/Brooke Fox), annual workshop, continuing education)

- Need revised, long term planning process (Point – Planning committee realistically must be committed to 2 to 3 years of SCAA involvement)
- Recommendation is that the Spring Program is a true hands-on workshop
- Recommendation is that the Fall program is a multi-session educational and business meeting
- Proposed planning includes SAA workshops, continuing education credit for workshops to attract certified archivists and records managers (Point – how many current SCAA members are also SAA members?)
- Assess program registration (member vs non-members – is it a financially sound process? AND assess sustained membership vs one-time only membership. Need data results.

- Coordination and collaboration with other similar state organizations to avoid duplication, improve SCA program offering and provide joint sponsorship opportunities. (One way is to identify each of these organizations and create a liaison position for them to share information between organizations)

(Dennis Taylor) Membership Committee: (Appoint head officer (Katie Grey) who maintains, promotes, and actively recruits membership) Address membership timing (i.e.: when dues are due and the time of the membership, for example: Jan to Dec; individual timing: If you pay in August, I renew the next August, etc.)

(Elizabeth West) Communications Committee: (Appoint head officer/s (Jennifer Bingham, Heather South, Dorothy Hazelrigg) for website, newsletter, social/professional networking sites, listserv; co-chaired by the newsletter editor and webmaster) BRANDING OUR LOGO, start with letterhead and envelope quotes.

(Ashley Till) Outreach/Advocacy/Mentoring Committee: (Appoint head officer to publicity, annual social, outreach and advocacy, etc.)

- Open communication within SCAA and beyond: weakness is that communication arrives too late to plan and need for open way for members to provide feedback
- Point: SCAA should be the central clearinghouse for archival information (proposed state calendar of events)
- Recommendations: sponsoring Archives Month with State Archives, writing in support of State budget items for the Archives and history related programs, and making contact with legislators for support of local history. Need an advocacy committee and political representative/government liaison/SAA liaison.

(Brian Fahey) Finances Committee: (Appoint head officer to assess different levels of giving (including corporate).

- Collaborate with vendors for programming, offer incentives for Board members; (budget, financial review, scholarship committees under this)
- HART scholarship committee: set deadlines for applications/announcements and dates for announcing awards 2 times a year. HART must establish who is eligible or not for the award;
- Need a financial advisor (pro bono: to review our money and advise)
- Need ATM card for Treasurer and method of form processing used on online registration and membership signup – does PayPal address this issue?

#### 2011 Goals based on Strategic Plan

Goal#1:

2011 – review structure, update board positions and responsibilities, define committee responsibilities, and present changes to By-laws to membership for vote at annual meeting; consider having elections mirror proposed changes.

2011 – review parliamentary procedure, especially as it relates to financial reports and budgets

Goal#2:

2011 – the Directors will need to plan programming for 2011 and 2012; look into collaborating to bring in SAA workshop

2011 – the Directors should make contact with program planners for PALMCOP, SHRAB, CALM, etc.

2011 – review past SCAA budget and fee structure for educational programs (membership and treasurer job)

Goal#3:

2011 – continue to work on the website; begin collecting information for calendar

2011 – Reach out to other SC groups for collaboration on educational programs

Goal#4:

2011 – reach out to other SC groups on educational programs and appoint a national advocate/liaison to SAA (someone from the Outreach committee)

2011 – maintain current membership list on ‘members only’ section of website

Goal#5:

2011 – review dues structure to allow for levels of giving/review past SCAA budget and fee structure for educational programs

Spring Conference success feedback - pictures on Facebook tell the tale of just how good and fun it was.

New Business:

Annual Business Mtg/Fall Annual Mtg (see details under Directors/Fall Annual Meeting)

Need to leave poster up longer, provide more space for them in a key location, and attach creator’s name with each poster.

The location for this meeting should be as centrally located as possible and may avoid coming to Columbia again or not. Parking and the facility will be vital.

Budget about \$1300 to \$1500 for the meeting. Actual spending will depend on location, speakers, etc. Need SGA/SCAA budget figures to assess. Tentative date is October.

Google docs may be a good way to provide electronic copies of the new yet-to-be.

revised manuals as it allows multiple users/multiple input and tracks changes. Need to find an inexpensive or free way electronic management system for archiving SCAA and capturing the website. Archive-It is too expensive.

Nominations for Fall Mtg? With Dawn gone we have no Nominations Committee chair.

So who chairs this committee? Ashley Till or does she appoint someone? Another By-laws issue. Since this may take awhile, in the meantime, Ashley will appoint someone.

Jennifer Neal is moving to New York! She has been accepted to the Palmer School of.

Library and Information Science at Long Island University where she will concentrate on rare books and special collections.

Next Meeting:

Summer Social, 3 June 2011, 11-11:30am, where the Board will discuss planning for the Fall Annual Mtg. Ashley will send out Google calendar for August mtg dates.

Adjourned at 12:50pm