



Board Meeting Minutes
15 February 2012

- I. Call to order: 10:57am
- II. Approval of Minutes for 18 January 2012: Approved
- III. Reports (if any): None
- IV. Old Business:
 - 1) Spring Workshop – Brooke’s survey dates netting the most hits were 18 & 25 April 2012, both Wednesdays. The Board decided 18 April would be the best date for all concerned to attend. We discussed various locations to hold the workshop – Hollings Special Collections, Richland County Public Library, Florence County Public Library – each with parking, distance or other issues, but they were already booked for that date, so the State Department of Archives and History was decided upon as a good location with the understanding that fees were involved for use. The details are as follows:

Date: Wednesday, April 18th
Location: State Department of Archives and History
Time:

 - Registration: 9:30-10:00 AM
 - Session 1: 10:00-11:30 AM - SAA Webinar, *Basics of Managing Electronic Records: Getting You Started* (90 minutes)
 - Lunch: 11:30 AM-1:00 PM - catered
 - Session 2: 1:00-4:00 PM - Seth Shaw, Duke University

Registration fees: Members \$20
 Non-members \$35 (includes a year membership)

Budget:

 - SCAA will pay for two nights at a hotel (approx \$200), mileage (approx \$250), and lunch (approx \$25) for Seth. (We will book a hotel room after we know if we can use the State Archives) Total: \$475
 - \$135 webinar fee
 - State Archives rental fee: \$250
 - Approximate TOTAL: \$860

Publicity:

 - Flyer
 - SCAA listserv (also SNCA, SGA, PALMCOP, CALM, etc)
 - Website
 - Facebook
 - Twitter

*As soon as the flyer/announcement is ready to go, Brooke will post it to listservs, etc.

- 2) Fall Meeting – will be held at the Hollings Special Collections, Thursday, 4 October 2012. Because this event is on campus University catering is the only option for lunch. Must decide soon on program theme and speakers to invite. Themes might include Beyond Borders, Minority Issues, and Cultural Diversity in Archives. Deadline is set for 29 February to decide. The decision was made via email messages for Cultural Diversity due Brent Burgin's offer to present on Native American Studies at USCL. Ashley also offered to present on HBCU's. It was mentioned that due to the fact that the State Department of Archives and history will not be taking the lead for Archives Month in October that SCAA should.
- 3) SCAAZette – is done. Heather just needs to convert to PDF to publish. It went out the next day. Student recognition and representation were a big part of the issue. The Student Archival Guild at USC was highlighted.
- 4) Committees – Ashley and Katie are working on this. They have a list of those who have volunteered to serve and this will be shared with Board member committee chairs. Outreach does not have a natural Board member chair so someone will need to be appointed/Scholarship/Hart Fund is under Finance.
- 5) Procedures Manual – still needs some editing/review. Needs minimum number of committee members stated clearly at 2 to 3 with a minimum of 2. Each committee needs to be reviewed for that language because of inconsistencies. Under Outreach need terms of service, how chair is selected (elected or appointed). Do we need to add another Board member to head this committee? Maybe. Appoint an Outreach Coordinator? If so, Autumn Johnson, Brian Fahey, grace Cordial would be good choices. Brian has already volunteered to serve elsewhere. Need to head the committee then populate it.

V. New Business:

- 1) SCAA mail is still being delivered to the State Department of Archives and History. PALMCOP has a P.O. Box. We should get one, too. SCAA has a cabinet stored there that needs to be moved due to access issues – can't easily access now. The State Department of Archives and History address will be removed from all SCAA letterheads. The cabinet will go back to USC and the stuff inside, (banner, etc) will go to the Caroliniana.

VI. Date for next Board Meeting: Wednesday, 14 March 2012 at 10:30am at RCPL. We discussed holding the Board Meeting at the 18 April 2012 Webinar but decided there would not be enough time.

VII. Adjourned: 12:20pm

Post Board Meeting chat: Theme for Fall Meeting – Diversity! There are enough diverse archives in the state that a full meeting could be devoted to and would be fairly easy to arrange. These include Black, Women, Gay, Military, Hispanic, Native American, etc. Could have speakers and a panel, which would be very doable. Some of the details were worked out via email messages and discussed above under Fall Meeting

We didn't discuss the SCAA Spring Social. When and where to hold it?