



Board Meeting Minutes  
8 June 2012  
Winthrop University Archives

- I. Call to Order: 9:42am  
Attending: Alan Burns, Beth Bilderback, Bill McRee, Brooke Fox, Dorothy Walker, Julia Cowart, and Susan Hoffius.  
Absent: Allison Thiessen, Ashley Till, Gabby Dudley, and Katie Grey.
- II. Approval of Minutes: The 15 February 2012 minutes were approved
- III. Officer's Reports:
  1. Membership – current membership is 126. The next membership mailing will be sometime mid-summer with a letter going out to all members reminding them that due for 2013 will be payable at the time of the Fall Meeting. This is just to give our members a heads-up that that is coming up on the horizon, since they have not had to pay so far this year. Also, at that time, another round of invitation letters will go out to individuals and institutions not represented by the organization. If anyone knows of someone who should receive a letter to join SCAA, please submit their name to Katie.
  2. Directors – Brooke and Bill both reported on various upcoming and past events. Please see the attached handouts: Directors Report (Appendix 1), SGA/SNCA/SCAA Conference Planning Committee (Appendix 2), and the Agreement document (Appendix 3).
- IV. Old Business:
  1. Fall Conference – see Appendix 1
  2. Joint SGA/SNCA/SCAA Conference – see Appendix 2
  3. Committee Structure – Outreach and Communications share some tasks. Treasurer may not need a full committee except for the Hart Committee. Education needs a committee of people in order to do the work they need to do because there is no in-state training anymore, actually a vacuum with SCHAB down-sizing. Education could coop with CUSH and CALM, but would require a long-range vision by directors and members. Need to focus on Archives Month via a mini SAA plan. Mentoring is a huge under-taking and may be more broad than the committee is set up for. SGA is about ready to give their Mentoring program up. Our Buddy system may work better for making connections anyway. We will work on structuring one committee at a time to build success with Education having that priority. Directors plan for two meetings per year with board and members helping on others such as workshop or one-day

training/education events. We will work closely with PALMCOP but will not overlap with what they already do.

V. New Business:

1. Appointment/Recruitment of new officers
  - A. Webmaster – potentially Heather Gilbert at CofC
  - B. Student Liaison – potentially John Zelenka at USC
  - C. Hart Committee – could recall old committee members (Elizabeth W, Grace C, and Mike K) or call people as needed or have board members do it
  - D. Fall Elections – Ashley heads Nomination Committee with 1<sup>st</sup> Year Director, Treasurer, Membership, President-elect slots open.
2. Newsletter – Julia is on-board now having transitioned smoothly with Heather. Last issue was May 1<sup>st</sup>. Publish open and close dates for Fall Meeting registration as August (after SAA) and October.
3. Summit meeting of state and regional archival associations at SAA meeting in August – Dorothy will attend and any other SCAA members attending SAA can attend as well. She will present our strengths and concerns. There is no formal agenda for the meeting yet but Outreach/Education is a good question to start with and get SAA support.

**Action Items:**

Brooke & Bill

- Contact John Zelenka about publicizing poster sessions for fall meeting
- Contact Jennifer Marshall about possibility of group of students being sponsored like last year
- Continue working on lining up additional speakers
- Check into possibility of vendor sponsorship
- Registration/catering finalizing, etc.
- Looking into venue for fall 2013 tri-state meeting in Greenville area

Dorothy

- Contact John Zelenka about him (or a designate) becoming Student Liaison (ex-officio SCAA Board member)
- Work on putting together standing committee to oversee educational efforts/long-range planning for SCAA's basic archival education, etc.—will contact PALMCOP, Heather South, etc. This committee is designed to focus on long-range planning to take some of the load off of the Directors, but will work closely with them.
- Touch base with Ashley about filling out election slate for the fall
- Line up date for fall Board meeting (September)
- Publicizing Hart awards and making progress toward filling out a committee to screen applicants

Susan

- Will work on Archives Month promotions
- Will check with Heather at C of C as a possible recruit for webmaster

Beth

- Awards Committee (awards presented at fall meeting)

VI. Date for next Board Meeting: sometime in September

VII. Adjournment: 11:20am

## Appendix 1

Directors Report

February – May 2012

Spring 2012 Workshop

- Twenty-eight participants
- Income (Registration)
- Expenses (catering, SCDAH rental fee, SAA webinar, Photocopies)

Fall 2012 Conference

- Date: Thursday, 4 October 2012
- Location: Hollings Special Collections
- Time: 10:00am to 4:00pm, with registration at 9:30am
- Theme: SAA's Beyond Borders/Diversity – envisioning new opportunities beyond our institutions and specializations; expanding our perceptions of history, culture, memory, and recordkeeping to arrive at a more inclusive and holistic view of the great work of archives.
- Possible Title: Thinking Outside the Archival Box: expanding our Reach to Underserved and Underrepresented Groups
- Catering: On the University Catering schedule for October 4<sup>th</sup>
- Speakers Confirmed: meeting time 10:00am to 3:00pm
  - Brent Bergin, USC-Lancaster
  - Ashley Till, SC State
  - Chris Judge, USC-Lancaster – Keynote/luncheon speaker
  - Jeannie Weingarth, Ph.D. scholar – discuss her experiences using a variety of archives across the country.
- Registration fees: 9:30am registration
  - \$35 members
  - \$50 non-members
- Honorarium for keynote speaker – no
- Pay for speaker's registration – yes
- Vendors – yes (gaylor)
- Poster Session – John Zelenka
- Buddies – yes, at student rate

SGA/SNCA/SCAA Joint Annual Meeting, Fall 2013

- Conference call with SGA and SNCA representatives 21 March 2012
- Minutes attached (Appendix 2)

Respectfully submitted, Brooke Fox and Bill McRee, SCAA Directors, 2012

## Appendix 2

### Agenda

#### SGA/SNCA/SCAA 2013 Conference Planning Committee

21 March 2012

Members Present: Brooke Fox (SCAA), Cat McDowell (SNCA), Bill McRee (SCAA), Jennifer Motzsko (SNCA), Lynette Stoudt (SGA), and Renna Tuten (SGA).

#### 1. Introductions

#### 2. Discussion – Is this tri-state conference doable?

All agreed that a tri-state conference is a good idea. The idea has been floated around each board and received positive feedback. Concerns include cost and location. SGA and SNCA only charge enough to break even.

SNCA is for holding this tri-state meeting. Its board has been working on changing the constitution in order to make meeting times and locations variable. They will be voting on the changes at their upcoming annual meeting.

SGA is also excited about this meeting. However, SGA's administrative calendar is based on a fall annual meeting and informal discussions with board members indicate it is only doable if the meeting takes place in the fall.

SCAA's board is supportive of this conference. They are aware of differing meeting schedules for SGA and SNCA. SCAA meets twice each year so the time of year isn't an obstacle.

#### 3. Logistics – general brain-storming regarding:

- a. SGA/SNCA/SCCA agreement regarding costs and income – SNCA-SCAA's joint meeting in April 2011 was much more casual, had a lower budget, and split income by percentage of attendees from each organization. SGA-SCAA's joint meeting in October 2010 borrowed a template from a West Coast meeting. It is a straight-forward agreement. Both societies split income/expenses according to the number of attendees from each organization. All three organizations have used the same agreement form in the past. All want a straight-forward agreement. The goal is to make the conference as affordable as possible, while breaking even. Each organization will compile statistics on what it spent on conference facilities in the past year or two. This information will be used in planning for a ball park facility budget. SNCA charges \$35 for annual meeting registration, SGA charges \$95, and SCAA charges \$35 for members and \$50 for non-members. It was suggested we should charge more than \$75 for registration for the tri-state meeting. We estimate between 200-250 attendees from all three organizations (roughly 80-100 SNCA, 60-80 SGA, and 40-50 SCAA) @ \$75 each = \$15,000-\$18,750 budget.
- b. Possible locations – Greenville/Spartanburg/Clemson areas seem to be the most central for all organizations. Athens and Ashville were also mentioned. All parties agreed that we should look into costs for using college, university, and community college facilities in the areas listed above.
- c. Possible dates and length of meeting (2-3 days?) – All agreed October will be our target month and we'll look at the last week in September and first week in

November if needed. Selection of date will be based on factors such as hotel and conference hall availability and costs. All parties agreed a 2-day meeting makes the most sense. We also discussed the possibility of a couple of pre-conference workshops (possibly one planned by each organization).

- d. Conference themes – Discussion tabled until further along in the planning process.
4. Next Steps:
    - a. Lynette will forward a draft agreement for discussion. Brooke, Bill, and Renna will investigate potential conference locations in South Carolina and Athens, Georgia. All agreed to collect and share data on how much each organization spent on past meetings. We all agreed to discuss break down of income or spending first within this group before presenting to our respective boards. All three organizations will gain approval by August 2012 to move forward with local arrangements and program planning.
  5. Schedule Next Meeting:
    - a. All agreed to keep in touch via email. Another conference call will take place when needed.

### Appendix 3

Agreement between the Society of Georgia Archivists (SGA) and the Society of North Carolina Archivists (SNCA) and the South Carolina Archival Association (SCAA) to hold a joint annual meeting in [place], [dates].

In the interest of professional collaboration, SGA, SNCA, and SCAA hereby agree to hold a Joint Annual Meeting in 2013 with these stipulations:

1. That the Joint Annual Meeting will take place [date] at the [meeting venue, place].
2. That [lead/host organization] will serve as 'host' organization, agreeing to make initial outlay for local arrangements expenses. These funds will be repaid out of conference proceeds.
3. That [committee person name] shall be authorized to sign contracts with the annual meeting venue and other vendors for the 2013 Joint Annual Meeting on behalf of the participating organizations, and that no contracts of \$1,000 or more will be signed without the approval of the President of each participating organization. Neither [committee person name] nor any other members of the Local Arrangements Committee or Program Committee assume any personal liability for commitments made on behalf of the Joint Annual Meeting.
4. That, if required, the [lead/host organization] will submit a credit application to the site hotel to enable the Joint Annual Meeting to obtain direct billing privileges rather than be required to make full advance payment.
5. That if the annual meeting venue does not approve direct billing (based on a credit evaluation) each participating organization will contribute to making both the initial site deposit and the final payment no later than one week before the deadline for each payment. Contributions will be set in proportion to the membership size of each organization, and will be repaid from the proceeds of the Joint Annual Meeting

in full if possible, or by percentage of the total contribution in the event the Joint Annual Meeting operates at a loss.

6. That the annual meeting registration form will include a check-off box where registrants may include whether they are members of SGA, SNCA, or SCAA. That a single registration price structure will apply to all members of the participating organizations, with a separate price rate for non-members. Pricing will include early-bird and student rates.
7. That the Local Arrangements Committee and Program Committee will be authorized to vary from the standard procedures of each organization for program planning and local arrangements in order to facilitate an efficient meeting.
8. That expenses resulting from parts of the program that are not common to all organizations shall be borne entirely by the appropriate organization.
9. That profits and losses from the Joint Annual Meeting will be divided based on the ratio of the number of attendees from each organization. Payments from individuals who fail to indicate organization membership or are not members of any organization will be divided based on the ratio of the number of identified attendees from each organization.
10. That each organization will be responsible for over-seeing the processing of member registrations and for providing to each participating organization a final fiscal report detailing income and expenses relating to the Joint Annual Meeting.
11. That vendor fees solicited by the Local Arrangements Committee will be used to offset shared meeting expenses.

Agreed to by:

Representative – SGA

Name:

Title:

Date:

Signature:

Representative – SNCA

Name:

Title:

Date:

Signature:

Representative – SCAA

Name:

Title:

Date:

Signature: