

SCAA Board Meeting  
Florence -- Doctors Bruce and Lee Foundation Library  
6 March 2013

Present: Beth Bilderback, Ashley Burdett, Brent Burgin, Marleigh Chiles, Mary Jo Fairchild, Andrea L'Hommedieu, Bill McRee, Dorothy Walker

Absent: Alan Burns, Julia Cowart, Angela Flenner

- I. Called to order at 11:11 a.m.
- II. Approval of Minutes: Some corrections for the minutes of the January 30 meeting had been sent to Alan. No further corrections were noted and the minutes were approved.
- III. Reports of Officers:
  - 1) Directors:

Report to be taken up in discussion of Old Business.
  - 2) Membership:

Brent distributed a breakdown of current membership (63) as compared to 2012 members (133). The total number of members is current as of March 5. Memberships which had not been renewed for 2013 expired on February 1. Brent plans to send targeted reminder notices to non-renewers and hopes to get a wave of memberships when people receive information about the spring workshop.

The number of student members was higher in 2012, due in part to USC's School of Library and Information Science having sponsored student registration (including memberships) at the last two fall workshops. Dorothy mentioned having tried to touch base with Jennifer Marshall at the library school about the spring workshop, and all agreed we should try to continue to work with her and director Sam Hastings, who had helped coordinate student participation in the past. It may be more difficult to draw USC students to this year's SCAA events, as both the spring and fall workshops are outside of Columbia, but we will continue trying to make connections with students/recent graduates in the state.

Beth asked if Brent and Ashley could collaborate on putting together an updated membership directory to put on the website. This has not been done in recent years due to privacy concerns, and past attempts to set up a members-only portion of the website had proven difficult. Brent will talk with Angela about the basic functionality of the website, how officers can log in, add events, etc., and circulate that information. Meanwhile, an online membership directory can be password-protected, with the password circulated to members.
  - 3) Newsletter editor:

Julia was absent but had provided Beth with information about the newsletter. The deadline for submissions will be March 8 and the newsletter should be ready sometime around March 18. Among the items planned are a letter from the president; information on our 2013 spring and fall meetings; photos from last fall's meeting; information about our new board members; news from Georgia, Limestone College, Richland County Public Library, and the USC Archival Students Guild; social media info;

and an article about Mike Kohl's retirement from Clemson. Julia contacted about 50 institutions around the state for news and items for the events calendar. There was some discussion about whether to include "non-archival" but history-related events on the calendar, and the consensus was that it was better to be more inclusive.

4) Treasurer:

Beth mentioned that Susan Hoffius has agreed to take charge of the Hart Endowment, and hopefully we will receive some applications for this year's events. Andrea reported that she and Allison Thiessen are working together to transfer bank accounts, etc. over to Andrea. She will be renewing our post office box rental at the end of March. We have had 4 online membership renewals and 2 via mail. Andrea will be working with the group planning the tri-state conference and will be looking out for any bills we need to pay for it.

5) Webmaster:

Angela was not present. Beth said that Angela has forwarded the generic email addresses ([president@scarchivists.org](mailto:president@scarchivists.org), etc.) to the new officers. We still need to check about getting last year's meeting minutes on the site.

IV. Old Business:

1) Spring Workshop:

Bill and Ashley got several bids from caterers and decided to go with Stefano's. They will provide regular and vegetarian lasagna, utensils, etc. and will deliver to the library. Ashley has contacted 3 possible panelists, all from within South Carolina: Chris Vinson, Heather Gilbert, and Elise Lewis. We decided to show the webinar in the morning, break for lunch, then start the panel after lunch, with each panelist given about 10 minutes to introduce themselves and the projects they have worked on, followed by discussion/question and answer. We will draft up a few questions in case we need to spur discussion, and someone from the Board will serve as an informal moderator. The Florence library opens at 9, so our tentative schedule is:

Registration and coffee 9:30

Webinar 10-11:30

Lunch 11:30-12:30

Panel 1-3

The afternoon session could be longer or shorter, depending on how much discussion there is. Bill will get coffee and doughnuts at the Krispy Kreme for the morning coffee hour and Ashley will bring a cooler with water bottles.

The idea of honoraria for the panelists was discussed. Last year, we had an out-of-state speaker at our workshop, so we paid his travel expenses and hotel and gave him a gift card and a few local food items. The panelists this year are in-state, but we generally agreed we could pay their mileage and perhaps a small honorarium each (\$50).

Ashley will work with Angela on setting up the online registration form for the workshop. Mary Jo will help with creating a printable flyer that we can use to publicize. Marleigh will circulate the information on the student listservs.

There was discussion about how much to charge for registration. Since the costs are so low for this meeting, we felt a lower registration fee was reasonable, especially as we try to draw students and to help attendees who will be traveling further

to Florence than they would to Columbia. We tentatively settled on a \$25 for members, \$35 for non-members, \$15 for students fee structure. The non-member fee will not include membership.

2) Tri-State Conference:

Bill is working with the Local Arrangements committee to find sites in Greenville for tours and for the large reception that will include all attendees. Cultural sites, such as the Upcountry History Museum, Greenville Library, etc. have proven somewhat expensive to rent for the reception. They are still looking for suggestions for locations. Ashley suggested the Commerce Club, or a restaurant setting like Larkin's on the River or Soby's.

Julia is working on possibly offering a tour of the library at Furman. There are so many things to do in downtown Greenville that we thought a list of suggested activities, rather than a full schedule of planned activities, might be sufficient.

Ashley is on the Program Committee for the meeting. The tentative registration fees are \$75 for members, \$90 or 100 for non-members, and \$50 for students. The theme, individual sessions, etc. are still to be determined and the committee will be meeting soon to decide the theme. A lot of the planning is being done using SGA's usual schedule, since that group has the most experience planning multi-day conferences. There are also going to be educational workshops or "boot camps" as pre-conference events, and those are also being worked out.

V. New Business:

1) Dorothy reported that the SAA listserv for the regional/state archival associations had included some discussion about whether state groups ought to be members of the National Coalition for History. Some of the larger regional archival groups are or have been members. Dorothy checked the NCH website for information on institutional memberships, which directed inquiries to an email address. She got no reply to an inquiry about how much memberships cost, what they involved, etc. She said that from the overall direction of the listserv discussion, it didn't seem like something we should be too concerned about pursuing. Some of the regional groups that had been members had actually dropped their memberships due to reasons of cost or because it was a low priority for them.

2) Mary Jo reported that she is beginning to plan the summer social. She is leaning towards a Lowcountry location, which we all agreed was a good idea, as it has been a while since we were there for the social, and it provides good geographic balance since the fall meeting is in Greenville. She will start investigating locations and try to find a date in June or July.

VI. Date for Next Meeting:

It did not seem necessary to meet again before the spring workshop, so we agreed that the Board will probably meet on the day of the summer social, as we did last year.

VII. Adjournment:

The meeting was adjourned at 12:38 p.m.