



Executive Board Retreat
SC Department of Archives and History
Columbia, SC
18 January 2019

Kimberly McClure, President; Beth Bilderback, Past-President; April Akins, Vice President; Shannon Smith, 2nd Year Director; Tracy Power, 1st Year Director; Kathryn Slover, Secretary; Evan Spencer, Membership Officer; Ann Merryman, Past-Membership Officer; and Christin Lampkowski, Treasurer

Call to Order: 10:35 a.m.

Minutes from the October 19, 2018 board meeting were approved as written.

Officer Reports:

Directors – Shannon Smith and Tracy Power

- They had no new news to report. They plan to get together to discuss the spring workshop and fall meeting.

Membership – Evan Spencer and Ann Merryman

- Evan, Ann, and Christin will be meeting to discuss tracking membership and renewals.

Treasurer – Christin Lampkowski

CHECKING ACCOUNT: \$ 8,398.41 (Pending Balance)
 \$ 8,398.41 (*Available Balance*)

PAYPAL BALANCE: \$ 6,214.07

HART ENDOWMENT (#...80119)

Total in account: \$ 6,831.51

Next maturity date: 02/08/2019

BB&T CERTIFICATE OF DEPOSIT (#...04268)

Total in account: \$ 12,097.19

Next maturity date: 04/10/2019

Total Assets: \$ 33,541.18

INCOME FOR 2018

Membership Dues:	\$ 845.00
Spring Workshop:	\$ 140.00
Summer Social:	\$ 125.00
Fall Conference:	<u>\$ 1345.00</u>
Total	\$ 2205.00

INCOME FOR 2019

Membership Dues:	\$ 30.00
Summer Social:	\$ 0.00
Spring Workshop:	\$ 0.00
Fall Conference:	<u>\$ 0.00</u>
Total	\$ 30.00

EXPENSES FOR 2018

PO Box Fee:	\$ 120.00
Hart Award:	\$ 0.00
Spring Workshop:	\$ 0.00
Fall Conference:	\$ 258.39
PayPal Fees:	<u>\$ 67.41</u>
Total	\$ 445.80

EXPENSES FOR 2019

PO Box & Postage Fee:	\$ 13.65
Hart Award:	\$ 0.00
Spring Workshop:	\$ 0.00
Fall Conference:	\$ 0.00
PayPal Fees:	<u>\$ 1.26</u>
Total	\$ 14.91

Old Business:

Index of archives and their collecting areas across the state

- Board discussed figuring out the best way to go about collecting data on archives and their collecting areas across the state. Morgan Jones-King (former President) created an online form and shared it in the shared drive. There have been past discussions, but we are moving forward with collecting data.
- It was the original vision to have people in charge of collecting data for different regions using an online form, but Shannon Smith suggested making the survey a part of membership registration and then reaching out to people we are missing.
- Ann suggested sending the survey to each institution and having them list three local institutions in their area.
- The board will look at the current form on the shared drive and have feedback by the end of the month.
- Once we begin collecting data we can decide how it should be organized (government, private, religious, secular, university, corporate, etc.).
- It was moved and seconded to create the index of South Carolina archives.
- April Akins, Ann Merryman, Shannon Smith, and Kim McClure will serve on an ad hoc committee to make decisions regarding the index of archives in South Carolina.

Brent Burgin Endowment

- The board discussed how to formalize the application process and how to fund the endowment.

- Beth suggested forming a standing committee for endowments to handle these issues and suggested the treasurer be a standing member of the committee.
- It was suggested that an option to give to the Brent Burgin Endowment be given for membership sign up or renewal and the annual meeting registration.
- It was moved and seconded to create an endowment committee to make decisions regarding policies, application procedures, and raising funds. The committee will consist of Christin Lampkowski, Evan Spencer, Beth Bilderback, and Kathryn Slover.

New Business:

Social Media Policy and contact with members

- Kim suggested putting one person in charge of social media to mediate the posts.
- The board agreed that all announcements to be posted to Facebook, the listserv, blog, or email will be sent to the Blog Editor (currently Jim Cross) to be posted.
- Other board members with Facebook Admin rights can post other materials that are not official announcements. Jim will also create a social media policy for the board to use going forward.

Management of membership lists and contacting lapsed members

- Ann pointed out that there is a problem with the wording on the membership form. Currently it states, "Membership includes automatic enrollment in the SCAA listserv. Please check below if you do NOT want to join the listserv," but members actually have to set it up themselves. This issue needs to be fixed.
- In addition we discussed making email a required field, which it currently is not.
- It was discussed putting endowment information and SC archives index information on the membership form.
- Replacing the current Wufoo form with a Google form was also discussed.
- Evan, Christin, and Ann will meet to discuss these issues and also speak with Angela who created the original registration form.

Policies

- In addition to a social media policy, Christin, Evan, and Ann will create a policy regarding membership so the organization will have consistency regarding our policies going forward.
- Kim and April will be reviewing current bylaws to discuss potential updates at the next meeting.

2019 Program Planning

Spring Workshop

- Shannon pointed out the PALMCOP conference is on February 8th so we do not want to conflict with that date. She also mentioned they will also have a spring workshop so there is the potential to do it in conjunction with PALMCOP.
- Options include: Book binding workshop, “Collecting and Connecting” for smaller community archives, and workshop with people from Sacred Spaces through Preservation SC.
- Currently the board decided on a joint workshop on book binding in conjunction with PALMCOP to be held on April 5th in Columbia, SC as our first choice. Shannon will speak to PALMCOP and get back to the board.

Future events

- Summer and Fall event dates were not decided on.
- A date was not selected for the next meeting. The board is tentatively meeting in March.

Board meeting adjourned at 12:27 p.m

- Taken by Kathryn Slover, Secretary