



SCAA Board Meeting
SC Department of Archives and History
Columbia, SC
22 March 2019

Present: Kimberly McClure, President; Kathryn Slover, Secretary; Evan Spencer, Membership Officer; and Christin Lampkowski, Treasurer

Present via conference call: April Akins, Vice President

Call to Order: 10:32 a.m.

Minutes from the January 18, 2019 board meeting were approved as written.

Officer Reports:

Directors – Shannon Smith and Tracy Power

- Directors were not present because the PALMCOP board meeting was scheduled for the same day and they are both on the board. Shannon sent her report to the President:
 - “As of 3/18, we have 10 people registered for the Spring Book Repair Bookshop. (Perhaps Christin can re-confirm this number Friday). Our cap has been set at 20. We've shared the workshop on various social media outlets: Facebook, SCAA and PALMCOP listservs, our websites. The workshop is scheduled for 4/5, beginning at 1:00 p.m., at the Lutheran Theological Southern Seminary. Last board meeting, I submitted a few theme-ideas for October's conference. As I recall, "Connections and Collections", which will focus on outreach and collaborations with other archives, big and small, was met with the most approval.”

Membership – Evan Spencer

- Evan sent 8 renewal notices (4 were institutional). Christin will check P.O. Box, but as of the time of the meeting, no one had sent in membership forms. Evan will send another follow up in 6 months. We have not officially set a policy, but loosely discussed a 6 month and 1 year follow up for lapsed memberships.
- He created a Google form mock up for membership sign ups where all fields are required. Membership payment information would be given after people have completed the form as well as a follow up email. Including instructions for how to sign up for the listserv in the follow up email were also discussed. Christian and Evan need to get in contact with our webmaster to see how to get the new form on the website.

Treasurer – Christian Lampkowski

CHECKING ACCOUNT: \$ 8,384.76 (Pending Balance)
 \$ 8,384.76 (*Available Balance*)

PAYPAL BALANCE: \$ 6,334.82

HART ENDOWMENT (#...80119)
Total in account: \$ 6,837.81
Next maturity date: 01/08/2020

BB&T CERTIFICATE OF DEPOSIT (#...04268)
Total in account: \$ 12,097.19
Next maturity date: 04/10/2019

Total Assets: \$ 33,654.58

INCOME FOR 2019

Membership Dues:	\$ 80.00
Spring Workshop:	\$ 250.00 (to be split with PALMCOP)
Summer Social:	\$ 0.00
Fall Conference:	\$ 0.00
<u>Total</u>	<u>\$ 330.00</u>

EXPENSES FOR 2019

PO Box Fee:	\$134.00
Postage:	\$ 13.65
Hart Award:	\$ 0.00
Spring Workshop:	\$ 0.00
Fall Conference:	\$ 0.00
PayPal Fees:	\$ 5.51
<u>Total</u>	<u>\$ 153.16</u>

Old Business:

Index of archives and their collections areas across the state

- No work has been done yet by the committee.

Brent Burgin Endowment

- Committee has not met yet, but Christian was selected as the point person for the committee. She is going to contact Beth with questions about setting up and funding the endowment and get in contact with the rest of the committee. We will discuss it further at the next board meeting.

Social media policy/contact with members

- Jim Cross put forth guidelines for the organizational social media (see attached). It was moved and seconded to approve the guidelines.

Update SCAA manual

- Kim is working on updating the SCAA manual. She wants to have the Bylaws updated by the Annual Conference so we can have a member vote.

New Business:

Summer social

- April suggested the Burt-Stark Mansion in Abbeville, a historic house museum. She suggested doing lunch, a tour, and then the board meeting. They charge \$8.00, but the board would like to do it at a location that does not charge. April will check and see if they can accommodate us without a charge.
- She also mentioned the Benjamin Mays Historic Site, which does not charge an admission. She will explore options and get back to us.
- Date of the event was also discussed. July 12th is a suggested date depending on schedules.

2019 Program Planning

Spring Workshop

- Refer to Shannon's report
- We discussed sharing the Workshop on the SCAA social media accounts and SCDAH Facebook and Twitter.

Fall Conference

- The conference will be held in October and the theme the board discussed is "Connections and Collections". Shannon and Tracy will plan the meeting for sometime in October.

Date for next meeting

- Same date as the Summer Social. July 12th is a suggested date depending on schedules.

Board meeting adjourned at 11:09 a.m.

- Taken by Kathryn Slover, Secretary

Guidelines

All official announcements from the South Carolina Archival Association including events such as the Annual Meeting, Spring Workshop, and Summer Social, should be submitted to the Blog Editor so they can be posted on the Society's blog, social media, listserv, and member email list. All other announcements, news, and other items of interest can be posted to social media and the listserv without submission to the Blog Editor; however, if the item would be of interest to the readers of the Society's blog then it should also be sent to the Blog Editor so it can be posted there as well.