



SOUTH CAROLINA  
ARCHIVAL ASSOCIATION

**SCAA Board Meeting**  
Benjamin Mays Historic Site  
Greenwood, SC  
28 June 2019

**Present:** Kimberly McClure, President; April Akins, Vice President; Kathryn Slover, Secretary; Evan Spencer, Membership Officer

Call to Order: 11:07 a.m.

Minutes from the March 22, 2019 board meeting were approved as written.

**Officer Reports:**

**Membership – Evan Spencer**

- He has continued sending reminders the month their membership renewal is due. He has had 6 or 7 undeliverable emails. Per April's recommendation he will check if institutional email has changed for Spartanburg County Library.
- He developed a Membership Google form that we could embed on the SCAA website with a payment button (leading to the PayPal page). There's a slight chance people could miss the payment button but that issue also exists in the current format. We could also customize the form to have a message telling people to complete their registration by clicking the link to provide payment information.
- He wants to work on getting more student members involved and pushing the Hart Endowment. He will work on an email draft to send to professors and department chairs who can share to students. He will also try to work with Tracy and Shannon on doing a student poster session at the SCAA Annual Meeting in the fall.
- Since January he has sent 30 reminders and had 6 renewals.

**Old Business:**

Update SCAA manual

- Kim has worked to update the SCAA manual and wants to take a full membership vote at the annual meeting.

**New Business:**

Annual Conference

- Location and date to be determined. Tracy and Shannon are responsible for planning this.

SCAA Awards

- As Vice President, April is the Awards Committee.

- She will send out reminders to nominate people with descriptions of each award in July or August.

#### Nominations for board positions

- As Past President, Beth is responsible for this.

#### Repository Directory

- This project has been put on hold.
- An idea was put forth to announce it at the annual conference.

#### Brett Burgin Endowment

- Still thinking of ways to fund it including a Winter Social, fundraiser, and option to donate at conference registration.

### **2019 Program Planning**

#### 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

- Fall conference, to be determined.

Board meeting adjourned at 11:35 a.m.

- Taken by Kathryn Slover, Secretary