



## **Annual Business Meeting**

Newberry College

Newberry, SC

25 October 2019

### **Call to Order:**

12:42 pm

### **Minutes from 19 October 2018:**

Approved

### **Report of Officers:**

1. Directors – Shannon Smith, Second-Year Director, reported that the Spring Workshop was successful. This workshop was co-hosted with PALMCOP at the Lutheran Theological Southern Seminary and focused on book repair and restoration. She also thanked attendees for coming. Tracy Power, First-Year Director, stated he is excited for next years meeting and looking for the host institution for next year. His goal is to get more proposals for next year and wants to finalize the theme and location by next summer for the Annual Meeting in the fall.

2. Membership – As of 10/21/2019, SCAA currently has:

- 49 current, paid memberships (2 institutional memberships, 7 members)
- 56 members contacted for renewal in 2019 but have not renewed as of 10/21/19

The membership renewal email system has had mixed results. The membership coordinator sent renewal emails to 103 current or recently lapsed members in 2019. These emails produced a 43% success rate in getting members to renew their membership in SCAA.

Membership goals for 2020 include:

- Improving membership retention by refining the coordinator's communication with lapsing members
- Targeting graduate programs in the area to increase student awareness and participation in SCAA's events and annual conference
- Improving the membership form, including requiring the email field and removing the List-serv opt-in (the form does not actually enroll people on the List-serv, but it appears that it does)

3. Treasurer –

CHECKING ACCOUNT:     \$ 8,245.76 (Pending Balance)

\$ 8,245.76 (Available Balance)

PAYPAL BALANCE: \$ 8,062.25

HART ENDOWMENT (#...80119)

Total in account: \$ 6,837.81

Next maturity date: 01/08/2020

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

Total in account: \$ 12,236.01

Next maturity date: 02/10/2020

**Total Assets: \$ 35,338.12**

INCOME FOR 2019

Membership Dues: \$ 845.00

Additional Donations: \$ 65.00

Spring Workshop: \$ 187.50 (Half of registration totals \$375.00 split with PALMCOP)

Summer Social: \$ 160.00

Fall Conference: \$ 980.00

Total \$ 2,237.50

EXPENSES FOR 2019

PO Box Fee: \$ 134.00

Postage: \$ 13.65

Hart Award: \$ 500.00

Spring Workshop:	\$115.87
Fall Conference:	\$ 0.00 (expenses still pending)
<u>PayPal Fees:</u>	<u>\$ 64.18</u>
Total	\$ 827.70

**Old Business:**

- No progress has been made on the Statewide Index of Archival Institutions, but the new board will take that over that project.
- The board is still working on the details of the Brent Burgin Endowment, including how to fund the endowment. This endowment will be used for assisting archivists who are new to the field with funds to acquire professional print resources to help them grow and succeed in the archival profession.
- The president advised attendees to spread the word about the Hart Endowment. It is a great opportunity for South Carolina archivists to receive funding for professional development. This August the Hart Endowment was awarded to Celeste Wiley with the South Carolina Historical Society Archives for a workshop hosted by the 9/11 Memorial & Museum in October.

**New Business:**

- Constitution and By-Laws
  - The SCAA Constitution and By-Laws were updated by the President. It was moved and seconded that the changes be accepted. The motion passed unanimously.
- Election of New Officers
  - President: Jim Cross
  - Vice President/President Elect: Kathryn Slover
  - Secretary: Jessica Serrao
  - First-Year Director: Tabitha Samuel

No other candidates were nominated on the floor. It was moved and seconded that the slate of candidates be accepted. The motion passed unanimously.

- Awards
  - Program Innovation: Tracy Power

**Outgoing President's Message** – Kimberly McClure reported that she enjoyed being president and working with everyone. She thanked everyone for attending and Newberry College for hosting. She encouraged SCAA members to keep up the good work.

**Incoming President's Message** – Jim Cross reported that he is looking forward to hearing new ideas from everyone and being the SCAA President.

**Meeting adjourned:**

1:06 pm

-Taken by Kathryn Slover, Secretary