



SCAA Board Meeting

South Carolina Department of Archives and History
Columbia, SC
23 March 2018

Present: Beth Bilderback, President; Morgan Jones-King, Past President; Kimberly McClure, Vice President; Christin Lampkowski, Treasurer; Brenda Burk, 1st Year Director; Shannon Smith, 2nd Year Director; Rebecca Denne, Secretary; Ann Merryman, Membership Officer.

Call to Order: 10:33 am

Minutes from 26 January 2018

Approved

Officer Reports:

Membership-Ann Merryman

- Ann reported 10 membership renewals in 2018. Forty-nine total membership renewals will come due by June, resulting in potential revenue of \$735. Thirty-three lapsed memberships are being contacted for renewals.

Treasurer-Christin Lampkowski

- Christin reported on the current balance. Total assets amount to \$31,419.20.
 - Checking account: \$8,461.80 (Pending); \$8,581.80 (Available)
 - PayPal balance: \$4,032.68
 - BB&T Certificate of Deposit: \$12,093.21
 - Current Income for 2018: \$95.00
 - Current Expenses for 2018: \$120.00
- She informed the board of a letter from York County about setting up automatic payments. The board agreed that not doing this would allow SCAA to maintain better control of the finances.

Old Business

Index of Archives and collecting areas across the state

- Past President Morgan Jones-King emailed out a sample Google form for the Historical Repository Directory Update and is waiting on comments from the board before disseminating to the membership.

- It may be necessary to form a committee to reach out to people in their area who may need to be included in the index.

Certified Archivist Exam

- Promotion of the Certified Archivist Exam to be held in Columbia has been posted on the SCAA listserv.
- The board discussed whether there are additional opportunities for SCAA to help promote.
- A reminder about the deadline will be posted on the listserv closer to the date.

Preservation Week and May Day

- For Preservation Week (April 22-28) and May Day (May 1), Director Brenda Burk reported on PALMCOP's interest in working with SCAA to educate on archival preservation issues.
- The board discussed opportunities for outreach including creating a podcast or Facebook Live event, making available a list of local professionals and vendors equipped to deal with disaster response, or developing key points for updating or creating a disaster plan.

New Blog Editor

- President Beth Bilderback reported that she has not been able to identify a blog editor yet, but will continue reaching out to potential people.

Scholarships

- The board discussed future scholarship opportunities.

New Business

- No report

2018 Program Planning

Spring Workshop

- Directors Brenda Burk and Shannon Smith updated the board on spring workshop planning with Furman University, tentatively planned for May 4.
- Presenters will share the importance of the history of place and the built environment, focusing on themes like digitizing of records, working with communities, transcription, and more.
- The board discussed appropriate costs for members and non-members.
- Brenda and Shannon will start working on advertising.

Summer Social

- Vice President Kimberly McClure discussed plans for the Summer Social, tentatively planned for the end of July.

- Kimberly presented possible locations. Membership Officer Ann Merryman recommended looking at sites in Horry County. Kimberly will continue to scout out possible locations.

Fall Conference

- Directors Brenda Burk and Shannon Smith updated the board on planning for the Fall Conference to be held at USC Aiken on October 19. Brenda pointed out that as the university will be on fall break, attendees should have better parking options.
- She discussed the theme idea “How do I...” which would allow presenters to address a broad range of archival topics.

Date for Next Meeting: The next meeting will be held at the Summer Social (date and time TBD)

Board Meeting adjourned at 12:11pm.

-Taken by Rebecca Denne, secretary