



Executive Board Meeting

Virtual via Zoom

1 July 2021

Present: Krista Oldham, President; Ann Abney, Vice President; Graham Duncan, Treasurer; Tabitha Samuel, 2nd Year Director; Erin Allsop, 1st Year Director; Jessica Serrao, Secretary; James Cross, Past President; Michael Fondren, Membership Officer; Angela Flenner, Webmaster (left early).

1. Call to Order

11:01 a.m.

2. Minutes from 13 May 2021

Approved as submitted.

3. Reports of Officers

- a. **President** – Krista Oldham reported that she has accepted a job at Texas A&M and has tendered her resignation as SCAA President. Her last day of service is July 12. Krista has enjoyed working with the board and is proud of the programming we've accomplished. According to governing documents, Ann Abney will finish the President's term as well as her term as VP.
- b. **Vice President** – Erin Allsop reported Ann Abney's update in her absence due to meeting connection issues. Erin and Ann secured three speakers for the summer social--T. J. Wallace, David Shields, and folks from Well Crafted NC. They will provide an informal talk about food history. There are currently 14 people registered. Ann will send email reminders next Tuesday and Friday with the Zoom link.
- c. **Secretary** – Jessica Serrao reported that she completed rearranging the SCAA Google Drive folders based on chronology and organizational structure. If you're unable to find a document, please let her know and she can point you to its new location. She requested that all board members refer to the Option 1 hierarchy in the 2021_0513_Folder Hierarchy Proposal document when saving new files. Jessica reported that she has not yet coordinated with Angela to replace minutes on the website and will do so by the September meeting.
- d. **Treasurer** – Graham Duncan reported that total assets are \$35,305.04. The only change since the last meeting is from membership dues that have come in (see Treasurer's Report).
- e. **Directors** - Tabitha Samuel reported that she and Erin have made progress with annual meeting planning. They completed the call for proposals and submission form and have received one proposal thus far. The submission form has also been updated to include a question about consent to record the presentations. Tabitha started creating the registration form, which will be promoted closer to the meeting date. Tabitha and Erin also met to discuss choices for keynote speakers. They reached out to Jermaine Fowler with the Humanity Archive (<https://www.thehumanityarchive.com/>), who has agreed to speak. They also contacted Dorothy Berry at Harvard University (<https://library.harvard.edu/staff/dorothy-berry>) and the Greenwood

Avenue project (<https://www.facebook.com/GreenwoodAvenueVR>) that used virtual reality technology and archival research to bring to life the story of Black wallstreet. They selected the keynotes to support SCAA's intentional DEI efforts and to fit with the crossroads theme.

- f. **Membership Officer** – Michael Fondren reported that SCAA has about 35 active members and he contacted 33 with renewal emails. Michael is still working on compiling a list of potential university programs to contact student groups and expand student members.
- g. **Webmaster** – No report at this time.
- h. **Blog Editor** – Jim Cross reported that there have been four blog posts since the last meeting that have also been posted to the Facebook Page and the listserv, as well as a food history post to Facebook (see Blog Editor's Report).

4. Reports of Standing Committees

- a. **Nominating Committee** – Jim Cross reported that the call for nominations to serve on the SCAA board went out on June 7. One individual has indicated a willingness to serve. They'd prefer to stand for election next year, but would be willing to this year if they are needed. Three individuals have indicated an interest to serve on their membership form. All three are from the same institution, and one of the three has primary archivist duties. Jim has not yet contacted them and expressed that it'd be valuable to have a diversity of institutions represented among the nominees. He will send out a reminder about nominations to the membership on July 12. The deadline is the end of September, but he hopes to have a slate of nominees together well before the deadline. Please continue to email Jim potential nominees (see Nominating Committee Report).
- b. **Ad-Hoc Endowments Committee** – No report at this time. Graham will circulate a report on the endowment proposal via email before the annual meeting in October.
- c. **Awards Committee** – No report at this time.

5. Unfinished Business

- a. No unfinished business to report.

6. New Business

- a. **Annual Meeting Costs (Directors)** - The board discussed what a reasonable budget will be to cover the cost of keynote speaker honoraria. Jermaine is willing to work within SCAA's budget for a speaker fee. The Directors reported that Dorothy Berry received an honorarium for previous speaking arrangements, and Greenwood Avenue does not list a fee on their Facebook page. The last annual meeting at which SCAA charged a registration fee, the cost was \$35 early bird and \$45 regular. It generated around \$1,200 and expenditures were around \$500, but this included event space and food costs. SCAA is in good financial shape, but we haven't brought in funding except membership dues. Graham recommended we get close to breaking even. To ensure the meeting is accessible to attendees that are experiencing financial hardship, the board agreed to provide a reduced rate or a sliding scale based on salary ranges. The registration announcement will explain our intentions with charging this year to value the labor of the keynote speakers. Tabitha and Erin will continue to provide updates via email.

7. Adjourn

11:55 a.m.

8. Date for Next Meeting

Next meeting is scheduled for September 7.

9. Action Items

All Board Members

- Send suggestions for nominees for VP/President elect, secretary, and first year director to Jim Cross via email.

Ann Abney

- Send email reminders for Summer Social with the Zoom link to join.
- Begin performing the duties of the president after Krista's departure on July 12.

Graham Duncan

- Graham will circulate a report on the endowment proposal via email before the annual meeting in October.

Jessica Serrao

- Work with Angela to resolve the issue with replacing minutes on the website.

Jim Cross

- Send out a reminder about board nominations to the membership on July 12.

Angela Flenner

- Work with Jessica to resolve the issue with replacing minutes on the website.

-Respectfully submitted by Jessica Serrao, Secretary



Treasurer's Report July 1, 2021

CHECKING ACCOUNT: \$ 7,117.42 (Pending Balance)
\$ 7,117.42 (Available Balance)

PAYPAL BALANCE: \$ 9,078.75

HART ENDOWMENT (#...80119)

Total in account: \$ 6,850.33

Next maturity date: 11/08/2021

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

Total in account: \$ 12,258.54

Next maturity date: 01/10/2021

Total Assets: \$ 35,305.04

INCOME FOR 2021

Membership Dues: \$ 290.00

Hart Endowment (#...80119): \$6.26

Certificate of Deposit (#...04268): \$22.53

Total \$318.79

EXPENSES FOR 2021

PayPal Fees: \$9.62

PO Box Fees: \$188.00

Total \$197.62



Blog Editor Report

1 July 2021

Since the Board meeting on May 13th a total of 4 blog posts have been posted which also went out to the SCAA Facebook page and listserv. These consisted of information about registering for the SCAA Summer Social, an archival education survey for students and new professionals participation request, and calls for nominations for SCAA election and for SCAA Annual Meeting session proposals. A link to North and South Carolina food and beverage history was also posted on the Facebook page.

James Cross
Blog Editor



Nominating Committee Report

1 July 2021

A call for nominations was sent out on June 7, 2021 on the SCAA blog, Facebook page, and listserv. To date, one individual has indicated a willingness to serve, although they would prefer to be nominated for a position in 2022. Three individuals from the same institution have indicated on their membership forms interest in serving on the Board although only one has primary duties as an archivist.

The committee will send out a reminder about nominations to the membership on July 12, 2021.

I continue to welcome any suggestions for potential nominees for the positions of Vice President/President-Elect, Secretary, and First Year Director. Feel free to email me any potential nominees at jcross@clermson.edu. Thank you.

James Cross
Chair