



Board Meeting Minutes
4 August 2011

Call to Order: 10:37am

Present: Allison T., Ashley T., Alan B., Katie G., Heather S., Dorothy W., and Jennifer N. via Skype

Not present: Jennifer B. and Gabby D.

Reports:

Directors: (See Handout, also attached below)

Dennis Segonovich is confirmed to speak along with presenters Herb H., Luciana S., Lynette S., Linda S., and Andrea J. Thanks to all for keeping up with the social media stats. We need a point-person for each and then funnel it all to the group. The By-laws will assign this eventually but for now short-term point people will be Brooke and Katie.

Discussion of timeslots for meeting portions, i.e., registration 9:30-10:30 w/posters, 1st session 10:30-12noon, 2nd session 1:30-3, 3rd session 3-4:30, and lunch 12noon-1:30 w/speaker.

Catering – a hot lunch is \$147 (\$107 base price), sandwich boxes, deli buffet, classic boxed lunch w/veggie \$6.95

Registration form and ads to start six weeks prior to meeting. Registration will run from 22 August-26 September. Save the Date! Parking will be an issue and will cost so carpooling is a must.

Membership:

We now have 83 members! That's 20 more than in 2010. We have 11 students and 4 Institutions. The 2nd and 3rd renewal letters to be send this Fall will be timed together. Have created a spreadsheet for targeting non-members to share on Google docs, so look and invite those you think are worthy. Insert/use our logo in ALL communications, email via signature. Our Directory has been updated. Do we need a Member Handbook, which would include our mission statement, By-laws, constitution, etc.? The actual By-laws are not changing just the committees and goverance of same. The Directory would include a caveat concerning the By-laws vote. Look for older versions of the By-laws. Brent conducted an inventory of our archives and found a 1999 version with older memebrship directories.

Newsletter:

Brian will write about SAA, also Archivists on Vacation. Heather went to Australia and Brent went to Spain. NC news? NC contact? Dorothy will do a Summer Social recap. Or maybe someone not on the Board? Heather will assign. Spotlight on Ashley Stevens who recently landed a job in CA. Publication date is September 1, deadline is August 24, but SAA ends August

28. Fall meeting by Brooke. Events for September 10. October is Archives Month. State news? President's Report by Ashley. Intern writeup by Avery Daniels. Also anything on digital projects and regional news.

Treasurer:

Not much except... Did get paperwork resolved w/finances. We now have a debit card. Do we want two? Most likely not. Investments not so good, due dates are coming up in October, so we should reinvest. We need a one-time consultation with a Financial Advisor. Board vote with cost estimate for CD type investing.

Fall meeting budget is \$2000 based on speaker fees, food, etc. And money for awards-paper weights.

Alison provided each Board member with new letterhead stationary.

Vice-President:

Awards Ad hoc committee need to announce for nominations via membership. Five awards published in news.

Our Social came and went, as did the survey of same. Pros and Cons about everyone welcome to attend-members and non-members. Thoughts and comments on dates being inconvenient. Maybe have two socials per year? One North and one South? North early spring and South late fall? Problem, may split SCAA in two and will make more work.

Fall meeting survey. (see handout. Also attached below)

The Richland survey was not so applicable but did it anyway.

Web: no report

Old Business:

By-laws: (see Committee Report draft, also attached below)

Basically created committees, please proof read between now and fall meeting. Need to pin down verbage of report. Up to committees. For instance, 'member in good standing.' What does that mean? They are invloved. Signup sheet for committees. Communications and Outreach Committees potentially work together on Web input.

Debit: Covered, praise of efforts.

Fall Meeting: Covered, prasiie for efforts.

Nominations Committee: Ashley asked Brent to serve, other members include Mary Jo, Debbielee, and Heather. They found a stella person to be VP, but he bowed out. William McRee for 1st year Director.

Technical Survey: Ashley's interest in PastPerfect vs Millenium. She got 29 responses. People use Excell and online catalog (Millenium). And asked what are they happy using and what do they need training on?

New Business:

Procedures Manual:

Google docs for updating the Manual. Allison has a Word version, but we need a group effort so that social sites and award recipients are updated as well as past officers list. Each officer is responsible for updating own portion and a group effort on the rest. Gmail communication device is scarchivists@gamil.com Come to speed on Web 2.0. Manual will be available online to members.

Board members to disseminate information:
Katie and Brooke: SCAA and Twitter
Ashley: LinkedIn and Facebook

Next Meeting: Fall meeting, October 6

Adjourned at 12:19pm