



SCAA Board Meeting Minutes

Date: July 17, 2023

Time: 2:00 pm

Location: Zoom <https://clemsun.zoom.us/j/94695510660>

1. Call to Order

The meeting was called to order at 2:02 pm by Brenda Burk, President.

2. Approval of meeting minutes, April 17, 2023 - deferred to next meeting

3. Board Member Actions

- a. Secretary – Bill McRee resigned on June 6, 2023 as Secretary due to additional responsibilities assigned to him at work. He did wish to remain on the board but since he was elected to the position of Secretary and not a board member at-large, we could not accommodate the request.
- b. Vice President – Board discussion – accept her “will resign after she plans the summer social” as her resignation. If so, Brenda will send her an email accepting her resignation.
- c. Recap of Board Decisions made through email between meetings
 - i. Website expense of \$15 to get website back online

4. Reports

a. Officers

- i. President
 1. Working on vacant positions and filling in as necessary
 2. Other items will be reported elsewhere in the agenda
- ii. Vice-President/President Elect - no report
- iii. Secretary - no report since position is vacant

iv. Treasurer

1. Balances:

Account	Type	3/31/2023	7/17/2023	Difference
xxxx9170	Checking	5504.54	\$ 5,323.54	\$ (181.00)
xxxx4268	CD	\$ 12,260.77	\$ 12,260.77	\$ -
xxxx0119	CD	\$ 6,851.58	\$ 6,851.58	\$ -
PayPal	Online	\$ 10,334.13	\$ 10,357.65	\$ 23.52
Total		\$ 34,951.02	\$ 34,793.54	\$ (157.48)

2. PO Box has been renewed, and will be up for renewal 3/31/2024
3. Treasurer still having issues with online access—will transfer PayPal balance once online access is established and balances can be verified.
4. Treasurer to issue payment to Webmaster for PHP upgrade of \$15

v. Directors

1. Ann and Kelly have been actively planning the 2023 Annual Conference.
2. Will be held at the USC Upstate Library, Spartanburg, SC on Friday Oct. 20, 2023.
3. Call for Proposals was posted to the [SCAA website](#) (Blog and Events pages) by Tabitha on 7/3 with an original deadline of Aug. 7.
4. We recently decided to add an [idea-sharing spreadsheet](#) to [Google form CFP](#) and website and also to extend the deadline to Aug. 15. We are waiting to get those changes made on the SCAA website ASAP (Tabitha away on leave).
5. Next steps after updating CFP info on the website is a push ASAP to promote to various organizations in and around SC via this [outreach list](#).
6. Ann and Kelly met with Grant and Brenda on 7/13 about fees and other budget details of the conference registration and to finalize fees for members, non-members, and students.
7. Logistics of Conference itself:
 - a. 4 meeting rooms reserved for break-out presentations/panels
 - b. budget for continental breakfast/coffee/tea as well as pre-order box lunches for all attendees
 - c. hours will be +/- 9am to 4pm
 - d. Ann is working on a list of nearby hotels
 - e. Fees (voted on by board today)
 - i. Regular rate (early bird) = \$60 for nonmembers, \$40 for members, and \$15 for students. This will

open no earlier than Aug. 25 and no later than Sept. 1.

- ii. We will meet with Grant and Tabitha first about PayPal registration option through the website.
- iii. Late registration = \$70 for nonmembers, \$50 for members, \$25 for students
- iv. Close online registration on Friday, Oct. 13 (tentative) in order to get food order to Sodexo (Ann will check on date needed for catering)
- vi. Membership Officer
 - 1. 10 renewal letters were sent out to April - July renewals. Current membership is 28;
 - 2. Grant exploring open source software to manage membership
- vii. Webmaster - no report
- viii. Blog Editor
 - 1. Mari Noorai took over the position in April and met with former blog editor Jim Cross for the transfer of responsibilities. She posted one announcement about the annual conference
- b. Standing Committees
 - i. Nomination Committee
 - 1. Committee Formation – no past president to chair
 - ii. Endowment Committee
 - iii. Awards Committee
- 5. Unfinished business
 - a. Administrative Handbook
- 6. New Business
 - a. Bylaws update - will defer to the next year to review and update
 - b. SCAA Representation to SEAA (Southeastern Archival Association)
 - Brenda will check the requirements and seek a volunteer
- 7. Announcements
- 8. Adjournment - The meeting was adjourned at 3:25 pm

Action Items:

No.	Item	Reporter		Status
1	Email Draft for Annual Meeting	kerbowk...		Not started ▾
2	Distribute Annual Meeting Email to SCSL & SCSM	grant rob...		Not started ▾
3	Grant to meet with Tabitha about installing membership management software on site (www.admidio.org)	grant rob... tabithay.s...		Not started ▾
4	Grant to send payment to Tabitha for PHP Upgrade	grant rob...	Jul 31, 2023	Not started ▾
5.	Ann to find when Sodexo needs their final headcount for food (conference)	Ann Merr...	Guaranteed *minimum headcount* due at placement of the order; can subtract from this number up to 5 days prior to the event (Oct. 15). Payment in full due no LESS than 5 days prior to the event (Oct. 15).	Approved ▾
6.	Ann to ask about availability of Tukey Theatre for business meeting	Ann Merr...	Tukey Theatre reserved for the whole day. *No food or drinks allowed in Tukey Theatre.*	Approved ▾

