



SCAA Board Meeting

Date: October 16, 2023

Time: 2:00 pm

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

1. Call to Order

The meeting was called to order at 2:03 pm

2. Approval of meeting minutes, July 17, 2023

3. Board Member Actions

a. Officers

i. President

1. Established the Nominating Committee from the membership since the Past President position & committee chair vacant
2. Worked with the Board Directors on the Annual Meeting
3. Planned the business meeting at the upcoming annual meeting
4. Decisions between board meeting

a. Nominating Committee members

ii. Treasurer - update in email

iii. Directors - see the conference agenda items

iv. Membership Officer

1. Sent out membership renewal notices for July – September
2. Current membership is [need to get update from Grant] but 26 new members from annual conference and 8 students

v. Webmaster

1. Approved 6 listserv items
2. Edits to the website and adding events
3. Testing out membership software but could not get it updated

vi. Blog Editor

b. Standing Committees

i. Nomination Committee

1. Developed a slate of candidates for the upcoming meeting with Mary Jo Fairchild, chair, and Virginia Ellison and Grace Cordial

- ii. Endowment Committee - no report
 - iii. Awards Committee - no report
 - 4. SCAA Annual Conference
 - a. Conference Updates and Volunteer Opportunities
 - i. Conference Program almost finalized; will have a qr code to the program for attendees to view digitally instead of printing
 - 1. Best place for access - directly on website and in google drive folder, Tabitha will place on website
 - ii. Sent out email today to all presenters about logistics and copies of presentation slides - Kelly
 - iii. Sent out informational email to all attendees about logistics (parking, menu changes, local restaurants) - Ann
 - iv. Catering order placed and 9 extra meals placed, Grant already paid 50% deposit to Sodexo;
 - v. Session coordinators - Kelly will create a sign up sheet; board members should sign up by end of Wednesday; rooms are close so
 - vi. Registration starts at 8:30 am so board members please be there by 8am
 - vii. 57 registered
 - viii. Name Tags - ready to go with meals indicated on them also
 - b. Business Meeting
 - i. Jessica Serrao will take minutes in lieu of Secretary (vacant)
 - ii. Elections - Mary Jo Fairchild will run the elections portion because Brenda is on the ballot (ask for nominations from the floor, voting, etc.)
 - iii. We will give a "State of the Organization" report in lieu if individual board member reports
5. New Business
6. Announcements
7. Adjournment