

SCAA Executive Board Meeting

11 July 2014

Lancaster, SC

11:30 a.m.

Present: Beth Bilderback, Steve Smith, Mary Jo Fairchild, Andrea L'Hommedieu, Brent Burgin, Brianna Hughes, Mary Jo Fairchild

Absent: Ashley Burdett; Virginia Ellison, Grace Cordial

Minutes taker: Brianna Hughes, SLIS student liaison

1. **Call to order**- Mary Jo Fairchild called to order at approximately 11:30
2. **Approval of minutes**- Minutes for both February and March meetings approved; discussion of membership term tabled to old business
3. **Reports of officers**
 - a. **Directors** - Virginia Ellison is on maternity leave, Brooke Fox will help Ashley Burdett out as we prepare for the annual meeting. Ashley's report submitted by email, read by Mary Jo: recap of spring workshop. 33 attendees. Brought in \$695 (loss of approx. \$100)
 - b. **Membership** - Brent Burgin: report with breakdown of members. Suggestion of sending out cards to missing members (or possible new members) inviting them back to events and meetings. Reach out to groups and archives that we haven't heard from in a while. Brent will supply Mary Jo with his breakdown.
 - c. **Treasurer** - Andrea L'Hommedieu: membership dues taken in since last report, spring workshop totals and expenses, money brought in from social. Current balances, etc. Some confusion over dues paid in the middle of the fiscal/membership year.
 - d. **Webmaster** - given by Mary Jo for Angela Flenner: Angela is just back from maternity leave. Website software had to be updated. Should now be easier and more versatile, especially on the backend.
4. **Old Business**
 - a. **Establishing guidelines on Hart Endowment and the attached scholarship** – presented by Beth Bilderback.
Discussion included:
 - i. Establishing deadlines for application to correspond with spring workshops, meetings, and SAA conference
 - ii. Eliminate some of the current history of the Endowment, to make things clearer for applicants. A more streamlined page on the website.
 - iii. The need for a disclaimer about elected board members eligibility for scholarship
 - iv. Explore other organizations policies re: volunteer board members applying for scholarship money.

- b. **Regional Archival Association Consortium (RAAC) update** –Beth will be attending a seminar re: RAAC at SAA this fall. More regional advocacy training? A contact person for our region?
- c. **Executive board procedures manual** needs some work after being OCR-ed
- d. **Spring Workshop** - Issues over the last few years with SAA webinars. Brent proposed moving away from the SAA partnership for the next few years.
- e. **Membership term/updating of by-laws:** membership terms reflecting the fiscal year. Confusion for new members and people renewing membership and paying in the middle of the year. Proposal to add language to the by-laws.* Language needs to be drafted and sent out to voting members 30 days prior to vote. When members renew at the October conference, they need to understand that it is for the next membership/fiscal year. Language was crafted, moved by Beth, seconded by Mary Jo. A vote was taken and all were in favor of the proposed language.
 - i. * **Membership dues will apply to January 1 – December 31.**
- f. **Annual meeting** – Space is reserved at Newberry College. There is a tentative tour with Tracy Power planned. Date of conference: Friday October 10. Call for proposals and papers has been issued and we have gotten some responses already. Theme “The Natural Environment”, but presentations do not need to be limited to that theme. Mary Jo called for suggestion on the schedule and the format of the day. Discussion on keynote speakers. Patrick McMillan and Rudy Mancke were both mentioned.
- g. **Outreach and advocacy committee** - members have grown. Upcoming archives month and annual meeting will require lots of help from members and executive board.

5. New Business

- a. **Archives Month-** promotional materials (posters, bookmarks, etc.) will be circulated in both print and electronic formats. Reach out and encourage institutions to set up exhibitions showcasing archives. Approached Gov. Haley’s office to sign a proclamation, but deferred to September. City Mayoral proclamations too. SC Digital Council, SC State Library. Re-establish Archives Month ad hoc committee for next year?
 - b. **Involvement of students-** SCAA wants to support the Student Archival Guild (SAG) at USC both at orientation and going forward. Will get SAG some promotional materials to hand out at orientation. Possibility of donating SCAA membership fee and conference registration to a couple of students as an incentive. Will continue to be in contact with Bobbie Starnes (SAG de facto president and USC SLIS student).
 - c. The *next SCAAzette* coming out August 29. Looking for submissions, award nominations, articles, etc. Submit to Elaine Robbins at The Citadel.
6. **Date for next meeting:** Annual meeting; possibility of a conference call before the annual meeting.