



Executive Board Meeting
City of Camden Archives and Museum
Camden, SC
15 July 2016

Present: Andrea L'Hommedieu, President; Morgan Jones-King, Vice President; Nathan Saunders, Treasurer; Ann Merryman, 2nd Year Director; Molly Inabinett, Secretary; Katie Womble, 1st Year Director; Angela Flenner, Webmaster; Steve Smith, Past President

Call to Order: 11:00 a.m.

The minutes from the May board meeting had been circulated and were approved following a slight correction.

Officer Reports:

Directors-Ann Merryman and Katie Womble

- Work has progressed rapidly on the planning for the annual meeting this October. It will be held on October 28, 2016 at Presbyterian College in Clinton, South Carolina.
- Mr. Cecil Williams has been secured as the keynote speaker. He will be offered a \$150 honorarium.
- There are three options for presentations-a 45 minute session with 1-3 presenters, 20 minute session with 1-2 presenters, and a 10 minute lightning round with a single presenter.
- The Save the Date was sent out on June 28, 2016 via the listserv, gmail, and on Facebook.
- The Call for Proposal was sent out on July 14, 2016 on all three sites. The deadline is August 31, 2016. This way, there will be enough time to extend it if needed.
- They have made contact with the catering services at Presbyterian and will have more of an idea of cost as people begin to register.
- Katie suggested doing a call out to member institutions for interesting images and/or audio files to use to promote the fall meeting on social media.
- We will need to figure out when the registration page needs to go up on the website.

Membership-no membership report submitted

Treasurer-Nathan Saunders

- Income to date for 2016 is \$1,170.00, and expenditures for 2016 come to \$634.59, \$500.00 of which is the Hart Award.
- The Hart Endowment CD is funded by the Summer Social registrations, but for the past three years, the money has not gone back in. The CD owes the checking account \$500.00, but the checking account owes the CD \$750.00. Nathan will wait for the final amount made from this year's Summer Social before making any adjustments.

Old Business:

Fall Conference

- The Hart Endowment is linked at the bottom of the Call for Proposals so that people know it is available to cover costs of registration for the conference.
- During the business meeting, the following needs to take place:
 - Approval of minutes from previous annual meeting. Send out to membership via email and bring printouts to put in the packets.
 - Outgoing president's message and incoming president's message.
 - Officers' reports (Treasurer, Membership, and Directors)
 - Awards
 - Elections
 - Presentation of Hart Endowment Award recipient
- Items that need to be placed in packets: Schedule of the day, business meeting agenda, 2015 annual meeting minutes, officers' reports, election slate (including biographies of candidates).
- Vice President is in charge of awards. Awards include Archivist of the Year, Career Achievement Award, Friend of the Archives Award, Program Innovation Award, and the President's Award. We don't have to give out all five, but an announcement needs to be made to give people enough time to make nominations, have a committee review them, and purchase the awards. Call for nominations can be sent out August 1st to have time.
- Elections: Past President is chair of nominating committee.
 - August 1st-announcement for board nominations and award nominations
 - Vice-President, Membership, Treasurer, and First Year Director are the positions that will be opening up on the board.
 - If there are multiple nominations for one position, it would be useful to develop other partnerships for those people to serve in some capacity. At the annual meeting, if there are multiple nominees for one position, there will be a paper ballot.
- Andrea will contact the USC library school to see if they would be willing to sponsor some graduate students to attend the fall meeting. The cost is \$15.00 for students, \$20 for members, and \$35 for non-members (which includes membership fee).

SCAA Organizational Archival Collection

- The non-current records of SCAA, along with a signed deed of gift, have been transferred to the South Caroliniana Library at the University of South Carolina.

New Business:

Hart Endowment Award

- The Hart Endowment Award should be given out once a year. The language in the procedures manual needs to be updated to reflect when to announce and give the award out each year. 2016 award applications are being accepted on a rolling basis because the award has not been given out in the past few years. The following is a tentative schedule for the application and award process for the future:
 - Announce award process at Fall Conference for the next year.
 - Applications accepted January 1st through March 31st.
 - Award recipients notified by May 1st. Awards announced to the organization by May 15th of each year. This gives the award committee time to meet and review. The Past President serves as chair of the Hart Endowment Award committee, and three others not on the board also serve on the committee.
 - Recipients can use the funds for SCAA events or other professional development opportunities, including SAA's annual meeting.

2016 Program Planning:

Fall Annual Meeting/Conference

- The schedule for the day includes an optional tour of the archives, but this should be moved to the end of the day.
- Lunch and business meeting will be from 12:00 to 1:15.
- The keynote could be held right after lunch, that way everyone is in one place already. Make sure caterers can refresh coffee service after lunch.
- Timetable for conference:
 - Registration/Coffee: 8:30-9:30 am
 - Welcome: 9:30-9:45 am (Andrea)
 - Session 1: 10:00-10:50 am
 - Session 2: 11:00-11:50 am
 - Lunch and business meeting: 12:00-1:15 pm
 - Keynote speaker: 1:30-2:30 pm
 - Optional tour of the archives: 2:45-3:15?

Date for next meeting: October 28th at fall meeting, unless a board meeting is required beforehand. Andrea will make an announcement if needed.

Board Meeting adjourned at 11:49 am.