



Executive Board Meeting

11 August 2017
South Carolina Department of Archives and History
Columbia, SC
11:00 a.m.

Present: Morgan Jones-King, President; Beth Bilderback, Vice-President, Ann Merryman, Membership, Mike Berry, Treasurer
Present via conference call: Mary Jo Fairchild, 2nd Year Director; Molly Inabinett, Secretary; Angela Flenner, Webmaster.

Call to Order-11:01 AM

The minutes from the April board meeting were approved as written.

Reports of Officers

Directors-Mary Jo Fairchild and Brenda Burk

- Plans for the annual meeting and conference to be held at The Citadel's Daniel Library on October 20 from 9:30 am to 3:30 pm are taking shape. A Save-the-Date announcement was distributed on June 27 and the Call for Proposals one month later on July 26. The deadline for proposal submissions is August 31. Proposals can include individual short (20 minute) or long (45 minutes) presentations or posters for inclusion in the poster session to be displayed in the lobby of the library.
- We are piloting use of google forms for submission of proposals and plan to also leverage this interface for conference registration. It is likely that payment for registration will still be managed through Paypal.
- The keynote speaker for the conference will be Dr. Amy Thompson McCandless and lunch will be arranged through The Citadel's dining services. In the coming weeks we will price lunch and refreshment options to maintain budgetary goals. There will be an optional tour of the Citadel archives led by Tessa Updike as well as an opportunity to view the Friday afternoon parade on the campus of the Citadel.

Membership-Ann Merryman

- Memberships are being updated as Ann sends out renewal notices.
- Ann created a month by month spreadsheet to be used by membership and treasurer to track membership and payments. It is color-coded and shows people that have paid or not paid for membership and for events, people whose membership is pending, and people who have filled out the Wufoo form to renew and didn't follow through with Paypal. It is accessible on google drive.
- Template letters for renewals, lapsed members, and thank you letters have been created and are saved in the google drive for use by future membership officers.
- Also, a general interest membership letter has been drafted and is now on the Google drive
- As of July 14:
 - 78 paid active members
 - 4 non-member attendees
 - 44 members expired that were contacted and have not responded

Treasurer-Mike Berry

- Because of Mike's recent acceptance of the position of Treasurer, there is no report at this time. It will be sent out to the executive board via email.

Old Business

SCAA Blog

- SCDL would be a good source to check with about future posts. We can highlight newly digitized collections.
- Spread the word with colleagues and share if anyone has ideas for future blog posts.

Statewide Index of Archives

- It was proposed to create an index of archives across the state that would include collecting areas.
- It has been done in the past, and Beth will look for the past version in the SCAA archive at Caroliniana so we can build on it.
- SCIWAY is another possible source to build on.
- Molly will look into getting a copy of the CALM Directory, which was updated in the past two years.
- It would be nice to have a copy of this to distribute or share info about this at the annual meeting in October.

Archives Month Proclamation

- SCAA website has Archives month information, but it's from 2015. Morgan will work on getting the proclamation and upload letter into Google Drive (She will also give the steps to take to get the proclamation and contact for governor's office).

New Business

Certified Archivist exam

- Columbia is a test-site for the South Carolina Certified Archivist exam in 2018. We will announce this at the annual meeting.
- We will add a section on the website with helpful information about the CA certification, including possible reading lists.

2017 Program Planning

Fall Annual Meeting/Conference (including session proposals, awards, position nominations, etc.)

- Our main contact at the Citadel is Deborah Turkewitz, but there are also two staff people that are event coordinators.
- The space is well suited for the conference, and there is already a table that can be used for registration.
- There are 3 spaces available for sessions: Downstairs (smart classroom) would be good for keynote; 2 upstairs rooms adjacent to archives good for other sessions
- There are limited parking options in front of the library. The directors will look into parking options for conference attendees.
- The board has so far received 3 proposals: Ron Stafford (USC student) about photography (poster); Shannon Smith and T. Scott Reeves at Crumley Archives about concerns of Lutherans of German descent during WWI; Tessa Updike and Steve Smith (Citadel) about the Citadel and military preparedness (45 minute).
- We will send out another call for proposals. The deadline is August 31st, but it can be pushed back if need be.
- Items from SAA will be sent to give out or raffle at the conference.
- We would like to transition to Google forms instead of Wufoo for events. Angela will experiment with making sure it works with Paypal.
- Mary Jo will get in touch with the catering staff at the Citadel. Coffee and pastries can be provided for registration and arrival of conference attendees.
- Registration costs: \$35 for members; \$50 for non-members (includes membership); \$15 for students.

- Brenda has supplies, such as name-tags. We will need inserts for name tags and folders to put print-outs for conference. It might be good to include info on ACA exam in these handouts.
- Beth will send out the call for nominations for awards. A trophy company in Columbia has the SCAA specifications for awards.
- We will generate a list of handouts that will be needed to include in the conference packets and send it out by email.

Meeting adjourned: 11:45 am.

Date for Next Meeting
At the annual meeting on October 20th.

Adjourn