



Executive Board Retreat
SC Department of Archives and History
Columbia, SC
26 January 2018

Present: Beth Bilderback, President; Morgan Jones-King, Past-President; Kimberly McClure, Vice-President; Brenda Burke, 2nd Year Director; and Molly Inabinett, Past Secretary

Call to Order: 10:37 a.m.

The minutes from the August 2017 board meeting were approved as written.

Officer Reports:

Directors-Mary Jo Fairchild and Brenda Burk

- Brenda reported that the Spring 2017 workshop held at the Spartanburg Public Library was a success. The workshop was titled “(Out)reaching to the Universe on a Ground Level Budget”, and it dealt with how to publicize and get your archives noticed with the local media and public. It consisted of a “Behind the Scenes of Attic to Archives” with the Spartanburg Public Library staff talking about the successes and pitfalls they encountered with their program in the morning. Jason Spencer, Digital Assigning Editor, Spartanburg Herald-Journal, presented in the afternoon on “Getting Their Attention!” about how we can get noticed by local media to write stories and publicize our work. 21 people attended, and there was a net gain of \$227.34.
- The SCAA Annual Meeting was held October 20, 2017 at the Daniel Library at the Citadel. The space was offered free of charge, and the event was well-attended. The theme was “Carolina at War”, and the keynote speaker was historian and higher education coordinator Dr. Amy Thompson McCandless. She discussed her use of archival materials in her research on the role of women and civilians in South Carolina during times of conflict. There were 16 submissions for presentations, and presenters were offered three format choices:
 - 45 minute traditional session (1-3 speakers)
 - 20 minute short session (1-2 speakers)
 - Poster session

The poster session, offered for the first time this year, was successful with 4 posters being presented. There were 11 presentation submissions, and they

were all accepted. There were 41 registered attendees, and there was a net gain of \$443.20.

- Brenda thanked directors Katie Womble, who served as director for the first part of 2017, and Mary Jo Fairchild, who served for the second half, for showing her the ropes. She is looking forward to serving as 2nd year director in 2018.

Membership-Ann Merryman

- SCAA has 88 active members, 5 non-member attendees at 2017 events, and 19 expired members that are being contacted for renewals.
- Ann has done a lot of work in 2017 to update and improve membership tracking and workflows on the SCAA Google Drive, so all board members can access it. Memberships are continuing to expire after a year, not with the calendar year. Ann has been sending out pdf letters, successfully notifying members of their upcoming renewals.

Treasurer-Morgan Jones-King, acting Treasurer

- Morgan updated the treasurer's report from the 2017 annual meeting to account for the cost of the meeting, which was \$1,176.80. So far for 2018, we have gotten \$50 from an institutional membership payment.
- SCAA is down less than \$1,000 for the year, with the loss to fraud but making a profit on all SCAA events for the year. SCAA did not give out the Hart endowment in 2017 because there were no applicants.
- The Hart Endowment CD and the other CD are both going to mature in 2018.
- Morgan created a Treasurer folder in the Google Drive. There are reports, instructions, and a to-do list for the future Treasurer. She will add instructions about the CDs maturation.
- 2018 budget approved:
 - Income: \$4,250.00
 - \$1,000 from dues
 - \$1,500 Spring Workshop
 - \$1,500 Fall Meeting
 - \$50 in donations
 - \$200 Summer Social
 - Expenses: \$3,825.00
 - \$1,100 Spring Workshop
 - \$1,500 Fall Meeting
 - \$300 Advocacy
 - \$200 Administrative
 - \$500 Hart Endowment
 - \$225 Awards

Past President's Report-Morgan Jones-King

- Morgan reported on the success of 2017 programming, including the spring workshop in Spartanburg and the annual meeting in Charleston.
- She reported an extensive officer transition in the treasurer position in 2017, including 3 replacements. This led to an awareness of the need for more clearly delineated rules for the treasurer post to avoid error. SCAA is still in a very good financial position.
- She also oversaw the transition from the newsletter to the blog on the SCAA website. It was launched in February 2017 with the president's corner post and featured 14 blog post over 11 months on a wide variety of topics. The 2017 blog editor, Bryan Brown, has moved to Pittsburgh, and the position is open.
- 2017 saw the goal of updating SCAA communication with members through the formation of the blog and social media. We also were able to acquire an archives month proclamation from Governor McMaster for October. Other continuing goals for 2018 include connecting SCAA members interested in taking the ACA exam, which is being offered in Columbia in August 2018, and updating a statewide index of archives and collection strengths. Morgan will send out an informal email with a google form inviting members to send in their institutional information. It may be necessary to form a committee to reach out to people in their area who may need to be included in the index.
- Morgan thanked the board and looks forward to helping with these projects as requested.

Old Business:

Index of Archives and collecting areas across the state

- Morgan will send out an informal email with a google form inviting members to send in their institutional information. It may be necessary to form a committee to reach out to people in their area who may need to be included in the index.
- This could be a pdf put on the SCAA website that people can search.
- It would be great to do some outreach to institutions that are not currently involved with SCAA that have archival programs.
- These efforts may also help with increase membership.

Certified Archivist Exam

- SCAA could reach out to the membership to see who is interested in taking the exam and try to put those members in touch with other so they can prepare with people in their area.
- Molly will send out an email to the membership explaining this and delineating what is required for the application and important dates to keep in mind.

Transfer of Records

- Molly transferred the secretary's records from 2012 to Beth for Caroliniana, as well as the current records to be given to new secretary Rebecca.
- Morgan also has the box of Treasurer's records to be transferred to the new Treasurer upon their appointment.

New Business:

New Treasurer and Blog Editor

- There was one candidate for Treasurer that contacted Morgan. She is currently a student at UNC Greensboro, finishing up her MLIS online. She has had significant administrative work experience and experience with non-profits. Beth will talk with her about Treasurer duties. Beth and Morgan will be in touch about establishing some more formal rules and workflows for the Treasurer position and submitting it to the board at the next meeting. This way, the board and future Treasurers will know what the expectations are. Morgan will also go talk to the bank about the procedures for the CDs and will ask to have the president's name on the SCAA accounts as well. Morgan will check the Hart endowment expenses and gains and see if we need to take out or put in money for the CD.
- Beth also welcomes suggestions for a new blog editor. She will also send out a message on the listserv. The board will send ideas of candidates to Beth by mid-February. The president's corner blog is usually in February.

Regional Archival Associations and Consortium (RAAC)

- SCAA has had members in the past serve as a representative. The representative does have to be a member of the Society of American Archivists and must serve on a RAAC committee. Brenda volunteered to serve because she will be attending the SAA annual conference.

Preservation Week April 22-28 and May Day May 1st

- It might be a good idea to partner with PALMCOP to promote what institutions are doing across the state. Brenda will reach out to the PALMCOP board to see who we can contact about partnering.
- It would also be nice to have a conservation archivist live stream on Facebook a tutorial on how to prepare or respond to disasters with different types of collections.

2018 Program Planning

Spring Workshop

- Brenda and Shannon have contacted someone from USC Aiken, and they are receptive as a location site. It would be in April.
- A topic that was suggested for the workshop is how to work with IT departments and digital records.

Summer Social

- A suggestion was made to have the social in Furman. Furman has set up a task force to investigate the school's historical connections to slavery. The archives have a large role in this task, and they have a nice meeting place there. They also have convenient parking. Kimberly will look into that as a possibility.
- Kimberly will draw up a list of possibilities for discussion at the next meeting.
- It was suggested that we expand the way in which people can use the funds of the Hart Endowment, in an effort to draw more applicants. It could be used more for scholarship and education, rather than just travel to conferences.
- In recent years, the board has tried to establish a more formal timeline for application and disbursement. However, it did not always result in applications. Molly will email the schedule established two years ago to the board for review.

Fall Conference/Meeting

- Since last year's conference was held in Charleston, the midlands or the upstate were considered as location possibilities.
- As of yet, there are no theme ideas, but the board will brainstorm for the next board meeting.
- It would also be ideal to find a location that is convenient for our keynote speaker.

Date for Next meeting: Friday, March 16th

Board meeting adjourned at 12:05 pm.