Executive Board Meeting
Virtual via Zoom
15 September 2020
2:00 p.m. via Zoom

Present: Jim Cross, President; Kathryn Slover, Vice President; Graham Duncan, Treasurer; Jessica Serrao, Secretary; Tracy Power, 2nd Year Director; Tabitha Samuel, 1st Year Director; Evan Spencer, Membership Officer; Kimberly McClure, Past President

Absent: Angela Flenner, Webmaster

1. **Call to Order**
      2:09 p.m.

2. **Minutes from 8 July 2020**
      Approved

3. **Reports of Officers**
   a. **Treasurer** – Graham Duncan reported that total assets are $34,864.55 (see Treasurer's Report). Not much has changed since last time. Two new membership dues were paid. One person paid twice, so they extended their membership through next year. It was then paid a third time. They will address this with the member to see if they want a refund or additional extension.

   b. **Membership Officer** – Evan Spencer reported he needs to change the email address that the membership@scarchivists.org emails are forwarded to. He will check with Angela on this.

4. **Old Business**
   a. **Annual meeting** – The Directors reported that Tabitha and Jim reviewed the proposals and solidified the annual meeting slate with a good range of speakers and topics. The conference is scheduled to run 8:30-5:15 on October 16 and there will be four concurrent sessions, a SHRAB update, lunch combined with the annual business meeting, and two keynote speakers bookending the day. Both keynotes will speak on diversity, equity, and inclusion topics. Tracy will email the schedule to the Board for input by end-of-week.

   Jim introduced a land acknowledgement statement to use that was written by the Decolonizing Clemson group. This models the statements used at SAA sessions. Jim will add an addendum to encourage others to reflect on the land they find themselves on. He will draft this and share with the Board for input. The conference welcome introduction will also mention thanks and acknowledge Clemson Libraries for virtually hosting the conference.

   If sessions are recorded, we will need to get permission from presenters. Zoom will also prompt all attendees that the session is being recorded. If they don't agree, Zoom requires that they

leave the meeting. Should add this disclaimer to the program as well and state which sessions will be recorded. The Board agreed to record sessions if presenters agree.

The Board decided to generate a separate Zoom link for each session for consistency and to facilitate the possible recording of sessions. Jim and Jessica will coordinate creating these on the Clemson Zoom account. Jim, Jessica, Tracy, and Tabitha will serve as Zoom hosts and ensure that two of them, or another Board member, are in each session. They will coordinate who will attend each session via email. Jim recommended Zoom settings to use: Cannot Join Before Host; Everyone Can Share Screens; Mute Participant's Audio and Video on Entry; No Private Chats.

The Board will provide longer introductions for the two keynote speakers. For the session presenters, the room host/moderator will introduce the session title, presenters' names and institutional affiliations, but do not require detailed biographies. The Board agreed to request that presenters send a copy of their slides ahead of time as a backup if there are technical issues.

At the beginning of each session, the host/moderator will display a slide with information and rules. These include: the ability for attendees to go in and out of any session whenever they want, with the exception of the business meeting; recording disclaimer; how to submit questions (only in chat for sessions, verbal communication is okay in the business meeting) and that we will cover as many as possible during the Q&A period. If anyone has additional information to add to the slide, send them to Jim.

The **business meeting Zoom link** will be emailed only to voting members who register. Evan, Tabitha, and Tracy will coordinate this. This may require two email templates for attendees - one for members (all the links including business meeting) and one for non-members (all the links except the business meeting).

Officer reports - The Board will use a [folder on Google Drive for officer reports](#) and other business meeting documents so attendees can see them before the meeting. Directors should plan to report on the number of people registered for the meeting. The Treasurer should also provide a short report. Not all Board members need to report. The order of the business meeting will be, thanks, reports, elections (report of nominating committee), awards, and passing of the torch to the new president with a chance for them to make a few short remarks. The Board agreed to share the registration list with SHRAB to help with their grant.

5. **New Business**
   a. **Report of the Nominating Committee** – Kimberly McClure reported that Graham Duncan agreed to another term as treasurer, and Michael Fondren, a new archivist at SCDAH, has agreed to run for membership officer. She's had interest from Krista Oldham who Kim would like to see come on as president. The issue of work responsibilities and time constraints may make it hard to get people on the slate. Kim has a list of other people she plans to talk to and recruit for positions, including early career members. She plans to have a full slate by the end of the month.

   Election - The Nominating Committee chair usually runs this. The Board will provide the biographies of nominees to attendees virtually in [Google Drive](#). During the business meeting, the chair will introduce the nominees at the beginning and open up the floor for additional nominees to be entered via Zoom chat. To provide additional time for attendees to respond, the meeting will then move on to other reports. Near the end of the meeting, the chair will conduct

a last call for nominees, ask to approve the slate, and then take a vote. If there is an uncontested slate, we can vote by acclamation and use the thumbs up feature in the participants list to vote. If a position is contested, an individual election will need to occur using the Zoom polling option. Polls can be created ahead of time and then edited during the meeting to include nominees from the floor.

Award nominations - The Awards Committee received one nomination for the friends of the archives award. The Committee unanimously approved. They will announce it at the board meeting, then contact the winner to have the trophy shop mail it to them at their preferred address. Kathryn will work with Graham to coordinate payment for the trophy. Kathryn will also work with the nominator to inform them that their nominee was accepted and see if they have suggestions for how to invite them without giving up the element of surprise. The recipient will need to be invited to the business meeting because they are not an SCAA member.

Administrative handbook - Kathryn pointed out that many of the current Board members are leaving their positions in October at the annual meeting. She suggested these members fill out the handbook as best they can before this. Jim will pass this project on to the new president to make them aware this is something the Board wants to keep working.

6. Date for next meeting

October 16 annual meeting.

7. Action items

All Board members
- Review master schedule and indicate approval or submit questions by the end of the week.
- Send Jim any additional suggestions for the intro/rules slide to be displayed before each session.
- Outgoing board members, fill out the handbook as best you can before the annual meeting.

Jim Cross
- Finalize land acknowledgement statement and share with the Board for input.
- Inform the new president that the Board wishes to continue work on the Administrative Handbook.

Kathryn Slover
- Work with Graham to coordinate payment for the awards trophy.
- Inform award nominator that their nominee was accepted and work with them to invite the recipient to the business meeting.

Tracy Power and Tabitha Samuel
- Tracy will email the conference master schedule to the Board for input.
- Coordinate with Jim and Jessica via email on who will attend/host which concurrent sessions.
- Get permission from presenters to record Zoom sessions. Add this disclaimer to the program for attendees and state which sessions will be recorded.
- Request a copy of slides from presenters ahead of time.
- Coordinate with Evan on emailing the business meeting Zoom link only to voting members.
- Create and add Director's Report for the business meeting to Google Drive.
- Compile a list of annual attendees at events to share with SHRAB and to identify what organizations participate and where gaps in participation exist.

Graham Duncan
- ● Create and add Treasurer's Report for the business meeting to Google Drive.
- ● Work with Kathryn to coordinate payment for the awards trophy.

Evan Spencer
- ● Check with Angela on forwarding membership@scarchivists.org emails.
- ● Coordinate with Tracy and Tabitha on emailing the business meeting Zoom link only to voting members who register.
- ● Create and add Membership Officer report for the business meeting to Google Drive.

8. Adjourn
> 3:39 p.m.

-Respectfully submitted by Jessica Serrao, Secretary

SOUTH CAROLINA ARCHIVAL ASSOCIATION

Treasurer's Report
September 15, 2020

CHECKING ACCOUNT: $ 7,387.56 (Pending Balance)
$ 7,387.56 (Available Balance)

PAYPAL BALANCE: $ 8,385.69

HART ENDOWMENT (#...80119)
Total in account: $ 6,844.07
Next maturity date: 12/08/2020

BB&T CERTIFICATE OF DEPOSIT (#...04268)
Total in account: $ 12,247.23
Next maturity date: 02/10/2021

Total Assets: $ 34,864.55

INCOME FOR 2020
Membership Dues: $335.00
Hart Endowment (#...80119): $6.26
Certificate of Deposit (#...04268): $11.22
Total $352.48

EXPENSES FOR 2020
January board meeting: $47.41
PO Box fees: $148.00
PayPal Fees: $9.18
Total $204.59