



## Executive Board Meeting

Virtual via Zoom

7 September 2021

**Present:** Ann Abney, President/Vice President; Graham Duncan, Treasurer; Tabitha Samuel, 2<sup>nd</sup> Year Director; Erin Allsop, 1<sup>st</sup> Year Director; Jessica Serrao, Secretary; James Cross, Past President; Michael Fondren, Membership Officer; Angela Flenner, Webmaster.

### 1. Call to Order

10:32 a.m.

### 2. Minutes from 1 July 2021

Approved as submitted.

### 3. Reports of Officers

- a. **President/Vice President** – As the new President, Ann Abney welcomed members to send her any questions.
- b. **Secretary** – Jessica Serrao reported that the minutes on the SCAA website since January 2020 are now updated with reports of officers. She thanked Angela for getting the files updated. She reminded board members to save their files in the Google Drive either under the committee or event folder, or the folder for their position. She's already saved any reports that have been sent to her directly under the proper folder. Since the last meeting, Jessica also suggested Jim post a blog about Krista's resignation to inform members of the leadership change.  
  
Angela agreed to take minutes at the annual business meeting on October 29 in Jessica's absence. Jessica will set up a template for Angela to use.
- c. **Treasurer** – Graham Duncan reported that total assets are \$35,356.98. The only change since the last meeting is incoming membership dues (see Treasurer's Report). Honorariums have not yet been paid.
- d. **Directors** - Tabitha Samuel reported that Jermaine Fowler and Micha Broadnax of Harvard's Black Teacher Archive project agreed to participate at the fee of \$750.00, and they've received their pictures and bios. Board members agreed on extending the submission deadline to September 15 via email, and Tabitha and Erin thanked Jim for sending an update on the blog. They created a description of the event for the webpage and blog, and thanked Angela for helping post it to the website.

Total proposal submissions are still low at two, with one being a SHRAB update. Tabitha encouraged the board to get submissions in if they're interested in presenting. The Directors will touch base with the speakers to see if they prefer payment before or after the event.

- e. **Membership Officer** – Michael Fondren reported that SCAA has 36 active paid members. Ann was contacted about providing access to the SCAA membership directory for A\*Census II, so she sent a current roster of the membership to receive the survey.
- f. **Webmaster** – No report at this time.
- g. **Blog Editor** – Jim Cross reported that there have been three blog posts since the last meeting that have also been posted to the Facebook Page and the listserv. There have also been technical errors with the website when posting to the blog that he will continue to work with Angela to resolve (see Blog Editor’s Report).

#### 4. Reports of Standing Committees

- a. **Nominating Committee** – Jim Cross reported that the committee received a nomination for VP/President Elect. They will begin calling individuals who expressed interest in serving. The committee continues to keep nominations open and welcome any and all suggestions for potential nominees for the positions of Secretary and First Year Director (see Nominating Committee Report).
- b. **Ad-Hoc Endowments Committee** – Graham Duncan reported that he continues to work on the proposal for the Burgin Endowment to be distributed before the October meeting.
- c. **Awards Committee** – Ann Abney reported that she will send out a call for nominations for awards to be presented at the annual conference.

#### 5. Unfinished Business

- a. No further action items to report on from the last meeting.
- b. **Annual Meeting Status (Directors)** – Board members discussed the need to further promote submissions to gain additional participation. Jim will post it to the Southeastern Archives Association Google Group. Erin will send it to more grad student programs and museum organizations (Southeastern Museums Conference and American Alliance of Museums), and reach out to Erin Lawrimore to promote it through her SAA channels. Currently, the student poster proposals are due September 30 and presentation sessions are due September 15. With the additional national promotion, the Board agreed to further extend the submission deadline to September 30 to allow for more time. Jim will update the blog with this information.

The Board discussed which institution will host the Zoom sessions. Ann will look into University of South Carolina’s availability and capability to host. Board members agreed that having a new institution host this year is valuable in diversifying representation.

The board further discussed a contingency plan if no more submissions are received. If there are only two keynote speakers, two sessions, and the business meeting, it’d be about 4-5 hours of content, which could be re-branded as a half-day mini conference. If we receive a few more submissions, it would make a full day of non-concurrent sessions. Jim offered to retool his historical editing workshop that was presented to Clemson Libraries.

- c. Erin proposed we offer the conference for free instead of the previously discussed sliding scale. This would promote participation and serve our membership better if we don’t charge,

especially if it will be a smaller virtual conference with fewer sessions. Graham stated SCAA will be fine financially if we don't charge. Board members agreed to drop the registration fee.

**6. New Business**

- a. No new business.

**7. Adjourn**

11:15 a.m.

**8. Date for Next Meeting**

Next meeting is the annual business meeting on October 29.

**9. Action Items**

All Board Members

- Send suggestions for nominees for Secretary and First Year Director to Jim Cross via email.

Ann Abney

- Send out a call for nominations for awards to be presented at the annual conference.
- Look into USC's availability and capability to host the conference on Zoom.

Graham Duncan

- Work with Tabitha and Erin to pay keynote speaker honoraria.
- Graham will circulate a report on the endowment proposal via email before the annual meeting in October.

Tabitha Samuel

- Touch base with keynote speakers on honoraria payments.
- Work with Graham to pay out honoraria.

Erin Allsop

- Touch base with keynote speakers on honoraria payments.
- Work with Graham to pay out honoraria.
- Post proposal submission to grad student programs and museum organizations (Southeastern Museums Conference and American Alliance of Museums), and reach out to Erin Lawrimore to promote it through her SAA channels.

Jessica Serrao

- Jessica will set up a template for Angela to take minutes at the annual business meeting.

Jim Cross

- Post proposal submission to the Southeastern Archives Association Google Group.
- Update the blog with the September 30 submission deadline.
- Submit historical editing workshop proposal for annual conference.

Angela Flenner

- Take minutes at the annual business meeting on October 29.

-Respectfully submitted by Jessica Serrao, Secretary



## Treasurer's Report September 7, 2021

CHECKING ACCOUNT: \$ 7,117.42 (Pending Balance)  
\$ 7,117.42 (Available Balance)

PAYPAL BALANCE: \$ 9,130.69

HART ENDOWMENT (#...80119)  
Total in account: \$ 6,850.33  
Next maturity date: 11/08/2021

BB&T CERTIFICATE OF DEPOSIT (#...04268)  
Total in account: \$ 12,258.54  
Next maturity date: 01/10/2021

**Total Assets: \$ 35,356.98**

### INCOME FOR 2021

Membership Dues: \$ 345.00  
Hart Endowment (#...80119): \$6.26  
Certificate of Deposit (#...04268): \$22.53  
Total \$373.79

### EXPENSES FOR 2021

PayPal Fees: \$12.68  
PO Box Fees: \$188.00  
Total \$200.68

Membership Report - September 2021  
SCAA Board Meeting, SCDAH, September 7, 2021

As of September 7, 2021 SCAA membership stands at:

Total Paid Active Membership -- 36

Respectfully submitted,

Michael Fondren, Membership Officer 2021



## **Blog Editor's Report**

### **7 September 2021**

Since the Board meeting on July 1<sup>st</sup> a total of 3 blog posts have been posted which also went out to the SCAA Facebook page and listserv. These consisted of a REALM survey request, information about an upcoming job opening at the Historic Charleston Foundation, and information about the first Emergency Preparedness and Disaster Planning Summit. In addition, information about the resignation of the SCAA President and a job opening at Clemson University were posted on the Facebook page and listserv, and reminders about the Summer Social and SCAA nominations (one each for July, August, and September) were posted to the listserv. The Editor has had continual technical difficulties in posting to the SCAA Blog over the last two months so the most recent items regarding the Presidential resignation and the Clemson job post have not yet gone on the Blog.

James Cross  
Blog Editor