

SCAA Executive Board Meeting
Richland County Public Library, Columbia, SC
January 28, 2010

Present: Debra Bloom, Brent Burgin, Alan Burns, Dawn Hammatt, Dorothy Hazelrigg, Susan Hoffius, Laura Jowdy, Kate Moore, Jennifer Neal, Ashley Till, Allison Thiessen.

President Dawn Hammatt called the meeting to order at 10:06 a.m.

I. Introduction of New Board Members

The new Board members were introduced, including: Dawn Hammatt, our new president; Alan Burns, our new secretary; Jennifer Neal our new first-year director; and Ashley Till, our new vice president/president-elect.

II. Approval of the October Minutes

There were no corrections to the minutes of October 21st. A motion was made and seconded that the minutes be approved as submitted. The motion passed.

III. Officer's Reports

- A. Treasurer: Allison stated that she made adjustments to the 2010 budget. The 2009 Annual Meeting was a collaborative event with PALMCOP. Allison mentioned that, only one person should complete registrations (when holding a collaborative event) to reduce confusion. Average attendance (per organization) has been about 55 people. Account balances were reported as follows: CD \$11,840.88, Checking \$7152.22, Hart Endowment \$7,145.05 and the Spring Social brought in \$400. The 2010 Annual Meeting budget was then discussed, with a handout, with attendance showing a 70-30 split. Discussion followed concerning the particulars of the event; including using Hart Endowment for grants, using vendors to increase income, etc. A motion was made and seconded to approve the budget once changes were made to the Annual Meeting portion. The motion was passed. Laura, Kate and Brent will work on A Save-The-Date (STD) campaign and the publicity for the event.
- B. Membership: Kate said she had mailings for 2010 renewals ready to mail, but needed to print more directories. Discussion followed concerning the logistics of getting the directories to the members. It was decided that SCAA will send electronic copies, but include the option for a hard copy on the membership renewals. SCAA currently has 25 paid memberships for 2010, but renewals will be sent out shortly. Discussion followed concerning an Institutional Membership. This change must be voted on by the members and will be revisited at the General Meeting. It was then suggested that we need to be more inclusive of our African-American, Church and Corporate archivist colleagues. Discussion followed concerning the creation of a committee for outreach. Kate agreed and will compose a committee to work on this issue.
- C. Director: Brent stated that he would like to keep the meeting attendees from leaving directly after lunch and asked for input. Discussion followed concerning various ways to

entice the membership to stay until the end of the meetings. The main concern from members (as raised in the survey) is the relevance of the meetings. Discussion followed concerning various changes to the meeting set-up.

- D. Vice-President: Ashley allowed discussion on the topic of the Spring/Annual Social and stated that she would be ready to report on this at the next meeting.
- E. Newsletter: Laura discussed the upcoming newsletter and the possibility of assistants. Discussion followed. Brent will submit an article, the President/Past-President must submit articles, and information about the Annual Meeting will be included. Other suggestions were raised as well. Deadline for submissions will be April 20th, publication date of May 4.
- F. Website: Jennifer Welch was not in attendance but Susan has asked her to scan the administrative handbook. And add more to the website such as urls, past award winners, program info, etc. Update the website so it becomes a resource. Provide links to other organizations and departments.

IV. Old Business

Text for Hart Endowment remains unfinished. Debbie has made changes and submitted her suggestions. She and Susan will complete this project soon.

V. New Business

- A. The Spring Workshop: Brent led a discussion on the Workshop which included possible locations and topics. It was determined that this meeting would be held in Columbia, but SCAA would then ask for viable options for future meetings. The request would be made in order to foster collaboration with other institutions. Discussion followed concerning the topic of the meeting. The decision was made that the meeting would include discussion with membership on the survey and the future of SCAA, 'SC Archivists: A New Decade'. Perhaps Roy Tryon can speak and have break-out sessions based on the survey information. Finally, an announcement to the members (at the Fall meeting) was suggested. This will inform the members that SCAA listened and moved forward with their ideas.

The meeting adjourned for lunch at 12:45 p.m. The meeting reconvened at 2:25 p.m.

So the Spring Workshop will be on Wednesday, May 12th, at the SC Department of Archives and History (SCDAH) pending Heather's approval.

- B. Spring Social/ Annual Social: General discussion on the event. More details will be available at the next meeting.
- C. Annual Meeting: Discussion concerning programming and local arrangements committees for the meeting. Proposed members are as follows:

- a. **Program Committee Members from SC:**

- Brent Burgin, USC Lancaster
 - Beth Bilderback, USC South Carolina
 - Dennis Taylor, Clemson
 - Mandy Mastrovita, Clemson

Jennifer Neal, Diocese of Charlston
Susan Hoffius, Medical University of SC (MUSC)

b. Local Arrangements Committee Members:

Brent Burgin, USC Lancaster
Jennifer Neal, Diocese of Charleston
Brooke Fox, MUSC
Avery Daniels, SLIS Graduate

- D. Member Survey: Board members discussed the meeting where survey results are explained to all stakeholders (summit) – specifically who should be included. About 50% of the individuals responded to the survey! Discussion followed concerning what SCAA should offer to the membership and whether there are too many organizations.

VI. Next Meeting

The next meeting is tentatively scheduled for 10:00 a.m. on Wednesday, March 3rd, at SCDAH.

VII. Adjournment

The meeting was adjourned at 3:20 p.m.