

SCAA Board Meeting Minutes – 11/7/2023; ZOOM; 1:30 pm

Present: Brenda Burk, Ann Merryman, Grant Robertson, Tabitha Samuel, Kelly Hudson, Tabitha Johnson, Harrison Gage

Absent: Sarah Ferguson, Mari Noori

General Note: No set agenda for this meeting; was used to introduce the board members to each other and highlight a few to-do items going into the new year.

- I. **New Board Members for 2024** (newly elected in GREEN). All board positions are for a 2-year term. **President position is only for one year this coming year; VP elected for 2023-2024 resigned leaving the President position vacant going into 2024.
 - a. President** – Brenda Burk
 - b. Vice President/President Elect – Sarah Ferguson
 - c. Secretary – Ann Merryman
 - d. Treasurer – Grant Robertson
 - e. Webmaster – Tabitha Samuel
 - f. 2nd Year Director – Kelly Hudson
 - g. 1st Year Director – Tabitha Johnson
 - h. Membership Officer – Harrison Gage
 - i. Blog Editor – Mari Noori

- II. **Google drive** access for new board members
 - a. Tabitha S. will provide access
 - b. New board members need to send her their Gmail address
 - c. All working documents, minutes, etc. housed in google drive
 - d. Organized by year; subcategories for Events, Minutes/Agendas, Committees, and Board Members
 - e. Separate folders for Governing Documents, Outreach, and Template Library

- III. **To-Do before our December board meeting**
 - a. Review the *draft* version of the SCAA 2020 Administrative Handbook found in the Governing Documents folder
 - b. This document still needs to be finalized
 - c. Review position descriptions and roles; are there areas that language needs to be spelled out?
 - d. We need to review and add specific language to the bylaws that addresses what the board can/should do when a board member goes AWOL without officially resigning their position. Do we hold off-cycle

elections, do we use an “Acting” in that position, do we hold it open and the remaining board members share the duties of that position?

IV. What are general goals for 2024?

- a. Find new ways to engage the membership which is finally beginning to grow again after the annual conference
- b. Last year the monthly chats began, and have been a good way to informally engage and keep the membership connected to each other more frequently outside of the mandated 3-meetings per year (spring workshop, summer social, annual conference)
- c. This is a good year to actually TRY new ways of providing value to our members
- d. We are mandated to have four Board meetings every year; we are having this one plus one in December to set priorities for the new year. Doesn't make sense to wait 2 months after elections to begin work of the new year.

V. Website Updates / Discussion

- a. Tabitha S. and Grant have been investigating ways to manage membership through a software program rather than the current way of a manual spreadsheet, but no additional information to bring to the board as yet.
- b. Mari now has the ability to add and update blog posts herself without requiring Tabitha S. to manage the process.

VI. General Discussion

- a. How do we attract additional / different audiences than we have in the past? (e.g. public libraries, historical societies, STUDENTS ; *Ann added this to minutes, but it was not in original discussion) What programming and opportunities would add value to them and encourage their membership and participation?
- b. Annual Awards discussion –
 - i. we only received one nomination last year for someone who moved out of state
 - ii. decision was to wait until next year rather than try to do off-cycle nominations/awards
 - iii. Ann – could use the monthly chats as ways to help identify people / projects that could be nominated for the various categories
 - iv. Brenda to send out information in January about the various awards to get people thinking about who could be nominated in September '24.

VII. Setting regular board meeting dates for 2024

- a. General discussion; seems that the 2nd Monday, quarterly, works best for the current board members
- b. We agreed to hold one additional planning meeting in early December so that we hit the ground running in January.
- c. Monthly chats will remain on the first Wednesday of each month, at 1:30 pm.

No further business. Meeting adjourned 2:25 pm.

Submitted by: Ann Merryman, Secretary, 11/8/2023