

SCAA Board Meeting, Q1 - 11 March 2024, 1:00 pm. ZOOM.

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

Absent: Tabitha Johnson (on leave)

Called to order: 1:00 pm

Approval of minutes from November 7, 2023 - no corrections or changes. Move to accept: Grant; Seconded - Kelly. Approved unanimously.

I. Action Items / Reports - Officers

A. President - Brenda Burk

1. Board insurance update
 - a) Looking into liability insurance for board officers and directors. Other peer organizations are also beginning to realize the importance of having liability insurance as a non-profit.
 - b) She has been looking into local providers, and also contacting our peer institutions to see if they can provide any options.
 - c) Should have more information to share with the board by next month.
2. New VP
 - a) Need a person to serve out the remainder of the term, until October 2024 elections.
 - b) They will be appointed; in October, will elect a VP for a 2-year term (standard) and a President for a 1-year term (non-standard).
3. Email / Listserv
 - a) Are people automatically being added to the listserv? Currently maintaining a separate email gmail list that is also duplicating information being sent to the listserv.
 - b) Goal is to set membership to "Opt Out" so that otherwise, people are automatically enrolled in the listserv.
 - c) This will make the gmail email list much smaller and more manageable for the board to handle.
 - d) Harrison, Grant, and Tabitha are working together to find the right membership management software to handle this process, among other membership issues.

B. Vice President - vacant

C. Treasurer - Grant Robertson

1. Provided the quarterly Treasurer's report (document needs to be uploaded to Google Drive; Ann emailed Grant on 3/14/24 about this)

2. PayPal balance has been transferred to checking account
3. We received our 990-N IRS form renewing our non-profit status; a copy of this document is in 2023-2024 Board Members folder on Google Drive

D. Secretary - Ann Merryman

1. Meeting minutes from November 7, 2023 have been posted
2. Notes from Q4 brainstorming meeting have been posted

E. Director's Reports - Kelly Hudson / Tabitha Johnson (on leave)

1. Tabitha J. on leave until May or June, so major planning has not fully started yet.
2. Working to get all the conference presentation slides placed online on our website. Majority of presenters agreed to have their slides posted.
3. Discussion of where on the website to place the link, and how:
 - a) Blog post with a link to a Google drive folder
 - b) Also possibly place a link under "Resources" or "Past Events"?

F. Membership Officer - Harrison Gage

1. Harrison, Grant, and Tabitha had a meeting January 12, 2024 (meeting minutes in the Minutes/Agenda folder)
2. Discussed several software options; Tabitha and Grant will make the ultimate decision regarding software choice.
3. Once a program has been selected and implemented, Harrison will be responsible for data entry / data cleanup.
4. Also, the membership form will need to be reworked to integrate with the new software; in addition, this will be the opportunity to clear up the confusion regarding automatic listserv addition (see item 3 under "President" update above).

G. Webmaster - Tabitha Samuel

1. Additional information re: membership software options
 - a) Joomla has a plug-in (\$39.99?), which may or may not be a 1-time expense.
 - b) We already use Joomla for our website
 - c) Board voted to approve up to \$100 expenditure on software without needing a separate vote.
 - d) If there are questions or items that the board members need to review prior to purchasing, will communicate through email rather than call a special board meeting.

H. Blog Editor - Mari Noorai

1. Now has ability to post directly to the blog without going through webmaster.
2. Sent a job posting through the listserv.

- II. Standing Committee reports (Nominating, Endowment, Awards)
 - A. Inactive currently as it's very early in the cycle.
 - B. Looking to have the committees underway around the June meeting.

- III. SCAA 2024 Annual Conference - Kelly Hudson
 - A. Location will be in the Charleston area; it has proven to be easier for directors to plan if it is in their "backyard"
 - B. Tentatively looking at fall break. (update: C of C's fall break is actually into November, so this may not be the final date)
 - C. Looking at several options other than holding the conference at C of C to improve parking situation. Some possible locations suggested:
 - 1. Warren Lasch Conservation Center, North Charleston (affiliated with Clemson, so Brenda may be able to obtain some sort of price break)
 - 2. Charleston County Public Library, downtown location
 - 3. The Citadel (have held our conference there previously)
 - D. Eventbrite worked well for our ticketing for 2023, so likely will use it again (integrates well with PayPal)

- IV. SCAA Events
 - A. Spring Education opportunity? Possible to integrate something with the 250th Anniversary Event Group at SCDAH?
 - B. Summer Social - ???

- V. New Business - none
- VI. Announcements - none

Motion to adjourn - Ann, seconded Grant

Meeting adjourned 1:59 pm

~ Submitted by Ann Merryman, 3/14/2024