SCAA Board Meeting, Q2 - 25 June 2024, 3:00 pm. ZOOM.

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

Absent: Mari Noorai

Called to order: 3:00 pm

Approval of minutes from March 11, 2024 - no corrections or changes. Move to accept: Grant; Seconded - Ann. Approved unanimously.

NOTE: To-Do / Action items are highlighted in red.

I. President's Report - Brenda
   A. Board liability insurance is still an outstanding item. The issue is to find a provider, but cost is a big factor. However, other organizations are realizing that because of the different events we hold, etc. that liability insurance is important. No immediate solutions at this time, however.
   B. VP vacancy; she hasn't received any interest inquiries. Asked the board if they know of anyone or have heard of anything to notify her.
   C. Monthly chats - last month Grant had the SC 250 Outreach Coordinator to speak to the group, and there was a lot of interest from attendees. If anyone has other topics that would be of interest for one of the chats, let Brenda know. Informal feedback is that people are enjoying the opportunity to connect with each other. Even though not everyone can make all of them, they have been well received. Will keep the same time for monthly meetings.

II. Treasurer's Report - Grant
   A. Report is posted on Google Drive in the Minutes folder.
   B. [general report of numbers…see the actual report for numbers] Grant identified an error in the expense total number for 2024 so far;
      1. **Action Item: Grant** will correct this number.
   C. Membership software / database update - Grant is getting a promotion next week so he has been unable to get with Tabitha S. and Harrison to further investigate this. Hoping to work with Tabitha S. to get some sort of resolution by the second week in July. We have not had too many membership renewals so far this year, so really waiting to do it the right way seems the best plan. Tabitha S. is also entering a slower time so she is more available to work with Grant on this.
      1. **Action Item: Grant and Tabitha** to talk in the next few weeks to re-look into the feasibility of membership software programs.

III. Director's Report (anything not Annual Conference related) - Kelly and Tabitha J.
   A. Presentations from the 2023 conference still need to be posted on our blog/website.

1. **Action Item: Kelly** to write a blurb for the website indicating what the links are for. Send to Tabitha S. for addition to the website.

IV. Secretary's Report (Ann)
   A. My report is that I'm currently taking notes…LOL.
   B. Nothing to report other than the minutes from March were added to the website, and were emailed out to the board this morning in advance of this meeting. 🙂

V. Membership Officer's Report (Harrison)
   A. Not too much to report so far.
   B. Currently sending reminder emails out to people who last paid in 2022; lapsed but many of the names look familiar.
   C. A brief discussion about some of the seeming gaps in when people paid for the conference did they also pay for renewal?
      1. **Action Item: Grant to confirm with Harrison** some of the renewals that are not showing as paid on the membership list (but were paid via Eventbrite…there are records of how much people paid and whether that included membership renewal)

VI. Webmaster's Report (Tabitha S.)
   A. Responded to and purged out any listserv messages that came in
   B. Provided Brenda with an updated list of names of people on the listserv
   C. Renewed our domain name; did not have to pay to renew.
   D. Question from Brenda: bylaws used to be in the pull-down menu on the home page; with Joomla update things have moved around, but we have not deleted anything on our end.
      1. **Action Item: Tabitha S.** to check on the website to see where bylaws live now, and see if they can be moved back to the Home page.

VII. Blog Editor Report (Brenda for Mari)
   A. Mari at the DAR Conference; she has been posting to the listserv and the blog as she gets news items.
   B. Job postings are only going to the listserv.

VIII. Standing Committees (Brenda)
   A. Nominating Committee: we need 3 members; chair is supposed to be the immediate past-president, which we don't have.
      1. We need to get this committee activated and get board members recruited for all the open and expiring terms.
      2. Last year we appointed someone from current membership who has experience with the organization and understands the roles (Mary Jo Fairchild, former president). Can we do the same thing this year with appointing someone?
      3. Brenda will send names of possible chairs to the board for approval.
      4. No guidelines in our existing bylaws for what happens if we don't have an immediate past-president to act as chair, so Brenda is generally following Robert's Rules of Order. We would never ask a brand-new member with no experience in the organization to chair this committee.

B. Endowment Committee: Trying to figure out why we have this committee, actually.
    1. This committee is supposed to give out the Hart Endowment Award (travel; limit of $500 for a single award, but could have more than one awardee), and also the Brent Burgin Endowment Award (new archivists, purchasing books/supplies) [do I have this name correct?]
    2. This is a membership/at-large appointment.
    3. Grant…is he a de facto member of this committee? No, but he might need to be.
    4. Committee is comprised of a chair appointed by the SCAA President, and "other recruited members", no number specified but we probably need one other person.
    5. We should assign this committee to the person who plans the Summer Social, as the point of the summer social is to raise money for the Hart Endowment.

C. Awards Committee: the VP chairs this committee, plus 2 additional members
    1. This committee could be absorbed by the Board; no restrictions on board members being on this committee.
        a) **Action Item: Brenda** to confirm the makeup of the Awards Committee, rules on who can serve
    2. We need to get this committee activated.
    3. We could potentially ask Beth Bilderback to chair this committee, or else the Endowment committee.

IX. SCAA Annual Conference Updates (Kelly and Tabitha J.)

A. Conference will be in the Charleston area; easier for directors to plan "in their backyard".
    1. Least expensive option is to hold this at the Addlestone Library where Kelly works.
    2. Only time is during fall break, which during an Election year is the Monday and Tuesday of Election week.
    3. This means this year, the conference would be on Monday, November 4.
    4. Can do catered lunch and continental breakfast, along with tech support from the library.
    5. There would be available parking next to the library, but it's not free. Kelly is inquiring about ways to minimize the cost of parking.
        a) Library may be able to buy passes at a discount
    6. Friends of the Library Foundation have expressed interest in sponsoring *something* for the conference, potentially lunch? Could lower the cost of registration, or else parking could be rolled into the cost of registration if we don't have to pay for lunch.
    7. Kelly will create a list of potential hotels and restaurant info for people who may be coming in early.
    8. Possibly can arrange for tours, perhaps of the Avery…on Sunday afternoon for people coming early, or for later on conference day.

B. [additional general discussion about the conference planning, advertising the conference, and other details happened here]
C. Eventbrite worked very well for last year, and the call for proposals last year worked well so will probably do the same this year.

X. Events
A. Summer social - we just didn't have anyone to plan it this year.
B. Potential for sponsoring an SAA Educational Workshop for one of the certificate programs?
1. To do so, all we need to provide is a space, A/V, and beverages/snacks for breaks (but not lunch).
2. Do we want to think about doing this somewhere centrally in SC?
a) **Action Item: Brenda** to check with SAA to see what modules they need a location for.
3. Grant mentioned that the State Archives might be an ideal location as they have space and A/V.

XI. New Business
A. Scam emails that were sent to Brenda and other board members
B. Brenda checked, no emails went to members, only board
C. Bottom line - just don't respond or send money without checking directly with Brenda/other board members…we don't have anything that would have to be paid with that sort of urgency. Just Be Aware! 🙂

XII. Announcements: Suggestion from Grant to have a Board Retreat Meeting next month to check in on some of these things.
A. Group decided on **Wednesday July 24th at 10:30 am**
1. **Action Item: Brenda** to send out the Zoom invite. (already completed!)

No further announcements or new business.

Meeting adjourned at 4:15 pm.

~Submitted on 6/26/2024 by Ann Merryman