SCAA Board Meeting, Called Meeting. 7/24/2024, 10:30 am. ZOOM.

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

Purpose: Check-in meeting for outstanding items and updates on conference and board vacancies.

NOTE: In-Progress items are highlighted in YELLOW.

I. **Search for VP candidate** to replace Sarah Ferguson
   A. Nick Richbell, head of Special Collections at Clemson University is willing to serve.
   B. Motion made: Ann, Seconded: Grant

II. **First Year Director replacement** candidate for Tabitha Johnson
   A. Beth Bilderback suggested Taryn Cooksey as a possibility; works at USC Columbia.
   B. Kelly will reach out to her formally to ask her. (IN PROGRESS)

III. **Outstanding items from June Meeting**:
   A. **Treasurer's Report** - Grant has corrected the number. (COMPLETED)
   B. **Membership software review** - Tabitha S. and Grant have begun some review; Grant's schedule has been heavy recently but they are in contact. We will still be using Eventbrite for this year's conference for now, as it worked well last year. (IN PROGRESS - Tabitha S. and Grant)
   C. **2023 Conference Presentations** posted to website - Kelly has written the blurb calling out the posting, and Tabitha and Mari ensured that it got online. (COMPLETED)
   D. **Standing Committees**:
      1. **Nominating Committee** - needs three members. Brenda asked Jessica Serrao if she is willing to serve, and is waiting for an answer. She may act as chair or simply as a member; we will make the decisions on the other two members after hearing Jessica's answer.
      2. **Awards Committee** - is always chaired by the VP, so it will be chaired by Nick Richbell. Bylaws do not state a set number of committee members, so that is TBD.
      3. **Endowment Committee** - We do not have the information on the endowment for Brent Burgin easily visible on the website. Tabitha is working on fixing this issue so that it is visible to students/early career SCAA members who would like to apply for it. This is a committee that is only called when we have applicants for the award, so it is not necessary to have a standing committee. (IN PROGRESS - Tabitha S.)
   E. **SAA Certificate Training Workshop** - Brenda sent an inquiry to SAA to see what sessions might be most needed, and depending on what those are we can

figure out what the best location may be to hold them. No answers from SAA yet. (IN PROGRESS - Brenda)

IV. New business

A. Conference Planning Updates - Kelly

1. Working on the CFP right now; reusing the Google form from last year for submissions
2. Theme: "Smarter, Not Harder"
3. Proposals due by Sept. 6, 2024 and presenters will be notified by Sept. 20, 2024
4. Will once again post a link to a spreadsheet for potential presenters who are seeking co-presenters.
5. Ann volunteered to help Kelly while the search for a 1st Year Director happens.

B. Southeast Archival Association (SEAA) - Brenda

1. SEAA needs a state representative from SC.
2. Very informal association at present; no dues structure, potentially no significant bylaws structure.
3. Ann volunteered to act as the SC State Representative since she's currently the Secretary and felt that it was a pretty easy post to fill and a good fit. Will report back as she learns more about SEAA and their goals.

Nothing further. Meeting adjourned at 11:20 am (approx.)

Submitted by Ann E. Merryman, 7/24/2024