**SCAA Board Meeting 1-22-2025 (Q1) - Meeting Minutes - ZOOM, 11:00 - 12:00 pm**

**Present**: Kelly Hudson, Nick Richbell, Grant Robertson, Ann Merryman, Harrison Gage, Catherine Baker, Tabitha Samuel, Brenda Burk

**Absent**: Mari Noorai

Meeting called to order at 11:06 am

I. Approval of minutes from 7-24-24
   A. No corrections or changes identified
   B. Move to accept (Brenda), seconded (Grant); approved by acclamation

II. Board member Updates and Actions
   A. President (Kelly)
      1. Not much currently to report, but have a couple of questions:
         a) For Tabitha/Mari - Kelly needs editing access for the website and also to the Listserv; Grant also needs access to the Listserv
         b) For Brenda - do we (SCAA) get many messages to the listserv? Should we go unmoderated to relieve some of the burden on the Blog Editor/Webmaster?
            (1) Answer: we do receive some spam messages
            (2) We also get some (not a LOT currently) messages regularly to the listserv, so maybe going unmoderated is not right for us for now.
   B. Vice President (Nick)
      1. Actively looking into insurance for our group (this has been an ongoing issue over the last year or two); getting spammed with many emails regarding insurance providers. The cost of insurance has gone up recently and has been an issue for us in order to move forward with purchasing.
      2. Grant noted that as an organization, we bring in a very small amount of profit each year (average of $1200 or so, from the annual meeting), but we likely can find a way to afford coverage.
      3. **ACTION ITEM**: Grant, Brenda, and Nick will meet to further discuss our options re: identifying a provider and cost of a plan that will cover us adequately.
   C. Treasurer (Grant)
      1. **ACTION ITEM**: Transfer the Eventbrite balance (about $2000) to our checking account
      2. **ACTION ITEM**: Organize and ready our IRS forms that we file yearly as a non-profit
      3. Grant has also kept a copy of all his treasurer reports as a backup to our Google Drive

4. **ACTION ITEM**: Meet with Tabitha and Harrison to integrate the membership software with PayPal (see additional note under Membership Officer report)

D. Directors (Harrison and Catherine)
   1. **ACTION ITEM**: Will ask presenters at the 2024 Annual Conference for their presentations to post to our website; Kelly will assist with this.
   2. Ann: now that we have the process figured out, this is a fairly low-stakes way to provide additional value to our membership as well as any outsiders visiting our website.
   3. Kelly: going forward, we should be requesting that presentation slides be sent to us already converted to a PDF; she spent a lot of time last year converting the many different formats to a standard PDF.

E. Membership Officer (Harrison)
   1. Working on cleaning up the process by which the Membership Officer can see who has paid dues and who is coming up for renewal.
   2. Harrison, Tabitha, and Grant have identified a program/platform that will work for us to integrate all membership and payment processes.
   3. Brenda: should we be looking for someone to take over as Membership officer? How much work has it been for Harrison to have two positions on the board?
      a) Harrison responded that currently at this time of year there is not a heavy load, but close to the annual conference there is a lot of work.
      b) Brenda suggested that we might look for someone interested in coming onto the board/getting involved, to assist and learn the process
      c) Nick mentioned that he may know of someone who is interested in becoming part of the board; he will reach out to that person.

F. Webmaster (Tabitha)
   1. Updated the board roster on the website, along with the email addresses of board members.
   2. Completed additional software updates and other various technology pieces to make the site run better.

G. Blog Editor (Mari)
   1. Absent for today's meeting
   2. **ACTION ITEM**: Brenda will send/create a blog post about the new Board members, in order to bump the post about the 2024 Annual Conference from the top posting site.

H. Standing Committees
   1. Nominating Committee (Brenda as Past President)
      a) We need to appoint two people to assist Brenda with this process; begin thinking earlier about who we can ask to be part of the committee this year.

b) Positions up for nomination/election at the Annual Conference: Vice President, Secretary; we also need a separate Membership Officer that should probably be on the slate of nominations

2. Endowment Committee (??)
    a) We need to clarify what this committee should be, as right now each of our two endowments seem to have their own committee. Can they be combined? Who heads this committee?
    b) Hart Endowment - funding for this comes from our summer social.
    c) Brent Burgin Endowment - how was it set up, and where does any funding come from (if any)?
3. Awards Committee (Nick as Vice President)
    a) The committee gave out one award this past year.
    b) We need to identify the additional members to assist for this year.
4. **ACTION ITEM:** Each of these committees has work that needs to be discussed before the next board meeting.

I. Past Conference - Recap
1. Kelly - had wanted to send out a survey to collect feedback, but it's too late to get useful feedback now. We will still solicit presentations to post to our website.
2. Brenda, Harrison - suggested sending out a survey of the full membership with general questions about what they suggest or want from an annual conference, and from the organization as a whole
3. Brenda - ask a question about the summer social and what our members would like to see us offer
4. Ann - maybe we can think about offering several regional summer social events to encourage more attendance and make it easier for people to come; for the above question, ask whether people would be more likely to attend if we offered several regional options.
5. **ACTION ITEM: Harrison, Kelly** - Survey should go out in March, in order to give us time to plan summer social (or multiple locations)
6. Next year's conference - Harrison likely can't host the conference at SCPL (not a great room setup, also construction ongoing).
    a) Grant indicated that the State Archives could likely host.
    b) Would be a good central location since we just came off Lowcountry and Upstate over the past two years.

J. Trailing Edges (table some of these items until the next board meeting)
1. Brenda - she is part of SCHRAB, and their meeting is next week. She will introduce the idea of possibly doing a joint event with them that could work for our Spring Workshop, and help support both organizations.
2. SEAA - Kelly's colleague Catherine Stiers is serving as the SEAA state representative
    a) SEAA is trying to grow their membership and collaborate with state organizations

b) They have asked whether we want to sponsor some sort of registration/fees (not clear exactly what they're asking for here)
    (1) Brenda - not in favor, because we should be focused first on growing our own organization back to where it was pre-pandemic
    (2) Ann - agreed with Brenda but suggested we might consider creating a conference fee tier in between "Member" and "Non-member" which would encompass SEAA memberother state organizations…perhaps $5 less than the Non-member price?

No further business. Moved to adjourn (Tabitha, Grant second).
Meeting adjourned at 12:09 pm

Submitted: 1/23/2025 by Ann Merryman