SCAA Board Meeting, 5-1-2025 (Q2) - Meeting Minutes - ZOOM, 2:00 - 3:00 pm

Present: Kelly Hudson, Ann Merryman, Grant Robertson, Harrison Gage, Tabitha Samuel, Nick Richbell
Absent: Brenda Burk, Mari Noorai, Catherine Baker
Guest: Emily Shelton, Clemson University - possible candidate for vacant Membership Officer position

Approval of Minutes from 1-22-2025 - No corrections identified. Grant moved to accept as written, Nick seconded. Minutes approved.

ACTION ITEMS: Three are identified in the below minutes, all belonging to Kelly.

Board Member Actions and Reports

I. President (Kelly):
   A. Discussion of the Member Survey template sent out to the board for review. Several questions on the list were identified and discussed:
      1. Ann - what happens if a majority of members want the annual conference to be held in one central location every year? A big ask of a particular institution. Grant - State Archives can absolutely be the annual host if necessary, good space, free parking, etc. Space would always be free; might be a help for 1st/2nd Year Directors who are not able to host it in their own institutions.
      2. Joint conference with SNCA in the future (their VP/Pres-elect reached out) - Ann was the 2nd Year Director when the previous joint conference was held (2018?), and it was very successful. SNCA bore the brunt of the planning and hosted the location and provided the bulk of the funding, but SCAA did a lot of the signage, scheduling, etc. Proceeds were split according to a pre-agreed percentage but it did bring in more funds than SCAA spent. SNCA in favor, Kelly is personally in favor, but said the SCAA board needed to discuss interest in executing. Ann mentioned that the joint conference was held last time in the spring during SNCA's regular annual meeting timeframe; if we go with that it would allow a great lead time for planning.
      3. **ACTION ITEM**: Kelly to respond to SNCA that SCAA is in favor of a joint conference, possibly in the spring of 2026 when SCNA's regular conference is held.
      4. Summer social - Ann mentioned that she was the one originally mentioning that having a few smaller, regional events might work; but this was not proscriptive, rather that it might be useful if multiple locations are interested in having regional events. Might encourage more people to attend.
      5. Monthly chat question is useful on the member survey..
II. Vice President (Nick)
   A. Nothing to report, other than the insurance discussion that Grant will cover as Treasurer.
   B. Awards committee discussion will happen in that part of the meeting
III. Treasurer (Grant)
   A. Reviewed current status of our SCAA accounts; full treasurer report is available in Google Drive for those interested. We're in good shape financially.
   B. We bought the membership software, but it's not fully implemented just yet.
   C. Insurance discussion - We have two options for insurance: $800-1200 annually, or $600-1000 annually
      1. Nick - not much difference between the two policies
      2. Grant - with our new membership tracking software we should be able to budget in for the cost more easily.

3. Ann - is the cost of insurance something we're considering including into annual membership fee (at least in part)? Grant - that was part of the discussion but we don't have a great handle on membership numbers yet; but it's a valid and good point.
4. Grant - income and expense lines support the organization funding it for the first year on our own, but we need to revisit it. Nick - when was the last time membership fees were increased? Ann - think they haven't been raised in 8-10 years. Nick - once we have a grasp on membership, we may be in a good position to discuss raising membership fees a bit in order to help cover the cost.

IV. Director's (Harrison)
   A. Kelly - was supposed to email as the past director to presenters from 2024 but haven't yet; **ACTION ITEM**: Kelly will send Harrison the email she composed in order to send out to presenters.
   B. Harrison - who does she need to work with (Grant or someone else?) in order to determine the date, logistics, etc.
   C. Harrison - will work with the 1st year director to set theme, etc. in July, to get CFP and such out in August.
   D. Kelly - in the survey, she didn't ask a question about the time of year/day of week that our meeting is typically held, should we try to change the day? Probably not…just pick the date/day that works best for us as a board?
   E. Ann - Keeping the conference in October helps with attendance for regional partners; Harrison - October is National Archives Month, too.

V. Membership (Harrison - acting Membership officer)
   A. Welcome Emily Shelton, who is potentially interested in joining the board and *maybe* assisting with membership duties.
   B. Current membership issues:
      1. Tabitha - New software purchased to manage membership information and renewals; it is operational but needs to be configured and connected to PayPal, listserv, etc.
      2. Harrison/Tabitha - Tabitha shared the backside view of the new membership software to show what sort of information will be collected with the new software; also will show member's status.
      3. Harrison - have been looking at the possibility of importing current membership data/information. Is it worth individually reaching out to all members listed on our spreadsheet to confirm whether their contact information is correct/whether they believe they are current (active) members? Ann - yes, that seems worthwhile since we'll only have ONE chance to get correct information from the beginning.
      4. Grant - the committee will meet next week to continue working on the plan and getting the software configured and the current spreadsheet cleaned up.
      5. Kelly will reach out to Emily to chat about what role she wants to undertake regarding membership.

VI. Webmaster (Tabitha) and Blog Editor (Mari)
   A. Mari is stepping off the board as the Blog Editor - do we need to get an interim, or is it something that Tabitha can temporarily assume responsibility for?
      1. Tabitha is able to help right now, but prefers to have someone in place before the annual meeting, in case she has to troubleshoot the new membership software as renewals and new members ramp up - will be too hard to manage both processes at the same time.
      2. Nick - what does the blog editor do? Tabitha - posts any news updates or job postings that come through (potentially a job board?); this picks up closer to the annual meeting. Nick - happy to help out in the interim.
      3. Grant - a new membership signup indicated interest in joining the Education/Programming Committee as an interest, so maybe that person might be someone to write blog posts?

B. Tabitha - performed updates in Joomla to keep the website updated; met with Grant and Harrison twice to discuss membership software; installed the extension for the membership software; met with Kelly to discuss the listserv

C. Grant - is it possible to set up a Board Retreat (longer than a 1-hour Zoom) to work through a lot of these issues? Virtual is fine. Kelly - this is a great idea; would a half-day or at least several hours be good?

VII. Standing Committees

A. Nomination committee (Brenda) - skipping for now

B. Endowment committee - look at previous minutes; table this until the board retreat

C. Awards committee (Nick) - nothing to report yet; table until board retreat or closer to the conference.

VIII. Miscellaneous

A. Brenda was going to write a blog post welcoming new board members, so that it would take the place of the 2024 Conference post but that hasn't happened yet. [**NOTE**: Ann did not mention this during the call, but is it possible to write up a generic, not-time-specific post that could be recycled and put up on the blog as a placeholder until the next new content comes up? E.g. general posts about Preservation Month (May), SC State Archives, or even Archives Spotlights (for various institutions)...granted, these would have to be *written* the first time, but a short bit about an institution, along with a photograph or two, would be interesting content and could be rotated as needed. Just a thought as I was writing up these minutes!]

B. Ann - with regards to the Board Retreat suggestion, in person with a virtual component would be nice; we have opportunities to carpool people from various regions. Grant - if we have it at the State Archives, they have facilities to hold it as a hybrid meeting if there are people who can't travel. Harrison - last year had a zoom retreat that didn't feel like we could accomplish as much, even though it was longer than an hour. Nick - always happy to get out of town! Tabitha - can definitely come up from Charleston if we do it in Columbia. Kelly - sounds like July might be a good time to look at holding a Board Retreat.

C. **ACTION ITEM**: Kelly will send out a poll to the board for available dates for the retreat.

No further business or announcements.

Motion to adjourn - 3:02 pm (Grant), seconded (Ann). Meeting adjourned.

~ Submitted 5/5/2025 by Ann Merryman