SCAA Board (Retreat) Meeting Minutes

Date: October 10, 2025
Time: 10:00 am to 3:00 pm
Location: SC Department of Archives and History
In attendance: Kelly Hudson, Nick Richbell, Harrison Gage, Grant Robertson, Tabitha Samuel

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1. Call to Order (10:15am)
    a. Kelly called, Grant seconded,
2. Approval of meeting minutes: May 1, 2025
    a. Vote to be held over email
3. Board Member Actions
    a. Officers
        i. President
            1. Look at Membership Survey results
                a. Reviewed the responses, 15 people responded
                b. Grant to create roadmap to the responses for quarterly coffee chats
                c. Report out results at business meeting
                d. Extend survey collection at business meeting?
        ii. Vice President
            1. Items to be discussed later in Agenda
        iii. Treasurer
            1. Grant to review PO Box
            2. PayPal balance to be transferred to account
            3. Aim to create an annual budget for 2025-2026
                a. Share cost ideas with Grant, e.g. Summer Social
            4. Plan for using endowment funds needed
                a. Hart - scholarship/conference attendance
                b. CD/unnamed (Bergin?)
                c. Check previous meeting minutes for how they were used in the past
        iv. Directors
            1. To be discussed later in Agenda (conference)

v. Membership
    1. To be discussed later in Agenda
    2. Does the Membership Officer need to be voted in at the business meeting? Kelly to check bylaws
vi. Webmaster
    1. 1 software update; approved listserv requests; added blog post
vii. Blog Editor
    1. To be filled

b. Standing Committees
    i. Nomination Committee (Kelly)
        1. Need 3 committee members, aim for 2 from Low Country and 1 from Midlands or Upstate
        2. Open positions: blog editor, secretary, first year director, membership officer, vice-president - Kelly can reach out directly
            a. Add a director at large? Bylaw change needed? Conference planning
        3. USC involvement/Nick to follow up with Nathan and inquire who might want to volunteer
    ii. Endowment Committee
        1. Endowments discussed earlier in agenda
    iii. Awards Committee
        1. Create an award in Brenda Burk's name? (Nick)
            a. Brenda Burk President's Award?
        2. Will need a committee (formed in January) for May conference
    iv. Committee discussion; revive them; board liaison for committees, examples from SNCA

4. SCAA Annual Meeting 2025 -Friday, October 24 on Zoom (Kelly)
    a. Business meeting
        i. Kelly to set up Zoom and Agenda
        ii. 45 minutes. 11.30 AM - 12.15 PM
        iii. Nominations [Google] Form Kelly to set up
        iv. Vote on Presidents Award name change
        v. Officers report out -
            1. President (Kelly) - member survey
            2. Vice President (Nick) - naming of President's Award (committee)
            3. Treasurer (Grant) - and endowment committee
            4. Directors (Harrison and Catherine) - Joint conference w/SNCA
            5. Membership/Webmaster (Tabitha) - membership software
    b. Elections - positions to be filled/voted on:
        i. Vice President
        ii. Secretary
        iii. 1st Year Director
        iv. Membership
        v. Blog Editor

5. SCAA-SNCA Joint Annual Conference - May 28/29 at UNC Charlotte
    a. Update from about planning (Catherine and Harrison)
        i. CFP going out early December
        ii. Catherine will be on Planning Committee/Harrison on Location Committee
        iii. It will be hybrid (virtual option)
        iv. Registration rates = $80 members, $100 non-members, $50 virtual, $20 students - includes 2 breakfasts, 1 lunch, and reception, and workshops
    b. Questions about registration fees (Kelly)
        i. Will vote as a board over email about SNCA keeping the registration fees, and then SCAA keeping them for the next joint conference that we host
6. Future Joint Annual Conference -hosted in SC (Kelly)
    a. Discussed moving our annual conference to Spring instead of fall
    b. When/how often for the next joint conference?
7. Membership software
    a. Installed (MembershipPro) and membership tiers set up
    b. Connected to PayPal
    c. Need new membership form set up - switch out for current (old) form
    d. Goal is to have it live before the Annual Meeting (Oct. 24) to announce it, and then send out communication for everyone shortly after that
8. Website design
    a. Can we add a job postings page as a drop-down to Resources page?
    b. We will add a survey question about the website sometime next year
    c. Can the website get a refresh (once we have a blog editor)?
    d. Can we make the Blog Editor a more dynamic position (to include social media, etc.)?
    e. We should re-do the Membership page with more info on committees, open positions, etc.
9. What are our priorities for the next year? (Nick)
    a. Summer/Quarterly Social - Revisit when Board is full
    b. Coffee Chats - Maybe every other month? Grant volunteered to lead
    c. Membership Fees - look at a small increase - likely 2026
    d. Board Insurance
        i. different companies have been researched - Nick will seek out this info
        ii. Annual cost +/- $1000
10. New Business and Announcements
    a. Set, recurring board meeting - Nick will send Doodle poll after the business meeting
    b. New board meeting will start in November
    c. Possibly change the name of “Blog Editor” position to something more comprehensive like “Outreach … something” ?
11. Adjournment (3:20pm)