SCAA Annual Business Meeting Minutes

Date: October 24, 2025

Location: Zoom

Presiding Officer: Kelly Hudson, President

Call to Order

Meeting called to order by Kelly Hudson at 11:35 am (EST).
Motion to begin the meeting: Ann Merryman
Seconded by: Grant Robertson

Approval of Previous Meeting Minutes

Minutes from the November 4, 2024 meeting were shared via Zoom chat.
Motion to approve: Grant Robertson
Seconded by: Jim Cross
Minutes approved.

Officer Reports

President – Kelly Hudson

Reflected on a year of organizational evaluation.
Initiated a member survey to guide future programming and outreach.
Exploring new software for membership management.
Encouraged members to complete the ongoing survey.
Introduced herself as Director of Special Collections and Archives at the College of Charleston.

Vice President – Dr. Nick Richbell

Announced the renaming of the President's Award to the Brenda Burk President's Award in honor of Brenda Burk's contributions. Brenda passed away unexpectedly earlier in 2025 and had a long record of service not only to SCAA, but to SAA and many other state and regional organizations. Her work, support, and mentorship impacted many in the archival profession in South Carolina and across the country.
Nick is Head of Special Collections and Archives at Clemson University.

Treasurer – Grant Robertson

Reported income of approx. $3,300 and expenses of $550 during fiscal 2025.
Current assets total $38,000, indicating the organization is financially sound and solvent for at least the next several years.
Has been working with Harrison and Tabitha on implementing new membership software.

Directors – Harrison Gage (2nd Year) & Catherine Baker (1st Year)

Announced a joint conference with North Carolina archivists (SNCA) in May 2026.
Theme: "Many Voices, Stronger Archives: Advocacy Through Community".
Call for proposals expected by end of year 2025.
Catherine shared that the theme was inspired by Brenda Burk's advocacy vision.

Membership Officer – Harrison Gage

New membership software was launched on October 23, 2025, using Membership Pro.
Members can now renew via the website and manage their own profiles, as well as see their current membership status.
Encouraged members to volunteer via the membership form.

Webmaster – Tabitha Samuel

Demonstrated the new membership system.
Explained features including PayPal integration, renewal notifications, and volunteer interest collection using the notes field. Encouraged all members to update their contact information when they renew on the website.
Worked with Harrison and Grant on configuration and launch.

Election of Officers

Vice President

Nominee: Dr. Kristen Welch
Motion to elect: Kelly Hudson
Seconded: Board members
Elected by virtual hand vote.

Secretary

Nominee: Kelly Riddle
Motion to elect: Kelly Hudson
Seconded: Board members
Elected by virtual hand vote.

Membership Officer

Nominee: Emily Shelton
Motion to elect: Kelly Hudson
Seconded: Board members
Elected by virtual hand vote.

First-Year Director

Nominee: Doreen Dixon
Motion to elect: Kelly Hudson
Seconded: Board members
Elected by virtual hand vote.

Blog Editor (Appointed Position)

Nominee: Sydney Derrick
Appointment motion and second made by board members.
Approved by board member virtual hand vote.

Announcements

Coffee Chats: Grant Robertson proposed restarting monthly virtual coffee chats for informal discussion and professional development.
Member Survey: Reminder to complete the open survey; additional questions may be added regarding committee participation.
Committee Opportunities: Calls for volunteers in membership, outreach, and programming committees forthcoming.

Acknowledgments

Ann Merryman was recognized for her service as Secretary and long-standing contributions to SCAA.
Ann announced her new role as Head of LaBudde Special Collections at the University of Missouri–Kansas City.

Closing Remarks

Kelly Hudson thanked the board and members, expressed optimism for the organization's future, and congratulated incoming President Dr. Nick Richbell.
Nick expressed enthusiasm for the new board and appreciation for Kelly's leadership.

Adjournment

Motion to adjourn: Kelly Hudson
Seconded: Ann Merryman
The meeting adjourned at 12:17 pm (EST).

Minutes taken using an audio recording and transcribed. Transcript was summarized and formatted using Microsoft Copilot, and edited by Ann Merryman, outgoing SCAA Secretary, on October 24, 2025.