SCAA Board Meeting Minutes

Date: 17 November 2025
Time: 2:00 - 3:00 PM
Location: Zoom
Attending: Nick Richbell, Kristen Welch, Grant Robertson, Doreen Dixon, Kelly Riddle, Emily Shelton, Tabitha Samuel, Sydney Derrick, Kelly Hudson, Harrison Gage

Call to Order: The meeting was called to order by Richbell at 2:01 PM.

Introductions: Richbell led the group in a round of introductions.

Approval of Minutes: Minutes from board retreat on 10 October 2025 were amended to update list of those present and approved as amended.

New Business

I. Membership Survey Results (Hudson)
   A. Discussion of membership survey distributed in summer
   B. Survey is still open
   C. Board should create an email blast with deadline to respond.
   D. ACTION: Hudson will send the link to the survey to the Board.
   E. ACTION: All board members review the survey and bring suggestions for additional questions to the next board meeting.

II. Annual budget (Richbell)
   A. Discussion of plan for using endowment funds: We have two endowments equalling 38,000 funds to disperse (One is intended to fund people (maybe students?) to travel to conferences or professional development; The other has no stipulations
   B. General consensus was to form a committee to determine what to use the money for; Maybe use for hardship funding to attend conferences; Is there anything needed for the website?; Could use as an operational account?

III. Need for committees (Richbell)
   A. Discussion of need for committees to support Board directives and logistics for recruiting to and managing committees
   B. Potential committees: Endowment Committee, Awards Committee, Membership Committee, Conference Committee?, Outreach Committee
   C. Might be worth having a committee for the website; maintenance and redesign planning
   D. Can further prioritize in next meeting
   E. Should try to strategize and align work of committees
   F. What is our overarching goal? How can we align the work of committees to work to meet goals?
   G. ACTION: Board members who will chair committees think about the following:
      1. How many people you might need in your committee?

2. How might we recruit folks to committees?
3. Think about time expectations per month/year

IV. SCAA Objectives (Richbell)
   A. ACTION: All board members review Objectives whether they still make sense for the organization: : https://www.scarchivists.org/index.php/home2/about

V. Website redesign (Richbell)
   A. ACTION: Richbell will add some questions re: website redesign to the membership survey
   B. Have discussed job postings

VI. Google Drive organization (Richbell)
   A. Google Drive needs to be reorganized to make things easier to find; Deep foldering is a problem
   B. ACTION: Riddle will examine and propose alternative folder structure.

VII. Socials (Richbell)
   A. Tabled until next meeting

VIII. Coffee chats (Robertson)
   A. May send invitation for December
   B. If you are interested in helping out, get in touch with Grant

IX. Membership Fee Review (Richbell)
   A. Will be reviewed in FY26
   B. ACTION: Richbell will add question about membership fees to membership survey

X. Board Insurance (Richbell)
   A. No insurance coverage
   B. Nick, Brenda, Grant have looked at options
   C. ACTION: Richbell will ask other organizations to find out what they are doing and will report back at next meeting

XI. Changing Position name of webmaster (Richbell)
   A. Web manager is an alternative
   B. Tabled until next meeting

XII. Review constitution bylaws (Richbell)
   A. Will schedule for later in the year
   B. Need to locate 2020 bylaws

XIII. 2026 Conference (Gage)
   A. Harrison will liaise with Doreen and SNCA to place our representatives on committees
   B. CFP will be issued at end of year
   C. ACTION: Richbell will follow up with Hudson and Gage about MOU re the conference; SCAA will not take a cut of the registration fee

XIV. Unconference (Richbell)
   A. Clemson Special Collections and Archives is organizing an unconference to take place next year.
   B. Details: 10-15 minute presentation about projects; Free conference; Might be virtual
   C. Get in touch with Nick if you are interested in participating

XV. Scheduling (Richbell)
   A. ACTION: Richbell/Riddle will be in touch with scheduling poll for standing Board meeting.

Announcements: None

Meeting Adjournment: Meeting adjourned at 2:57

Respectfully submitted,
Kelly Riddle, 2026-01-02