SCAA Board Meeting Minutes

Date: 5 January 2026
Time: 3:00 - 4:00 PM
Location: Zoom
Attending: Nick Richbell, Kristen Welch, Grant Robertson, Doreen Dixon, Kelly Riddle, Sydney Derrick, Kelly Hudson, Harrison Gage, Catherine Baker

Call to Order: The meeting was called to order by Richbell at 3:04 PM.

Approval of Minutes: Minutes from board meeting on 17 November 2025 were approved as submitted.

Board Member Reports
President (Richbell)

- Since last meeting
    - Created committee templates document
    - Established recurring meetings
    - Met with Kristen

Vice-President (Welch)

- Needs more information re: social and committees
- Background on past social events: Have been low-key in nature; some money for refreshments; have covered whole state and have done in different regions depending on season. Last one in upstate was attended by fewer than 20 people and featured the Pendleton Foundation for African American History and Culture. Not intended to be a fundraiser. We would need a committee to carry this off and would need a contact person in each area.
- ACTION: Welch will reach out to Hudson and Robertson re: local host for social events.

Treasurer (Robertson)

- Since last meeting
    - No movement on finances

    - Had some new members join but spreadsheets haven't been updated; information is available in the membership tracking system
- ACTION: Shelton reach out to Robertson to finalize the move of membership information into new system.

First-Year Director (Dixon)
- SNCA/SCAA Conference CFP is now out; Deadline is 2/6
- Programming committee will review proposals at February meeting

Second Year Director (Baker)
- Programming Committee for the SNCA/SCAA Conference has sent out call for proposals and will be meeting to review those in February

Director at Large (Gage)
- Local arrangements committee met in November and worked on catering
- Will provide dinner thursday evening, box lunches friday
- Working on list of accommodations
- Looking for sponsors for snack on second day - if anyone knows someone who would be interested in sponsoring snacks
- Will there be exhibitors?
- ACTION: Gage will ask about vendors

Membership (Shelton)
- No report.

Web Manager (Samuel)
- Since last meeting
    - Provided instruction on updating blog to Derrick
    - Posted the CFP to the blog and event page
    - Did a site update

Blog Editor/Outreach Manager (Derrick)
- Met and learned how to update blog
- Met with Kristen re: social media

Past-President (Hudson)
- Has draft of new updated survey with additional questions
    - Question re: joint meeting with SNCAA
    - Question: If yes, how often would you want a meeting?
    - Question: Interest in joining committee?
    - Question: Membership fee increase okay starting next year?
- ACTION: All board members provide feedback on survey: https://forms.gle/w5MQf4c7veTQ6YsKA

Old Business

Committees Template (Richbell)

- Drafted committee template to standardize information related to committees: https://docs.google.com/document/d/1x13X-OsCbrlQ-spNLNEa-EQmVf5o2oHl/edit
- ACTION: All board members with a committee review and edit on your committee template. Does this help you to frame the committee work for your area? Be prepared to discuss in February board meeting.
    - Gage - Conference committee
    - Derrick - Outreach

Objectives (Richbell)

- General discussion on objectives.
- ACTION: Riddle investigate governance process for possibly changing objectives.

Conference (Gage)

- Will keep everyone posted on when next big meeting will happen
- Registration should open mid-March

Changing Webmaster Title (Richbell)

- The board entertained and approved a motion to change the title of Webmaster to Web Manager.

New Business

None.

Announcements

- Next meeting 2/2 at 3 PM.

Meeting Adjournment: Meeting adjourned at 3:41 PM.

Respectfully submitted,
Kelly Riddle, 2026-01-05