SCAA Board Meeting Minutes

Date: 2 February 2026
Time: 3:00 - 4:00 PM
Location: Zoom
Attending: Nick Richbell, Kristen Welch, Grant Robertson, Kelly Riddle, Sydney Derrick, Kelly Hudson, Harrison Gage

Call to Order: The meeting was called to order by Richbell at 3:02 PM.

Approval of Minutes: Minutes from board meeting on 5 January 2026 were approved as submitted.

Board Member Reports
President (Richbell)

- MOU between SCAA and SNCA was drafted
    - Has been sent to president of SNCA - no changes
    - Both presidents and vice presidents are in the process of signing using DocuSign
    - 2027 Conference will be a joint conference per SNCA; SCAA executive board okay with this
    - Please provide feedback on things board asks for feedback on
- When do we want to hold our 2026 business meeting?
    - Last year's business meeting is in October
    - Council of State Archivists meeting is in Cola in September 2026
    - Resolved: Awards will be distributed at conference in May and the business meeting will occur in the fall.
- Board insurance
    - Nick talked to president of SNCA and Society of Georgia Archivists and neither do board insurance
    - Action: Nick will continue to investigate whether this is necessary

Vice-President (Welch)

- List of previous award winners - No comprehensive list; will need to comb through the documentation in the Google Drive to assemble a list

- How to recruit members for the awards committee
    - Action: Nick/Kristen will talk to Nathan Saunders at USC
    - Action: Grant will talk to someone at SCDAH
- Suggestion to create a new emerging professional award
    - Resolved: SCAA will create an award to honor Emerging Leaders in South Carolina
- Action: Nick and Kristen will work on logistics to solicit award nominations from members

Treasurer (Robertson)

- Treasurer's Report:Treasurer_Report_2026_02_02.docx
- Worked with Shelton on reconciling membership lists; Robertson is continuing to work on this and will develop a budget
- Email received asking for funding for a USC MLIS student to attend a conference - have no details on what the conference is
    - Action: Robertson will investigate whether funds can be used for this purpose
    - Action: Richbell will get more details on the target conference

Director at Large (Gage)

- Conference call for proposals remains open and needs submissions
- Action: Gage will determine where SCAA awards session can fall during the program and find space

Membership (Shelton)

- Shelton will look at old membership lists
- Action: Shelton will send an email to the listserv pointing to the membership page

Blog Editor/Outreach Manager (Derrick)

- Updated blog
- There is an SCAA private group on LinkedIn - Does anyone know how we can get admin access to this?

Past-President (Hudson)

- Revised survey: https://forms.gle/Ri2gy5q525KHJhx1A
- Distributing survey
    - Sent through listserv
    - Compiled a list of members who were sent survey directly
    - Posted on website blog
- Action: Robertson and Shelton will see if we can distribute the survey through the website
- Action: Hudson will make corrections and distribute survey
- Action: Robertson will check with Web Manager on login errors on website

Old Business

- Standing Committees (Richbell)

    - Committee Template
    - Action: Each committee chair review their template and present at next meeting

New Business

- Robertson has downloaded Google Drive material - set up time to chat about organization with Secretary

Announcements

- Next meeting 3/2 at 3 PM.

Meeting Adjournment: Meeting adjourned at 3:44 PM.

Respectfully submitted,
Kelly Riddle, 2026-02-02