

SCAA Board Meeting Minutes

Date: 2 March 2026
Time: 3:00 - 4:00 PM
Location: Zoom
Attending: Nick Richbell; Catherine Baker; 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 3:02 PM.

Approval of Minutes: Minutes from board meeting on 2 February 2026 were approved as submitted.

Board Member Reports
President (Richbell)

- Student funding approved through Hart Endowment – The group voted on this and the student Amanda Hardin was awarded $500 to attend BPE
    - Student will submit a report (One-page report; how the grant was beneficial)
    - Action: Richbell will connect the student with Sydney to collect report
- Need to revise submission process
    - Create online form
    - Action: Richbell and Robertson will review for next steps
- Board insurance – ongoing
    - Action: Richbell will continue to look

Vice-President (Welch)

- Awards Committee: Kristen and Brittany Champion, Instruction and Outreach Librarian, USC South Caroliniana
- The board approved funding up to 25$ per award for 2026 awards in order to purchase glass-style awards.
- Kristen would like to remove the requirement of being an SCAA member for the following awards:
    - South Carolina Archivist of the Year
    - Emerging Leader Award

    - Program Innovation Award
    - In past we have invited awardees to the conference and possibly waived the registration fee; Grant would know more.
    - Board removed the requirement to be an SCAA member to receive an award.
    - Board moved to award a yearly membership to SCAA as a prize for the three awards listed above.
- Social events
    - Sigal Museum in Greenville, June
    - Fort Sumter in the fall
    - Incentives to attract attendance (door prize, archives book…) – No one on the board thought this was necessary.

Treasurer (Robertson submitted via Richbell)

- Located the archived files for the old Google Drive, needs to figure out some tech issues
- Coffee Chats: when in the month makes sense for this to be scheduled? – Board expressed no preferences

First-Year Director (Dixon)

- Have a full programming committee meeting this week on 3/5
- Group received over 30 submissions

Second-Year Director (Baker)

- Programming committee has approved submissions for presenters last week and presenters have confirmed
- Programming committee has approved agenda for the conference
- SCNA will do their annual meeting and submit awards during a span of time – how should we handle?
    1. We have asked for a room for our awards – we asked for a room for about 50 people
- Next meeting will decide when registration opens

Director-at-Large (Gage)

- Local arrangements will assign rooms to program slots

Membership (Shelton)

- Shelton has sent an email to sign up and/or renew membership
- Action: Shelton will send announcement to PASCAL list

Web Manager (Samuel)

- Has made necessary updates to website
- Continuing to work on membership account activation issue

Blog Editor/Outreach Manager (Derrick)

- Social media platform to focus on – Facebook and LinkedIn in order to focus on message and not overwhelm until we have a committee in place
- Have been working to access platforms with SCAA accounts—no luck so far, but continuing to work on getting access
    1. Facebook
    2. Linkedin
- Board decided to focus on Facebook and LinkedIn for social platforms until a full committee is in place.
- Action: Derrick will reach out to Robertson to track down any other information about existing social media accounts and possibly create

Past-President (Hudson)

- Sent survey email today; will send to listserv
- Is there a way to get an up to date list of member emails?
- Action: Samuel will export current membership list out of membership software and send to Hudson
- Action: Derrick will put a link to the survey at the top of the blog.

Old Business

- Standing Committees (Richbell)
    - Committee Template
    - Gage, Derrick have edited their sections
    - Action: Everyone with committee continue to edit their sections and we will table until next meeting.

New Business

None

Announcements

- Next meeting 4/6 at 3 PM.

Meeting Adjournment: Meeting adjourned at 3:34 PM.

Respectfully submitted,
Kelly Riddle, 2026-03-02