SCAA Board Meeting Minutes

Date: July 6, 2026
Time: 3:00 pm to 4:00 pm
Location: Zoom
Attending: Nick Richbell; Kristen Welch; Grant Robertson; Catherine Baker; Kelly Riddle; Sydney Derrick; Kelly Hudson; Harrison Gage

Call to Order: N Richbell called the meeting to order at 3:02 pm.

Approval of Minutes: Minutes from board meeting on 4 May 2026 were approved as submitted.

Board Member Reports
President (N Richbell)

- Thanks everyone for support and attendance at the conference.
- Had one response to call for volunteers for the conference committee; everyone please ask your colleagues to volunteer.
- October business meeting will take place online on October 30 11 AM.
- Board will not meet in August
- Action: N Richbell will update bylaws and circulate to group with changes for approval.
- Anticipated vacant board positions
    - First Year Director
    - Web Manager
    - Vice President/President Elect
    - Membership Officer
- Board Retreat
    - October 16, time TBD
    - Action: G Robertson will arrange for SCDAH to host host.

Vice President (K Welch)

- Upstate social is happening in a couple of weeks
- Action: K Welch will buy snacks and send receipt to Grant

Treasurer (G Robertson)

- Treasurer's report attached
- Missed date for CD maturity
    - Will mature again in November and next June
    - Will determine fate of CDs once Endowment Committee convenes
- PO Box
    - SCAA has been paying for a PO Box in Columbia; typically SCAA treasurer has been in Columbia to manage
    - PO Box has been closed because we missed the deadline for renewal
    - We could just have checks mailed to SCDAH attn: Grant
    - Do we need to have a permanent address?
    - Try to not do checks anymore
    - Grant will check whether SCDAH can be the permanent address
    - SCAA Board voted to close the PO box and use SCDAH as permanent address for the organization - motion passed unanimously
    - Action: T Samuel sill need to update website once change has been made

Director (Second Year) (C Baker)

- No updates
- Thanks for conference assistance

Director (At Large) (H Gage)

- Had a good conference

Membership (N Richbell)

- No report

Web Manager (T Samuel)

- Since last meeting
    - Backed up SCAA site data
    - Sent 6 listserv messages and approved 2 listserv message requests

Blog Editor/Outreach Manager (S Derrick)

- Adding people to the LinkedIn page - everyone should search the page

Past President (K Hudson)

- Survey has few responses

Unfinished Business

New Business

- 2027 conference
    - When and Where
    - Mid may for SCAA conference?

- H Gage: the only other hiccup is for graduation issues if it's on campus somewhere
    - So how is early June? --> Vacations?
    - S Derrick: The big issue down in Charleston is Mother's Day, maybe not an issue in Columbia
    - N Richbell: can someone look at these dates and take a look when this will be best?
    - H Gage: if we start with a location first, maybe that would be easiest
    - N Richbell: If Clemson is is chosen, we have a new building and we just had a conference there that went very well
    - K Welch: Would it be possible to roll it into April?
        - C Baker: that would be hard for university folks, it would be really hard since that's when finals are
            - Are we also moving the date of the conference permanently? October is archives month
            - H Gage: historically, we have to do it during the break that happens in October, and that doesn't give us a lot of flexibility
                - We may have to change the by law too for the business meeting if we move that from October
            - K Hudson : I think May is okay--I was able to make it work, I was just saying that if there's an option, or if we had a choice, I wanted to say the last half of May, or the last week in May.
        - G Robertson: having a location in the upstate may be the right choice since we're getting NC archivists coming too and paying for it
        - K Hudson: Are there hotels within walking distance?
        - N Richbell: I know that Clemson would be interested in hosting
        - H Gage: We don't have a lot of classrooms at any of the colleges up here (Greenville Spartanburg area), and that was one of the main pieces of feedback about UNC, that they had a lot of variety of options--I don't know what it would cost us, I know it wouldn't be free
        - N Richbell: Let me inquire, find out cost, then we can make a decision.
            - G Robertson: I can ask some folks at USC too if that could be a possibility
            - N Richbell: choices seem to be now: Clemson, Gville/Spartanburg, USC

        - H Gage: The hybrid thing didn't really work out for NC, it was fine, but I don’t think they are expecting that or want to do it in the future
- C Baker: The last time we met, I mentioned doing something with SCLA, and the Archives Roundtable committee
    - I had reached out to them and now I am on that committee as well as this one
- S Derrick: lunch chat --> I want to start doing those again--maybe we start back in September, august and maybe that’s a collaboration we do with SCLA

Announcements

- Next meeting Sept 7th @3pm --> To be rescheduled as this is Labor Day

Richbell adjoined the meeting at 3:48 PM.

Respectfully submitted,
Kelly Riddle, 2026-07-30