

**SOUTH CAROLINA PUBLIC RECORDS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SC Dept of Archives and History  
June 15, 2016**

**Present:** Andrew Bigony, Joe Onessimo, Pam Ragland, Yvonne Feaster, Valerie Powell, Carolyn Smith, Debbie McDaniels, and Karen Greene.

**Absent:** Tonya Dellinger (excused absence)

The meeting was called to order at 10:00am by Andrew Bigony.

**Minutes:** Copies of the April 13, 2016 minutes taken by Teresa Clarkson were presented by Andrew Bigony. After review, a motion was made by Joe Onessimo that the minutes be approved, seconded by Yvonne Feaster and unanimously approved by all.

**Finance:** The Financial Reports for April and May 2016 were submitted. During review, it was noted that the First Reliance Bank CD needs to be rolled over or renewed by June 27, 2016. Andrew Bigony contacted Tonya Dellinger by phone and was advised that it is an automatic rollover. It was also noted by Karen Greene that a check from FSI for vendor registration for the upcoming conference had been received in May but not reflected on the May statement. It was determined that due to the late date received in May it should appear on the June statement. After further review and discussion, Joe Onessimo made a motion to approve the April report, seconded by Karen Greene, and unanimously approved by all. Joe Onessimo made a motion to approve the May report, seconded by Yvonne Feaster and unanimously approved by all.

**Exhibitors:** Karen Greene stated that FSI has confirmed and sent their check for registration for the October conference. Andrew Bigony has spoken with Ricoh Scanning Company regarding becoming a vendor and Karen Greene has sent the application and invite letter to them.

**Membership:** Debbie McDaniels stated that we have 2 new members as of June 14, 2016. One new member was added to the Upstate Region and another was added to the Midstate Region. The breakdown of membership is as follows: Upstate 52, Midstate 61, PeeDee 62 and Coastal 86.

**Awards:** Yvonne Feaster stated that she will be sending out an email reminder regarding awards nominations. All awards information needs to be sent to Yvonne Feaster by July. Yvonne stated that she needs the sign in sheets for the Network Luncheons from Coastal and Midstate and the sign in sheet from last year's conference. The awards committee meeting will be held at the office of Andrew Bigony on August 19, 2016.

**Regions:** Andrew Bigony reported that the Upstate Workshop was held in May and that it was a great workshop. He also reported that elections for Regional Officers are to be held at the October conference for Pee Dee and Upstate regions.

**Website:** Pam Ragland reported that she had changed the Board of Directors information on the website to reflect Teresa Clarkson's retirement and Valerie Powell's addition to the Board. She has also posted the minutes from the previous board meeting and the Financial Reports. Pam Ragland advised Andrew Bigony that she needed a new President's Message for the website as the one currently posted is from January. Pam Ragland advised that there have been 221 visits with 93% of those being new visitors. She noted that peak website attendance is normally seen after the conference brochure goes out and before the annual conference. Andrew Bigony inquired of the Board if everyone thought the website is okay or if updates or changes need to be made. No one offered any suggestions and agreed that the website is sufficient.

**Annual Conference/By-Laws/Elections:** Joe Onessimo advised that there was nothing to report on the By-Laws. Yvonne Feaster and Joe Onessimo are up for re-election to the Board this year. Tonya Dellinger and Debbie McDaniels are up for election this year, they were appointed to the post and this is their first time up for election. In regards to the annual conference, Pam Ragland advised that she needed a title for Mark Roth's presentation to add to the conference brochure. Joe Onessimo suggested a motion be made that the registration fee be waived for Pat Sowell due to his volunteering to run the audio/visual at the conference. The motion was made by Andrew Bigony, seconded by Pam Ragland and unanimously approved by all. Joe Onessimo stated that he needed accommodation information from the Board Members as soon as possible. Joe Onessimo stated that there are currently no pricing issues with the Avista Resort. He has been in discussion with the Avista regarding the meal coupons and suggests that further discussion is made on the subject be completed in regards to the planning of the 2017 conference.

**Old Business:** Pam Ragland stated that she will be making small changes to the conference brochure and again reiterated that she needs a title for Mark Roth's presentation. Pam Ragland advised that she will be sending a PDF version of the brochure to Board members when finalized.

**New Business:** None

There being no further business, a motion was made by Pam Ragland that the meeting be adjourned, seconded by Joe Onessimo and unanimously approved by all. The meeting concluded at 11:12am. The next Board Meeting will be held on Wednesday, September 14, 2016 at the SC Dept of Archives and History.

Respectfully Submitted,



Valerie M. Powell  
Secretary