

**SOUTH CAROLINA PUBLIC RECORDS ASSOCIATION
BOARD OF DIRECTORS MEETING
SC Department of Archives and History
January 10, 2018**

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

Absent: (Excused) Angie Kennedy and Karen Greene.

The meeting was called to order at 9:30am by Andrew Bigony.

Minutes: Copies of the December 13, 2017 board meeting minutes were presented by Valerie Powell. One correction was noted. Pam Ragland will stay on as board member until the end of her current term in December 2019. After further review, a motion was made by Joe Onessimo that the minutes be approved. It was seconded by Pam Ragland and unanimously approved by all.

Finance: In Angie Kennedy's absence, Andrew Bigony went over the December 2017 financial report. After review, a motion was made by Pam Ragland that the financial report be approved. It was seconded by Joe Onessimo and unanimously approved by all.

Exhibitors: In Karen Greene's absence, Andrew Bigony presented the Exhibitor report. He reiterated that the vendors expressed the conference was a success and they all plan to return. Karen Greene will send letters regarding 2018 conference.

Membership: Debbie McDaniels advised that we have 1 new member so far this year. She advised that Angie Kennedy has been sending her the membership renewals.

Awards: Yvonne Feaster advised that there was nothing to report in regards to awards.

Regions: Andrew Bigony advised that the Midstate Region Administrator Kathy Bonds has stepped down. Midstate Region is now in need of both a Recorder and a Region Administrator. They are working to find replacements.

Website: Pam Ragland advised that she has posted the October 2017 minutes to the website and made the necessary changes. Andrew Bigony will send job description for Regional Officers to Pam for addition to the website. She also gave statistics for website traffic. In October of 2017, there were 574 visitors to the website. So far in January 2018, there have been 130. The most popular day/hour for visits is Monday at 4:00pm. Andrew and Pam advised that they continue to receive emails from various companies asking to help with our website. The website hosting with Siteground was renewed on January 9, 2018 for one year at a cost of \$139.20.

Annual Conference/By-Laws/Elections: Joe Onessimo advised that the 2018 Conference planning workshop is scheduled for February 21 through 23, 2018. These dates have been confirmed with the Avista Resort. He advised that there was nothing to report on the annual conference at this time. Pam Ragland reminded Andrew Bigony to bring a projector to the planning workshop.

Old Business: None.

New Business: Pam Ragland advised that she would like to speak with the Board regarding offering various levels of vendor sponsorship at our annual conference. It was stated that doing this may open up the opportunity for more vendors to be included. It was decided that more discussion on this topic would take place at the planning workshop.

There being no further business to discuss, a motion was made by Yvonne Feaster that the meeting be adjourned, seconded by Joe Onessimo and unanimously approved by all. The next Board Meeting will be held on February 23, 2018 at the Avista Resort.

Financial Audit: An audit of the financial records for August through December 2017 was conducted at the conclusion of the Regional Officer Training held immediately after the Board Meeting. The audit committee members included Joe Onessimo, Ketra Carmicheal, Margaret Bailey, Christine Berdeguez, Bruce Fallon, and Maria Beltran.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Valerie M. Powell".

Valerie M. Powell
Secretary