

SOUTH CAROLINA PUBLIC RECORDS ASSOCIATION

BOARD OF DIRECTORS MEETING

SOUTH CAROLINA DEPARTMENT OF ARCHIVES AND HISTORY CONFERENCE ROOM

APRIL 11, 2018

Present: Joe Onessimo, Karen Greene, Debbie McDaniels, Yvonne Feaster, Carolyn Smith, Pam Ragland

Absent: Andrew Bigony, Angie Kennedy, Valerie Powell (authorized absences)

Guests: Christine Berdeguez

The meeting was called to order by Joe at 10:00 am and all guests were welcomed.

Minutes: Valerie was not in attendance and minutes had not been received by the Board. The February 21 and 23, 2018 minutes will be reviewed and approved at the May meeting.

Financial Report: The February financial report was reviewed by Joe in Angie's absence. The beginning balance was \$8,178.26, income of \$1,905.00, expenditures of \$3,163.00, ending balance \$6,920.26. With the CD of \$7,140.12 and interest of \$3.64, the total assets are \$14,064.02. Motion for approval of the February financial report was made by Yvonne, seconded by Karen and unanimously approved by the Board.

The March financial report was reviewed. The beginning balance was \$6920.26, income of \$1,166.54, expenditures of \$1,649.51, ending balance \$6,437.29. With the CD of \$7,143.76 and interest of \$3.28, the total assets are \$13,584.33. Motion for approval of the March financial report was made by Karen, seconded by Debbie and unanimously approved by the Board.

Annual Conference Exhibitors: Karen reported that she sent out the letter and that Advanced Imaging has sent in their application. Joe and Debbie asked for copies of the letter as they have prospective exhibitors. Karen will email the letter.

Membership: Debbie reported that Angie had been sending out renewal notices. As of 4/10/18 there are 26 new members (3 MS, 6 US, 3 PD, 14 C) for a total of 319 members.

Awards: Yvonne reported that she has not received any sign-in sheets from the recent workshops and luncheons. She will request that Andrew contact the regions about sending in award packets at least one month prior to the August committee meeting.

Regions: Pee Dee hosted a workshop March 8 and Upstate hosted their workshop March 14. Coastal held a networking luncheon on March 16. Mid State is hosting a networking luncheon on April 18 in Camden with two speakers.

Website: Pam reported that since the last meeting she updated the Region Officers, posted the January minutes and audit letter, and posted the Pee Dee and Upstate workshops and the Coastal and Mid State luncheons. She also reported on the number of views of the 2017 Conference Presentations, 18 in

October, 21 in November, 8 in December, 20 in January, 10 in February, 8 in March and 1 in April. Joe asked if there was a way to tell how many people actually clicked through the exhibitor logos to their respective sites. Pam will research.

Annual Conference: Joe reported on a recent meeting at the Avista with Keya and the fact that they are unable to host the Wednesday banquet due to the 5-6 hour setup required. After much discussion it was decided that we hold the banquet on Tuesday and keep registration open throughout the banquet evening. With this change, the board members could arrive at the Avista on Monday and begin setup on Tuesday morning.

Joe addressed the need for a Keynote Speaker. Yvonne will contact Senator Mike Fanning and will advise his availability.

For the May meeting, bring any and all outstanding session titles for the brochure.

Old Business:

There being no further business to discuss, a motion was made by Pam for the meeting to adjourn, seconded by Yvonne and unanimously approved by the Board. The next meeting of the Board will be on May 9, 2018 at SCDAH at 10:00 a.m.

Respectfully submitted,

Pam Ragland