

SOUTH CAROLINA PUBLIC RECORDS ASSOCIATION
BOARD OF DIRECTORS MEETING
South Carolina Department of Archives and History Conference Room
September 26, 2018

Present: Board Members - Joe Onessimo, Yvonne Feaster, Valerie Powell, Pam Ragland, Debbie McDaniels, Angie Kennedy, and Carolyn Smith Guest – Mark Kennedy

Absent: (Excused) Andrew Bigony and Karen Greene.

The meeting was called to order at 10:35am by Joe Onessimo.

Minutes: Carolyn Smith presented the minutes from the August Board meeting. She advised there was a mistake in the audit portion of the minutes. An audit was performed on the finances from January – July instead of January – June. After further review, Yvonne Feaster made a motion to approve the August minutes with that change. The motion was seconded by Debbie McDaniels and unanimously approved by all.

Finance: Angie Kennedy gave the financial report for August. She advised that the Association had been the victim of fraud during the month of August. A check was fraudulently created using the Association's checking account number and written out for \$9,000.00. Angie's signature was forged on the check and it was cashed at a financial institution in Virginia. Angie advised that a police report had been made with the City of Florence Police Department. A copy of this police report was provided to each board member and the situation was discussed at length. First Reliance Bank is investigating the fraudulent activity. In the meantime, the Association's account is out the \$9,000 and the bank has advised that the funds will not be returned until the investigation is complete. The board discussed the possibility that the Association may not have enough money to pay upcoming conference expenses. Further options were discussed including cancelling the conference or borrowing the money to pay conference expenses until the \$9,000 is returned to the account. A break in the board meeting occurred at this point in order for Joe Onessimo to contact the bank to check on the investigation and see if the money could be refunded while the investigation is ongoing. Joe advised the board that he spoke with someone and is expecting a call back. After discussion of the fraudulent activity was complete, Angie Kennedy presented the financial report for approval. A motion was made by Pam Ragland for the report to be approved. It was seconded by Joe Onessimo and unanimously approved by all.

Exhibitors: In Karen Greene's absence, Joe advised that there were only 3 vendors currently signed up to attend the conference. Karen will be contacting those who regularly attend to confirm their attendance.

Membership: Debbie McDaniels advised that the Association currently has 319 members. It is broken down by region as follows: Coastal Region - 111 members, Midstate Region – 75 members, Upstate Region – 68 members, and PeeDee Region – 65 members. Debbie also advised that we currently have 51 people registered for the upcoming conference.

Awards: Joe Onessimo advised that the Awards Committee met in August to determine the Region of the Year. He also advised that there will be one person who will receive the Bob Gilliam Leadership Award at the conference this year.

Website: Pam Ragland advised that she posted the May Financial Report and Board Meeting minutes and also posted the Midstate Luncheon pictures that were provided to her. She also advised that the website averaged 16 visits per day during the June through August time frame.

Annual Conference/By-Laws/Elections: Joe Onessimo went over the conference duties list. Pam Ragland advised that 312 conference brochures were mailed out. Joe went over dinner buffet options to be served at the banquet. After review, Valerie Powell made a motion to choose the Italian dinner option. Carolyn Smith seconded the motion and it was unanimously approved by all. Joe discussed the Avista gift certificate giveaway. It was decided that the board would wait until the October board meeting to determine what if any certificates would be given out this year due to the current financial situation. Joe asked Pam to announce the Board of Directors nominations at the conference this year to which Pam agreed.

There being no further business to discuss, a motion was made by Valerie Powell that the meeting be adjourned, seconded by Joe Onessimo and unanimously approved by all. The next Board Meeting will be held on October 22, 2018 at the Avista Resort in North Myrtle Beach.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Valerie M. Powell". The signature is written in black ink and is positioned below the text "Respectfully Submitted,".

Valerie M. Powell
Secretary