



**SNCA Annual Business Meeting  
Duke University  
March 16, 2018**

*Meeting was called to order at 1:00pm*

PRESENT: Jennifer Motszko, Stephanie Bennett, Karen Feeney, Chrystal Carpenter, Winnie Titchener Coyle, Rebecca Petersen May, Kelly Wooten, Erin Allsop, Sean Mulligan

ABSENT: Camille Tyndall Watson, Bari Helms, Hannah Cox, Nikki Lynn Thomas

***End of Year Reports***

**Archives Month (Jennifer Motszko):**

**Members of the Archives Month Committee, 2017-2018**

Jennifer Motszko, Chair, Jennifer Coggins, Sara Pezzoni, Patrick Dollar, Beth Ann Koelsch, Lolita Rowe, Sara Maeve Whisnant, Megan Bennett, Ron Stafford, Bob McInnes, Ruth Cody, Chaitra Powell,

- The Archives Month Committee and SNCA members promoted archives across the state with the theme: “North Carolina in the Great War.”

**Poster and Bookmarks:**

- The committee solicited image submissions from institutions across the state via the SNCA listserv as well as on the SNCA website. We received images from 10 institutions for the design of our posters and bookmarks.
- Committee member Jennifer Coggins designed the poster and bookmarks. The committee made a call for institutions wanting these promotional materials. We received requests from 30 institutions for 87 posters and 1715 bookmarks.
- Online versions are available via the website for repositories to print out:  
[http://www.ncarchivists.org/archives\\_month/kposter/](http://www.ncarchivists.org/archives_month/kposter/)

### Budget:

- The budget allotted for Archives Month this year was \$650. We expended \$312.86 on printing and approximately \$30.00 on postage costs.

### Education (Stephanie Bennett):

- Hosted three workshops in conjunction with annual meeting: Social Media Archiving with Jessica Venlet; Descriptive Cataloging of Rare Materials (Manuscripts), also known as DCRM(MSS) with Margaret Nichols, Diane Ducharme, and Elizabeth O'Keefe; and SAA's Privacy and Confidentiality Issues in Digital Archives course taught by Jean Dryden.
- Three beneficiaries of Jackson scholarship: Allyson Frick, Hannah Hemphill, and Caitlin Rivas.
- Moving date of Walker award until May deadline. Don't have a proposal yet for how the award might change (do we want to offer registration for next meeting?) but will look at what needs to be done and inform the board in the next few weeks.
- No budget updates but I think Education colored within the lines this year.
- Brochures and ongoing education opportunities are on my priority list for the next year.
- Electronic Records worked with the Treasurer to renew our domain for the the year; the domain is now paid for through 2019.
- We have also worked with the program committee and membership to link to Google Forms for annual meeting registration and membership additions and renewals. The Google Form links are less likely to break, and will be easier to fix than embedded forms.

### Development (Karen Feeney):

- Committee Members:
  - Karen Feeney, Chair

- Susan deGuzman
- Amy Ruhe
- In November, the committee sent out award notifications and sponsorship calls for the conference. Fifteen sponsors were contacted with six responding. Sponsorships for this year's conference totalled \$1,400.00
- The board accepted a proposal for reciprocal sponsorship between SNCA and NCPC for each organizations conferences.
- The Development Committee met via email in January and February to discuss the Thornton W. Mitchell Service Award nominees and the Michelle Francis Scholarship applicants. Two nominations were received for the Thornton W. Mitchell Service Award. Aaron Smithers of the UNC-CH Wilson Library Special Collections was selected for the award. The committee was impressed by his ability to bring multiple library collections together and partner with outside organizations for exhibits. His ability to "bring archives into the 21st Century" (A. Ruhe) is what persuaded us to choose him for the award. Two applications for the Michelle Francis Scholarships were received. Both applicants were chosen to receive the scholarships. Amanda Winfrey of South Piedmont Community College and Angela Heath, MLS student at East Carolina University and new digital archivist at Johnson C. Smith University.
- The committee is currently planning ways to collect contributions for fundraising for next year's conference.

**Member-at-large (Chrystal Carpenter and Bari Helms):**

- No updates to provide. Worked on changing language on by-laws; excited for new group to review policies.

*Bari - not in attendance.*

**Membership (Winnie Titchener Coyle):**

- Good news - we have a membership committee. Naming members (Charlotte Region; Eastern Region; Triad Region; Triangle Region; Western Region). Have not been active over the past year, we need to figure out the webform.

- Sean - the Google Doc has been capturing information and tracking it. Winnie and Sean will discuss this further.
- We are able to sponsor regional social gatherings!

### **Nominating (Rebecca Petersen May):**

- 2017-2018 SNCA Nominating Committee Members:
  - Ron Stafford
  - Kathelene Smith
  - Chase Hanes
  - Matthew Peek
- Timeline:
  - November 1st: Nominations open (used Google Docs)
  - December 15th: Nominations Close
  - December 15- January 1: Alert nominees- finalize slate
  - January 5: Send final slate of candidates to membership (this must be done 30 days before voting starts)
  - February 9: Voting opens (used Qualtrics)
  - March 9: Voting closes
  - March 9-14: Alert successful and unsuccessful candidates
  - March 15-16: SNCA Annual Conference
- Successful Candidates:
  - President: Kelly Wooten
  - VP: Dawn Lucas
  - Archives month: Colin Reeve
  - Member at large 1: Leah Kerr
  - Member at large 2: Erin Gallagher
  - Publications: Jennifer Coggins
  - Treasurer: Sean Mulligan
- Open Positions for next year:
  - President
  - VP/Programing Chair
  - Secretary
  - Education Chair
  - Development Chair

- Electronic Resources Chair
- Membership Chair

**Programming/Vice President (Kelly Wooten):**

- Naming committee members. Had over 150 registered for the conference; pretty much all have attended.

**Publications (Nikki Lynn Thomas):**

- 2 boxes of physical copies of J-SNCA passed to Nikki from Kristen were inventoried at Wake Forest and a list was compiled of what issues need to be transferred to SNCA collection at state archives and what can be discarded. Rebecca Petersen May will dispose of duplicate issues.
- Nikki will assume co-managing editor role of J-SNCA with Kristen before taking over responsibilities

**Secretary (Erin Allsop):**

- Obtained webmaster rights for Secretary position.
- Meeting with Hannah Cox on 3/27 to retrieve the boxes of President files in her possession.

**Treasurer (Sean Mulligan):**

- The current numbers for this years budget are as follows:
  - Checking: \$8,126
  - Money Market:\$17,309
  - Share: \$14,253

Total: \$ 39,688

## **Old Business**

1. Chrystal - changing language of voting by-laws. Will finalize over e-mail before May 1st.

## **New Business**

1. Thoughts on next year's conference location? We will be East next year, but not sure where. Rebecca Bagnin - UNC-Wilmington. Following year would be "Central".
2. Dawn and committee will work together to develop theme.

## **Adjourn**

*Meeting was adjourned at 1:25 pm.*