



SNCA Annual Business Meeting
Thursday, March 17th, 2022
Hosted via Zoom

MINUTES
SOCIETY OF NORTH CAROLINA ARCHIVISTS
Annual Business Meeting
March 17, 2022
Virtual

PRESENT: Nathan Saunders, Isabel Folck, Taylor de Klerk, Josh Hager, Chrystal Carpenter, Erin Gallagher, Courtney Bailey, Stephanie Bennett, Bari Helms
ABSENT: Kelly Spring, Ashlee McGee Whittle, Chrystal Carpenter

Meeting called to order at 11:15

I. Sharing Reports

1. Stephanie Bennett—Vice President
 1. Theme for annual meeting is **Renewal**
 2. Plenary speaker Shana Bushyhead Condill was invited in November
 3. Archives Months talks are going to be recorded to share with SNCA members
2. Electronic Resources—Taylor de Klerk for Kelly Spring
 1. 122 members
 2. New website will aid Taylor (Membership Chair) and her successor
 3. Better membership records
 4. Helps with paying/collecting dues
3. Eric Gallagher—Treasurer
 1. Total money currently held \$33,558.94
 2. Last year as treasurer
4. Members-at-Large—Courtney Bailey
 1. Working on ways to facilitate
 2. Steering committee not at full capacity
 1. Still identifying and maintaining list of contacts at all orgs
 3. Created Speakers List
 1. Orgs can find speakers for events and conferences
5. Josh Hager—Education Chair
 1. Finding instructors for workshops was difficult this year

2. Hopes to offer shorter webinars, instructor availability depending
3. Public call to membership—if you have a webinar handy or if you want to create one, submit ideas to education committee or Josh directly; \$100 honorarium or possibly more for longer webinar
4. While one submission was received for Williams award, was determined not to fulfill the parameters; 3rd year in a row that the award was not awarded
 1. Board determined that they would expand the parameters to include projects, finding aids, video presentations, etc
5. 4 winners of Jackson award
6. Bari Helms—Publications Chair
 1. Successfully published volume 17 of JSNCA in October
 2. Managing Editor stepped down—position is still open and vacant
 1. Calls have been put out but no one has applied for position
7. Nathan Saunders--President
 1. Board turnover; Development Chair and Archives Month Chair have stepped down
 1. Shaunta Alvarez and Karen Feeney have taken on those positions respectively
 2. Elections for board next year close today
 3. Board is considering reformulating positions
 4. Many ways to serve—most chairs also have committees
 5. SE Archivist group; looking at partnerships with them

II. Questions:

1. Students are encouraged to apply for leadership roles in SNCA
2. Zachary asked if the open positions could be added to the website instead of just being put out through the listserv
 1. Also encouraged students to apply
3. Stephanie mentioned working on policy and procedure documents to ensure/promote transparency

Meeting was adjourned at 11:56

End of Year Reports

Education Committee Annual Report 2021-2022

Chair: Josh Hager, State Archives of North Carolina

Members:

Stephanie Barnwell, Durham County Library

Randi Beem, UNC Charlotte

Netta Cox, North Carolina A&T University

Sangeeta Desai, State Archives of North Carolina

Bari Helms, Reynolda House

Sarah Sowa, Mitchell Community College

For the 2021-2022 business year, the SNCA Education Committee focused on two areas: Workshops and awards.

Workshops

Finding instructors for online workshops proved increasingly difficult throughout the business year. Most potential instructors have too much on their plate to add another workshop to their schedule. Despite dogged attempts to find workshop instructors for the Annual Meeting, the Committee could not locate anyone who could offer a workshop. In lieu of external instructors, Education Chair Josh Hager taught two workshops regularly offered by the Records Analysis Unit of the State Archives of North Carolina, Essential Records and Disaster Preparedness and Best Practices for Files and Filing. As a state employee, Josh cannot receive an honorarium, so the funding set aside for workshop honoraria for 2022 can defer to later workshops.

The Education Committee hopes to offer shorter webinars in the future if it can find instructors able to help. To that end, the Committee plans to reach out to SNCA members and graduate students to submit ideas for webinars that SNCA could sponsor in the coming year. All instructors will receive an honorarium of at least \$100 for offering a webinar.

Williams Award

The Gene J. Williams Award honors outstanding writing by a graduate student from North Carolina or enrolled in a North Carolina school on an archives-centric topic. The Education Committee received one application for this award this year, but the paper was not focused on archival studies. Therefore, the Education Committee decided to not award the Williams Award for 2021-2022.

The Education Committee has not awarded the Williams Award in several years due to a lack of viable applications. To broaden the scope of the award to encompass what graduate students currently produce, the Education Committee will change the description of the Williams Award to include reflections of practicums or other practical experience completed by graduate students as part of their education. These submissions could include finding aids, reference pathfinders, digital exhibits, or video presentations on other projects.

Jackson Award

The C. David Jackson Memorial Student Scholarship provides \$250 to honored students to defray costs of attending the SNCA Annual Meeting as well as SNCA membership for a year. Since the 2022 Annual Meeting and workshops are free of charge, the recipients this year are encouraged to use their award to continue their professional development.

The four winners of the Jackson Award for 2022 are:

- Madison Evans, UNC Chapel Hill
- Shima Hosseininasab, North Carolina State University
- Ariel Matthews, UNC Chapel Hill
- Lovenia Morrill, UNC Greensboro

The Education Committee looks forward to seeing the contributions these outstanding winners make in the archival field going forward.

Membership Committee Annual Report 2021-2022

Chair: Taylor de Klerk, University of North Carolina at Chapel Hill

As of today, the Society of North Carolina Archivists has 122 members. Of these members, 22 (18%) are students.

Over the course of the past year, SNCA has transitioned to Wild Apricot for all web page hosting, including its membership records and membership payments. Each member now has an online account in our system where they can maintain their status. New memberships can be created, current members can renew, and student members can do the same. Thanks to Erin Gallagher, there is a link to our PayPal account in the membership form so payment processes have not changed. Many thanks are also due to Kelly Spring for managing the website transition so well.

The migration to Wild Apricot was largely intended to solve membership issues and the transition has been slow overall, but our data should now be up to date. This system should also be more user-friendly for our members. Now that the transition is complete, I hope to establish documentation for workflows associated with membership.

Member-At-Large Annual Report 2021-2022

First Member at Large: Courtney Bailey, NC Administrative Office of the Courts

Business Updates:

The Regional Archival Associations Consortium (RAAC) was formed to foster information exchange and collaboration among regional archival associations and between the regional archival associations and the Society of American Archivists (SAA). The 2021 RAAC annual meeting was held virtually on July 22, 2021. I attended the meeting both as SNCA's representative and as a Steering Committee member. The bulk of this meeting was devoted to a panel discussion on "Navigating the COVID-19 Pandemic: Regional Archival Organizations Respond." A [recording of this meeting](#) is available through SAA.

To be quite honest, for a variety of reasons, RAAC did not accomplish much in 2020-2021, and there was discussion of dissolving the organization. I advocated for its continuance and took the reins as Chair of the Steering Committee in order to see this happen. One of the first things the new Steering Committee did was to survey our membership, in order to gain insights into what our priorities should be. One of the recurring themes was collaboration, so we're

continuing to work on ways to facilitate this, in addition to the discussion list to which all RAAC members have access.

Our Steering Committee is not at full capacity, so I've continued handling the duties of chair of the Membership Committee, which entails identifying representatives from each of the local, state, multi-state, and regional organizations and keeping this information updated in our [online membership list](#). I've also been updating the [Directory of Archival Organizations in the United States and Canada](#).

One significant accomplishment by RAAC this year has been the creation of a [speakers list](#) that regional organizations can use to find suitable presenters for meetings and educational events. The chair of the Advocacy Committee also coordinated a discussion about the sustainability of regional archival associations, which both Stephanie and I attended. We will soon be unveiling some organizational spotlights on our listserv and Facebook page, and we hope to host some coffee chats/brainstorming sessions this spring on topics that reflect the feedback we received on our survey of our membership. Save the date for our virtual annual meeting, which will be on July 13th at 2pm ET.

If anyone is interested in joining RAAC -- and especially if you'd like to step into a leadership position -- please reach out to me for more information.

Nominating Committee Annual Report 2021-2022

Chair: Chrystal Carpenter, Elon University

Nominating Committee Members

- Chrystal Carpenter (chair)
- Rita Johnston
- Ellen Show
- Lucy Waldrop

Timeline

- December 1, 2021: Call for nominations (via google forms)
- January 14, 2022: Original deadline for nominations closed
- January 21, 2022: Extended and final deadline for nominations
- February 28, 2022: Slate of candidates sent to SNCA and voting opened to members (utilized Wild Apricot software for vote)
- March 17, 2022: Voting closed

This year, as expected due to the current environment and times we are living in, service to the organization in the form of nominations were down. We received 5 nominations for the 6 open positions. They were Vice President /Programming Chair, Treasurer, Publications Chair, RAAC member at large, and New Professional/Student member at large.

In December 2021 Travis Souther resigned as Development Chair. In line with the SNCA bylaws the Nominating Committee recommended Shaunta Alvarez to replace him. The SNCA Board unanimously approved Alvarez to serve the remainder of Souther's term.

The Nominating Committee used the Wild Apricot voting feature to hold elections. The system was an ideal choice as it is used as SNCA's primary software for website, membership, and annual meetings. Wild Apricot allows us to better automate the membership process, keeping our records up to date (huge shout out to Taylor de Klerk, Membership Chair and Kelly Spring, Electronic Resources Chair for all their assistance with Wild Apricot), it made the elections process much smoother.

We had one additional vacancy, and no nominations before the voting process for Archives Month Chair. Recognizing we have a vacancy on the Board, we received interest in filling this vacancy and Karen Feeny has volunteered. At the next meeting of the Executive Board they will vote on this nomination per bylaw rules.

Elected candidates:

Vice President /Programming Chair: Winnie Titchener

Treasurer: Harry L. Cooke

Publications Chair: Bari Helms

At-large RAAC member: Jessica Dame

At-large New Professional/Student Member: Ashelee Gerald Hill

Next year vacancies:

President

Vice President/Program Chair

Education Committee Chair

Electronic Resources Chair

Development Chair

Membership Chair

Secretary

Publications Annual Report 2021-2022

Chair: Bari Helms, Raynolda House

Business Updates:

1. Volume 17 of JSNCA was published in October 2021. The latest edition was a special issue focused on Covid-19 and how it affected the archival workplace—from work from home, changes in how research is handled both remotely and in person, how interns and graduate assistants are managed, to thoughts on how things could have been handled better in hindsight. The volume featured four articles across a variety of institutions and topics. Also included in the issue was Dorothy Berry's keynote from the 2020 annual SNCA meeting.
2. JSNCA is currently looking for a new managing editor after the resignation of Kristen Merryman in the fall of 2021. The announcement of the vacancy has been met with no

interest in filling the position. Under the next executive board a decision will be made about what to do in the interim until the position is filled.

JSNCA editorial board members: Courtney Bailey, Randall Bowman, Kate Collins, Gene Hyde, Tracy Jackson, Elizabeth Johnson, Rita Johnston, Amy McDonald, Kristen Merryman, Katie Nash, Matthew Peek, Kelly Policelli, Diana Sanderson, Travis Souther, and Matt Turi

Treasurer Annual Report 2021-2022

Treasurer: Erin Gallagher, State Archives of North Carolina

Summary:

- Please see below the current financial position of each account at the State Employees Credit Union and PayPal as of March 17, 2022.
- SNCA changed website providers to Wild Apricot
- Additionally, after serving the past two years as the Treasurer for SNCA, I will be relinquishing my duties and passing on the financial responsibilities of the organization to Harry Cooke in May 2022.

Checking account: \$10,426.51

Money Market account: \$6,778.88

Shares account: \$14,518.87

PayPal account: \$1834.68

Total amount: \$33,558.94

Vice President's Annual Report 2021-2022

Vice President: Stephanie Bennett, Wake Forest University

Committee members:

Randi Beem

Stephanie Bennett

Kait Dorsky

Elizabeth Harper

Peggy Higgins

Nancy Kaiser

In fall 2021, I assembled a Program Committee and we began discussing plans for the spring annual meeting. At that time, the United States was still very much in the throes of a COVID spike, so we discussed possibilities for the annual meeting and very quickly discarded the idea of a traditional, fully in-person meeting due to the number of unknowns about the state of COVID and vaccines six months hence. We set out a plan for a hub-and-spoke model, based on [a model described by Eira Tansey](#), hoping to have socials on Wednesday night in four areas across the state and a fully virtual meeting, possibly offering central locations to watch on Thursday if folks from across institutions or cities wanted to gather together.

Unfortunately, come February 2022, with cases still not lowered and no vaccine for children under 5, we determined that the number of folks eager to meet in person was likely to be low. Further, watching the meeting together, with few opportunities to talk, was less valuable than unplanned time milling about and doing something together, like an activity or tour.

The committee set the year's theme as **Renewal**. Per the call for proposals:

"In Michelle Caswell's 2021 book *Urgent Archives: Enacting Liberatory Memory Work*, she writes, "this is an urgent plea, but it also demands careful, considerate, slow work. Urgent and slow are not opposing forces in this conception, but rather work in tandem." As we continue professional (and personal, perhaps) transitions that were thrust upon us in 2020, we can also consider how to revisit, renew, and revitalize our modes of doing work - in the way that Caswell describes or otherwise. In these transitions, how are we working in new ways and adapting approaches to records lifecycles? What new and/or different approaches to our professional work, our concepts of labor, or ourselves have occurred? We welcome presentations that illustrate how renewal runs through our ongoing transitions and adaptations in our workplaces, our homes, and our profession."

In November, Shana Bushyhead Condill accepted our invitation to be our plenary speaker, giving a pre-recorded talk and then answering questions. Shana Bushyhead Condill is a citizen of the Eastern Band of Cherokee Indians and holds degrees from Illinois Wesleyan University and the University of Delaware. She has worked in the museum and cultural field for over 20 years, including the Museum of the Cherokee Indian and the National Gallery of Art, Washington. In 2021, she was named as Executive Director of the Museum of the Cherokee Indian. Bringing together conversations about preservation from a mainstream museum industry perspective and a Native perspective has been a focus of Condill's work.

Greta Browning, from Appalachian State University, and Samantha Crisp, from the state's Outer Banks History Center, agreed to record their Archives Month talks to be shared with SNCA members since we were not able to travel for this year's conference. Many thanks to them both for their generosity, and I hope SNCA folks [enjoy their travels from skiing to sea](#).

The Program Committee received four proposals for sessions and talks; since all four fit into the call for proposals and were of interest, the Program Committee accepted them all. As an added

bonus, we were able to schedule the day with room for breaks and not have a second day or concurrent sessions. We felt this breathing room was a boon to those feeling exhausted, burned out, and working on their own senses of renewal.

Registration was open from February 17 to March 15, which seems a bit shorter than it has been in the past. This was in part because session topics are more salient for virtual conference attendance than an in-person conference, so all those details were ironed out before registration was announced.

Many presentations are pre-recorded to be shared out after the conference, including captions for accessibility hopefully. 111 people registered for the conference.

Two workshops, courtesy of the Education Committee, were held on Wednesday, March 16. Thank you to Josh Hager and the Education Committee for these offerings!

Many thanks to Nathan Saunders for going over (and over again) how he orchestrated last year's inaugural virtual conference, and to the Program Committee and the SNCA Board for their sound input and advice across the planning period.