



**SNCA Annual Business Meeting
UNC - Wilmington
Thursday, March 14, 2019**

Meeting was called to order at 1:00 P.M.

End of Year Reports

[Archives Month Committee \(Colin Reeve\)](#)

Members of the Archives Month Committee, 2018-2019

Colin Reeve (Chair), Beth Ann Koelsch, Ron Stafford, Patrick Dollar, Sara Maeve Whisnant, Amy Rhue

Theme

The Archives Month Committee and SNCA members promoted archives across the state with the theme, "From Mountain Springs to the Ocean: Water and History in North Carolina"

Poster and Bookmarks

Images related to the water theme were solicited via the SNCA listserv. A total of 18 archives responded and provided over 60 images. (Some archives provided a number of images via Flickr etc. making a precise number of images difficult to identify.)

Using the submitted images, the committee brainstormed a number of alternative designs for the poster and bookmark. The final poster design included at least one image from each archive.

An email publicizing the poster and bookmark was sent via the SNCA listserv, and members were invite to submit requests for the materials. Requests were received from a total of 17 institutions. The option for an institution to print their own posters and

bookmarks was only taken up by Duke University, and a total of 35 posters and 580 bookmarks were printed, and mailed to the other institutions.

Cost

Printing and mailing the posters and bookmarks cost a total of \$61.78

Forward Planning

The Committee discussed options for Archives Month 2019, and decided that soliciting suggestions for themes at the conference may promote more suggestions and encourage engagement from members. The types of promotional materials were reviewed, as were options for printing and distributing the materials, but final decisions will be made by the 2019-2020 Committee.

Education Committee (Stephanie Bennett)

Members:

Liz Adams, Sarah Carrier, Libby Coyner, Bari Helms, Elizabeth F. Shulman, Ron Stafford, Sara Maeve Whisnant

Workshops at this year's meeting

We held three workshops at this year's meeting, and a fourth in conjunction with the NC Preservation Consortium (NCPC). NCPC's course was Special Collections Book Preservation, taught by Larry Houston from ECU. The three SNCA-hosted workshops were a half-day course in OpenRefine taught by Elon's Jerry Weller and two full day courses, How to Tame your Dragon: Learning to Befriend your Backlog through Efficient Processing taught by Kelly Spring of ECU and Oral History Creation and Management taught by Craig Breden from Duke.

Registration for these classes was noticeably down from last year's course attendance: roughly 45 people attended the four courses, 20 for the book preservation and the other 25 split between the three SNCA classes. I'm glad we were able to work with NCPC and wonder if, moving forward, three course offerings will be sufficient. The exception might be "central" years, in towns where there is a higher concentration of archivists and other archives workers.

Survey updates

This fall, as part of our roll out of the Jackson Scholarship, the Education Committee also conducted a survey of NC graduate students to see if there were any changes we

could make to the awards or our offerings to better serve graduate students specifically. There were two awards for filling out the scholarship, \$25 to an independent bookstore of the respondent's choice. The survey had 34 responses, and a summary of those responses includes:

- More than three-quarters of respondents were students at UNCG and UNC Chapel Hill, but students at App State, Duke, ECU, NC Central, NC State, UNCW, and UNCC also responded so there's opportunities for us in non-MLS programs.
- A large majority of students learn about scholarships and awards from University listservs, as well as SAA and SNCA lists
- They're interested in awards for tuition reimbursement, attending conferences for little or no money, and anything that has a low time commitment (same)
- Online applications are of interest, as are more posting on student lists for reminders.

We made some updates to our awards offerings and processes based on these responses.

C. David Jackson Memorial SNCA Meeting Student Scholarship updates and recipients

The Education Committee changed some details around the Jackson Scholarship this year and were pleased with the outcomes. Winners now receive a check for \$500 to cover the cost of their attendance, rather than just trying to cover their proposed budget expenses, which we had done previously, or submitting receipts, something done even more previously. This tack reduced burden on the Education Committee to disburse awards, on students to account for every possible outcome, and on the SNCA treasurer. There were 12 applicants and two winners, Anicka Austin and Michell Gilman.

Gene J. Williams Award changes

Changes to the Williams Award are forthcoming and include: upping the award from \$100 to \$250, no longer asking for a professor's signature, and moving the announcement of the award to early March and the close to early or mid May.

We also clarified that, for the purposes of the Education Committee, "North Carolina student" can mean either (1) a student who lives in NC or (2) a student who attends a NC institution.

Calls for the paper will go out directly after this meeting concludes - unless this counts as a call, and it should! If you're a graduate student, consider submitting a class paper to be published in JSNCA; if you know a graduate student, encourage them to consider submitting a class paper.

[Electronic Resources \(Camille Tyndall Watson\)](#)

No updates to provide at this time.

[Development Committee \(Karen Feeney\)](#)

The Development Committee met in September to plan sponsorship and fundraising events for the annual conference. We planned to collect donations for a raffle basket and shared a list of vendors to contact. Unfortunately, two of our vendors were not able to attend the conference and others contacted did not reply to the call for sponsorship. In all, 14 emails were sent for sponsorship with four vendors replying. Two have provided sponsorship, Hollinger Metal Edge, who will be attending the conference, and Northeast Document Conservation Center, who provided funding. A total of \$400.00 was raised for sponsorship. No donations were secured for a raffle basket.

A call for applications was placed on the listserv for the Michelle Francis Scholarship and for the Thornton W. Mitchell Service Award. There was one application sent for the scholarship and the committee met via email to review the application. We approved the application and one scholarship will be granted to Finley Turner, a recent graduate who works at both Wake Forest University and The University of North Carolina at Greensboro.

The Development Committee will have a new chair in May to work with the existing members, Amy Ruhe and Susan deGuzman.

Members-at-large (Erin Gallagher and Leah Kerr)

First Member at Large Annual Report, 2019 (Leah Kerr)

I joined the Education Committee of the Regional Archival Associations Consortium (RAAC) Education Committee during the SAA annual conference in August 2018. Currently the leadership of the committee is in flux, so there are no updates to provide at this time.

SAA also sent free copies of *American Archivist* and *Archival Outlook*, which we provided at the SNCA conference.

Second Member at Large Annual Report, 2019 (Erin Gallagher)

This position was newly described to act as a liaison between the SNCA organization and the Library Schools within North Carolina.

Outreach to Universities

In order to create an open line of communication between SNCA and the library schools in North Carolina, the Second Member at Large contacted faculty from each of the library science programs. These emails received limited, but enthusiastic responses from UNC Chapel Hill, and UNC Greensboro.

Going forward the Second Member at Large will continue to reach out to library science programs and continue to make contacts within these programs and to serve the student population of SNCA.

Student Spotlight Blog Series

To highlight the importance of student work within the archival workplace, the Second Member at Large started the *Student Spotlight Blog Series*. Currently, there are two entries in the blog, one of which is the introduction. Additional students have expressed interest in submitting to the blog series, and going forward, outreach will hopefully increase interest around the blog series.

Networking Events

In January, a networking event for students to meet working archival professionals was held at Fullsteam Brewery in Durham, NC. There were eleven attendees to the event, and pizza was provided.

Membership Committee (Winnie Titchener Coyle)

No updates to provide at this time.

Nominating Committee (Rebecca Petersen May)

The SNCA Nominating Committee 2018-2019 had another successful year. The members of the committee approved by the SNCA Executive Board included: Kathelene McCarty Smith, Katie Howell, Matthew Peek, and Rebecca Petersen May (chair). The open positions included: Vice president/ programming chair, Secretary, Development Chair, Education Chair, Electronic Resources Chair, Membership Chair.

The committee worked off of the following timeline:

November 28: Nominations open

December 21: Nominations Close

November 28- January 8: Alert nominees- finalize slate

January 8 : Send final slate of candidates to membership (this must be done 30 days before voting starts)

February 8: Voting opens

March 1: Voting closes

March 4-8: Alert successful and unsuccessful candidates

March 13-15: SNCA Annual Conference

The committee received nine nominations for the open positions.

The 2019-2020 Executive Committee Members are as follows:

President: Dawne Howard Lucas

Vice President/Programming Chair: Chrystal Carpenter

Education Committee Chairperson: Joshua Hager

Electronic Resources Chairperson: Anna Peitzman

Development Committee Chairperson: Hugh O'Connor

Membership Committee Chairperson: Thomas Flynn

Secretary: Erin Allsop

President (Kelly Wooten)

The SNCA Executive Board met 3 times over the past year since the 2018 Annual Meeting:

June 18, 2018; November 26, 2018; and Feb 4, 2019. On September 5, 2018, a subgroup of

board members has a discussion about strategic planning, but have not yet initiated that

process. Erin Allsop and Stephanie Bennett reviewed the Board Book for needed updates.

[Programming Committee / Vice President \(Dawne Lucas\)](#)

The Program and Local Arrangements Committees have been busy planning the 2019 SNCA Annual Meeting in Wilmington, NC. The theme was “**Interdisciplinary Archives and Interprofessional Collaboration.**” Workshops were held on Wednesday, March 13. The annual meeting was held for a full day on Thursday, March 14 and a half day on Friday, March 15.

Venue and date

Since SNCA rotates its annual meetings geographically, this year’s meeting needed to be in the eastern part of the state. UNC Wilmington expressed interest in hosting the 2019 Annual Meeting during the previous year’s annual meeting in Durham. UNC Wilmington officially agreed to host during the summer of 2019, and March 13-15 were selected since those dates fell during Spring Break. The Outer Banks History Center in Manteo was considered as a backup venue if UNC Wilmington would not be able to host due to damage caused by Hurricane Florence in September 2018.

Program Committee Members

The program committee was responsible for selecting sessions and posters for the 2019 annual meeting program. All planning took place via email and conference calls. The program committee consisted of the following members.

Dawne Lucas (chair), University of North Carolina at Chapel Hill
Stephanie Bennett (ex-officio), Wake Forest University
Randall Bowman, Elon University
Netta Cox, North Carolina A&T State University
Samantha Crisp, Outer Banks History Center
Arleen Fields, Methodist University
Marcellaus Joiner, City of High Point
Leah Kerr, Duke University
Kelly Spring, East Carolina University
Kathelene Smith, UNC Greensboro
Tanya Zanish-Belcher, Wake Forest University

Local Arrangements Committee Members

The local arrangements committee arranged the conference and workshop venues, catering, tours, hotels, parking, the pre-conference social, and the Thursday evening dinners. The local arrangements committee consisted of the following members:

Rebecca Baugnon, University of North Carolina Wilmington
Samantha Crisp, Outer Banks History Center
Jennifer Daugherty, East Carolina University
Nathan Saunders, University of North Carolina Wilmington
Travis Souther, New Hanover County Public Library

Programming and Schedule:

There were 8 sessions featuring 42 speakers from North Carolina and Georgia. There were 11 poster presenters during the poster session. 120 attendees registered online for the conference.

Keynote Speaker: The program committee considered several options for a keynote speaker. In order to adhere to the conference theme, the program committee approached *Our State Magazine* for speaker recommendations. *Our State* recommended Philip Gerard, chair of UNC Wilmington’s Department of Creative Writing and contributor to *Our State Magazine*.

Business Meeting: The program committee decided to hold the annual business meeting during the Thursday lunch in order to increase attendance and participation.

Closing Conversation: The program committee asked Kelly Wooten to host a “Closing Conversation” as the last Friday session due to its popularity at the 2018 annual meeting.

Tours, Social, and Reception

59 people signed up to attend the pre-conference reception at Waterman’s Brewery.

99 people signed up to attend the reception at the Fisher Student Center.

28 people signed up for the tour of UNC Wilmington’s Randall Library, which took place during the Thursday poster session. Attendees had the opportunity to register for three Friday afternoon post-conference tours: Oakdale Cemetery (fee), the Bellamy Mansion (fee; included a disaster recovery talk), and the New Hanover County Public Library’s North Carolina Room (no cost).

Parking

Free on-campus parking was provided for workshop and conference attendees.

Conference Rates

Early registration (ended March 1)	Late registration
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SNCA members: \$60	SNCA members: \$70
Non-members: \$70	Non-members: \$80
Student SNCA members: \$30	Student SNCA members: \$40
Student non-members, volunteers, and retirees: \$35	Student non-members, volunteers, and retirees: \$45

Hotel Information

Holiday Inn Express & Suites Wilmington-University Center: \$92 (cutoff February 27, 2019)

Courtyard Marriott Wilmington/Wrightsville Beach: \$99 (cutoff February 15, 2019)

Hampton Inn Wilmington-University Area/Smith Creek Station: \$104 (cutoff February 28, 2019)

Thank you to the program committee and the local arrangements committee for your efforts. This conference would not have been possible without your hard work.

Accessibility and Inclusion

Following the example of the previous year, the registration form included an “Accessibility and Inclusion” section. Pronoun stickers were made available at the registration desk for those who chose to add them to their name badges.

[Publications Committee \(Jennifer Coggins\)](#)

- Rebecca Petersen May transferred back issues of *J-SNCA* that were needed to the State Archives, discarded the rest of the back issues. I've contacted Gwen Mays at the State Archives about preserving the digital-only editions.
- Vol. 15 of *J-SNCA* came out in early February, editorial team will start soliciting papers for the next volume soon, with a submission deadline around July 1.
- Social media team: Virginia Ferris is managing our Twitter account and Netta Cox is managing our Facebook page.

[Secretary \(Erin Allsop\)](#)

- Secretary for 2019-2020 term.

- Will update website with all reports and annual meeting minutes within a week of conference.
- Will update Google drive committee folders with this year's annual reports.
- Transferring SNCA Board Docs (hard copies) to State Archives.
 - Is there a process for transferring digital records?

Treasurer (Sean Mulligan)

As of March 13, 2017 (includes checks still pending for SNCA Conference):

Checking account: \$9,607.29 (0.25% interest rate)

Money Market account: \$11,575 (1.75% interest rate)

Shares Savings account: \$14,359.59 (.75% interest rate)

I will have a final report of the 2019 SNCA Conference costs prepared in the weeks following the conclusion of the conference.

Total: \$35,541.88

Adjourn

Meeting was adjourned at 1:22 P.M.