



**SNCA Annual Business Meeting**  
**Tuesday, May 19, 2020**  
**1:00-3:00 pm**  
**(Virtual Meeting hosted via Zoom due to Covid-19 Pandemic)**

***End of Year Reports***

**[Archives Month Committee - Colin Reeve](#)**

**Members of the Archives Month Committee, 2019-20**

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

**Theme:**

The Archives Month Committee and SNCA members promoted archives across the state with the theme, "Activism and Social Justice in North Carolina". The theme was decided based on an informal poll taken at the 2019 SNCA Conference.

**Poster and Buttons:**

Images related to the theme were solicited via the SNCA listserv. A total of 7 archives responded and provided 9 images. This was substantially fewer than in 2018/19.

This year the committee decided to offer buttons instead of bookmarks as bookmarks had not been that popular in recent years.

Using the submitted images, the committee brainstormed a number of alternative designs for the poster and button. The button design was not year specific, enabling any surplus buttons to be used in other years.

An email publicizing the poster and button was sent via the SNCA listserv, and members were invited to submit requests for the materials. Requests were received from a total of 11 institutions. 9 received the poster via email, and 1 received the button electronically. 90 buttons and 5 posters were delivered by hand or mailed. Again, these numbers were down on the previous year.

**Cost:** Producing the posters and buttons, and mailing cost a total of \$137.58.

## [Education Committee - Josh Hager](#)

**Members:** Sarah Almond, Stephanie Barnwell, Sangeeta Desai, Erin Gallagher, Josh Hager (Chair), Bari Helms, Sarah Sowa, Sara Maeve Whisnant, Lea Jordan Tiernan

### **Workshops Scheduled for 2020 Postponed**

Three workshops were scheduled for the 2020 Annual Meeting: "Archives 101: An Introduction to Archival Management," taught by Erin Lawrimore and designed primarily for the attendees from NCCCAA; "Radical Empathy in Archival Practice," taught by Kelly Wooten; and "Introduction to Review, Appraisal, and Triage of Mail (RATOM)," taught by Sangeeta Desai, Cal Lee, and Camille Tyndall-Watson.

While we lament that we could not offer these three workshops for 2020, the Education Committee hopes to offer these workshops either at the 2021 Annual Meeting or through another avenue, be it a stand-alone in-person workshop or virtually. We thank all of the instructors for their hard work in preparing the workshops and look forward to when we can offer these workshops for the membership.

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

The Education Committee was pleased to award two full and one partial Jackson Award to three deserving recipients for 2020. The recipients of the full \$500 scholarship were Sarah-Esther Belinga of the University of North Carolina at Greensboro and Carolyn Belcher of the University of North Carolina at Chapel Hill. The recipient of the partial scholarship of \$300 was Taylor Wofford of North Carolina State University and the University of North Carolina at Chapel Hill.

Due to the cancellation of the annual meeting, the Education Committee decided to allow the recipients to utilize their scholarships in whatever manner best suited their needs. We have also decided to waive the registration fee for the 2021 Annual Meeting for these three recipients, in addition to still awarding the scholarships to the 2021 winners. Please join me in congratulating these three outstanding recipients on their accomplishment.

### **Gene J. Williams Award Recipient for 2019**

The Education Committee selected Caitlin Rivas as the recipient of the 2019 [Gene J. Williams Award](#) for her paper, "Understanding the Archivist's Role in the Contextualization, Removal, and Relocation of Confederate Monuments at Cultural Heritage Institutions." The award includes a \$250 prize and publication in the *Journal of Society of North Carolina Archivists*, as well as a one-year SNCA membership and free attendance to the following year's annual conference (which will be applied to admission to the 2021 Annual Meeting). Caitlin graduated in May 2019 from the School of Information and Library Science at the University of North Carolina, Chapel Hill, where she concentrated in Archives and Records Management.

## **Online Workshops Explored**

Over the past year, the Education Committee has examined the feasibility of hosting SNCA workshops online. While we had decided that we wanted to offer online workshops prior to the COVID-19 pandemic, that event has both accentuated the need to offer workshops online as well as accelerated our timeline. Pending the success of the virtual meeting, we hope to offer our first virtual workshop in early Fall 2020. Please keep an eye on the SNCA listserv for the official announcement of future virtual workshops and other educational opportunities.

## [Electronic Resources - Anna Peitzman](#)

### WEBSITE

From 2019 - 2020, SNCA's website (ncarchivists.org) received 33,185 hits, with the most traffic during the months of January - March in the lead up to the annual meeting. January 2020 was the busiest month with 3,403 hits. March 2019 had the highest daily average hits with 123 per day. New themes and a structure for the website were tested, but implementation was delayed until after the annual meeting, which was also postponed due to COVID-19 complications.

### ELECTIONS

This year, SNCA held electronic elections for 2020-2021 Executive Board members. Ballots were sent to 143 members, and Kelly Wooten received 56 responses. Access to the electronic ballot was validated against a list of emails associated with current SNCA memberships, and voting data was anonymized upon submission.

### ONLINE REGISTRATION

Both membership and conference sign-ups and payments continue to be managed online using Google Forms, PayPal, and ncarchivists.org. New software will be tested for the 2020 - 2021 year.

### LISTSERV AND FORWARDING

There were periodic problems in Fall 2019 with members failing to receive SNCA listserv emails, and with emails sent to official SNCA forwarding addresses not reaching the appropriate board members. An audit was done of the SNCA listserv membership list and dreamhost email settings were updated; all current SNCA members should now be included in the list and receiving emails. Any members who are not receiving listserv emails are encouraged to contact the Electronic Resources Chair at [info@ncarchivists.org](mailto:info@ncarchivists.org) for assistance.

## [Development Committee - Hugh O'Connor](#)

Committee Members:  
Hugh O'Connor, Chair

Starting in November and continuing through February, the committee sent out award notifications and sponsorship calls for the conference. Nineteen sponsors were contacted with four responding. Sponsorships for this year's conference totaled \$900. In addition, Hugh O'Connor was in contact with local businesses for beverages, food and gift baskets/gift cards. Smitty's Homemade Ice Cream and Simply Oak Boutique donated products for the conference. Given the extraordinary circumstances surrounding the cancellation of the SNCA conference due to COVID-19, all but one of the sponsorships was refunded. University Products allowed us to keep their \$200 sponsorship donation.

One nomination was received for the Thornton W. Mitchell Service Award. Unfortunately, due to the stipulation that the nominee can't be a current board member, no award was given. However, it should be noted that this person definitely would have been selected.

There were no applications for the Michelle Francis Scholarship.

The committee is currently planning ways to collect contributions for fundraising for next year's conference.

[Members-at-large: Leah Kerr and Erin Gallagher](#)

[First Member at Large Annual Report \(Leah Kerr\)](#)

### **Regional Archival Associations Consortium (RAAC) Report**

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). These efforts include advocacy, public awareness, education, disaster planning/recovery, and grant development.

#### **2018-2019**

Each RAAC Representative chooses a subcommittee on which to serve. During the first year of my term I represented SNCA at RAAC's meeting during the 2018 SAA Annual Meeting in Washington DC, and joined the Education subcommittee. While the group seemed enthusiastic at the meeting, I didn't hear from the chair, Vin Navaro. When I reached out, I was informed that the chair was vacant, and the subcommittee was seeking someone to fill it.

Meanwhile, I joined SNCA's Program Committee where I assisted with scheduling the 2019 Annual Meeting in Wilmington and helped staff the meeting.

## **2019-2020**

I had still not heard from the Education Subcommittee leading up to RAAC's meeting at the 2019 SAA Annual Meeting in Austin, Texas. I attended and represented SNCA for a second year. During the meeting it was announced that Michael Law had taken over as the chair of the Education subcommittee, but there were no meetings or other follow ups with the members of the group. RAAC also announced plans to draft bylaws, survey membership, and revisit the Strategic Plan while changing it from a three-year to a two-year term.

### **Recent RAAC news as of April 20, 2020**

- RAAC decided to open up membership to archivists beyond regional representatives, and plan to have some more announcements about this soon.
- RAAC is considering ways to engage virtually with members, especially around the Annual Meeting time in August.

### **Recent RAAC news as of April 20, 2020**

- RAAC decided to open up membership to archivists beyond regional representatives, and plan to have some more announcements about this soon.
- RAAC is considering ways to engage virtually with members, especially around the Annual Meeting time in August.
- I sent an email to the general membership stating that RAAC is accepting nominations for the Steering Committee election. All official representatives to RAAC are eligible to run. Terms will be for two years. Each Steering Committee member is expected to chair one of the RAAC subcommittees and to participate in Steering Committee communications, planning, and bi-monthly conference call meetings over a range of 2-5 hours monthly.

Nominations are due by June 1. The original email is an attachment to this report.

### **Ending impressions of RAAC and the Member at Large position**

I feel RAAC has the potential to be a useful resource for sharing education and advocacy among the Regionals. I hope RAAC's disorganization of 2018-2020 has come to an end, and with the new Steering Committee, they find new initiatives and enthusiasm for collaboration. While I had my frustrations with the group, I feel SNCA should continue to participate, and take leadership roles where possible - possibly as a member of the Steering Committee.

Thank you for allowing me the opportunity to represent our professional and productive group at a national level.

### **[Second Member at Large Annual Report \(Erin Gallagher\)](#)**

## **Outreach to Universities**

Last year I started a contact email list to open a line of communication between SNCA and the library schools in North Carolina, and in the past year I have worked to expand the list of contacts to include a wider range of schools and programs. I have also contacted Public History Programs and Community College library programs, which opens us up to a larger audience of potentially interested students studying in adjacent fields. Widening the audience so far has resulted in more student feedback than previously.

## **Student Spotlight Blog Series**

During the 2019-2020 year, I continued the *Student Spotlight Blog Series* to highlight the importance of student work in the archival workplace. During this time, there has been one additional entry to the blog. Moving forward, hopefully the new member at large can encourage more students to submit, or revamp it how/if they see fit.

## **Networking Events**

In November, a networking event for students to meet working archival professionals was held at Steel String Brewery in Chapel Hill, NC. There were 3 attendees to the event, and pizza was provided.

## **Future**

I have spoken with the new 2nd Member at Large to pass along what I have done during my time in the position, and will be available for any questions or issues moving forward.

## [Membership Committee - Thomas Flynn](#)

We have a total of 109 members for 2019/2020 that either renewed their membership or became new members.

It was determined this year that a new method for keeping track of members and when renewals are due should be investigated.

Ideas to consider:

1. Using a software (like wild apricot) to manage many functions of the organization
2. Continuing with the google form registration method, but adding an annual registration/renewal window (for example: the first 2 weeks of March)

There needs to be something done to make membership more user friendly for our organization.

## [Nominating Committee - Kelly Wooten](#)

### **Newly Elected Members:**

1. Treasurer: Erin Gallagher, State Archives
2. Publications Chair: Bari Helms, Reynolda House

3. Vice President /Programming Chair: Nathan Saunders, UNC Wilmington
4. Archives Month Chair: Hope Ketcham Geeting, Duke University
5. Member-at-Large: RAAC Representative - Courtney Bailey, State Archives
6. Member at Large: New professional/student member - Ashley McGhee Whittle, UNC Asheville

**Committee:**

1. Kelly Wooten, Nominating Chair
2. Isabel Folck, Archive and Cataloging Librarian, Rowan-Cabarrus Community College
3. Jonathan Lawler, Archivist and Digital Collections Manager, Southeastern Baptist Theological Seminary
4. Alston Cobourn, University Archivist, East Carolina University

## President - Dawne Howard Lucas

It has been an honor and a privilege to serve the Society of North Carolina Archivists as president this past year, and I thank the membership for allowing me the opportunity to do so. I initially prepared this report to be delivered at the annual business meeting at Elon two months ago, and much has changed since then.

The Executive Board met remotely via Zoom five times this year: May 3, 2019; October 1, 2019; January 17, 2020; March 19, 2020; and April 16, 2020. The March 19 meeting was devoted to contingency planning due to the COVID-19 pandemic, which is where I'll begin.

Via email, SNCA Executive Board members began discussing the possibility of canceling or postponing the 2020 annual meeting on March 5, 2020. At noon on March 10, 2020, I sent out an email announcing that we were still expecting to hold the meeting as planned, but that keynote speaker Dorothy Berry would deliver her lecture remotely due to travel restrictions. However, due to factors such as Governor Roy Cooper declaring a state of emergency and a growing number of institutions prohibiting non-essential travel, the SNCA Executive Board voted to cancel or postpone the meeting on March 11, 2020. Via a combination of email and Zoom calls, the Executive Board made the following decisions regarding the 2020 annual meeting:

- To cancel the 2020 annual meeting instead of trying to reschedule it for a later date.
- To hold a virtual keynote lecture and annual business meeting, but not an entire virtual conference.
- To issue refunds to all registrants.
- To pay honoraria to the keynote lecturer and workshop instructors, with hopes that we can reschedule them for a future date.
- To schedule the 2021 annual meeting at Elon.
- To offer the following options to people scheduled to present:

o Presenters can resubmit their proposals for the 2021 annual meeting. Accepted proposals for the 2020 annual meeting will receive priority for the 2021 annual meeting, as long as the proposal does not substantially change. o Presenters can upload their slides to the Open Science Framework's 2020 Society of North Carolina Archivists Annual Meeting page. o Presenters can submit their work to the Journal of the Society of North Carolina Archivists.

Other key decisions and discussions that took place during the other four meetings include:

- Discussion about, and eventual agreement, to hold the 2020 annual meeting as a joint meeting with the North Carolina Community College Archival Association (NCCCCAA). This decision is a direct result of feedback received from last year's conference, highlighting the importance of filling out your conference evaluation survey.
- Approving a statement about salary information in job advertisements, which is now on the SNCA "Job Resources Page" and the "Follow SNCA" page: "Although SNCA does not require that you include a salary figure in your job ad, we believe that including this information is advantageous to both the job seeker and the employer and we encourage you to include such a figure in all job ads that you may place with us." This statement is consistent with the statement posted by the Society of American Archivists (SAA).
- Approving to add SNCA's name to an open letter to SAA Council from the Ad-hoc Salary Transparency Working Group regarding inaction by SAA Council on salary transparency.
- Approving a \$500 donation to the SAA Archival Workers Emergency Fund.
- Discussion about future use of Wild Apricot for website and membership management and if we should have an annual renewal period for all members instead of a staggered renewal based on when a member joined.
- Adding and updating historical information on the website, as well as continued website cleanup.

There are many people who I'd like to thank for their service to this organization over the past year:

• **Members of the Executive Board:** Erin Allsop, Chrystal Carpenter, Jennifer Coggins, Thomas Flynn, Erin Gallagher, Joshua Hager, Leah Kerr, Sean Mulligan, Hugh O'Connor, Anna Peitzman, Colin Reeve, and Kelly Wooten. The Executive Board did not experience any mid-year changeover. Over the past several years, the Executive Board has transitioned to using remote conference software such as Zoom and WebEx, eliminating the need for members to travel long distances in order to attend board meetings. Jennifer Coggins therefore finished her term as Publications Chair despite leaving North Carolina in the Fall.

• **Members who have served on all of SNCA's committees,** including the program



committee, the local arrangements committee, the publications committee, the education committee, the nominating committee, and the Archives Month committee. I would like to especially thank Chrystal Carpenter and Libby Coyner for all their work canceling reservations and rescheduling Dorothy Berry for today, as well as looking ahead to the 2021 annual meeting, which we hope really will take place at Elon.

If you have an interest in becoming more involved with SNCA by serving on a committee or the executive board, please do so. As demonstrated by today's remote programming, this organization would not exist without the hard work put in by its active members.

## [Programming Committee / Vice President - Chrystal Carpenter](#)

The Program and Local Arrangements Committees have been busy planning the 2020 SNCA/NCCCAA Joint Annual Meeting in Elon, NC. The theme is “**Uncovering the Hidden Labor and Faces of the Archives.**” Workshops were held on Wednesday, March 18. The conference's first full day is on Thursday, March 19 and a half day on Friday, March 20.

### **Venue and date**

Since SNCA rotates its annual meetings geographically, this year's meeting needed to be in the central part of the state. Elon University expressed interest in hosting the 2020 Annual Meeting during the previous year's annual meeting in Wilmington. Elon University officially agreed to host during the spring of 2019, and March 18-20 2020 were selected since those dates fell during Elon's Spring Break.

### **Program Committee Members**

The program committee was responsible for selecting sessions and posters for the 2020 annual meeting program. All planning took place via email and conference calls. The program committee consisted of the following members.

Chrystal Carpenter (chair), Elon University  
Sarah Almond, University of North Carolina at Chapel Hill  
Randi Beem, University of North Carolina at Charlotte  
Libby Coyner, Elon University  
Patrick Dollar, University of North Carolina at Greensboro  
Peggy Higgins, A-B Tech Community College  
Stephanie Johnson, Fayetteville Technical Community College  
Lisa Shores, Rowan-Cabarrus Community College  
Kimberly Sims, Appalachian State 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:

Randall Bowman, Elon University  
Stacey Kim, University of North Carolina at Greensboro  
Elizabeth Shulman, Durham County Library  
Kathelene Smith, University of North Carolina at Greensboro  
Amanda Winfrey, South Piedmont Community College

**Programming and Schedule:**

There are 10 sessions featuring 50 speakers from North Carolina. There are 10 poster presenters during the poster session. As of March 3 there are 109 people signed up for the conference.

**Keynote Speaker:** The program committee considered several options for a keynote speaker, the committee all agreed that we wanted an Archivist that had expertise in the conference theme. The program committee approached Dorothy Berry, Digital Collections Program Manager at Harvard University.

**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:** Program Chair Chrystal Carpenter will not be present at the conference therefore both Dawne Lucas and Josh Hager volunteered to host a “Closing Conversation” as the last Friday session due to its popularity.

**Tours, Social, and Reception**

As of March 3, 2020 25 people signed up to attend the pre-conference reception at Pandora’s Pies.

As of March 3, 2020 currently 77 people signed up to attend the reception at Moseley Center, Elon University.

As of March 3, 27 people signed up for the tour of Elon, which will take place on Thursday from 6:00-7:00pm/. Attendees have the opportunity to register for three Friday afternoon post-conference tours: Replacements, Inc, Glencoe Textile Museum, and the Charlotte Hawkins Brown/Palmer Memorial Institute, currently 30 people are signed up.

**Parking**

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

**Conference Rates**

<b>Early registration (ended March 1)</b>	<b>Late registration</b>
SNCA members: \$65	SNCA members: \$70
Non-members: \$75	Non-members: \$80

Student SNCA members: \$40	Student SNCA members: \$40
Student non-members, volunteers, and retirees: \$45	Student non-members, volunteers, and retirees: \$45

### **Hotel Information**

The Inn at Elon: \$149 (cutoff February 29, 2020)

Drury Inn & Suites: \$98 (cutoff March 10, 2020)

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**

We created a Code of Conduct, thank you to the contributors for assisting with that document. We also have gender neutral bathrooms. Pronoun stickers are available at the registration desk for those who chose to add them to their name badges.

### **Covid-19 Update**

Please see the President's section for further explanation of cancelling the in-person Annual Meeting due to Covid-19.

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

- Vol. 16 of J-SNCA came out in February. A call for papers for the next issue will go out later this spring, with a deadline in July. It will be a general issue.
- Jennifer's term as chair is ending, and she has met with new chair Bari Helms to make sure all documentation is transferred and ensure continuity.

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

Compiling end of year reports to upload to the website. Will also be submitting Board documentation from the past year to send to the State Archives for disposition into the SNCA collection.

### [Treasurer - Sean Mulligan](#)

The financial position of the Society of North Carolina Archivists continues to be very strong. However, due to the cancelation of the 2020 Annual Conference, there was some financial set back. All of the monies collected through sponsorships and registration were refunded and obligated payments to speakers and award winners were still made. Despite this setback, SNCA is still well prepared to financially support itself and there is little risk of having any solvency issues in the coming year.

Please see below the current financial position of each account at the State Employees Credit Union and PayPal as of April 7, 2020.

Additionally, after serving six years as the Treasurer for SNCA, I will be relinquishing my duties and passing on the financial responsibilities of the organization to Erin Gallagher in May 2020.

Checking account: \$13,106.32

Money Market account: \$6,746.44

Shares account: \$14,473.51

PayPal account: \$500.00

**Total amount: \$35,096.27**

*The following comments were recorded during the virtual conference's open discussion session. Comments were recorded in the Zoom chat room and have been edited to include discussion relative to board updates provided earlier in the annual business meeting.*

14:16:45 From Paula Jeannet : It makes a lot of sense to search for an application/program for membership management that sends out notices to renew. Ask SAA?

14:17:07 From Greta Browning : Yes, Paula! A reminder is helpful.

14:17:09 From Chrystal Carpenter : Yes!!

14:17:25 From Randall : Yes very good idea!

14:17:32 From Leah Kerr : Paula, that could even be a good RAAC question!

14:17:54 From Erin Lawrimore : Wild Apricot does allow you to send renewal email notices.

14:18:01 From Erin Lawrimore : Society of GA Archivists uses that

14:18:18 From Paula Jeannet : May be worth looking at:

<https://www.pcmag.com/picks/the-best-membership-management-software>

14:18:26 From Stephanie Bennett (she/her) : NEA uses wild apricot also, I believe!

14:20:46 From Thomas Flynn : Thank you for all the feedback. I forgot to mention that the board was looking at maybe doing a wild apricot trial to see how it works and what benefits there are. Also trying to figure out if the cost of the software would be offset by the lack of lapses in membership.

14:24:25 From Travis Souther : What committees need members?

14:27:34 From Kristen Merryman : re: the call for papers - haven't moved on this due to the pandemic! TBD

14:28:15 From Josh Hager : Travis, most committees probably will have turnover, so check with the respective Board member. For Education, we definitely have room to grow!

14:29:11 From Hope Ketcham-Geeting : The archives month committee will also be looking for members!

14:31:20 From Chrystal Carpenter : March 17-19 2021 will be the tentative dates for our SNCA conference at Elon next year.

[Meeting Adjourned](#)