

**SOUTH CAROLINA PUBLIC RECORDS ASSOCIATION
BOARD OF DIRECTORS MEETING
SC Department of Archives & History
Columbia, SC
March 9, 2011**

The SC Public Records Association Board of Directors met Wednesday, March 9, 2011 at the SC Department of Archives & History, Columbia, SC.

Members present: Andrew Bigony, Sharon Graham, Pam Ragland, Richie Wiggers, Joe Onessimo, Angie Kennedy and Judy Lucas.

Absent: Carolyn Bartley and Robin Chambers

At 10:00 a.m. Andrew Bigony, President, called the meeting to order and welcomed everyone. The minutes of the previous meeting were reviewed. **Correction** to the following: Members Present: add Angie Kennedy, Annual Conference Exhibitors: spelling change on Coax to Cox, Website: revise to read as follows: Pam Ragland reported that the active list of members from Treasurer and Membership Coordinator have been entered as website users. Annual Conference: delete Robin Chambers and the Program Committee members as well as North, revise the time the meeting adjourned to read 10:00 a.m. It was motioned by Joe Onessimo to accept the minutes with these corrections, seconded by Richie Wiggers. Motion carried. Revised minutes will be sent to Pam Ragland to post on the website.

Treasurer's Report: Angie Kennedy reported the **FRB Balance:** 03/07/11 - \$2,969.73; **FRB/CD** - 3/16/11-\$8,063.83; **FRB/CD**- 4/10/11-\$5,006.37; **FRB/CD**- 6/27/11-\$7,047.58; **Total CD's** - \$20,117.78; **Total Assets:** 03/07/11 - \$23,087.51. It was recommended that the 3/16/11 **FRB/CD** be rolled over. It was motioned by Joe Onessimo to accept the Treasurer's Report as presented, seconded by Sharon Graham. Motion carried.

The upcoming Midstate Workshop was discussed at this time as well. Truly Scrumptious is the caterer for the event and it was stated that they require a guarantee of 30 attendees. Andrew stated that he would be present so he would write the check to the caterer at the event and reimburse applicable Midstate Officers for any out-of-pocket expenses relative to morning refreshments, etc.

Annual Conference Exhibitors –Robin Chambers was unable to be present; however, she previously reported that the Exhibitors are excited about the new location for the annual conference.

Membership: Pam Ragland and Angie Kennedy reported that they have been working hard to reconcile checks to members. They expressed that some

individuals already have member numbers but are not on the list. They did state that there has been an increase in the overall membership.

Awards: Sharon Graham reported that the website has been updated with relative information regarding the 2010 award recipients. She also added that Tanya Jackson, SCPRA Awards Committee Chairperson, received a suggestion from the Upstate Region regarding the Awards Program and she would like to present it to the Board of Directors. Tanya stated to Sharon that she would develop the proposal and present it at the next Board of Directors meeting.

Region Affairs: Andrew Bigony reported that several regional events were coming up the Coastal Region Luncheon on 3/18 and the Midstate Region Workshop on 3/22. He added that the Upstate Region had recently held their luncheon. Andrew reminded everyone that Coastal Region and Midstate Region would be holding elections at this year's annual conference. He encouraged those regions to be looking for officers now during their events. He added that he knew Matthew Guzzi and Erin Morris of the Midstate Region were interested in continuing to serve.

Newsletter: Judy Lucas reported that the Newsletter should be out at the end of March. She will follow-up with Lauren Young to see if she is missing any articles from anyone. She also asked everyone what they thought about including Robin's flyer about the annual conference in the upcoming newsletter. All agreed it was a good idea. Judy will forward the flyer to Lauren to include.

Website: Pam Ragland reported that she had updated the website with the annual conference date. She stated the website had 261 unique visitors during February and 1,200 hits.

BOD Elections: Joe Onessimo wanted to address the Board of Director Elections. He stated there were quite a number whose terms were expiring this year and he asked that those whose terms were expiring to consider serving another and to please check with their supervisor and gain their approval. Those whose terms expire in 2011: Andrew Bigony, Robin Chambers, Pam Ragland, Sharon Graham, and Carolyn Bartley. Richie Wiggers suggested that we seek someone from a local school district to serve.

Annual Conference: Joe Onessimo briefed everyone on our site visits and gave a comparison of the 3 locations: Spring Maid, Ocean Reef, and the Avista Resort. We then reviewed the proposal from the Program Committee and noted additional items that may be needed from the speakers, i.e. bios, position titles, presentation titles, equipment needs, lodging requirements, etc. Bios won't be necessary for the conference brochure but will be for the agenda itself which will go in the registration packets distributed at the conference. The Program Committee has recommended that SCPRA not provide a registration gift for 2011.

In addition, the Program Committee has recommended no refreshments during intermission as water will be available in meeting rooms. Dinner will be available in the restaurant each evening until 10:00 p.m. Conference attendees will receive a dinner ticket that can be used for either Wednesday or Thursday evening for a specified amount and they will be able to select their own meal and dinner time. Breakfast will be available in the restaurant each morning beginning at 6:30 a.m. Conference attendees will receive breakfast tickets for Thursday and Friday morning and a boxed lunch will be provided on Thursday.

SCPRA has applied for credit with the Avista Resort; however, at the time of this meeting we have not heard back. Joe Onessimo asked Angie Kennedy to follow-up on the status of our credit application.

A discussion was then held regarding the annual conference registration fee. It was initially suggested to keep the fee at \$100. Richie then shared a letter that he had received from one of our members requesting that the registration fee be cut to \$40 due to the current budgetary times. While the Board of Directors sympathizes, they did not feel that \$40 was doable but may consider something in between. After much discussion, Richie made a motion to reduce the registration fee for the 2011 SCPRA Annual Conference to \$75 for members and \$100 for non-members. Pam Ragland seconded the motion and it carried.

In regards to lodging the following will be made available to conference attendees: 1 bedroom suites ranging from \$49 to \$58, the Avista Resort has stated some 2 bedroom suites may be available.

Pam Ragland shared with us what has been posted thus far on Facebook and the website in regards to the conference. Based on today's meeting she will update accordingly. In addition, Pam indicated that the Board of Directors will need to make the final edit on the brochure during the May meeting so that we can get it to the printer and get it out. Pam stated she would check with Kinko's and Staples regarding printing costs. Richie Wiggers will check to see what a bulk-mailing permit will cost the Assn.

Richie Wiggers made a motion to approve the 2011 SCPRA Annual Conference proposal of the SCPRA Program Committee as presented and Joe Onessimo seconded, the motion carried.

Joe Onessimo added that he has been speaking with Pat Sowell regarding his availability to assist with the audio-visual equipment etc. Joe Onessimo then made a motion for SCPRA to provide Pat Sowell with a room and waive his registration fee for his audio-visual assistance to SCPRA. Joe's motion was seconded by Richie and the motion carried. Joe Onessimo will be making room reservations for Pat and all board members.

A discussion was then initiated regarding the mileage reimbursement rate and how the Association's rate is out-dated. It was suggested that since SCPRA is a

state sponsored organization we should follow the state reimbursement rate. Andrew Bigony then made a motion that SCPRA follow the current state rate for mileage reimbursement. Judy Lucas seconded the motion and it carried.

Old Business: None

New Business: Sharon Graham reminded the President that Tanya Jackson, SCPRA Awards Committee Chairperson, would like to present her proposal at the next board meeting so please make this an agenda item. Our next meeting April 13, 2011.

There being no further business, meeting was adjourned at 12:35 p.m.

Respectfully Submitted,

Judy Lucas
Acting Secretary