ANNUAL MEETING OF THE SECAC BOARD OF DIRECTORS

22 October, 1997
Jefferson Hotel, Richmond VA

President Robert Lemon called the Board meeting to order on Wednesday, October 22, 1997 at 5:32 PM, a quorum being present.

Board members in attendance: Robert Lemon (President), Peggy McDowell (1st Vice President), Pam Simpson (2nd Vice President), Arthur S. Marks (Secretary-Treasurer), Gayle Seymour (AK), Susan Hood (AL), Barbara Watts (FL), Anne Beidler (GA), William R. Levin (KY), Greg Shelnutt (MS), John Myers (NC), Virginia Scotchie (SC), Katherine Murray (TN, filling unexpired term of Longobardi), Christopher Hocking (WV), Lloyd Benjamin (past President), Floyd Martin (editor SECAC Review), Donald Van Horn (Artist’s Grant Committee Chair).


Affiliate representatives in attendance: Randy Mack (SESAH), Mark Price (FATE), Tina Updike (VRC), Kyra Belan (SEWCA).

President Lemon introduced new Board members: Catherine Murray, Tennessee, filling the unexpired term of Pam Longobardi; William Levin, Kentucky; and Susan Hood, Alabama.

A motion to adopt the agenda (attached) was made, seconded and passed by voice vote.

The minutes of the 1996 meeting held in Charleston SC as submitted by Secretary-Treasurer Arthur Marks had been circulated. The Chair moved that Marks dispense with the reading of the minutes. The motion was seconded and passed. No corrections to the minutes were heard and a motion for their acceptance was made, seconded and passed by voice vote.

At the request of Joe Seipel, Co-chair for the 1997 conference, his conference report was moved forward on the agenda. He reported that precise figures for registration were not available, but he estimated that there were about 145 MACAA (Mid-America College Art Association) members present and approximately 60 - 70 VCU students. SECAC Administrator Anne Thomas noted
that as of that time there was about 500 combined registration. Seipel noted
the following gifts that helped underwrite expenses of the Richmond
conference: School of the Arts, VCU, $6000; Main Street Trust Company, $2500;

President Lemon returned to the agenda and asked for the Treasurer's report
and the 1998 budget. Secretary-Treasurer Marks observed that Board
members had received a 1996 financial statement, a 1997 January - August
financial statement, and a summary of SECAC Assets. He distributed a financial
statement for 1997 that showed actual income and expenses through
September (attached), projected income and expenses for the remainder of
the year, and budgeted income and expenses for 1998. He noted that SECAC
reserves, maintained in a mutual fund and CD's were, as of October 20,
$24,525. The SECAC checking account, as of 9/15/97, was $28,900, most of
which came from conference pre-registration and is held in anticipation of
conference expenses. Marks asked that the 1998 budget be considered after
the 1998 conference report so that conference income and expenses could be
entered.

The next item on the agenda was the Administrator's report (attached). Anne
Thomas gave current membership and conference registration figures (see
attached report) and commented on the Treasurer's report and budget. She
presented two significant administrative issues: 1) the advisability of shifting
SECAC mailings to first class postage and 2) email versus FAX with a dedicated
phone line. Her report contained projected costs of the options. After
discussion by the Board, it was moved and seconded that all subsequent SECAC
mailings be sent first class and that the Administrator obtain a FAX machine
and have a dedicated phone line installed, with authorization of expenditure of
$350 to cover costs to be paid out of reserves. The motion passed by voice
vote.

Lloyd Benjamin raised the question of the Administrator's cost of living raise
which had been authorized at the 1996 annual meeting. At Thomas's request
this question was deferred.

President Lemon called for conference reports.

1996 - Charleston: financial summary

1997 - Richmond, as reported by the Administrator

1998 - Miami: Conference Co-chair Barbara Watts reported that the
conference would be held at the Korens Conference Center at the North
Campus, Florida International University and at the Crown Plaza Hotel, North
Miami Beach, a beachfront hotel, approximately 10 minutes from the FIU campus. Cooperation from local art institutions, especially museums, is anticipated; already $8000 in gifts has been secured. The Co-chair, Clive King, spoke further about exhibition plans. Various budgets for the meeting were presented for the Board's consideration (attached) and after discussion, the following registration fees were moved by Watts, seconded and passed on voice vote: $85.00 pre-registration, $100.00 late registration and $25.00 student registration. It was noted that registration fees would include two lunches and the transportation fee.

Barbara Watts then moved the adoption of a conference budget based on 250 registrants at the approved registration fees: projected income $27,150.00 and expenses $23,440.00. The motion was seconded and passed by voice vote.

With the 1997 conference report and the 1998 conference budget approved, Lloyd Benjamin moved that the 1998 SECAC budget (attached) be accepted. His motion was seconded and passed by voice vote.

1999 - No invitation has been received to-date for the 1999 conference. The president expressed concern and urged Board members to give serious thought to a possible invitation. The Executive Committee will pursue this matter.

2000 - Louisville: James Grubola, Chair of the Alan R., Hite Art Institute, University of Louisville, extended an invitation to SECAC to meet in Louisville in 2000, and made a presentation of their plans and facilities. Linda Gigante, a former member of the Board, will chair the Art History sessions and Ying Kit Chan will chair Studio. Both made brief introductions. It was further announced that the Speed Museum will host a reception for the meeting. It was moved that the University of Louisville's invitation be accepted. The motion was seconded and passed by voice vote.

President Lemon called for reports from:

Floyd Martin, Editor of the SECAC Review. He reported (attached) that the current issue of the Review is at press and that it is anticipated that it will come in under budget.

Don Van Horn, SECAC Exhibition Grant Committee Chair. He reported that there were 85 applicants for the 1997 grant. Jurors were Paul Krainak, West Virginia University; Barbara Tisserat, VCU; Bill Burke, FIU. The winner will be named Friday prior to the plenary speaker. The committee's success in increasing the number of applicants was based on two mailings and the inclusion of an announcement in membership renewal notices. Fourteen applicants were members, six were lapsed members. It was noted that this
was not a high number. It was decided that return postage should be required with future applications. The question of membership requirement for application was discussed and Greg Shelnutt moved that "to be considered for the SECAC Artist's Grant, applicants must be members of SECAC at the time of application, though both applications may be submitted simultaneously." His motion was seconded and passed by voice vote. It was further understood by this motion that geographical restrictions no longer apply for application for the grant.

Peggy McDowell, Nominating Committee Chair. No report

Peggy McDowell, Professional Awards Chair. McDowell reported that her committee composed of Lloyd Benjamin, John Myers, JoEl Levy Logiudice, Virginia Scotchie, and Roy Sonnema was making only one award for 1997. The award for Outstanding Exhibition Design/Concept/Catalogue will go to James Thompson, Western Carolina University for his contributions to the Black Mountain College Dossiers.

Discussion followed on whether membership should be a requirement for nominees for awards. President Lemon noted that according to the organizational rules for awards eligibility, with the exception of the President's Award, SECAC membership is required.

Reports from affiliates and friends were next on the agenda.

Randy Mack reported for SEAH (attached) and noted their recent activities. He announced that the 1998 meeting would be held in Fayetteville Arkansas in November.

Kyra Belan reported for SEWCA and noted that, as usual, SEWCA would have a session at the 1997 conference.

Boyd Saunders, Southern Graphics Council representative, was not present and no report was given.

Tina Updike reporting for VRC, noted that ARLIS/NA and the VRA were pleased with SECAC's endorsement at the 1996 meeting of their jointly issued document, "Criteria for the Hiring and Retention of Visual Resource Curators," and said that the document is now available on professional websites. She reported on sessions scheduled for the 1997 meeting: one on new technologies and one a roundtable on VRA cataloging methods with tours of facilities at VCU and the Virginia Museum of Art.
Mark Price reported for FATE and announced that the next national convention would be at Fort Collins, Colorado in late March, 1999.

No representative for Art Education was present.

Upon President Lemon's call for old business, there was consideration of the Executive Committee's recommendation that an at-large member be added to the Board of Directors of SECAC to represent members who reside outside of the Southeast. Pamela Simpson moved that "the membership amend the by-laws to add an at-large member to the Board on the same basis as the present members; nominations for this seat shall come from the Nominating Committee and election shall be by the entire membership with the first election part of the 1998 Board elections." The motion was seconded and following discussion, passed by voice vote.

When President Lemon called for new business, Lloyd Benjamin announced that courtesy of Valdosta University, SECAC has a website: www.valdosta.edu/secac. It will include all sorts of information about the organization, awards and notices of jobs by institutional members. The website should be accessible through the major search engines.

John Myers moved that the 1st Vice President be entrusted with the selection of the Nominating Committee. His motion was seconded and passed by voice vote.

The meeting was adjourned at 8:03 PM.

Respectfully submitted,

Arthur Marks, Secretary-Treasurer
### INCOME

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### Net

- **2345** **-184** Ending Balance: 27634

### ASSETS

- **CD's**: 12840
- **CD**: 5076
- **Nicholas**: 4582
- **Checking**: 5869
- **Total**: 28367

**Difference in balance & total assets due to additional investment in and change in value of Nicholas Fund**
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1. Membership

   a. Individual...460
   b. Student...47
   c. Institutional...131
   d. Expired 1997 ...128
   e. Email (students not included)
      230 have email address; 242 do not
   e. by discipline (students not included)
      AH 175, AH/MS 4, AH/VR 1 = 180
      AS 157, AS/AE 6, AS/VR 4 = 170
      AH 11
      MS 12, VR 15, AE 11, AF 1
      not identified for 72 members

2. Conference

   a. Registrations

      218 @ $70 = $15,260
      1 @ $85 = $85
      58 @ $20 = $1,160
      1 @ $30 = $30
      80 @ $20 BBQ = $1,600
      111 @ $5 = $555
      16 @ $20 tour = $320

      Total conference revenue $19010

3. Directory

   1998 Directory ready. Price $17.50 members; $22.50 non-members
4. Newsletter schedule
   a. November 10 for December, 1997 issue
   b. January 10 for January, 1998 issue
   c. April 10 for May, 1996 issue

Budget Options

1. Internet connection and email capacity
   $85... service charge
   $160... modem
   $97... additional memory
   $100... telephone line (residential line)
   $442... installation cost

   $40......estimated monthly cost ..........$480 annually

2. FAX using AWT telephone line
   $200... cost of FAX machine

3. FAX with SECAC telephone line
   $200... cost of FAX machine
   $130... installation of telephone line (business line)
   $330... total installation cost

   $40 - 45 monthly charge .................$480 - 540 annually

4. SECAC mailing
   $85 bulk mail annual fee
   $95........ mail service fee for 3 mailings
   $229.56.. postage for 3 mailings, 1739 pieces
   $125.00... projected cost of November mailing
   $534.56... total cost of 4 mailings /2438 pieces
   0000.21... per piece cost of mailings

   $780.18 total cost for mailing 2438 pieces first class

   $245.62..... additional cost of sending all SECAC mail 1st class
**SECAC '98--BUDGET (250)**

**INCOME (estimate: 250 registrants; $ 70 reg. fee)**

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<td>@ 25% (60, 25%)</td>
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<td>Bus fee @ $10 (200, assuming 50 locals)</td>
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</table>

**TOTAL INCOME AT PRESENT (250 people):**

\[
\text{TOTAL INCOME AT PRESENT} = 26,050.00
\]

-- Sat. party not included as this will pay for itself;
@ $25 per; 150 attend = $3,750; 200 attend = $5,000

**TOTAL INCOME INCL. PARTY (LOW ESTIMATE):**

\[
\text{TOTAL INCOME INCL. PARTY} = 29,800.00
\]

**EXPENSES (estimate for 250 registrants)**

The fee for Kovens conference center includes most a-v equipment, folders, name tags, registration staff (1 hr. per 50 reg.), and 3 refreshment breaks, and a good lunch

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kovens Conference Center</td>
<td>$10,725.00</td>
</tr>
<tr>
<td>@ 22.95 1st day &amp; @ $19.95 2nd day</td>
<td></td>
</tr>
<tr>
<td>Keynote speaker</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Additional A/V</td>
<td>$290.00</td>
</tr>
<tr>
<td>Fd/Dr Reception &amp; Bs. Mtg (UM-AA EXH)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Postage</td>
<td>$900.00</td>
</tr>
<tr>
<td>Printing/Advance</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Printing/Prog. etc</td>
<td>$700.00</td>
</tr>
<tr>
<td>Staff Expenses</td>
<td>$475.00</td>
</tr>
<tr>
<td>Supplies (-)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Xerox/telephone</td>
<td>$100.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$6,000.00</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES:**

\[
\text{TOTAL EXPENSES} = 23,440.00
\]

-- Proposed deduction (in full or part)
100 student lunches at Kovens, @9.95

**PROPOSED TOTAL EXPENSES (250 people):**

\[
\text{PROPOSED TOTAL EXPENSES} = 22,445.00
\]

-- Probable "Grant in Aid" from Kovens, depending on Koven's '98 budget

\[
\text{TOTAL EXPENSES INCL. PARTY (low est.)} = 24,695.00
\]

\[
\text{TOTAL EXPENSES INCL. PARTY} = 23,440.00
\]
SEACAC '98--BUDGET (300)

INCOME (estimate: 300 registrants, @ $70.0 reg. fee)

Registration
@ $70 (165 people) ....................................... $ 11,550.00
Late Registration
@ $85 (75, 25%) ........................................... $ 6,375.00
Student Registration
@ $23 (60, 20%) ........................................... $ 1,380.00
Bus fee @ $10 (250 people) ............................... $ 2,500.00
Gifts ..................................................................... $ 8,000.00

TOTAL INCOME AT PRESENT (300 people) .................. $ 29,805.00

-- Sat. party not included as this will pay for itself;
@ $25. per; 150 attend = $ 3,750; 200 attend = $ 5,000

TOTAL INCOME INCL. PARTY (HIGH ESTIMATE) .......... $ 34,905.00

EXPENSES (estimate for 300 registrants)

Kovens Conference Center
@ 22.95 per 1st day & @ 19.95 2nd day .............. $ 12,870.00
Keynote speaker .............................................. $ 1,200.00
Additional A/V ................................................. $ 350.00
Fd/Dr Reception & Bs. Mtg. (UM-AA) ................... $ 1,600.00
Postage .......................................................... $ 950.00
Printing/Advance ............................................. $ 2,000.00
Printing/Prog. etc .......................................... $ 900.00
Staff Expenses ............................................... $ 475.00
Supplies (-) .................................................. $ 325.00
Xerox/telephone .............................................. $ 120.00
Transportation ............................................... $ 7,500.00

TOTAL EXPENSES (300) .................................... $ 28,290.00

-- Proposed deduction (in full or part)
120 student lunches at Kovens, @9.95 .............. $ 1,194.00

PROPOSED TOTAL EXPENSES (300 people) .......... $ 27,096.00

-- Probable "Grant in Aid" from Kovens,
depending on Koven's '98 budget ...................... $ 1,500.00

POSSIBLE TOTAL EXPENSES (300 people) ............ $ 25,596.00

-- EXPENSE PARTY (HIGH ESTIMATE) ................. $ 5,000.00

TOTAL EXPENSES INCL. PARTY (high est.)........... $ 30,596.00
JURIED EXHIBITION OF WORKS BY SECAC MEMBERS

Ambrosino Gallery; Director: Genaro Ambrosino, 3095 S.W. 39th Ave, Miami, Florida 33146  (305) 445-2211; FAX: 444-0101.

ESTIMATED EXPENSES:

Call for submissions, paper and xeroxing .............. VA Dept.
Call for submissions, postage .................................. VA Dept.
Application packet (prospectus--invitation to exhibit, w/ fold out & postcard) ......................... $ 3,000
Application packet, postage (inc. postcard response) $ 100
Color Invitations (3,000) .................................. $ 3,000
3 Awards 1000/1500 ........................................... $ 1,500
Pretzel & Celery Reception .................................. $ 1,500
Transportation, 4 hrs, 250 people ........................... $ 1,000

Total: ................................................................. $ 10,100

ESTIMATED INCOME (READING TBA LEAVES):

FEE: 100 SUBMISSIONS @ $20 .................................. $ 2,000
FEE: 150 SUBMISSIONS @ $20 .................................. $ 3,000
or
FEE: 100 SUBMISSIONS @ $25 .................................. $ 2,500
FEE: 150 SUBMISSIONS @ $25 .................................. $ 3,750

If we delete the $1,500 for awards, the total cost would be ......................... $ 8,600

If we deduct the lowest income submission estimate ($2,000), the expense would then be ....... $ 6,600

(Transportation est. $1,000 may be cut in half)
SECAC '98--BUDGET OPTIONS

INCOME (estimate: 250 registrants, REG. FEE: $75)

<table>
<thead>
<tr>
<th>Service</th>
<th>Quantity</th>
<th>Fee</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$75</td>
<td>140</td>
<td>$10,500</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$90</td>
<td>60</td>
<td>$5,400</td>
</tr>
<tr>
<td>Student Registration</td>
<td>$23</td>
<td>50</td>
<td>$1,250</td>
</tr>
<tr>
<td>Bus fee</td>
<td>$10</td>
<td>200</td>
<td>$2,000</td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
<td></td>
<td>$8,000</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong> (250 @ $75 per)</td>
<td></td>
<td></td>
<td><strong>$27,050</strong></td>
</tr>
</tbody>
</table>

INCOME (estimate: 300 registrants, REG. FEE: @ $75)

<table>
<thead>
<tr>
<th>Service</th>
<th>Quantity</th>
<th>Fee</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$75</td>
<td>165</td>
<td>$12,375</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$90</td>
<td>75</td>
<td>$6,750</td>
</tr>
<tr>
<td>Student Registration</td>
<td>$23</td>
<td>60</td>
<td>$1,380</td>
</tr>
<tr>
<td>Bus fee</td>
<td>$10</td>
<td>250</td>
<td>$2,500</td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
<td></td>
<td>$8,000</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong> (300 @ $75 per)</td>
<td></td>
<td></td>
<td><strong>$31,005</strong></td>
</tr>
</tbody>
</table>
SECAC REVIEW

Report to the SECAC Board of Directors at the Annual Meeting in Richmond, Virginia, October 22, 1997


This issue, the second of volume 13, is 108 pages (almost the same as the 1996 issue), and we anticipate that costs will be about $500 less than our budgeted amount of $8,500. Using the same designer and printer, and more familiarity and experience with scanning and computer software issues has contributed to a fairly stable cost.

Several articles on a variety of topics have already been accepted for the 1998 issue. At the 1997 meeting, there will again be a time for potential contributors to meet with the editor and book review editor. As in the past, members of the SECAC Board of Directors and others interested in the Review can be very helpful in recommending certain papers to the editor, which may become articles for the 1998 or 1999 issues. Currently two pieces have been accepted for the 1998, and several others are under consideration.

Particular thanks are due to Patricia Dear, who completed an MA degree in art history at the University of Arkansas at Little Rock last spring, for the time she spent assisting the editor in the preparation of the abstracts section (as she also did for the 1996 issue), and to Janet Boyeskie, designer for the last four issues. I also am grateful to the University of Arkansas at Little Rock for providing me some secretarial and technical support.

Respectfully submitted,

Floyd W. Martin, Editor
Liaison Report to SECAC Board Concerning Activities of SESAH
Submitted by Charles R. Mack, SC SESAH Board Member
22 October 1997

The Annual Meeting of the Southeast Chapter of the Society of
Architectural Historians was held 1-4 October, 1997 in Atlanta
with Georgia Tech Univ. acting as host and Betty Dowling of GTU
serving as Conference Chair.

Approximately 75 members attended this meeting out of
approximately 150 active members. Of these, 20 are out-of-the-
region members, with two being international. Membership, from
the core 11 southern states, is drawn from academic architectural
historians, practicing architects, preservationists, and others
interested in the history of architecture and urban planning.
The organization was founded in 1982. SESAH has two
publications, a newsletter in its fifteenth year and a journal, Arris,
which first appeared in 1989. The eighth volume of Arris
will appear in February and will be devoted to the architecture
of the South. SESAH also publishes a membership directory and a
bibliography of publications by its members and of materials
related to southern architecture. It has a web site and an
official "webmaster" (Lee Gray of UNC-Charlotte). SESAH supports
the national SAH with a contribution and also financially
supports the publication of the Buildings of the United States
series, last year supporting the Virginia volume, this year the
West Virginia volume, and next year that for Arkansas.

Marilyn Casto of Western Kentucky was elected the new SESAH
President for 1997-98. Dan MacGilvray of Texas A&M assumed the
role of Vice-President and President-Elect. Rob Craig of GTU
continues to serve as Treasurer as does John Schnorrenberg of
Alabama-Birmingham in the role of Secretary. Future SESAH
meetings will be: 1998 at Univ. of Arkansas, Fayetteville (4-7
November); 1999 at Univ. of Kentucky, Lexington (28-30 October);
2000 at Washington & Lee, Lexington, VA (12-14 October); 2001
still to be determined but possibly at USC, Columbia, SC; and
2002 at the Univ. of South Alabama at Mobile.

At the Atlanta Meeting, 45 papers were presented in 15 sessions.
The range was diverse, covering a wide spectrum of international
and American styles and periods, and subjects ranging from
cathedrals to country stores. The Renaissance Hotel a short walk
from the GTU campus, where the sessions were held, served as the
conference hotel. Additional activities included a reception at
the Carlos Museum at Emory University and a plenary talk by John
Pinto, whose book on Hadrian's Villa co-authored with Bill
McDonald, recently has appeared. Bus tours of Atlanta
architectural highlights also were featured.
At the Business Meeting held on Saturday evening, the following society awards were presented: Book Award presented to Catherine Bisher and Michael Southern for their book on the architecture of Eastern North Carolina published by UNC-CH Press. Essay or Chapter Award presented to Lisa Tolbert for her essay on "Commercial Blocks and Female Colleges: Small Town Business of Educating Ladies" which appeared in Volume VI of Perspectives in Vernacular Architecture. Article Award presented to D. Hughes for his article on "Jefferson's Academical Village" published in Alabama Heritage.
1996 SECAC Board of Directors Meeting

AGENDA

5:30 - 8:00 pm, Wednesday, October 23

Call to order and recognition of new members
Adoption of agenda
Minutes of 1995 meeting *
Treasurer's report* and 1997 budget
Administrator's report
Appointment of Visual Arts Grant Committee Chair
Conference reports

1995
1996, Charleston, SC

1997, Richmond
1998, Miami
Proposals for future

Lloyd Benjamin
Lloyd Benjamin
Arthur Marks
Arthur Marks
Anne W. Thomas
Lloyd Benjamin
Anne Thomas
Diane Johnson
Michael Tyzack
Joe Seipel
Barbara Watts
8:00 - 10:00 am, Thursday, October 24 (coffee and rolls served)

Committee reports

SECAC Review
SECAC Exhibition Grant Committee
Nominating Committee
Professional Awards Committee

Floyd Martin
Donald Van Horn
Robert Lemon
Robert Lemon

Affiliate and friends

SESAAH
SGC
VRC
FATE
Art Education

Randy Mack
Boyd Saunders
Tina Updike
Mark Price
Thomas Brewer

Old business

New business

Consideration of "CRITERIA FOR THE HIRING AND RETENTION OF VISUAL RESOURCES PROFESSIONALS" *

Christina Updike

Adjournment

*Document enclosed