

Society of Tennessee Archivists

Executive Committee Monthly Meeting Agenda and Minutes
2025 May 15

Agenda

- [STA Monthly Meeting Agenda and Minutes, 2025-03-18](#)
- [Website Ad Hoc Committee Report](#)
- Arrangements Committee Report
- [Expense and Income Report, 2025](#)
- Other Business
 - Google Account Recovery Number

Minutes

Officers Present

- Runyon, Carolyn, President
- Ryland, Christopher, Vice President
- Roberts, Carol, Treasurer
- Lockhart, Lori, Webmaster
- Billeaudeaux, Brigitte, Newsletter Editor
- Sowell, David R., Archivist

Officers Absent

- Boshers, Bradley, Secretary

Guests Present

- Richardson, Sam, Website Ad Hoc Committee Chair

Notes

- Members of the Executive Committee present approved the minutes of the previous meeting.
- The Chair of the Website Ad Hoc Committee delivered the Website Ad Hoc Committee Report, recommending that the Society adopt WildApricot to manage the website, membership, events, and payments.
 - Members of the Executive Committee voted to begin a 60-day free trial of WildApricot with four members in favor, one member opposing, and one member abstaining.
 - The President agreed to begin the 60-day free trial of WildApricot and will report on findings at the next meeting.
- The Vice President and Chair of the Arrangements Committee delivered a report regarding progress on the organization of the Society's upcoming annual meeting in October.
- Members of the Executive Committee present reviewed updates to the Expense and Income Report for 2025.
- The President managed to change the recovery number for the Society's Google Account and will share and document materials stored in the Society's Drive with individuals instead of widely distributing the password for the Google account.

Addenda

Website Ad Hoc Committee Report

Membership

Role	Officer	Affiliation	Division	Term
Chair	Richardson, Samuel S.	University of Tennessee at Martin	West Tennessee	2024-2025
Member	Runyon, Carolyn	University of Tennessee at Chattanooga	East Tennessee	2024-2025
Member	Lockhart, Lori	Tennessee State Library and Archives	Middle Tennessee	2024-2025
Member	Lasley, Noah	University of Tennessee at Chattanooga	East Tennessee	2024-2025
Member	Neeley, Grace	University of Memphis	West Tennessee	2024-2025

Overview

The Website Ad Hoc Committee was tasked with evaluating potential membership management platforms for implementation. The committee reviewed three options—WildApricot and YourMembership, and the chair did a preliminary review on MemberClicks—based on feature availability, security compliance, and cost-effectiveness.

Recommendation

After careful analysis, the committee recommends WildApricot as the preferred platform for STA’s membership and website management needs. YourMembership and MemberClicks are not recommended, primarily due to their high costs and insufficient feature sets relative to their pricing.

Feature Comparison

Feature	WildApricot	YourMembership	MemberClicks
Level 1 PCI DSS Compliance	✓	✓	✗
Membership Registration	✓	✓	✓

Automated Membership Renewals	✓	✓	✗
Automated Payment Receipts	✓	✓	✗
Multi-Tiered Membership Options	✓	✗	✓
Member-Only Pages	✓	✓	✗
Event Registration & Payment	✓	✓	✓
Event Waitlist Function	✓	✗	✗
Automated Donation Receipts	✓	✓	✗

Cost Comparison

Plan	WildApricot	YourMembership	MemberClicks
Paid Monthly	\$63.00	\$583.33	NA
Prepaid Annually	\$680.40	\$7,000.00	\$4,500.00
Prepaid Biannually	\$1,285.20	NA	NA

WildApricot clearly falls within the STA’s current budget, while both YourMembership and MemberClicks are cost prohibitive. WildApricot also offers prepaid discounts for longer-term commitments, providing additional savings potential.

Additional Considerations

WildApricot is already in use by several archives associations, demonstrating its applicability and effectiveness for organizations with similar needs and structures. Its robust set of features, including compliance with Level 1 PCI DSS, automated communications, and multi-tiered membership options, make it an excellent fit for STA’s operations.

Conclusion

The Website Ad Hoc Committee strongly recommends adopting WildApricot as the Association’s website and membership management platform. It meets all technical requirements, supports complex membership structures, and offers exceptional value for cost—all while maintaining a proven track record in the archives community.

Expense and Income Report, 2025

Description	Date	Expense/Income
Tennessee History Day Junior Division Award	2025-04-05	-\$150.00
Tennessee History Day Senior Division Award	2025-04-05	-\$150.00
Domain Registration	Pending	-\$19.99
Secretary of State Tax Exemption Filing Fee	Pending	-\$20.00