

Society of Florida Archivists Board Meeting
February 22, 2013
Conference Call @ 10:30 am
Minutes

Present: Tomaro Taylor, Flo Turcotte, Bill Modrow, Burt Altman, Mike Zaidman, Katherine Fleming, Mary M. Flekke and Beatrice Skokan.

1. Call to order – President’ Report – Tomaro Taylor

Tomaro received all board members documents about administrative functions. She will review them and provide feedback.

2. Vice-President’s Report – Florence Turcotte

❖ *The Florida History Fair* proposal and award – Flo wanted to make a motion to accept the proposal to sponsor an award at the Florida History Fair for best use of primary sources and allocate \$125. Tomaro seconded.

Burt explained that the donation to sponsor a prize for student winners on the best use of primary resources. The \$125 would go directly to the student in the form of gift certificates, books or educational materials. Bill explained that the judges would make those determinations and narrow selections to the top three.

Both Burt and Bill were state history fair judges. Tomaro asked if the sponsorship would be a continuous or a one-time request. If so, SFA should write the sponsorship into its budget. Flo felt that the commitment is worth putting into our budget and provides visibility for the Society of Florida Archivists. Burt will ask if there is the expectation that the sponsorship would be annual. The board voted to approve the motion – The motion passed at least for this year to make a contribution for \$125. Kathy will be notified so that the budget is adjusted accordingly. Tomaro will follow up with an official SFA letter.

❖ Flo has a new project for “Viva Florida” – She is writing a grant for a 5-8 minutes video on the role of the French in Florida in St. Augustine and Fort Caroline. The film is geared

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at undergraduate students. Flo wanted to talk about the project (funding, getting partners, technical support, and working with the DeBry primary source materials) at the annual meeting and perhaps have a 5 minutes screening of the video. She would need a 15-20 minutes slot. Tomaro suggested a poster with video presentation on a laptop. So far there are three people for the poster session. Burt and Bill think that they can fit Flo's project in. Flo's poster will be mentioned at the Research and Publishing session moderated by Burt.

3. Secretary –Acceptance of October 11, 2012 Minutes – Béatrice Skokan

Bill motioned to approve the minutes and Katherine seconded. The minutes were approved.

4. Treasure's Report-Kathy Turner Thompson

- ❖ Kathy mailed her items by email but could not make it to the meeting. The discussion is tabled until the board reviews the official report.
- ❖ Tomaro explained that Kathy sent a proposed budget for 2013 and Mike had made a motion by email in December 2012 to approve the budget. Tomaro and Kathy did not receive any comments on the budget. Bill seconded. Kathy sent three documents on October 10, 2012 which included: the Balance Sheet, the Profit and Loss and the Annual Meeting Treasurer's report. Flo will email the documents to the rest of the board for review and approval by email.

5. Director's Report- Katherine Fleming and Bill Modrow – Nothing to report.

6. Membership Report- Mary M. Flekke

- ❖ There have been three to four new members since the last meeting.

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- ❖ There are around 239 members on the list but a few of those need to be archived.
There are duplications. Members who don't understand how to renew online are also creating duplicate entries.
- ❖ Members are confused about the ability to renew their membership online while still needing to mail-in their payments. Mary suggested that the initial renewal message that is sent automatically should explain that payment online is not available. Tomaro also suggested adding a link to the membership form.
- ❖ There is no pay-pal option. Flo remembered that there might have been a cost associated with the Pay-Pal option. Tomaro asked for a volunteer to explore the online payment options with Wild Apricot and Pay Pal. Bill volunteered and will contact John Nemmers about options for paying online with Pay Pal and report back to the board. Mike suggested that we also contact the Georgia Archivists who have the Pay-Pal option.
- ❖ Mary did not receive any registrations yet for the conference.

7. SFA 2013 Annual Meeting-Burt Altman and Bill Modrow

- ❖ **Annual Meeting**
Burt sent a tentative program for the annual meeting yesterday and a more detailed one this morning with information about the presenters. There is an interesting diversity of papers and poster sessions. Bill and Burt tried to allocate enough time for the panels with two to three people and grouped together the 15 minute paper sessions. The highlights are as follows:
- ❖ **SFA Pre-Conference (Tuesday May 7th)**

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The Society of American Archivists (SAA) sent out an announcement late last week for the pre-conference course: "Basic Electronic Records" that counts towards the Digital Archives Specialist (DAS) Curriculum and Certificate Program. The course will take place at the Florida State University (FSU) Robert Manning Strozier Library on May 7th 2013. Burt has arranged to have the library vans available to provide transportation for people staying at the hotel and has also made parking arrangements. The Duval Hotel is extending the special conference rate to May 7th for attendees at the pre-conference workshop. SAA needs 15-20 people to sign up to run the course. John Nemmers has graciously agreed to teach a half-day workshop on electronic records at the Duval Hotel if the SAA workshop is cancelled. The fee for the course is \$185 for SFA members. Burt will send out additional announcements as we get closer to the meeting. Tomaro asked if the workshop option could be added to the registration form or made more prominent. Burt and Bill explained that people can also register online but they will make adjustments to the form.

❖ **IMLS Grants (Wednesday May 8th)**

Chuck Thomas from IMLS will make a presentation on IMLS grant opportunities on Wednesday May 8th and will also be able to meet with individuals interested in learning more. The one-on-one session could last up to 15 minutes.

❖ **University of Central Florida (UCF) Scholarly Communication and Institutional Repository (Wednesday May 8th).**

Sandra Varry from UCF will present on Scholarly Communication and Institutional Repository at UCF and how archives fit into that role. Her session will take place

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during Chuck Thomas' one on one meetings but the power point could be available afterwards for attendees who missed her session.

- ❖ **Mixer – Florida State Archives (Wednesday May 8th)** - Gerard Clark is leading a group that will plan for refreshments at the State Archives after these sessions from 5:30 to 7:30 PM. The team is planning to have the Secretary of State or the Deputy Secretary of State to come and address the conference attendees and hopefully sign a proclamation for Florida Archives Week in October. Bill Modrow is compiling a list of area restaurants for dinner.
- ❖ **Board of Directors’ Meeting (Thursday May 9th)** -the Board of Director’s meeting will take place the next day during breakfast possibly.
- ❖ **Meals** - Continental breakfast will be available during the conference days. Arrangements are still taking place with the Duval hotel for both the breakfast and the lunch options (including a vegetarian lunch).
- ❖ **Annual Business Meeting, Sessions and Luncheon (Thursday May 9th)** -The day will begin with a silent auction and a chance for conference attendees to meet with exhibitors. The first session will start at 9:00 am with a presentation from Dr. Joe Knetsch and his colleague Karen McMillan from the Department of Environmental Protection on state land records uses, preservation and access. The presentation will be a precursor to the Friday tour. Late Thursday morning there will be the annual business meeting followed by the luncheon downstairs at the Duval Hotel. Bill Modrow has asked Andrew Frank from the History Department to be the speaker for the luncheon.

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After the luncheon Jamie Rogers from Florida International University (FIU) and John Nemmers from the University of Florida (UF) will present on virtual historic cities. This presentation will be followed by four papers. The presenters will be Koich Tasa from the University of Miami (UM) talking about the University Archives digital project, Diane Newman from the Florida Institute of Technology talking about working with primary sources and documentaries, Robert Nawrocki from the Saint Augustine Historical Society Research Library will present on volunteer work and Martin Olliff Director of the Alabama's Wiregrass Archives will present on his work with the Wiregrass Churches. The presentations should end at 4:15 p.m. followed by the reception at the Historic Capital that will last until 7:30 pm.

- ❖ **Sessions (Friday May 10th)** - There is a continental breakfast on Friday morning followed by sessions from members from South Florida. The first session is on collecting environmental materials from Erin Mahaney and Gail Donovan. The second Friday session will be on the topic of collaborative work from Brooke Wooldridge from Florida International University (FIU), Katherine Fleming from Barry College. The sessions will end around lunch time. Attendees will have the option of attending the Florida Department of Environmental Protection Tour by Joe Knetsch after lunch. Car pooling and library vans will be available.
All 25 speakers have confirmed their attendance. The working title for the 2013 conference could be about "2013 Archival Celebration-Viva Florida 500-SFA at 30." Flo suggested a shorter title such as "SFA at 30-Florida at 500." Those are the historical landmarks that are being celebrated. Bill explained that there was no

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response to the logo contest. Board members agreed that Burt and Bill have done an excellent job. Items are donated for the silent auction. Some local businesses are also willing to donate items.

❖ **SFA Blog – Burt Altman**

Sonia Lorenz from University of South Florida has been working with Burt on a blog for members to submit articles. The blog would be a good venue for member publications. They will have a draft in the next couple of weeks and will make an announcement on the website. Flo and Tomaro suggested a live Twitter feed and a hash tag SFA2013. Tomaro suggested that this information also be advertised on the website.

8. SFA Committees-Mike Zaidman

All three committees need to be filled.

- ❖ **Nominating Committee selection** -Koichi Tasa, Laura Capell, Natalie Baur, and Suzane Swiatosz would still be interested and serving.
- ❖ **Scholarship Committee selection**- Erin Santana, Gail Donovan and Stephanie Gaub were interested in serving.

The scholarship fund now totals \$2,100. Could there be a scholarship to attend the workshop to help promote the workshop to increase the number of attendees for the SAA workshop? SFA can offer 2-3 full scholarships and 2-3 half scholarships depending on the number of applicants. There were nine scholarship recipients last year. Mike will speak to Erin about chairing the committee.

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❖ **Award of Excellence Committee selection - Garret Kremer-Wright, Erin**

Mahaney, Sandra Varry, and Lou Ann Mims were interested in serving. Mike will email these members and copy Tomaro.

The board will appoint these members.

❖ **Newsletter Update – Mike Zaidman**

Mike spoke to Janet DeVries at Palm Beach State College about becoming Newsletter editor. She was a scholarship winner last year, wants to be more involved and is interested in being the Newsletter editor. The board approves of asking Janet.

9. Other business – Tomaro Taylor and Mike Zaidman

Survey Monkey - Do we still want to use Survey Monkey twice a year for nominations and evaluations? It is a secure process at \$200 year for unlimited questions. The software is also efficient and quick. Will SFA be using the software often enough to justify the expense? There is a free service but it only includes 10 questions and is not secure. What is the cost for bulk rate mailings for over 200 members? The mailing cost is actually equivalent to the Survey Monkey cost. Tomaro suggested that the SFA webmaster could also administer the Survey Monkey as well as Pay Pal in addition to a couple of other people from a committee. Bill will also ask the Georgia Archives about that component of their software and whether or not they have a committee to administer that aspect of their operation. Tomaro is in favor of using Survey Monkey. Mike will speak to the nominating committee about using the software and check with Kathy to see if it is affordable. Survey Monkey is on hold until the board members gather more information.

Meeting adjourned by Tomaro at @ 11:48 am.