

**Society of Florida Archivists
Board Meeting Minutes
April 15th, 2014 @10:30 am**

Present: Tomaro Taylor, Sandra Varry, Kathy Turner Thompson, Gail Donovan, Garret Kremer-Wright, Burt Altman, Mary Flekke, Katherine Fleming, Wenxian Zhang

1) Welcome- Tomaro Taylor called the meeting to order.

2) Executive Board's Reports

a) President- Tomaro Taylor- Recommended that we continue the discussion with Randall MacDonald regarding Lakeland as a host for the 2016 annual Meeting. Tomaro Taylor could not recall any Annual Meetings in St. Petersburg in the past. Tomaro Taylor suggested that the discussion of further meetings should be tabled until the new executive board is formed.

b) Vice-President- Sandra Varry- Reported that Jim Schnur of USF-St.Petersburg had emailed that his institution would be interested in hosting the Annual Meeting for 2016. Sandra Varry also expressed her choice of continuing to use Wild Apricot because of the support provided.

c) Treasurer- Kathy Turner Thompson- The treasurer's reports were emailed to everyone. She mentioned that we might want to have a credit card account established through Bank of America, which could be linked to the PayPal account. Tomaro Taylor asked if there would be a fee? Kathy Thompson replied that there probably would not be a fee and she would like to get everything reconciled. Tomaro Taylor moved to acquire the credit card, Wenxian Zhang motioned and Burt Altman seconded. There was one dissenting vote and remaining votes were in favor and the motion carried.

d) Secretary- Gail Donovan- Motion was made to approve the minutes of the March 5th, 2014 Board Meeting, Burt Altman moved to approve the minutes and Katherine Fleming seconded.

3. Committee Reports

a) Web Communications- Burt Altman- Reported on platforms and the major advantages of Wild Apricot seems to be better support, storage and back-up features and the potential for building the site. He also mentioned the advantage of Word Press is the ease of use. Tomaro Taylor mentioned that she had consulted with colleagues from other archives organizations about Word Press, which has many similar features to Wild Apricot. Burt was of the opinion that ideally we should have everything on one platform. Sandra Varry and Mary Flekke agreed with the need for the use of one platform. Tomaro Taylor asked if there would be any increase of fees with additional use of Wild Apricot? Burt Althman said he would need to verify. Tomaro Taylor said that we would be moving to Wild Apricot for the website and thought the contract with Canvas

Dreams expires in August 2014. Burt Altman mentioned that we have been fortunate to have Sonia Lorenz working on the project and asked if anyone else was interested in web assistance and Tomaro Taylor volunteered to assist after the new Board is established. Garret Kremer-Wright mentioned that our fee for Wild Apricot is for 400 MB of space with a 500 member limit and the next payment for is in May 2014. Sandra Varry asked if this was an automatic payment method?

b) Membership- Mary Flekke and Garret Kremer-Wright reported 10 new members and currently a total of 279 members although some are lapsed. There are approximately 250 active members.

c) Annual Meeting- Wenxian Zhang- Garret Kremer-Wright- Work is progressing on the registration package with information about the location. Wenxian is collecting the Power Points and the keynote speaker has confirmed. Michael Zaidman is working on the final survey. Garret Kremer-Wright has received 64 registrations for the meeting (mostly from the Miami area) and including representatives of the Ah-Tah-Thi-Ki Seminole Indian Museum and the University of West Florida. Wenxian Zhang said that he needs a final number of attendees for the lunches, the tour on Friday and reception at Rollins College. He also needs to have a roster of those attending.

Tomaro Taylor asked if a late registration fee of \$20 would be charged as this fee was waived in the past. She mentioned that there was only a cancellation fee in the past and we have had walk-ins. Wenxian recommended offering an early registration price in the future. Tomaro called for a vote to ignore the late fee this year, Katherine Fleming motioned, Mary seconded. All were in favor and the motion carried. Burt Altman said the deadline on the website will not change.

Garret Kremer-Wright asked for the registration forms to be completed.

d) Nominations- Tomaro Taylor (for Michael Zaidman)- 37 have voted. Michael Zaidman will send the form again.

e) Awards- Tomaro Taylor (for Susan Swiatosz)- Award of Excellence -

f) Archives Month- Tomaro Taylor- Burt Altman and Susan Rishworth have volunteered.

4. Newsletter- Tomaro Taylor- Marissa Kings has accepted the position and is transitioning with Janet de Vries assistance.

5. New Business- Tomaro Taylor- Mentioned that she has been working with the committees about questions and procedures and has created a DropBox account for the organization. In DropBox you can share folders with selected individuals or committees and it is a good way to archive information pertaining to the organization. The Administrative manual has been placed in DropBox. She cited that ACA has used DropBox for their Board and record management needs. Kathy Thompson added that the record management tool would be useful prior to sending documents to the State Archives. Tomaro Taylor will send the links to the DropBox account to Sandra Varry.

6. Old Business- Tomaro Taylor reported that there will be no future Tri-State Meetings. She has contacted the organization although has not received a reply.

Tomaro Taylor asked the Directors for a report. Katherine Fleming responded that there was nothing to report.

Tomaro Taylor concluded that she enjoyed working with everyone and thanked everyone. She mentioned that the Business Meeting at the Annual Meeting will be brief.

7. Meeting adjourned at 11:30 am.