

SFA March Meeting, Part I

3/23/2015, at 10 a.m.

Minutes taken by: Erin Mahaney

Present: Sandra Varry, Tomaro Taylor, Garret Kremer-Wright, Erin Mahaney, Susan Swiatosz, Beatrice Skokan, Vicki Silvera, Krystal Thomas, Marissa Kings

Absent: Gail Donovan, Burt Altman, Ben DiBiase, William Modrow

Sandra Varry called the meeting to order.

Ben's availability to meet is limited at the moment, Bill has not been able to communicate regularly, and Gail is unable to meet. Ben will attend the Part II meeting on March 27th at 1pm. Erin will take the minutes for today, March 23, and will resend the January 20th minutes for review and acceptance on Friday's Part II meeting.

New Business- Regarding the Joint SFA-SGA Meeting in 2016, Erin, Tomaro, and Sandra will begin meeting with SGA representatives to determine what happens next.

Committee Reports

Membership- Garret Kremer-Wright- SFA has 14 new members, 3 of which are attending the annual meeting. There are currently 33 registrations. Garret will double check the registration forms. Erin and Susan will be assisting Garret with membership and registrations both before and during the annual meeting. Erin and Susan will touch base with Garret for instructions on tracking the annual meeting registrations.

Web Communications – Krystal Thomas- Krystal and Garret are working on a way for members to opt out of third party promotional material mailings. Krystal explained that Canvas Dreams used to be both the server and website host, but gave SFA an arbitrary and non-preferred domain name. As a result, SFA currently pays for the domain name with a different company than currently hosts the website. Krystal would like to move the website to the same domain host so that SFA only pays one service provider.

Krystal will talk to Canvas and figure out who owns what and how hard it is to transfer these things around. Krystal will also review previous meeting minutes for relevant information regarding this issue. Sandra has online access to all bank accounts. Tomaro will conduct a complete review of the SFA website.

Nominations- Tomaro Taylor- There are nominees for each vacant position. Some individuals declined the nomination, but there are enough nominees for all open positions. The ballot is as follows:

President:

- Sandra Varry

Vice-President:

- Erin Mahaney

Secretary:

- Janet DeVries

Director:

- Mary Rubin
- Flo Turcotte

Tomaro made a motion to approve the ballot. Beatrice seconded, all approved, none opposed, no abstentions. The motion passed and the ballot was approved.

Tomaro will send out the ballot electronically, and has a list from Garret of those members who prefer to receive paper communications. The ballot will go out within next few weeks.

Judith Beale Scholarship- Sandra reported that Natalie Bauer is out of town, but will give her report via email for Friday's meeting.

Awards- John Nemmers-

Newsletter- Marissa Kings reported that April 15th is the deadline for the next newsletter. The upcoming newsletter still needs an Archives Spotlight section. Sandra asked how many people still receive paper newsletters, as we are still billed by FedEx. Marissa reported that 20 people prefer to receive the newsletter by mail.

Old Business- Erin read the Old Business from the last meeting's minutes. Sandra noted she has been unable to get in touch with Bill regarding the journal. Garret and Sandra confirmed that the question from January's meeting regarding scholarship contributions has been resolved.

Annual Meeting- Beatrice Skokan and Vicki Silvera-

Beatrice has the initial program and is waiting to finalize the receptions and the Friday tour. There is an open spot for the Viscaya Museum and Gardens tour after 2pm, and Bea is waiting for that confirmation. The acceptances for the papers have been sent out, and the committee is now waiting on acceptance forms.

Regarding sponsors, Garret forwards checks to Ben, who deposits them. Garret records and acknowledges them in Wild Apricot. Ben does the physical deposit of the check and accounts for it. Garret provided a list of our current sponsors:

- \$250 from NEDCC
- \$250 from Gaylord
- \$500 from Crawford Media
- \$500 from Hollinger

Vicki reported that things are on track for registration, and that low numbers early on are to be expected. Vicki will check on pre- and post-conference room rates with hotel for those staying before or after the conference itself. Sandra asked about current registration numbers. Vicki replied that 11 have registered as of March 16 for the hotel, including arrivals on the 11th, 12th, and 13th of May.

Vicki, Natalie, and Bea have a meeting with the hotel on April 8, 2015 to finalize the menu. Sandra suggested a separate meeting beforehand to discuss the budgets for the receptions and menu. This

meeting will include Sandra, Natalie, Bea, Vicki, and other members of the local committee in Miami. Garret mentioned that there are at least 3 vegetarians registered so far, and that should be factored in to any menu discussions. Sandra will set up the additional meeting to discuss menu budgets between March 30 and April 8, before the next meeting with the hotel.

Bea needs silent auction items. Items are normally donated by members, or by university presses (books). Tomaro suggested contacting the university presses to see about book donations, as well as Mike Zaidman. Jim Schnur just published new book, and might be interested in providing one as a donation. Vicki will ask local museums for any items.

Sandra suggested the Annual Meeting Committee post the program as early as possible to encourage people to register. Beatrice suggested it could be posted soon after the 30th of March, after the acceptance forms and corrections from presenters had come in. A call was made for any additional old or new business. Sandra commented that Friday would be a short additional meeting, and encouraged those who could to attend in order to be sure there was a quorum.

Sandra moved to adjourn and Tomaro seconded. The meeting was adjourned at approximately 10:45 a.m.