

Minutes
Society of Florida Archivists Board Meeting
October 12, 2016 5:00 p.m.

Attendance: Janet DeVries, Britt Farley, Marissa Kings, Erin Mahaney, Mary Rubin, Gerri Schaad, Susan Swiatosz, Jay Sylvestre, Krystal Thomas and Sandra Varry.

President: President Erin Mahaney called the meeting to order at 5:15 p.m.

Approval of minutes: Secretary Janet DeVries called for approval of the August 9, 2016 minutes. Erin motioned to approve the minutes and Sandra seconded. The minutes were filed.

Committee Reports:

Annual Meeting Committee 2016 – Sandra reported that despite damages from Hurricane Matthew, SFA/SGA is prepared to welcome participants to the annual meeting. She is in communication with Joy Ellen regarding tonight's reception and the meeting committee is checking on the condition of Bonaventure Cemetery. Attendees have volunteered to help with cemetery clean-up on Friday in lieu of a tour. The catering venue and the food and drink menu for Thursday's mixer is ready. All of the central roads to Savannah are clear and the curfew has been lifted. SFA has not heard of other organizations needing assistance.

Annual Meeting Committee 2017 – Next year's meeting is scheduled to be in St. Petersburg. The dates to save are Tuesday May 9 through Friday May 12, 2017. Committee co-chairs Jim Schnur and Shaina Buckles have been busy checking out the hotels in the area and we are so far impressed with the Staybridge Suites St. Petersburg Downtown. Our theme is about collaboration and cooperative projects, and we hope to have some great tours of the area (and maybe a baseball game, as the Rays will be in town). We will be posting more information soon and will send out postcards when we have firm information about accommodations. We hope to see you all next May in St. Pete. We are also looking for a location for the 2018 Annual Meeting. If anyone is interested in hosting, please contact Erin or Susan.

Membership Committee/Annual Meeting Registration – Gerri reported that we have 162 active members, made up of: Corporate = 2, Institutional = 22, and Regular = 138. As of the last count, 152 people have registered for the meeting.

Judith Beale Scholarship Committee – Britt stated that there were six scholarship applicants and all six were funded. Five of them are attending. She will check with Jay to see if we can remove one award/registration.

Awards Committee – The awards committee chaired by Janet DeVries-Naughton and Laura Capell and Laura Moree selected Sister M. Dorothy Neuhofer to receive the 2016 Award of Excellence posthumously. There were no other nominations for the award. Award cost \$55.32

and Jay paid the bill via telephone. The committee also elected to award Burt Altman a certificate of Lifetime Achievement for his many years in the archival profession.

Bylaws Committee – Geri and Rachel will announce the proposed bylaws changes at the annual meeting to the members and invite feedback and questions. The feedback will be sent to the secretary and the updated draft will be sent to everyone.

College & University Section – Geri and Peggy based this section on examples and information from other colleges and universities. Discussion ensued about the various methods of utilizing the new section, including sharing research and information.

Audit Committee – The audit is complete (report attached).

Archives Month Committee – We are in the midst of Archives Month and the committee has received some really outstanding submittals this year. We have been posting twice a week, both on social media (Fb, Twitter?) and on the SFA website (look under Education & Events and scroll down to Archives Month, 2016). Our postings will include items from north, central, and south Florida, from Universities/Colleges, the Florida State Archives, a public library, a historical society, and a corporate archive. The Archives Month Committee has done a really wonderful job of making the submittals look really professional and I would like to thank Marissa King, Krystal Thomas, and Hannah Wiatt Davis for all the work they have done on this project. Please look for our “Found it in the Archives” every Monday in October, and our “Archives Spotlights” every Thursday.

Board Reports:

President’s Report - Erin thanked everyone for their support with everything. There has been a change in banks and the minutes that were not posted and will be up by end of the year.

Past President’s Report - Sandra - no report

Vice President’s Report – Besides working with the 2017 Annual Meeting Committee and the 2016 Archives Month Committee, I am working on an orientation manual that outlines what incoming board members and committee chairs should know to quickly acclimate to their new positions. I would like to request that all current board members and committee chairs get me some sort of bullet point list of things that are important to know (example, does the position need access to Wild Apricot as an administrator, or to Dropbox?). Please submit drafts to Susan.

Treasurer’s Report – Jay has Quickbooks set up and has connected the new bank account with Paypal. Money in and money out. Last year up \$25 this year down \$923. Paying Scholarships, memberships are coming in. Discussion ensued on ways to expend funds in the future.

Strategic planning with funding. Perhaps adding a day to next years' annual meeting for a day for board planning and budgeting.

Secretary's Report – Janet and Erin are cleaning up the minutes and will send them to the State Archives by year's end.

Directors Reports – Mary Rubin (no report)
Gerri Schaad (no report)

Web Communications – Krystal reported on the successful website updates.

Newsletter – Marissa noted that the deadline for submissions to *The Florida Archivist* is extended to end of month,

Old Business – Discussion regarding publishing the Conference proceedings as the first journal; there are eight presenters. SGA does not plan to publish the conference proceedings. SFA could publish one issue per year.

New Business – Brief discussion regarding a future Strategic Planning Meeting and the 2018 Annual Meeting.

Adjourn – President Mahaney adjourned the meeting at 6:09 p.m.

Respectfully submitted,

Janet DeVries Naughton, Secretary