

**Society of Florida Archivists  
Board of Director Meeting Minutes  
January 25, 2016 3:30 p.m.**

**Attendance:** Sandra Varry, Janet DeVries, Erin Mahaney, Susan Swiatosz, Mary Rubin, Tomaro Taylor, Florence (Flo) Turcotte, Burt Altman and Marissa Kings

President Sandra Varry called the meeting to order at 3:34 p.m.

**Approval of Minutes:** Secretary Janet DeVries called for the approval of the minutes of the 9/21/15 meeting and the 11/12/15 meeting. Minutes were approved with corrections.

**Board Reports**

**President:** No Report

**Past President:** No Report

**Vice-President:** Erin Mahaney will send out the Journal survey at the end of the month.

**Treasurer:** Flo Turcotte reported that as of Dec. 31, 2015 we have \$3,486.56 in checking and \$30,003.03 in savings. The recent PayPal account money from memberships will be transferred to checking. Flo received the checks for the account.

**Secretary:** No Report.

**Committee Reports**

**Annual Meeting:** Currently the committee is working on a theme for the annual meeting with SGA.

**Membership:** The Membership Chair position remains open. Sandra requested that Mary and Susan assist with membership renewals in Wild Apricot until we replace the position (clean up responses, follow up on people who have lapsed and retrieve memberships from the mailbox). Erin offered to help since she is near Orlando.

**Web Communications:** No Report

**Directors:** No report

**Newsletter:** Marissa is working on the winter issue of *The Florida Archivist* and it comes out next week. Thirty members prefer a hard copy of the upcoming newsletter. Marissa has served as newsletter editor for two years and is willing to continue. Janet moved Marissa remain editor and Flo seconded; the motion passed.

### **New Business:**

**Heritage Award:** Sandra asked if we wanted to continue the \$125 Heritage Award for the National History Day History Fair for best use of primary resources. Flo moved we increase the amount to \$150 and Erin seconded; the motion passed.

**University Archives Round Table:** Peggy McBride is sending in an official request to add a roundtable to SFA.

**Journal:** The journal survey will go out by the end of January.

**Society of American Archivist's DAS Week:** We have five waivers total for individual DAS classes. FSU is receiving two and Sandra is receiving one (as committee chair). Open discussion of how to distribute the other two waivers. We will open it up to our membership and formulate criteria to assist new professionals and those with financial need.

### **Old Business:**

**Bylaws Committee:** Rachel, Flo, and Tomaro will present the bylaws updates by the next meeting for a careful read through.

**Elections:** Tomaro suggested that we keep the same election schedule, ending with a general announcement around the time we'd typically hold the annual meeting (April/May). We would then make the formal announcement during our Annual Business Meeting at the joint conference. In regards to leadership transitions during the interim period, Sandra mentioned that it should not be a problem because the annual meeting committee would remain the same regardless of who held positions on the board. Nominations for either the open positions or the nominating committee should be sent to Tomaro.

The meeting adjourned at 4:11 pm.

Respectfully submitted,

Janet DeVries, Secretary