

Minutes
Society of Florida Archivists Board Meeting
December 8, 2016 10:00 a.m.

Attendance: Gerri Schaad, Krystal Thomas, Janet DeVries, Marissa Kings, Mary Rubin, Susan Swiatosz, Sue Rishworth, Erin Mahaney, Jay Sylvestre, and Shaina Buckles Harkness.

President: President Erin Mahaney called the meeting to order at 10:10 a.m.

Approval of minutes: Secretary Janet DeVries called for approval of the October 12, 2016 board meeting minutes. Sue R. motioned to approve the minutes and Erin seconded. The minutes were filed.

Board Reports:

President's Report – Erin announced that Marissa resigned from the board as Newsletter Editor as she is moving away from Florida for a new career opportunity. Erin moved to accept her resignation and the motion passed.

Erin is preparing to release the annual meeting survey on Survey Monkey. The past meeting minutes are up to date. Wiggio is discontinuing its service in January so we are moving all files stored there over to DropBox. We might have to upgrade to a paid Dropbox business account with room for all of our documents and photographs. Erin announced the volunteers for the 2017 committees. We still need a Newsletter Editor and a volunteer to chair Archives Month.

Past President's Report - Sandra - no report

Vice President's Report – Susan commented that the joint meeting and Archives Month were both very successful. She thanked her committee of Marissa, Krystal and Hannah for the great Archives Month content. Susan questioned whether we should have a Twitter account for Archives Month or one for all year. She suggested that the new Newsletter Editor manage the Twitter account. Susan updated the procedure manual, and an outline of each position's duties. She added her write-up of Archives Month procedures to Dropbox as an example for others.

Treasurer's Report – Jay stated that he's working with SGA on the final financial breakdown and calculations to determine if we will get money returned (\$100 to \$300). The checking account reconciliations and statements through the end of November are available in Dropbox. We paid for two awards for National History Day.

The annual meeting numbers are:

SFA - 42 = 26.75%,

SGA – 90 = 57.32%,

Non-affiliated – 26 – 15.66%,
8 onsite
166 total registrants

Secretary's Report – Janet stated that she is moving the Wiggio content to Dropbox and she and Erin are working together to send previous years' minutes to the State Archives of Florida.

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

Web Communications – Krystal continues to add content and update the website and request that the committee chairs send the new committee members full names, institutions and email addresses to her. Discussion ensued about removing or updating previous meeting information; keeping schedule, presenter names and basic information?

Newsletter – Marissa is creating a transition document with best practices for the new newsletter editor. The Winter issue will be her last and the content is due January 15th. She is asking Shaina to submit a Dali Museum feature and will feature the St. Petersburg meeting along with a call for a new newsletter editor. 35 people still opt for a print version. If we went with a totally digital version or did not print in booklet style, the editor's job would be easier as the booklet requires creating and printing in multiples of four pages.

Committee Reports:

Annual Meeting Committee 2017 – Susan, Shaina and Jim are working on the logistics and will have the signed contract soon. Shaina and Jim looked at hotels downtown near the university. Staybridge has the best prices and best blocks for members. The meeting rooms are too small for our needs. Jim has contacts at the university and proposed utilizing the student service conference center which has ample room. The committee sent the proposal to the board outlining our needs including a microphone, screen and projector. The pricing is good and includes the room set-up and free WiFi. Coffee and snacks are not included and will be purchased separately. Jim is currently out of town but is working on getting estimates for a hotel contract and rough meeting outline. They are checking out the logistics of having the luncheon at the hotel or the student center/catering. The estimate for room numbers seems low for Wednesday and Thursday. Susan pointed out that the area has good walkability between the hotel and the college. She can look at B & B's and check what other events are going on in town at the time and look into extending the rates at the hotel for the weekend. They are also working on a timeline for proposals as well as a conference theme. In January they will send out the call for presentation and session proposals. They are collaborating with the local arrangements committee on setting the schedule and releasing the promotional materials.

Membership Committee – Sue reported that she has had a steady stream of renewals, with 25 renewing and several new members. She has sent emails to the 95 or so lapsed members, and when they renew it still shows that they owe for the previous years. Mary proposed that we adjust the Wild Apricot interface settings to bring them up to date (even if there was a gap year). Erin motioned and Susan seconded the motion. The motion passed and the membership committee will look into these adjustments. Discussion ensued over the listserv and whether the listserv is exclusively for member use. Sue R. is the listserv moderator, posts must be approved.

Bylaws Committee – Rachel will be sending the updates.

College & University Section – The website is up.

Old Business – Publishing the conference proceedings at first the journal was tabled for next meeting.

New Business – None

Adjourn – President Mahaney adjourned the meeting 11:07 a.m.

Respectfully submitted,

Janet DeVries Naughton, Secretary