

**Minutes**  
**Society of Florida Archivists Board Meeting**  
**February 9, 2017 11:00 a.m.**

**Attendance:** Erin Mahaney, Sandra Varry, Susan Swiatosz, Janet DeVries Naughton, Mary Rubin, Jay Sylvestre, Gerri Schaad, Krystal Thomas, Marissa Kings, Jessica Orozco and Jim Schnur.

**President:** President Erin Mahaney called the meeting to order at 11:04 a.m.

**Approval of minutes:** Secretary Janet DeVries called for approval of the January, 2017 board meeting minutes. The minutes were approved with corrections.

**Board Reports:**

**President's Report** – Erin asked for approval of the SFA committees previously emailed to the board. Susan moved to approve the committees and Gerri seconded; approval was unanimous. Erin gave an update on the annual tax filing status. There was a question and discussion of whose address should be on file. The account is listed with an address c/o Florida State Archives. The reason it is listed this way is that post office addresses are not accepted and board contacts change annually.

**Past President's Report** – Sandra – no report.

**Vice President's Report** – Susan – no report.

**Treasurer's Report** – Jay is working with SGA on the final split for the annual meeting. Report is attached.

**Secretary's Report** - Janet has moved all content from the Wiggio platform to Dropbox. Sandra helped to move the CFA items and the Judith Beale video footage. Sandra is uploading the Archive Month files and the CA Exam files to Dropbox before Wiggio shuts down.

**Directors** - Mary Rubin no report.

Gerri Schaad no report.

**Web Communications** – Krystal reported that the website is current and that she is awaiting the annual meeting information. She has also set up additional paid storage for the Dropbox account.

**Newsletter** – Jessica Orozco, the new editor the *The Florida Archivist* reported that Marissa has been working on the Winter 2017 issue and is sharing the draft with Jessica so that they can both work on it. Marissa is updating Jessica on policies and providing the template and that submissions that she has been receiving.

**Committees:**

**Annual Meeting Committee 2017** – Susan reported that the committee is currently finalizing the contracts with Staybridge Suites. She has sent all of the information including proposed cost for registration for board review. Shaina has designed a page for registration and Gerri has updated a registration form. Erin moved to approve the contract and the proposed costs and Gerri seconded. The motion passed.

The USF student center contract is ready, and the food service arrangements and luncheon refreshments are in process. The committee is planning some mixers for various segments such as new member and young members. An outing to a Ray's game and karaoke activity are in the works. Options for Thursday include a walking tour or a visit to the history museum. The hotel provides a shuttle and the University is a ten-minute walk. The committee continues to work on various conference details.

**Membership Committee** – The committee met yesterday. Sue explained that how they have cleaned up the membership list and have archived members who are in arrears of dues for two or

more years. They are still updating and cleaning up the membership list including organizational members. 18 new members were reported.

**Bylaws Committee** – Rachel – absent. The deadline for comments has passed.

**CUA Section** - The sub-committee is meeting on the February 14<sup>th</sup>; Sandra has sent out a call for entries. The section is working on a virtual meeting teleconference. So far, the members include a nice mix of universities. Gerri queried the opportunity to participate remotely.

**Old Business** – The Conference Proceedings as the first journal were tabled.

**New Business** - None.

**Adjourn** – President Mahaney moved to adjourn the meeting at 11:28. Susan moved and Gerri seconded the motion. All in attendance were in favor.

Respectfully submitted,

Janet DeVries Naughton, Secretary