

Society of Florida Archivists
Board Meeting – Conference Call
June 17, 2010 @ 2 pm

1. Call to order– Mike Zaidman

The following members of the board were present: Mike Zaidman, Tomaro Taylor, Burt Altman, Mary Flekke, Beatrice Skokan, Flo Turcotte, and John Nemmers.

2. Secretary / Acceptance of Annual Meeting 2010 Minutes – Beatrice Colastin Skokan

Minutes were accepted with the following correction: Burt talked about the IMLS grant and received the reviews, not Flo. Flo Turcotte put forth a motion to accept the minutes with the correction and was second by John Nemmers.

3. Treasurer’s Report – Kathy Turner Thompson

Kathy sent the treasurer’s reports through May 31, 2010 by email summarized as follows:

- Profit & Loss Statement through 5/31/2010
- Balance sheet through 5/31/2010
- Detail Bank Reconciliation for saving as of 5/31/2010 - Balance -- \$15,127.89
- Detail Bank Reconciliation for checking as of 5/31/2010 - Balance - \$7,291.08
- Annual meeting results included below: net income \$3,405 less net expenses of \$3,909.07 = (\$504.97). Attached spreadsheet is for 2002- 2010 and will show that the society came out about \$1,300 better than the previous year, and though a net negative amount we realized about \$1,200 more in registrations and about \$200 less than expenses than the previous year. Way to go Tomaro!
- On behalf of the society I have completed and submitted the Department of State Annual incorporation renewal and the IRS 990 e-z form.

4. Vice President’s Report – Tomaro Taylor

- SFA 2010 Annual Meeting Report

A total of 16 surveys were collected. The conference was highly rated and complaints were minimal. Participants provided really good suggestions. Two conference attendees offered to present but forgot to include their contact information. Tomaro will follow up with a listserv email. Tomaro is really happy with the conference.

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Suggestions for future conferences include: more “*hands-on*” training which could translate into more pre-conference workshops and a need for more presenters. John commented that this request for more training is consistent with last year’s conference feedback. There were 4 pre-conference workshops this year and adding to this number can be difficult.

A couple of participants indicated that they would have liked to know about *the one day registration* option in advance. There may have been more conference attendees if people were aware of that category. Mary suggested a price between students and the regular membership. Flo explained that students have to prove they are students in order to qualify for the \$50 conference fee. Tomaro suggested \$60-\$70 for the one-day registration. The board will be able to determine a price once the place of the meeting is established. Flo asked if presenters paid for the conference and Tomaro explained that she had strongly encouraged them to register for the conference.

- SFA 2011 Annual Meeting

Tomaro and Mike spoke to Christine Wysocki from Flagler College in St. Augustine 1-2 week ago about hosting next year’s conference. Christine is still waiting for final authorization. Organizations that could help support the planning of the conference include the: Sisters of St. Joseph and local historical societies. Flo would be happy to help a host committee in St. Augustine from Gainesville and could provide many contacts. Tomaro will follow up with Christine. Jacksonville is another option The Jacksonville Historical Society might be interested; the contact person would be Emily Lisska. To conclude, all the board members agreed that Tomaro had done a great job with this year’s conference.

5. Director’s Reports

- Flo Turcotte: she didn’t have news to report.
- William Modrow (not present)

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6. Committee Reports

- **Membership – Mary Flekke**

SFA has 3 individual new members; Jesse Christian from the Ringling Museum, Angela Farrington and Tim Peterson. There is also one new organizational membership: The Black Archives History and Research Foundation. The organization contacted Mike who sent them a membership form. Mary is also actively distributing membership forms.

- **Newsletter – Mike Zaidman**

July 15 is the deadline for the newsletter. Tomaro will do a conference recap. Is John going to do a special article on Haiti? The C2C group will meet and Burt will provide an update. Tomaro will become the new editor if no one else volunteers. She will no longer be working as editor for the SAA Archivist of Color Roundtable.

- **Website – Burt Altman**

- SFA Website Proposal

Burt reported on his research for the new SFA website and provided a link for board members to look at: <http://society-fla-archivists.com/index.php><http://society-fla-archivists.com/> as well as the vendor's site at: <http://www.canvasdreams.com/>. The software Front Page is not used as much anymore. Many organizations have switched to content management web providers. Burt is proposing *Canvas Dreams*, a hosting site based in Portland. Burt will be setting up a model site for a month. The new system will be more simple and easier to use. Changes can be made right on the website and maintained on the company's server. Burt recommends a 2-year service (the basic plan) on *Canvas Dreams*. Members could access the directory but this would entail some extra cost. The pricing information was as follows:

- a) 1yr. subscription: \$84.30 (10% off). Domain name will be transferred for free. Monthly price is \$7.50/mo.
- b) 2 yr. subscription: \$147.00 (20% off). Monthly price is same.
- c) OPTIONAL: If we want a secure "members only" section on the site (e.g., accessing the membership directory), would need a static IP address (\$5/month extra) and an SSL Certificate (they start at \$59.95/year).

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Flo asked if we would be able to add the .org to our web address because it's not a commercial site and commented that the package sounded reasonable. Mike thought that Burt did a really nice job researching this new option. John confirmed with Burt that he had experimented with the software and asked if *Canvas Dreams* had a secure site for membership information. Mike liked the idea of the directory being online. Burt will look into the option to update member information. John is in favor of adoption under the condition that this option to update is available. Mary wanted to know if more than one person would be able to edit member information. Burt suggested that Mary, as membership chair, should have access to the edition function. Tomaro asked how many gigabytes would be required with the directory option because the \$7.50 /month package is only good for 3G. Would the price increase if we use more space? John commented that this was very likely if the membership information was online and that possibility would be worth looking into. Burt agreed that this more space would be needed if we had more visuals.

Plan B might be the better option. Tomaro suggested that we see how much space we use now to decide how much we buy. She also wanted to know if our domain name is known. Burt said yes.

Mike proposed voting on switching to another site/provider. The option of the directory could be decided later. John agrees that we need to investigate further to see how much we use. John moved to change the provider and that Burt will investigate the space and price changes. Tomaro seconds. All agreed.

- Connecting to Collections /C2C

The conference call for members of the steering committee for Connecting to Collections will take place on Monday, June 28. The reviews for the IMLS grant were very positive and Burt will send a report after this SFA board meeting.

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7. Old Business

- **Haiti Supplies - John Nemmers**

That project is moving forward. John sent out a general call to the listserv. He had previously mentioned to Gabi from *Hollinger* that SFA would contact them about helping. Larry from *Hollinger* responded and *Hollinger* wants to support this project. They have a lot of supplies that are perfectly usable but not fit for sale because of minor defects. Brooke from FIU offered to deliver the materials to Haitian institutions. John will put the two parties in touch with each other. John got answers from 5 to 10 members offering individual or institutional assistance. It is expected that the offer to from *Hollinger* will move forward in the next couple of months.

Did SFA want to make a contribution in terms of supplies or money? Mary suggested that Brooke be contacted to determine what the needs were. Tomaro asked if the supplies were actually going to get to their destinations. John had previously spoken to Brooke about the equitable distributions of materials sent. She assured John that she had the proper connections. Flo commented that we should be able to get materials to FIU and proposed that SFA allocate \$500 as a group. She also asked if Larry from *Hollinger* had agreed to pay for shipping. John explained that he didn't mention shipping and that it is better to go through Brooke because shipping to Haiti is problematic. Mary wondered if *Hollinger* would also be able to provide some kind of discount if SFA bought \$500 worth of supplies. Flo motioned to allocate \$500 worth of supplies to Haiti, working with *Hollinger* with a friendly amendment from Mary as a challenge grant for members and institutions to match or contribute to the \$500. John agreed and will put Larry's offer on list. Members could approach their bursars with the challenge grant and send contributions to the SFA institutional mailbox. Flo moved to run the donations through the SFA account and have a special fund set up like a mini project. Burt agreed. Kathy is fine with that arrangement. Burt stated that the arrangement is possible through the by-laws. Flo stated that donations could be handled in a discreet fund. Tomaro suggested sending a confirmation receipt, especially for taxes. John rephrased the motion as follows: SFA agrees to put up \$500 and ask members and institutions to match the fund. SFA will create a special

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account to do this, collect the money and work with Hollinger Metal Edge. The motion was second by Mary.

- **PAHR - John Nemmers**

No update from John. There was no answer from Senator Lemieux's office but John spoke to Lisa Marshal from Senator Bill Nelson's office (Kathy spoke to her) and intends to get back to her on it.

8. New Business

- **Membership Database - Mike Zaidman**

SAA suggested a membership database. Mary is doing a wonderful job. John and Mary talked about a membership database last year and John thinks that it could make the job of the membership director easier. She could keep track of dues and current status.

Burt thinks of that the new website provider could explain which databases they support. Mike asked Mary is she was open to this. She just wants it to be fairly easy to use. Mike asked if anybody could help explore options. John offered to help and will also speak to Burt. John and Mike will compare notes.

- **Polling of Membership – Mike Zaidman**

Mike would like to poll the SFA membership to get feedback about the society's activities. John thought that a poll would be a good idea and would be a good way for people to provide ideas. Mike will use a *Survey Monkey* and welcome ideas. He will try to get finish work on the survey before the fall.

- **Promotion – John Nemmers**

Flo announced that *John Nemmers* was promoted to *Associate University Librarian*. Mike and Flo will make sure we get a photo for the website.

Meeting adjourned at 3:16 pm.