

Society of Florida Archivists  
Board Meeting-Conference Call  
June 14, 2012 @ 10:04 am  
Minutes

Present: Tomaro Taylor, Burt Altman, Kathy Turner Thompson, Mary Flekke, Katherine Fleming, Mike Zaidman, Sandra Varry and Beatrice Skokan.

1. Call to order/President's Report-Tomaro Taylor  
Tomaro is working with Mike to transition and working on ways to continue growing the organization. Please send ideas to Tomaro.

Thanks to all board members for serving. Thank you to Bill who continues to serve as SFA Director and Katherine Fleming who is new to the board.

Sandra & Mike will be working on the annual meeting guide.

Sonia Lorenz will work with Burt on the website.

Lu Ann Mims and Jean Carey offered to help Tomaro with the newsletter.

Newsletter update -\$135 on postage and \$60 on flyers distributed for the annual meeting  
Flyers did not reach all their destinations. Postcards are easier to manage.

Tomaro asked if we can write down our individual functions (a few bullet points on a page) to give to whomever succeeds us. Burt explained that SFA has a procedures manual. He will mail it to Tomaro. John Nemmers and Burt were the last ones to edit the manual.

2. Secretary/Acceptance of March 27<sup>th</sup>, 2012 and May 3, Annual Business Meeting Minutes-  
Beatrice Skokan-tabled until edits are completed.
3. Treasurer's Report-Kathy Turner Thompson  
Please see published reports. [Look at Kathy's email]  
\$1500.15 in the scholarship fund-Mike motioned to accept and Burt seconded.  
Treasurer's report was accepted.
4. Directors' Report – Katherine Fleming and Bill Modrow  
No report

Committee Reports

A. Annual Meeting

SFA Annual in Sarasota Recap-Mike Zaidman and Sandra Varry

Evaluation Summary:

(Mike) Positive comments with the meeting but attendees asked for longer breaks (20-25 instead of 15) to network.

Meeting room space was too small, wanted to have exhibitors and posters in the same room and there were a few comments about staff walking in the hallway. People also wanted handouts and a microphone for the speakers.

Long room and hard to see PowerPoint

Attendees would have preferred to eat before listening to the speaker.

Start sessions at 1:00 instead of 12:00 so attendees can have lunch.

There was too much digital content.

4 to 5 scores for most presentations

Jeff Mustard scored low on the video presentation.

Hollinger-Metal Edge and Crawford are vendors that will return.

Documents for an annual meeting planning guide

Mike is consolidating notes from the past 5 years and will share with Sandra. Mary will also send her notes.

The planning will include basic steps for preparing the annual meeting such as a timeline for Mary (membership) and Kathy (treasurer).

The wording for the cancellation fee will be revised.

B. Membership-Mary Flekke

3 new members and renewals

C. Website-Burt Altman

Sonia has offered to help. Attendees are still sending in pictures for the website's slide show.

## 5. Other Business

Partnership with the Southern Archivists Conference-Tomaro Taylor

Gerald Chaudron with State University of the Southern Archivists Conference which includes four state organizations. The conference is held every two years and would not entail much work from us. At some point we would have to host the conference and make sure there is no conflict with SFA. Mary suggested that it could be held in conjunction with SFA.

Georgia is not a member. The group includes Mississippi, Alabama, Louisiana and Tennessee. Do all these state have state meetings in addition to the Southern Archivists Conference? This could be a good opportunity for collaboration.

Certified Archivist Exam in Orlando (2013)-Mike Zaidman

Mike will be studying for the certification exam. Orlando has been selected as a testing site and a state-wide planning group will be encouraged for a good turnout for Floridians. The location has not been selected yet. This information will probably be announced at SAA annual meeting. Leslie Siegel, Kathy and Beatrice are interested.

2013 30<sup>th</sup> Anniversary Meeting Update-Burt Altman

Burt, Bill and Pat Bingham-Harper (FSU Law Library) are part of the arrangement committee.

They have been researching some options for dates and considering May 7-10<sup>th</sup>.

Structuring will be similar to past conferences with pre-conference workshops, an evening reception, the business lunch and a tour at Mission San Luis. Programing would end mid-day on Friday.

Possible hotel is the Sheraton but not well located. There are Doubletree and Duval that are closer downtown. The group is working with a planner. Bill will want to schedule a conference call to discuss the planning. The State Archives is a good meeting location.

No new updates on Viva 500. The membership seemed to like the idea of a "Florida Week" which would take place around the same time as SFA annual meeting.

Please forward best means of contact to Tomaro.

Newsletter Deadline is July 15<sup>th</sup>.

Meeting adjourned at 10:54 am.