

Society of Florida Archivists Board Meeting
Conference Call
October 11, 2012
Minutes

Present: Tomaro Taylor, Flo Turcotte, Kathy Turner Thompson, Mary Flekke, Burt Altman, Katherine Fleming, Bill Modrow, Mike Zaidman and Bea Skokan

1. Call to order – President’ Report – Tomaro Taylor

Thanks to board members for joining the meeting.

❖ **SAA Regional Summit**

There were 15 participants and observers consisting mostly of presidents & heads of regional and state organizations. Tomaro met representatives from South Carolina and Georgia. Action items included: the appointment of SAA liaisons, the development of a manual where SAA would state what they could accomplish, sharing curricula materials and establishing a listserv. SAA has so far updated an online directory with Tomaro and Flo’s contacts. Most of the action items focus around coordination between SAA and the regional organizations. There are no plans for a scheduled ongoing meeting. Tomaro and Flo would love for Burt to stay on the list of contacts and coordinate this regional representation. Burt doesn’t remember any formal committee for establishing a contact with SAA. It’s a role that he took on and has become more active, with Katherine, on the Congressional Roundtable. He would be willing to serve as a formal liaison for SFA just like roundtables and sections have liaisons to SAA. Tomaro will send the draft to other members of the board.

2. Vice-President’s Report – Florence Turcotte

No Vice-President’s Report.

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3. Secretary –Acceptance of Meeting Minutes – Béatrice Skokan

Bea will re-send the minutes mailed on October 2nd and the board will vote by email.

4. Treasure’s Report-Kathy Turner Thompson

Summary of Treasure’s Report

\$1865.24 net gain

\$92.51 Revenue and \$89 expenses

\$100 scholarship check will be re-issued for Janet.

\$13,314 in checking

\$1,555 for scholarship fund

Treasurer’s report accepted

5. Director’s Report- Katherine Fleming

No director’s report.

6. Membership Report-Mary Flekke

There are 36 new members. Mary has been archiving memberships in Wild Apricot that have lapsed. She will send renewal letters for over 200 members. Mary explained that there is a better response with physical letters instead of Wild Apricot. Renewals via Wild Apricot resulted in 80 responses. The board will try again with Wild Apricot and mail physical letters to those who do not respond. There seems to be a time lag between renewal and the payment of membership dues. SFA could set up a Pay Pal option to facilitate online payment but there are costs associated with that option. December 15th is the deadline for membership dues so there may be a delay with the holiday mail. Mailings will go out in November instead.

Society of Florida Archivists Board Meeting
Conference Call
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Minutes

7. Website-Listserv Report-Burt Altman

Sonia Wade Lorenz from Florida Southern College has been helping with the website. She was one of the poster presenters. Burt will ask Sonia if she would also be interested in working on the Wild Apricot blog. The blog would pull information from the listserv and the website. Tomaro asked if the listserv list has been reconciled with Mary's membership list. There could be a membership committee to reconcile the list. Bill offered to help.

8. SFA 2013 Annual Meeting-Burt Altman

- a) The Hotel Duval contract was signed at the end of August. The rate per day will be \$119. Burt is working with Myriam Springuel for vendor sponsorship as well as Polygon (formerly Munters). Hollinger Metal Edge and Crawford Media have been past sponsors.
- b) Conference activities will probably include a Florida Memory slide show at the State Archives. Tiffany Baker at the Florida Legislative Research Center would be happy to host and waive the museum rental fee. The Center would be listed as an in-kind sponsor. The SFA Board will discuss complimentary registration for an attendee from the Research Center. Flo motioned to move for the complimentary registration and the motion was approved by the board.
- c) A decision regarding catering is still needed.
- d) Burt is still researching the possibility of a bus tour.
- e) Call for proposals and poster session will be going out soon but a conference theme is still needed for the 30th anniversary. Board members will forward ideas

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to Burt and Bill. Board members also suggested a contest to design a conference thematic logo.

f) John Nemmers will teach a workshop on electronic records.

❖ **Annual Meeting Dues Structure-Tomaro Taylor**

Tomaro reviewed Procedures & Bylaws to see if the membership has to vote about the dues structures. Should the membership have a vote about raising registration fees in the future? SAA doesn't include that option as a practice. The board coordinates the conference and will make the decisions regarding registration fees. There could be gradual increases to keep costs in the black. The registration fee was \$85 last year for members and \$100 for non-members. Bill motioned to raise the fee and Mary seconded. The cost will go to \$90 for members and \$110 for non-members. Students cost will remain at \$50. The one-day registration will also be raised to \$55.

Other Business

❖ **Survey Monkey – Michael Zaidman**

Survey Monkey could be used for online elections, annual meeting and workshops evaluations. The free option is limited to 10 questions and 100 responses and doesn't include security. The "select plan" is the best option at \$204/annually with unlimited questions and online security.

Mike also looked at *Zoomerang* now part of Survey Monkey. *Survey Gizmo* was more expensive

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Conference Call
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Minutes

Survey Monkey is the best option.

Bill asked if Wild Apricot includes any of these functions. Mike will investigate and report back by email.

❖ **Member Benefits – Tomaro Taylor**

This item was skipped in the interest of time.

❖ **Procedures Manual- Tomaro Taylor**

Board members should send respective responsibilities to Tomaro by November. She will provide a template for board members to complete along with the Society of Georgia website as an example. The document would really be useful for prospective members who are interested in volunteering for an office.

❖ **Archival Advocacy- Burt Altman and Katherine Fleming**

Burt and Katherine have been working on the Congressional Roundtable for SAA especially with regards to advocacy. Burt spoke to Brad Willis from West Virginia at the Archives Leadership Institute this summer and Kathleen Roe from the New York State Archives known for her work in archival advocacy. Brad created a Wiki on advocacy that Burt will forward to the board. The 2013 SAA Congressional Papers Roundtable pre-conference meeting will also include a panel with Mr. Willis on advocacy.

SAA is structured with a government affairs working group for advocacy that communicates with the council. The Congressional Papers Roundtable established a liaison with the government affairs working group to communicate the concerns of the Congressional Papers Roundtable. Those models could be used for local state advocacy.

Society of Florida Archivists Board Meeting
Conference Call
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Minutes

❖ Viva Florida500/Archives Awareness Month 2013 – Burt Altman

- There was a summit in St. Augustine in September. Bill and Burt might need some help for next year's American Archives month to develop a program. Katherine suggested the linking of the 500 anniversary with the Archives Awareness Month activities. Katherine will work with Burt.

❖ Annual meetings

Mike explained that Sandra Varry did a really nice job for the annual meeting.

Tomaro and Mike will forward a thank you letter with a gift certificate from the board. The next SFA annual meetings are scheduled in Winter Park in 2014 and Miami in 2015. Mike made a motion to accept. The motion was approved by the board.

The meeting adjourned at 11:50 am.