

**Society of Florida Archivists  
Board Meeting Minutes  
June 16th, 2014 @10:00 AM**

Present: Sandra Varry, William Modrow, Gail Donovan, Garret Kremer-Wright, Burt Altman, Susan Swiatosz, Erin Mahaney, Krystal Thomas

- 1) Sandra Varry- Welcomed everyone attending the meeting.
- 2) Sandra Varry called for approval of the minutes from the April 15<sup>th</sup> Society of Florida Archivists Board Meeting. Erin Mahaney seconded the motion and the minutes were approved.
- 3) Executive Board's Reports
  - a. President- Sandra Varry-
  - b. Past-President- Tomaro Taylor- Thank you notes have also been sent to the outgoing members of the Board and the chairs of committees. Tomaro Taylor recommended a policy and procedures for all web-based accounts defining who will have access to these accounts and the level of their access.
  - c. Vice-President- William Modrow- Everyone is in favor of creating a journal and we need to move forward with a title and establishing an editor and reviewers for the journal. Sandra requested a creative name for the journal. The journal will be an e-journal and accessible from the SFA website. There will be a conference edition of the journal. Sandra Varry motioned that William Modrow perform the duties of editor, the Directors, Erin Mahaney and Susan Swiatosz will be reviewers and Jim Schnur will act as the volunteer non-board member reviewer. The motion was seconded by William Modrow, the vote passed with one dissenting vote.
  - d. Secretary- Gail Donovan- no report.
- 4) Committee Reports
  - a. Annual Meeting- Althea Silvera/Beatrice Skokan- absent
  - b. Membership- Garret Kremer-Wright- reported 2 new members although he did not have confirmation of their having paid through PayPal. He reported that the post office box has not been changed and he will establish the new box after Mary Flekke closes the old one and members are notified.
  - c. Web Communications- Burt Altman, Krystal Thomas, Tomaro Taylor- Sandra Varry recommended clarification of everyone's duties on this team. Burt Altman will serve as Assistant Listserv Manager, Tomaro Taylor as Assistant Web Manager and Krystal Thomas as Web Communications manager. Krystal and Tomaro commented on the lack of traffic to the blog except for Friday News. Sandra Varry motioned discontinuing the use of the blog and use the news feature on the website instead. Marissa Kings would use Issuu for newsletter. Tomaro Taylor seconded the motion and the voters passed the motion. Sandra motioned for approval of the

Web Communications positions, William Modrow seconded and the vote in favor was unanimous.

- d. Directors- Susan Swiatosz/Erin Mahaney- Erin Mahaney asked Garret Kremer-Wright for a clear idea of how the Directors might help the Membership Committee during the Annual Meeting. Susan Swiatosz asked about the numerous emails received from Wild Apricot, which Sandra Varry responded is because all board members have access to Wild Apricot. Susan Swiatosz requested a brief biography for new members of the Board.
- e. Newsletter- Marissa Kings- absent- Gail Donovan asked that all submissions for the next issue of the newsletter be made by July 15<sup>th</sup>.

5) New Business- none

6) Old Business-

a. Sandra Varry mentioned that the video for the Judith Beale Scholarship could be created by a friend of Michael Zaidman for \$500. Tomaro Taylor asked if there was a plan in place for funding to update the video in 5-7 years time. Funds are not allocated for updating the video. Sandra Varry said that the video will provide a very useful tool for marketing the scholarship and increasing the number of applicants. Sandra motioned that we make the video with Susan Swiatosz seconding the motion and all votes were in favor.

b. Sandra Varry asked the Board to consider SFA hosting a joint meeting with SGA in Savannah or Jacksonville in October, 2016. The Board suggested surveying the membership for feedback and feasibility. We may want to continue having an SFA Annual Meeting in May and also participate in a joint meeting. Sandra Varry asked that questions for the survey be sent to her. Jim Schnur has volunteered to host the 2016 SFA Annual Meeting in St. Petersburg, Florida. Sandra Varry noted that the Lakeland location would be unsuitable. Sandra Varry agreed that we might wait to vote on the 2016 meeting location until the survey results are available. Burt Altman mentioned that SFA's office hours at SAA have not been established although volunteers for SFA's table will be needed. Tomaro Taylor, as a RAAC/SAA member will be able to present a workshop at the next SFA annual meeting.

7) Meeting adjourned: 11:00AM