

**Society of Florida Archivists
Board of Directors Meeting Minutes
June 10, 2015**

Attendance: Sandra Varry, Janet DeVries, Erin Mahaney, Susan Swiatosz, Mary Rubin and Tomaro Taylor.

Absent: Ben DiBiase

President Sandra Varry called the meeting to order at 1:05 p.m.

President's report: Sandra thanked the board for their assistance during the transition of the Treasurer and announced that Ben DiBiase formally resigned from the Executive Board of Directors effective June 2, 2015.

Approval of Minutes: Janet called for approval of the March 27, 2015 minutes. Erin motioned to approve the minutes, Sandra seconded, the motion carried.

Board Reports

Past President: No report

Vice-President: Erin had a question from a member on how SFA implements sub-groups like roundtables. Sandra suggested to check with SGA to see how they handle sub-groups.

Treasurer: No report.

Secretary: No report.

Committee Reports

Annual Meeting: Discussion of the annual meeting survey. The return on the survey was over 50%. Board held a discussion of survey results and ways to improve the annual meeting experience, particularly for new members and first time attendees. Suggestions for next year included having a pre-event mixer, name tag/ribbons identifying first time attendees, and reaching out to the new people more. Comments about the poster sessions led to suggestions of having more room for the poster session and having a lightning round where poster session creators could explain their poster. In deciding what to do with the comments about the presenters, Tomaro motioned to implement a procedure for next year allowing presenters to have the option of receiving their individual comments and feedback. Erin seconded, the motion carried. The annual meeting went over budget this year. Sandra worked out some of the price increases with the hotel but due to unforeseen increase in attendance and requests for additional coffee, meals, etc., the final bill was \$8,800, the largest cost for an annual meeting. Tomaro motioned to amend the meeting guidelines and administrative manual to state that a board member is required to sign all annual meeting contracts. Janet seconded, the motion carried. We should also consider raising annual meeting fees due to larger space requirements and inflation. Idea tabled for later consideration.

Membership: No report

Web Communications: Tomaro reported that Krystal uploaded all presentations onto the website under past annual meetings and created a Flickr stream of images. The team is cleaning up the website, and looking at other web hosting services. Burt suggested moving the listserve from FSU since he is no longer working there.

Directors: No report

Newsletter: Marissa is working on the summer issue.

New Business:

Resignation and replacement of Treasurer: Sandra received a resignation letter and signed official form from Treasurer Ben DiBiase. Sandra moved to accept the resignation. Tomaro seconded, the motion carried. Sandra motioned removal of Ben as past treasurer from all financial accounts including Bank of America & PayPal. Susan seconded and the motion carried. Sandra will email Ben and ask him to transfer the financial materials to Erin for the next treasurer.

The next step is for the board to appoint a new treasurer and the board suggested several people as possible replacements. Sandra will ask each of them if they are interested in serving as treasurer for the rest of Ben's term and then the board will vote on the replacement treasurer.

Tomaro motioned that we form a committee to review the bylaws in their entirety, address interrupted terms of board members, and present the updated bylaws to the executive board and then to the membership at the next annual meeting.

Membership Fees: A slight increase in membership dues will be written into the bylaws revision, student dues will remain the same.

New Board Members: The web and communications team will review account access and see who needs access to the various accounts.

Sandra is writing thank you letters to those who helped with the annual meeting and will purchase gift cards for Bea and Vicki.

Old business

Journal and logo contest – Erin is looking at Society of Georgia Archivists and the University of Buffalo and the systems they use to host open-access journals. We need a name for the journal and an editorial board. Considered making general editor part of vice presidential duties. SFA will either name the journal or have a contest. The logo contest is more urgent as an updated logo is needed for our joint meeting with SGA.

Mary volunteered to chair the logo contest with Susan's assistance and will develop a logo contest announcement with guidelines and application. It will include file specifications and stipulate that the contest is open to both members and non-members. The prize is a one year membership to SFA and non-members may opt to accept a gift card equaling the amount of the Annual Membership dues. Mary will send the logo contest materials to the board for approval by July 1 and the contest will be distributed after the next board meeting in late July or early August.

The meeting adjourned at 2:15.

Respectfully submitted,

Janet DeVries, Secretary