

**Society of Florida Archivists  
Board of Directors Meeting Minutes  
November 12, 2015**

**Attendance:** Sandra Varry, Erin Mahaney, Mary Rubin (recorder), Burt Altman, and Susan Swiatosz. Absent: Tomaro Taylor, Janet DeVries, Krystal Thomas, and Marissa Kings.

President Sandra Varry called the meeting to order at 11:06 a.m.

**President's Report:** Sandra announced the logo winner and the contest is completed.

**Approval of Minutes:** The previous minutes will need to be accepted at the next meeting as edits need to be made. Susan was making edits during the meeting but any additional edits need to be submitted to Janet and she will submit the minutes for acceptance at the next meeting.

**Board Reports**

**President:** No report.

**Vice-President:** No report.

**Treasurer:** Flo reported that the transactions are up to date but needs assistance to update QuickBooks for earlier transactions. Flo hopes to have financial reports by next meeting. The Visa gift card to Garret and Amazon gift card to the logo winner have been completed.

**Committee Reports**

**Annual Meeting:** Sandra received the contract and the dates (10/13/2016-10/14/2016, with the pre-conference workshop on 10/12/2016 – all at the Hilton De Soto in Savannah) are set and ready to be announced in the newsletter. A media blitz will follow. The contingent representing the Annual Meeting Committee is Sandra, Tomaro, and Erin but will bring in others as needed. Society of Georgia Archivist's (SGA) Annual Meeting contingent is represented by two committees that begin in January 2016: 1. Program Committee, headed by Andy Richardson of Portman Holdings and 2. Local Arrangements Committee, headed by Heather Oswald. Due to the change in dates, from May to October, questions about the business meeting, dues, and elections surfaced. Does the business meeting need to take place in May? Are the dues supposed to be increased in May? The bylaws will need to be consulted as certain things require the entire membership. Flo mentioned that the bylaws do not mention a date for elections but rather the mailed ballots must be sent at least 30 days before annual meeting. The next election will need to be discussed at our next meeting.

**Web Communications:** Burt reported that the web communications are going well and that Krystal is looking at Google's system but there has been no progress. Krystal updated the logo

on the website and wants to clean the website up further. Due to the limitations of Wild Apricot, the clean-up will be done with Sandra present and will go live then. The Board of Directors can make suggestions afterward.

**Directors:** No report.

**Newsletter:** Sandra will follow up with Marissa.

### **New Business**

**Resignation of Membership Chair:** Garret Kremer-Wright resigned as Membership Chair effective Friday, October 30, 2015. Sandra made the motion to accept the resignation, Flo seconded and the motion carried. Discussion on volunteers/potential candidates, geographic locations, and PO Box ensued. Flo inquired about making the Membership Chair shared between two co-chairs. Sandra explained that the Membership Chair is assisted by the two Directors so it should be a single Membership chair. Mary is currently in possession of the Membership Chair's materials and is currently checking the mail in Orlando. Sandra mentioned that closing the mail may be tricky. Sandra said she needed to follow up with Garret about the new member registrations.

**Other:** Burt spoke about the SFA proposal that was accepted at Florida State University for the Society of American Archivist's weeklong workshops taking place the first week of May. It's a cosponsored event between SFA and FSU. SFA is paying for the snacks, such as granola bars and bagels, and therefore needs to determine a budget at our next meeting.

Sandra mentioned that SGA has an education committee. Sandra wants education training and opportunities for Florida Archivists.

Mary asked about the email that was sent to all the Board of Directors members by Andrew Petitti. Sandra responded.

Sandra received a request for the SFA mailing list for the National Conference of Genealogists, which is holding its Annual Meeting in Ft. Lauderdale in May. All the members that opted out of 3<sup>rd</sup> party emails will not be included on the mailing list.

Sandra requested Flo's preferred email for the Board of Director emails. Flo's preferred email is [turcotte@ufl.edu](mailto:turcotte@ufl.edu).

### **Old Business**

**Archives Month:** Erin thanked the committee and said that the submissions generated interest for the institutions that submitted them. Sandra asked for Erin to collate a report.

**Journal:** Erin thanked individuals for their feedback on the survey. She will be updating the survey to reflect the feedback and will send that out.

Sandra motioned to adjourn the meeting; Erin seconded. The meeting adjourned at 11:52 a.m.

Respectfully submitted,

Mary Rubin, Recorder