

**Society of Florida Archivists
Board Meeting Minutes
October 3, 2017 10:00 a.m.**

Attendance: Susan Swiatosz, Brit Farley, Janet DeVries, Jay Sylvestre, Erin Mahaney, Alexandra Curran, Sandra Varry, Krystal Thomas, Rachel Walton and Mary Rubin.

President: President Swiatosz called the meeting to order at 9:06 a.m.

Approval of minutes: Secretary Janet DeVries called for approval of the July 13, 2017 board meeting minutes. Sandra motioned to approve the minutes and Jay seconded. The minutes will be filed.

Executive Board Reports:

President's Report: President Swiatosz inquired if everyone's repository was okay after Hurricane Irma. She praised the summer edition of *The Florida Archivist* newsletter and gave kudos to Jessica Orozco, editor. She reported that the updates to the financial accounts have finally gone through. She is filling committee vacancies over the next month and requested that board members send her any names for committee appointments.

Past President's Report: Erin Mahaney shared the Annual Meeting survey results. Feedback on the hotel, schedule, and workshop/session topics was positive overall, and suggested areas for improvement included the registration process, beverage options, and a greater number of both posters and vendors. The survey provided useful, specific feedback for the next Annual Meeting in the areas addressed, especially regarding session types and format, and topics for sessions and workshops.

Vice President's Report: Brit Farley – no report.

Treasurer's Report: Jay Sylvestre presented the following financial report.

Total: \$38,735.30

Checking: \$3,076.81

Savings: \$33,048.04

PayPal: \$2,610.45

Secretary's Report: Janet DeVries announced that Wiggio is closing down. We need a new meeting platform but not necessarily a place to store files because we are paying for Dropbox. Mary suggested to use Freeconferencecall.com for conference calls. Whoever is running the meeting has to sign in. Janet will look into that. Krystal noted that other popular conferencing platforms are Google Hangouts and Skype and anyone can sign up for the accounts. You can now see video on Skype. All files have been moved off of Wiggio.

Director's Reports:

Gerri Schaad: no report

Alexandra Curran: no report

Board Affiliates

Web Communications: Krystal Thomas noted that information about the annual meeting is updated to the SFA website and that she has generated a Google Form for session proposals.

Newsletter: Jessica Orozco informed that the summer issue featured the free vendor advertisements. We will extend the deadline for newsletter submissions one week due to Hurricane Irma and post the notice on the listserve.

Committee Reports:

Membership: Sue Rishworth was unable to attend and sent in a membership report. The procedural documents as created by Mary Rubin are now all residing in the Dropbox > Committees->Membership->Wild Apricots folder. These documents give detailed instructions about how to navigate Wild Apricot to do such things as 1) add new members who do not pay electronically; 2) search membership e.g. How many members have joined since (insert date) and saving a search; 3) archiving members who have not paid dues and restoring an archived member when dues are paid; 4) adding members and removing members from listserve. These directions will be easily accessible for future Membership Committee members and make for easier responses to many of the questions that come up routinely in working with Wild Apricot. Proposal for approval of SFA Board: That people becoming members on Nov. 1st or after, in any given year, be exempt from paying the renewal fee on Dec. 15th. Jay motioned to approve and Geri seconded, the motion passed.

Membership Committee report to Board, October 3, 2017

Stats:

Regular members:	157
Institutional members	25
[Total number of Institutions/Bundles 16]	
Corporate members	3
Total members	185
New members since May 2017 annual meeting	13
New members in last 30 days	1

Bylaws: Rachel Walton

College and University Archives Section: Sandra Varry, Acting Chair, met with Peggy McBride and went over all notes. The survey is drafted and they will continue moving forward, perhaps with a new secretary.

RAAC: Mary Rubin reflected on the \$200 check for RAAC and the National Coalition for History. We support the organization with this membership. SAA and RAAC had a July

meeting. SFA 2018 is taking on initiative for Capitol Hill visits to congressional representatives while they are in Washington. These include specific districts and congressmen.

Archives Month: Brit reported that Archives Month began this month. Her committee is generating both *Archives Spotlight* and *Found it in the Archives* weekly features posted 2 times a week on Tuesday and Thursday. The first post went out yesterday, there has been a good response, but need four more posts. Brit announced a free continuing education class for all courtesy of LyraSis free Preservation and Outreach classes for the State of Florida on October 25. We will add it to the listserve. Mary mentioned the template that we used for Facebook, Twitter and listserve is stored in Dropbox as Templates under initiatives.

Annual Meeting Committee: Sandra has been working on feedback assessment and event planning. Someone has offered to sponsor the breakfast. The announcement is up for the Annual Meeting with the next committee meeting scheduled in two weeks.

Journal –Rachel asked for approval for the SFA Journal Editorial Board. Susan called for a motion, Janet moved to pass and Gerri seconded. The motion passed. Rachel will inform what the next step will be. She also emailed the presenters from the 2017 meeting to see if they want to write up and their presentations for the first journal issue.

SFA Journal Editorial Board

Editor-in-Chief: Rachel Walton (Digital Archivist, Rollins College; SFA member)

Review Editor: Tomaro Taylor (past president of SFA; academic services librarian at USF)

Layout Editor: Hannah Wiatt Davis (Research Services Coordinator at FSU Libraries Special Collections & Archives; SFA member)

Copy Editors: Andrea Malanowski (Recent USF MLS grad and intern, on the job market; SFA member)

Peer Review Coordinator: Rachel Simmons (recent MLS grad and new Archivist at Winter Park Public library; SFA member)

Old Business: None.

New Business: Susan reported that two entities asked if there is a list of repositories in Florida. University of Central Florida libraries have a list but it is not up to date. Janet and Brit concurred that it is a great resource and suggested that we set up a Google spreadsheet and update the form county by county. Gerri said that people are reaching out after Hurricane Harvey for a national recovery group and a list of repositories. Mary said that someone received a grant to list all American Archives repositories. Gerri, Alex, Mary and Krystal will work on the spreadsheet. Jay suggested sending the form to the listserve and updating it annually during archives month and linking to UCF site.

Adjourn: President Susan Swiatosz moved to adjourn the meeting 10:01 a.m. and Gerri seconded. The meeting adjourned.

Respectfully submitted,

Janet DeVries Naughton, Secretary