

**Society of Florida Archivists
Board Meeting Minutes
December 6, 2017, 10:00 a.m.**

Attendance: Susan Swiatosz, Brit Farley, Janet DeVries, Jay Sylvestre, Sandra Varry, Krystal Thomas, Rachel Walton, Mary Rubin, Erin Mahaney, Gerri Schaad and Jessica Orozco.

President: President Susan Swiatosz called the meeting to order at 10:05 a.m.

Approval of minutes: Secretary Janet DeVries called for approval of the October 3, 2017 board meeting minutes. Erin has edits to pare down her report – The board will approve the minutes by email.

Executive Board Reports:

President’s Report: Susan Swiatosz - Brit Farley, Jay Sylvestre and I met on October 28 to discuss the idea of a strategic plan for SFA. We decided to start slowly and concentrate on developing a budget, a three-year plan, and to create a mission statement. Jay is working on a spreadsheet that shows our projected expenses and income, and will include line items for:

- annual meeting (including awards)
- Judith Beale Scholarship (\$1,000 for 5 scholarships/year + donations)
- a proposed disaster recovery grant (\$500/year to start, rolls over if not used)
- General operating expenses (SFA website costs, annual filings with the State of Florida, etc.)
- annual memberships (RAAC, NHD)
- membership profession development/continuing education

We are considering what to do with our cash reserves and would like to put together a survey for January, 2018 to go to the membership for ideas and thoughts. It would include some of the ideas mentioned above:

- more scholarships for the annual meeting
- disaster relief grant
- classes for professional development
- the idea of funding officers to attend other state, regional or national meetings in our profession
- a draft of the mission statement

Additional ideas:

- “Meet a Board Member” – kind of like speed dating at the annual meeting, during the new member social, for the first hour or so, set up tables for each board member to be able to speak one-on-one with members who are interested. This would also allow us to speak with people who may be willing to become more involved with SFA in the future.
- Rotating Newsletter Column – Each board member (except the President) would write a piece about what projects they are working on for SFA. For instance, the Vice President. could write-up Archives Month for the Fall issue, the Treasurer could write something in the Winter or Spring issue (whichever has the better

timing before the Annual Meeting), and the Secretary could write an article for the Summer issue (after the Annual Meeting)

Past President's Report: Erin Mahaney –The Nominating Committee is planning to send out nominations via Survey Monkey. She is counting back 45 days to get the nomination form out before the break and the survey launched in February. The open nominations are for the Secretary, Director, and Vice President.

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

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

PayPal: \$3,171.88

SunTrust Checking: \$3,096.81

SunTrust Saving: \$33,050.25

Total: \$39,318.94

Gerri asked about SFA's annual expenditures and account reserves. Jay will pull together an annual profit and loss statement for the board.

Secretary's Report: Janet DeVries created the meeting using FreeConferenceCall.com. She chose the platform because there was no app to download as in Skype for Business and Google Hangouts. She can create an account just for SFA under the SFA Google account. Mary said the only downside is that no two committee members can hold conference calls concurrently.

Director's Reports:

Gerri Schaad: Gerri is helping out with membership sending welcome notes and renewals. 18 renewals have come in so far.

Alexandra Curran: No report

Board Affiliates

Web Communications: Krystal Thomas has been making website updates. She added a page on the website for the annual conference, and will have registration up in late January. She updated committee information on site, clarify membership. Since the Gmail box is full, should she file past emails in the membership folder? Gerri suggested that just a receipt may suffice. Jay also exports the payments into QuickBooks. We will create a six month retention schedule for email.

Newsletter: Jessica Orozco – It took a little longer to publish this time due to technical problems. She is using Dropbox for large files rather than email. Susan requested that Krystal have access. Should we be posting financial donations in the newsletter? – We can list the names of donations made in honor of a certain person or memory. Sandra suggested having the option of anonymous donations or to have the name published.

Committee Reports:

Membership: Sue Rishworth, chair –Emailed the following report.

Corporate 3

Institutional 26

Regular 157

Gerri or Mary (will confirm at the next meeting)

Consolidation of membership form format (digital and PDF)

College and University Archives Section: Sandra Varry, Acting Chair is working with Peggy. In May the current board rolls over and the tentative plan calls for Sandra to take over as chair. We will advertise openings for a treasurer and a secretary.

RAAC: Mary Rubin had two updates about RAAC.

1. Alert went out yesterday via the SFA listserv regarding the Tax Reform's effect on the Historic Tax Credit and the Tuition Waiver Tax.

2. Advocacy on the Hill, the joint endeavor from RAAC, SAA, CoSA, and NAGARA, is determining priorities for the issues to be addressed at the event. RAAC put forward the priorities of additional funding for NHPRC and the opposition of any attempts to change Section 108 of the U.S. Copyright Act. The reasoning behind the push for funding for NHPRC is due to the 2018 White House budget including no funding for NHPRC as well as the Vermont SHRAB (State Historical Records Advisory Board) alerted that Office of Management and Budget is not allowing the NHPRC to use grant funds: Carried over from fiscal year 2017; Returned by projects that have completed their work; or Normally available to NHPRC under a continuing resolution.

Annual Meeting Committee: Brit Farley and Sandra Varry

Brit says that call for proposals went out and it is suggested to hold the main reception at the Florida Historical Capitol Museum. The committee is working with the director on a response. Sandra said it is on the calendar and they are working out the details. Susan moved to give one member free conference admission in enhance for waiving the building fee. Jay seconded it – motion passed.

Sandra asked the board to decide on registration fees. After discussion they board agreed to keep the rates low as to not to dissuade smaller institutions from sending their employees.

Early Bird Registration \$115

Regular Registration \$140

Onsite Registration: \$150

Student Registration \$50

One-Day Registration \$65

The cost includes: New member Reception, Capitol Reception, Heritage Reception Duval Catering and School.

A block of rooms is being held at the Hotel Duval from May 8-May 11 for \$129/night. Reservations must be made by April 9, 2017 for discounted rate. The speaker will be Jen Koslow, a history professor in Digital Humanities. The committee is updating the expense spreadsheet, working on Friday tours, amenities and vendor fees/rates as well as the pre-conference half day workshops DEDCC and Lyrasis for disaster preparedness and records' management. Susan suggested updating the SFA history before the 35th Anniversary. She also brought up future annual meetings. 2019 is the 50th Anniversary of Moonwalk. David Benjamin offered to host SFA in the past.

Archives Month: Brit reported on the success of Archives Month 2017 and the committees' initiative to cover archives and repositories that were not well-known. The many submissions received recognition from SAA and the next newsletter will contain photos of the submissions. Additionally we offered a continuing education course to our members.

Journal: Rachel said that they have received quality submissions and they are in the peer review process. Due to the editorial timeframe for academic publishing, the journal should be published in early February and a new website will be part of the journal launch.

Old Business:

1. Status of repository list update – Mary said that she has written about this in the newsletter going out soon – no updates yet.
2. Status of donation to Archivo General y Biblioteca Nacional de Puerto Rico - Will donate \$500 and Jay and Susan will send a letter to make sure it goes to the right people. Mary will have a former colleague who is a member translate the letter into Spanish.

New Business: None

Adjourn: President Susan Swiatosz moved to adjourn the meeting and Erin seconded. The meeting adjourned at 11:26 a.m.

Respectfully submitted,

Janet DeVries Naughton, Secretary