

**Society of Florida Archivists
Board Meeting Minutes
February 13, 2018, 11:00 a.m.**

Attendance: Susan Swiatosz, Brit Farley, Janet DeVries, Jay Sylvestre, Alexandra Curran, Gerrienne Schaad, Erin Mahaney and Mary Rubin.

President: President Susan Swiatosz called the meeting to order at 11:03 a.m.

Approval of minutes: Secretary Janet DeVries called for approval of the December 6, 2017 board meeting minutes. There were two minor corrections noted by Gerri and Erin. Janet motioned to approve the minutes with the edits, and Erin seconded. The minutes will be filed.

Executive Board Reports:

President's Report: Susan Swiatosz discussed the mission statement she had crafted, noting that Tomaro Taylor and Beth Golding advised that SFA already has a mission statement that Marissa wrote in 2013. Erin suggested we look at the two statements side by side and then decide if the current one (which Susan never saw before) needs updating. Susan also reported that she has the invoices from our National History Day "best use of primary sources" award sponsorship. Jay will pay the invoices.

Past President's Report: Erin Mahaney – Nominating Committee Report – This year we used Google forms for nominations. We are soliciting nominations for the SFA Executive Board for the positions of Director, Secretary, and Vice President/President Elect. We are soliciting nominations for the CUA Section for the positions of Secretary/Treasurer and Vice Chair/Chair Elect. The call for nominations went out on January 11th in the following places: listserve, website and social media (thank you Krystal), and newsletter (thank you Jessica). Nominations close on February 27, at which point the committee will meet, confirm that candidates are willing to run, notify the board, and confirm with the Membership Committee that candidates are SFA members in good standing. The ballots are due to go out on March 16. Call Erin with any questions.

Vice President's Report: Brit Farley – will give her report during the annual meeting report.

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

PayPal:	\$5,532.23
SunTrust Checking:	\$2,834.91
SunTrust Saving:	\$33,052.49
Total:	\$41,419.63

Secretary's Report: Minutes are up-to-date through 2018 now. Janet is working to upload the last of the 2017 minutes to Dropbox. Erin stated that we have not deposited any minutes to the State Archives while she was president. Janet will work with Susan to have a set of the last five years' minutes transferred to Beth Golding at the State Archives of Florida.

Director's Reports:

Gerri Schaad: Gerri reported that she sent out another message and email to the SFA listserv for the membership committee for local people to reach out to newcomers.

Alexandra Curran: Her update is outlined in Sue's membership report.

Board Affiliates

Web Communications: Krystal Thomas (no report)

Newsletter: Jessica Orozco sent in a report stating that the Winter 2018 issue of The Florida Archivist is uploaded on the website and has been posted to social media, etc. New members since October 2017 through April 2018 will be featured in the Spring 2018 issue. She is currently researching different professional development/educational opportunities to bring more variety to members. Susan commented that the newsletter looked great and that she enjoyed the "teaser" email.

Committee Reports:

Membership: Sue Rishworth, chair sent in the following report:

Corporate:	3
Institutional:	30
Regular:	161
Total Members:	194
Total active/paid:	129
New members since May 2014 meeting:	14
New members in last 30 days:	10

We've noted a steady stream of new members, but there always seems to be a large percentage that do not renew on time, in spite of four renewal reminders: Just before Dec. 15th, Dec. 15th, Dec. 31st, and Jan. 15th. The Membership Committee decided that this year on Feb. 15th, those still overdue will be archived, which means they will not appear in our member list (or numbers) anymore, but can still be brought back if/when they pay. I phoned all the institutional overdue members. Although it takes a huge amount of time trying to catch up with people by phone, I'm convinced we couldn't have kept them without it. If retention is a concern, this may be worthy of consideration. Gerri sent out a welcome to new members in the last 30 days, in hopes that members close to them will reach out to welcome them more personally. Alex has been working on consolidating the online membership form with the paper copy that prospective members download and fill out. The goal is to make them the same so that SFA has the same types of information for all its members. The committee expects to present the forms to the Board shortly. Mary Rubin continues to help us out with problems associated with Wild Apricot.

Mary added that Alex is working on membership forms. The local arrangements committee sent a link to a spreadsheet for ideas for presentations and panels for next years. Should we ask those who sign-up if they want to become a member?

College and University Archives Section: Sandra Varry, Acting Chair (no report).

RAAC: Mary Rubin spoke of the upcoming “Archives on the Hill” event. RAAC and its partner organizations are considering hiring an intern for the event. RAAC does not have dues and the three other organizations do. They are trying to get smaller groups to contribute. Susan asked what the time frame would be and how the intern would benefit RAAC and SFA. According to Mary, the intern would work two hours per week and manage fact sheets, etc. In July that would increase to 40 hours, and scheduling appointments and coordinating key advocate visits. The paid rate would be about \$15/\$20 per hour. They would need to hire someone in March to work at the SAA headquarters. They are looking in the range of a \$400 contribution per organization. RAAC needs contributions. Jay suggested SFA contribute \$100 toward the RAAC portion of this. While we would only be paying ¼ of this, we need more information. Erin moved to contribute \$25 to RAAC’s initiative to hire an intern for The Hill event. Gerri seconded and the motion passes.

Annual Meeting Committee: Brit Farley and Sandra Varry

Sandra was not able to attend the meeting but sent the following report:

Registration: Krystal has set up everything online for the conference, included links for the workshops. We will do a separate spreadsheet for the Friday sessions. We have very specific cutoffs for registration, including the receptions so that we can have our numbers for F&B. Registrants must also RSVP for the lunch and receptions when they register.

Programming: We have a preliminary schedule charted out, the currently confirmed items have been posted with our weekly announcements. Rory is confirming times and details for onsite sessions for Friday. 16 proposals have been submitted.

Luncheon: Menu has been selected. Professor Jen Koslow from FSU’s Public History program will speak.

Vendors: We determined we can have 11, and they will be in the room as before. We will do an afternoon “snack” in the ballroom. I plan to have a high-top table placed between each set of two vendor tables for the snacks, so attendees will need to engage. It will be announced that this is a “vendor happy hour” or something like that.

Receptions: Welcome Reception at Hotel Duval to be planned once the numbers have been provided for the luncheon and breakfasts - will be determined by what is left on our F&B budget. Capitol location confirmed. We have several catering estimates to review next week. Heritage Museum location confirmed. First meeting with catering - will mirror other events of same size and intent, 1,500.00 estimate, waiting on a final. Since campus has switched to Sodexo, they do things a little differently, etc. Includes two drink tickets for beer and wine, then cash bar.

Sponsorships: Special & Area Collections at UF wishes to sponsor, most likely a reception or breakfast. What will be dependent on costs, what the F&B budget is, and how UF needs to be billed. I will contact Haven at UF once I have the hotel info and catering for the receptions. I will then approach FSU for sponsorship. They are providing the museum and workshop spaces, neither of which are a fee waiver, and may be interested in also sponsoring something at the meeting. We could also reach out to others.

Sandra suggested inviting the Secretary of State to do a brief welcome to Tallahassee and the 35th year of SFA after Susan and the Local Arrangement Committee do their opener on Wednesday. The board agreed that Sandra should invite the Secretary of State.

SFA Journal: Rachel Walton sent the following report:

The Journal's website is up and running - <http://journals.fcla.edu/sfaj>. See our recent announcement in SAA's *In The Loop* - <https://us3.campaign-archive.com/?u=56c4cfbec1ee5b2a284e7e9d6&id=f2344f5a04>. See our recent announcement in SFA's Newsletter, *The Florida Archivist* - <https://floridaarchivists.wildapricot.org/newsletter>. Note on Publication Frequency - The *Society of Florida Archivist Journal* publishes one issue online every calendar year. However, in an effort to provide content to readers as quickly as possible, single articles are published and announced online as they are ready throughout the year. Individual articles are then compiled by the Editorial team into a complete issue on an annual basis. If you have questions about the editorial process or the timeline of publication, please contact a member of the Editorial Board. We are on track for our first article to come out in February/March and more content soon afterwards. A full and complete issue will be announced and made available before the SFA Annual Meeting this year in Tallahassee. We will also be seeking more content from this year's annual meeting presenters, after May.

Old Business: Status of repository list update: Gerri and Susan are both working with the Sunshine State regional network on a parallel project on what is already on the network, and will reach out to the groups to add to the Digital Public Library of America. Their meeting is in Tampa on March 9 with three working groups. Jay Sylvestre is also on this committee. *Nacional de Puerto Rico*: SFA sent the donation before Christmas with a nice note. Angie Villafane said that they received the donation and although Puerto Rico again lost power, that we could soon expect acknowledgement of the gift.

New Business: Susan briefly discussed locations for the 2019 annual meeting. The UCF construction makes hosting a meeting there in 2019 unrealistic. She announced that Florida International University offered to host 2019. Mary Rubin updated that the audit committee has begun its work.

Adjourn: Erin Mahaney moved to adjourn the meeting. Gerri Schaad seconded. The meeting adjourned at 11:55 a.m.

Respectfully submitted,

Janet DeVries Naughton, Secretary