

Society for Florida Archivists
Board and Committee Members Meeting Minutes
June 26, 2018 [viaFreeConferenceCall.com]

Attendance: Britt Farley, Mary Rubin, LuAnn Mims, Gerri Schaad, Alexandra Curran, Rachel Walton, Sue Rishworth, Sandra Varry and Annia Gonzalez

President: Britt Farley called the meeting to order at 10:00am

Secretary: LuAnn Mims called for approval of the April 17, 2018 Board Meeting Minutes. Gerri Schaad motioned for approval, seconded by Britt Farley. The minutes will be filed.

Executive Board Reports

President's Report: Britt Farley -thanks everyone for their commitment and work toward making the annual meeting a success.

I sent thank you letters to the presenters, sponsors, vendors, keynote speaker Jennifer Koslow and Florida Secretary of State Ken Detzner

The 2018 Florida Not for Profit Annual Report (Sunbiz) was filed in March 2018

Jay and I updated and amended the filing this month to include the updated SFA officer positions

The Annual Solicitation and Contributions was filed in May. Beth Golding, of the Florida State Archives, will remain the registered agent

In terms of Suntrust Banking, due to changes in banking laws, last year Susan Swiatosz wasn't able to set up a debit card. I spoke with Jay about this and we are going to try setting up a debit card in my name. In the meantime, both Jay Sylvestre and Erin Mahaney have debit cards. I also have access to the online cash manager as well as Paypal.

In a few months, I will begin soliciting volunteers for the 2019 Audit, Awards, Judith Beale Scholarship, and Nominating Committees. I am aiming to have the committees filled by September/October, so that the members can coordinate with the Annual Meeting Committee.

Lastly I want to mention that Gerri will take over Sandra Varry's vacated role of SFA liaison. I also want to welcome LuAnn as our new secretary.

I will announce volunteer position open for Annual Meeting Guide Revision Committee. The charge of this committee is to review and update the Annual Meeting Guide, the administrative document used by the Annual Meeting Committee. This is approximately a one year commitment. Submit names by July 13.

Past president's Report: Susan Swiatosz – report attached from SFA Annual Meeting 2018 Survey.

Vice President's Report: Mary Rubin – Annual meeting Guide Update – Britt Farley commented, and we all agreed that an ad hoc committee should be created to revise the Annual Meeting Guide.

Treasurer's Report: The Treasurer's report was given by Britt Farley. All Annual Meeting fees have been paid in full. Jay has the official numbers and will present them at the next Board meeting. All annual filings have been completed, the Annual Non-Profit Report and the Solicitation and Contributions reports. Also Jennifer Koslow, the keynote speaker at the 2018 Annual Meeting was given an honorarium of \$150

Jay Slyvestre – submitted his official report after the meeting - attached

Secretary's Report: LuAnn Mims – Request for reports to be sent directly to her whether present at meetings or in attendance to clarify for minutes.

Director's Reports:

Gerri Schaad – Has the extra SFA promotional material used at the annual meeting at the registration desk.

Alex Curran – No report. **Board Affiliates Reports**

Web Communications: Krystal Thomas [not present] – Report given by Britt Farley - Website has been updated, and access given to new SFA Board Members. Wild apricot – all information has been updated.

Newsletter: Jessica Orozco [not present]– Britt Farley stated that Jessica had nothing new to report. Summer issue deadline for materials is July 15.

Journal: Rachel Walton – SFA Journal – Online publication <http://journals.fcla.edu/sfaj/> Introduction letter written by editor, general call for papers has been announced, reach out to affiliated book reviewers and peer reviewers for articles, will meet in July.

Committee Reports

Membership: Sue Rishworth, update on total members 154 at annual meeting to 167, 2 Corporate, 29 Institutional and 136 Regular, up from 127 regular at Annual Meeting. To offset lapse of members reminders will be sent out in groups with initial on December 1, follow-ups through December with a final cut-off on February 15. Once the school year starts Membership with focus on recruiting new members from academic groups. [see attached detailed report]

CUA Section: Sandra Varry- The CUA section has 45 members from the recent updated list. They have been welcomed into the section. A meeting is planned at the end of June. A survey is being considered to assess group engagement and support a yearly agenda.

RAAC: Mary Rubin- for those attending SAA, Archives on the Hill will be August 14, reach out to Florida Representative, no response yet.

Annual Meeting: Annia Gonzalez- The 2019 SFA Annual meeting to be held in Miami is now listed on the SFA website. The Committee has planned an upcoming meeting. They are contacting hotels and comparing vendor rates and set appointments to tour facilities.

Britt Farley suggested the committee prepare for the theme by reviewing past years focus.

Old Business: None

New Business: None

Adjourn: Britt Farley moved to adjourn the meeting. Gerri Schaad seconded the motion. The meeting concluded at 10:29am

Respectfully submitted,

LuAnn Mims, Secretary

August 27, 2018