

Society of Florida Archivists
Board Meeting – Conference Call
January 25, 2011 @ 2:06 pm

Present: Mike Zaidman, Tomaro Taylor, Kathy Turner, Flo Turcotte, William Modrow, Burt Altman, John Nemmers, Christine Wysocki and Beatrice Skokan.

Absent: Mary Flekke.

1. Call to Order/President Report – Mike Zaidman

Mike saved his comments for committee reports.

2. Secretary/Acceptance of October 6 Minutes – Beatrice Skokan

The minutes were approved without changes: Mike, John and Tomaro.

3. Treasurer's Report – Kathy Turner Thompson

All the board members acknowledged receipt of the financial reports. Additional information now presently reflected include: \$1,100 received from membership, scholarship and donations. There is also \$1,200 in the scholarship fund. This information will be part of the February report. Kathy is currently preparing the annual report.

4. Vice President's Report – Tomaro Taylor

There is no official report. She will attend the ARMA meeting in April per Mike's request. The newsletter will come out this week. Christine will include a poster session call (needs one or two more sessions) and hotel information and registration in the next newsletter.

5. Directors' Report – Flo Turcotte and Bill Modrow

Flo and Bill currently had nothing official to report.

6. Committees

a. Annual Meeting - Christine Wysocki

Call for papers – She still needs papers especially in digital archives. John has a few suggestions such as Laurie Taylor and Caitlin at Library automation. John will approach a couple of people. The program includes:

Workshops and Sessions

1 workshop on photo preservation by Sandra Varry
5 sessions filling one whole day: photographic preservation, business archives, exhibit for small spaces, digital display, documenting institutional history through team work. Tom Graham, a local historian could also present a session. He is a really good speaker.

Friday's schedule includes the annual business meeting.

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Tours

Christine is working toward a trolley tour with David Mullen. Flo spoke to him. The tour could be optional and she would need a head count. The tour could take place on Friday.

Flagler College Archives is not open for tours.

The Historical Society is associated with the oldest house and is a great place (Flo).

The St. Joseph's Sisters also have very nice archives. Sister Cathy is the contact person (John and Flo).

The lighthouse would also be nice and the director offered to help (Mike).

Hotel and Meals

Lodging: 30 rooms set aside for SFA at Best Western. The next newsletter should emphasize that 1 month advance registration is needed for the hotel. The rates are: \$89/night with a \$5 parking fee.

Casamonica option: \$159/night with a minimum of 10 nights so we passed (Flagler Rate).

The Florida Historical Society's website provides a lot of information about bed & breakfasts options.

Christine could not find another block downtown.

Lunch scheduled for the Columbia Restaurant

Mixer/Reception will take place on campus in a location similar to the Plant Museum. She is still working on the liquor license. Campus only buys a certain number of licenses per year so Christine needs to travel to Jacksonville to get the license and specify SFA's not for profit status. We will probably limit liquor to beer and wine.

Registration Form – still needs to go out and will appear on the website. Tomaro will take care of the design and will send out the postcard reminders.

Vendors – Christine still needs to contact Hollinger. She also had another vendor (the Crawley Group-Digitizing Services) who wants to set up a booth. What should she charge? Hollinger sponsored the luncheon with \$500. The vendor is given the choice to sponsor something.

Website – Christine will send an annual conference update to put on the website.

- b. Membership Committee – Mary Flekke report per Mike Zaidman
Mary's report to Mike includes 49 individual members who renewed after the mailing sent early December. There were 5 new individual members prior to Christmas, 4 institutional renewals and 2 retirees. SAA's mailing goes out in October so we may

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consider matching theirs. John makes a motion to change the mailings for mid November to first week of December (second by Tomaro). Motion carried.

Membership Database - Burt Altman and John Nemmers

Their survey revealed that several groups of archivists used *Wild Apricot*. John and Burt continued to investigate. Back in October and November they spoke to other societies such as the Society of Georgia Archivists who raved about the service. Positive attributes included: the ability for all officers to look at the database and members keying in their information themselves.

The organizations used the service for their entire website and paid \$540/year for 500 records according to the pricing plan. SFA would be at the same level. We would need to check with Mary. Each membership (individual or institutional) counts separately. There is also a 250 member level priced at \$270/year. The package is expensive but Wild Apricot does provide a 30 day trial. SFA could test the service with its website.

John also spoke to Tennessee and North Carolina archivists. Tennessee uses Excel and they are happy with that option. North Carolina's membership is larger and is not yet using an online service.

Mary has not commented yet.

It is possible to link *Wild Apricot* to SFA's *Canvas Dream Website*. *Canvas Dream* suggested that we may be able to share a site with another organization.

John and Burt recommend the 30 day trial to the board.

The northwest archivists groups' membership were around 200 members like us but they took the 500 option assuming they would grow. We could pick the 250 option. The collaboration option might not be easy to navigate with the vendor.

Flo makes a motion to sign up for the 30 day trial with Wild Apricot with the membership database and Burt seconds. Motion passed. John and Burt will work with Mary on setting this up.

SFA can manage a change of physical address and may need someone to take over Mary's duties for the membership committee. The position is appointed. New members should be encouraged to serve on these committees.

- c. Nominations Committee – Mike Zaidman and Burt Altman
Three people are needed as volunteers. Suggestions include Katherine Fleming (Barry University) Leslie Siegel (FAU) and Erin Santana (The Jim Moran

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Foundation). All three contacted Mike and were interested in volunteering. Mike will contact Katherine and one of her colleagues. This is a yearly term.

- d. Awards Committee – Mike Zaidman and Burt Altman
Boyd Murphree is currently serving and Mike will ask Leslie Siegel. This is a year term.
- e. Judith Beale Scholarship Committee – Mike Zaidman and Tomaro Taylor
Three people needed. Erin was on the committee last year. Maria wanted to be involved again. Could we ask Tracey a former student from West Palm who is now working? Mike will contact Tracey and Erin.

7. Website update – Burt Altman

Nothing new just waiting for an update from Christine for the annual meeting.

8. Other Business – Mike Zaidman

Updated contact information for Tomaro and Kathy:

Kathy's email address: kathy89@tampabay.arr.com

Tomaro email address: ttaylor@lib.usf.edu , tomaro@bcs.usf.edu, ** tomaro@usf.edu

Meeting adjourned at 3:30 pm.