

**Society of Florida Archivists
Board Meeting-Conference Call
March 27, 2012 @ 2:00 PM
Minutes**

Present: Mike Zaidman, Tomaro Taylor, Burt Altman, William Modrow, Kathy Turner Thompson, Sandra Varry, Cynthia Peterson and Beatrice Skokan

Absent: Mary M. Flekke, John Nemmers, Florence Turcotte

1. Call to order/President's report-Mike Zaidman

- Letter sent to Mario Diaz-Balart on behalf of SFA to fund NHPRC funding. Mike sent six letters to various politicians for the past two years. He hopes it has helped some.
- Mike also, sent a letter on behalf of SFA to SAA for a planning grant proposal to IMLS for the A*Census II update.
- SAA – A regional summit will take place at the National Meeting in San Diego with almost every state and regional organization represented to talk about issues that involve each. Mike submitted from the board's requests issues that are affecting SFA. Hopefully, one delegate from SFA will attend.
- It's been fun as president the past two years and Mike appreciated everyone's support. It's not an easy job, but it has its moments.
- A bit of sad news, Margary Neal Nelson of Crescent City passed March 1, 2012.

Mike will be out of the country for two weeks and will return on April 16h.

There will be one board meeting during the annual meeting (Wednesday or Thursday)

2. Secretary/Acceptance of January 20th Minutes-Beatrice Skokan

Kathy motioned to accept and Burt seconded.

3. Treasurer's Report-Kathy Turner Thompson

Kathy forwarded the Treasurer's Report to the board before the meeting: the Balance Sheet and the P/L-Income statement for 2/29/2012.

The current scholarship fund balance is \$1,188.12.

Kathy will send the reconciliation report once she resolves the issue with Quick Book Tomaro seconded after Mike.

4. Vice President's Report-Tomaro Taylor

Gail Donovan (New College of Florida) and Tomaro attended the ARMA International Chapter Meeting and received good feedback. She spoke of SFA and Dona Read; last year's President was excited to have SFA represented.

17 people are still receiving a print copy of the newsletter (\$27 cost).

Mike and Tomaro discussed starting member profiles. We might start with Dona Reed from ARMA.

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5. **Director's Report-Bill Modrow**

Bill is working with Burt on the Tallahassee Annual Meeting in 2013

6. **Committees-Mike (for Erin, Leslie & Koichi) and Sandra:
Local Arrangement (Sandra, Cynthia and Mike)**

The three corporate sponsors (two new ones) are: Hollinger Metal Edge, Crawford Media and Preservation Technologies. The Sarasota Convention & Visitor's Bureau is giving free bags with coupons. The Ringling Museum is helping with the cost of the event considerably.

Sandra sent an email before the meeting which includes a PDF of the schedule and an alternate schedule for Thursday.

Would SFA like to schedule a second reception since the cost at the Hyatt is \$1,500 out of the planned \$2,000?

Second Reception at the Ringling Museum would cost \$500.

The Selby option includes a botanical garden tour, research facilities and reception at the mansion) \$1,300 to \$1,500.

The trolley historic tour is another option for a total of \$1,200. We could have a mixer at the hotel beforehand (hors d'oeuvre). There is a limit of 30 people for the trolley tour which would start at the hotel and last one hour on Wednesday night at 6:30 pm.

The Joe King presentation will take place from 11:30-12:00 before lunch.

After today's meeting Sandra will forward the schedule to Burt for the SFA website.

Mary's roster shows that only 8 people have signed up and the committee will send a conference reminder mailing to the membership.

Presenters are aware that they will pay a registration fee. (Mike & Sandra)

Poster Session for students will start on Thursday during the conference

The registration table may need volunteers, especially on Friday. The conference will end on Friday by 12:15 pm. Sandra will confirm the schedule with all the presenters.

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Scholarship Committee (Bill)

- We received 9 applications (we received 7 in 2011)
- With the changes to the 2012 Beale Scholarship qualifications, we received applications from two professionals, two undergraduate students and five graduate students. In 2011, we received six applications from graduate students and one from an undergraduate. Due to the 2011 scholarship qualifications that recipients had to be enrolled in a graduate program, the undergraduate was disqualified – this person did reapply this year.
- One of the applicants for 2012 is a 2011 Beale Scholarship winner.
- In 2011, the Scholarship Committee spent \$900.00 in scholarships, with each student receiving their conference registration fee \$50 and a \$100 stipend (all students had to travel to St. Augustine).
- The scholarship was announced on SFA's website, SFA's listserv, LinkedIn (Groups: SFA, FSU Library & Information Science, Gold Coast (South Florida)), SFA's Facebook page, as well as FSU's School of Library and Information Science internal student listserv. The USF School of Library and Information Science was contacted to share scholarship information, however no formal response was received, so it is unknown if the announcement was shared on any internal network. Although it seems like the scholarship was well-marketed due to number of responses, the Committee would welcome any additional posting locations for next year.
- The Committee will be meeting next week (4/6) to discuss applications and determine awards. In Mike's absence, they will submit the Committee's recommendations to Tomaro for final approval.

Mike suggested that SFA contribute \$500 from the annual budget to help the fund grow. The auction and donations provide most of the funding for the scholarship.

Bill suggested that the scholarship committee establish a follow up procedure to stay in touch with scholarship recipients (Mike & Bill). Bill puts forth a motion and Kathy seconds for an annual contribution of \$500 to the Judith Beale Scholarship fund beginning this year. The motion passed.

The scholarship committee could consider the number of applications that it awards for the different categories such as students and new professionals.

The committee will look into the guidelines for repeat applicants and winners.

Awards Committee (Leslie) – Report. Deadline is Friday, 3/30/2012. So far, there are two nominees.

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Nomination Committee (Koichi) – Report.

One nomination for president
Two nominations for Vice President
Three nominations for director

Membership Report (Mary): Three new corporate members/sponsors: Accessible Archives, Crawford Media Services and Preservation Technologies. There are 11 new members. SFA will print one last membership directory this year.

7. Other Business

Website (Burt)

Burt is updating the website with information about the conference from Sandra. Preservation Technologies (as a sponsor) will send their logo.

Viva Florida 500 report (Burt)

John, Flo and Burt had a conference call on February 20th and discussed having the Florida Archives Week in conjunction with SAA Archives month in 2013. There would be poster competitions, website completion. The ideas could be discussed at the annual meeting.

Annual Meeting wrap-up (Mike)

Mike hopes that many people will attend a good conference.

Meeting adjourned at 2:57 P.M.