

Society of Florida Archivists Board Meeting

July 25th, 2013

Conference Call @ 2:00 pm

Minutes

Present: Tomaro Taylor, Gail Donovan, Kathy Thompson, Sandra Varry, Michael Zaidman, Katherine Fleming, Erin Mahaney, Mary Flekke, Burt Altman, Sonia Lorenz, Krystal Thomas, William Modrow

1. Call to order- President Tomaro Taylor- Tomaro Taylor welcomed Sonia Lorenz and Krystal Thomas and thanked them for working with Burt Altman on the Society of Florida Archivists Web Communications Team.

2. Motion to approve the minutes from the July 22, 2013 meeting was made by Kathy Thompson and Sandra Varry seconded the motion. The minutes were approved unanimously- Secretary- Gail Donovan

3. Treasurer's report- Kathy Thompson sent the Treasurer's Report via email for review by the Board members. Michael Zaidman motioned to transfer \$7000 from the checking account to the savings account and Erin Mahaney seconded the motion, which was approved unanimously.

4. Vice President's report- Sandra Varry did not have anything to report.

5. Immediate Past President's report- Michael Zaidman – Judith Beale Scholarship Fund- Carla Summers recommended creating a video with the assistance of the Crawford Corporation to increase donations and funding for the scholarship. The cost of producing the video is undetermined at this time. Michael Zaidman recommended a two-minute video interviewing Judith Beale's husband and the two students, who were previously interviewed for the Society of Florida Archivists newsletter. Tomaro Taylor suggested moving forward with this project.

6. Director's report- Katherine Fleming and Erin Mahaney- Katherine Fleming recommended distributing the revised Society of Florida Archivists brochure prior to the Society of American Archivists annual meeting.

7. Committee reports-

Membership- Mary Flekke reported there were: 2 lapsed memberships renewed, 1 new student membership, and 2 institutional memberships established. Also, 93 individuals were contacted regarding memberships in default, 81 emails, 12 'hard to find' members, 8 institutional members, and 3 corporate members. Mary Flekke mentioned the lapsed membership letter push was sent on July 5 that time there were 256 members with approximately 90 lapsed memberships. The Board recommended waiting a month before archiving the lapsed members in the Wild Apricot management system on August 20, 2013. Newsletter- Janet DeVries (absent)

Society of Florida Archivists Listserv/Website/Blog- Burt Altman, Sonia Lorenz, Krystal Thomas- Burt Altman mentioned the problem on the listserv with bogus requests to subscribe, which were reported to IT at FSU. Burt mentioned that Wild Apricot does not have listserv functions but he is exploring possible providers or venues for a listserv. Discussion proceeded about the website, refinements to some pages and adding a page for Archives Month with additional content. Tomaro and Burt asked the Board to recommend a place for the Society of Florida Archivists Blog on the website. Sonia Lorenz has started working on the Blog, which offers great potential for interaction and perhaps a blog/newsletter. Tomaro recommended reviewing USF's library blog/newsletter, which is easy to maintain and uses Wordpress. Katherine Fleming questioned whether the blog would be for members only or open access with vetting of submissions. Burt and Sonia replied that blogs are usually open access but vetted and maintain the right to review comments to eliminate spam. Sonia Lorenz also mentioned the marketing opportunities of a blog. Tomaro asked Sonia and Krystal to draft some blog guidelines and suggested a meeting with Janet DeVries to gain some feedback regarding potential integration of *The Florida Archivist* newsletter.

Local Arrangements Committee 2014 Annual Meeting- Sandra Varry- Sandra Varry forwarded the preliminary contract for the May 7 to 9 annual meeting for review and Wenxian Zhang's corrections to the contract. There will be two receptions, Casa Feliz, catered by Arthur's and another at the Orange County Regional History Center. The Doubletree Inn location was toured and assessed for walkability and shuttle

service is available to downtown Orlando as well as to Rollins. The room rates are \$99-110 per room per night with parking included. The contract needs to be finalized. Rollins will most likely host the pre-conference. Sandra Varry recommended reviewing the contract and finalizing within 2 days.

8. Old Business- Paypal update- Kathy Thompson- emailed Board with the pros and cons of Paypal. A motion to approve the use of Paypal was made by Michael Zaidman and Sandra Varry seconded. October Archives Month- Sandra Varry- An online gallery will exist on UCF's website and a separate email address has been created: ArchivesmonthSFA@gmail.com. Activities, a submission form and poster will be sent out to members. Gaylord will offer 2 workshops. Tyler McLean is working with SFA and the Governor's office on a proclamation for Archives month.

9. New Business- William Modrow- William Modrow discussed the benefits of SFA creating a scholarly online journal. Sandra Varry mentioned using an open journal system and Michael Zaidman commented on the challenges of gaining participation from members. William Modrow and Gail Donovan both mentioned the benefits for professional evaluations with publishing in a scholarly journal. William Modrow recommended requesting submissions from outside of Florida and not limiting the content to the history of Florida. Tomaro also thought this journal could provide a good venue for those intimidated by the big name journals. Mary mentioned the Florida Historical Quarterly as an example. Tomaro asked William Modrow to investigate the startup costs and to draft a proposal for this project to move forward.

Tri-State Meeting- Tomaro Taylor expressed some concerns, on behalf of SFA member Carl Van Ness, about the Society of Florida Archivists not being represented as part of a regional group, especially in consideration of the forthcoming Tri-State Meeting (SGA, SNCA, SCAA). Erin Mahaney will be presenting at this meeting and will be the Society of Florida Archivists representative. Katherine Fleming and other Board members expressed a concern about the possible elimination of our annual meeting in Florida. Tomaro Taylor recommended offering some financial assistance to Erin Mahaney as the SFA representative.

SAA Regionals Meeting & Draft proposal-Tomaro Taylor asked for any comments and there were no comments. Tomaro Taylor and Katherine Fleming proposed a directory of archival organizations in the state of Florida and Burt Altman thought a directory had been created by Carla Summers and linked to UCF. Tomaro will follow-up with Carla.

10. Meeting Adjourned by Tomaro Taylor at 3:30 pm, motioned by Katherine Fleming and seconded by Burt Altman