

Society of Florida Archivists Board Meeting

June 10, 2013

Conference Call @ 2:00 pm

Minutes

Present: Tomaro Taylor, Erin Mahaney, Gail Donovan, Sandra Varry, Burt Altman, Katherine Fleming, Kathy Turner Thompson

1. Call to order- President Tomaro Taylor
2. Gail Donovan called for a review of the suggested updates to the February 22, 2013 Board Meeting Minutes made by Tomaro Taylor and Burt Altman. Katherine Fleming motioned to approve the minutes from the February 22, 2013 Society of Archivists Board Meeting and Kathy Turner Thompson seconded the motion. The minutes were approved with a unanimous vote by attending Board members.
3. Tomaro Taylor requested a review and discussion of the Society of Florida Archivists (SFA) Administrative Manual, which is based on the by-laws, procedural manual and Society of Georgia Archivists Administrative Manual. One of the objectives of the SFA Administrative Manual was to streamline the organization's procedures, outline the responsibilities of the Board members and the committees. There were some editorial changes, which were noted and suggestions for the activities of the Local Planning Committee and the Annual Meeting Planning Committee to be clarified and condensed into one committee. Burt Altman recommended recognizing and sending thank you notes to the vendors, who participate in the annual meeting. Recommendations were made for a four year term of office with renewal for the Membership Committee Chair. Editorial changes were recommended for the Committee Timeline. Burt Altman noted that the feedback from the 2013 SFA Annual Meeting Evaluation survey was highly positive. Kathy Turner Thompson motioned to accept the Administrative Manual with the recommended changes and Katherine Fleming seconded the motion. The vote to accept was unanimous by attending Board members.
4. Tomaro Taylor requested a review of the By-Laws. In Article 4, section 7, Burt Altman suggested extending the term of the President and the Vice-President to a two year term with the provision of making the Vice-President position a President elect position. Tomaro Taylor mentioned this would need to be voted upon by the membership. In Article 7, Tomaro Taylor recommended that the word, student, should be stricken. In Article 8, section 4, a recommendation for additional language to be added to the electronic ballot and a provision for requesting a mail-in ballot continue to exist. In Article 12, section 3, electronic mail should be added.
5. Burt Altman shared the SFA 2013 Annual Meeting final report. There were 68 attendees and a significant financial gain of \$660. Great feedback and praise was received regarding the planning, hotel arrangements, broad spectrum of presentations and large percentage of members, who presented this year. Of particular note, Burt Altman recommended close attention to the type of sessions and topics, which the attendees would like to see in future

annual meetings, such as, oral history, acquisitions and appraisals, preservation, and art museum related topics. Burt Altman's recommendations to the 2014 Annual Meeting Planning Committee included looking at the session recommendations, introducing the vendors, planning an evening out for the attendees, and bringing SAA for a workshop session.

6. Tomaro Taylor brought several objectives forward for 2013-2014. Bill Modrow has suggested creating a scholarly journal with greater opportunities for professional publication and a peer-review process. The topic of implementing Paypal for payment of fees by members was discussed along with the obstacles and benefits. Burt Altman and Sonja Lorenz continue to work on a blog and we might invite Sonja Lorenz to discuss the blog at a future meeting. Tomaro Taylor recommended expanding SFA's social media presence on Facebook and Twitter and suggested a social media theme for the next Board meeting. Attaining a proclamation from the Governor is an objective for Archives Month.
7. Adjournment. Motion was made by Kathy Turner Thompson and seconded by Sandra Varry and unanimously approved by attending Board members at 3:21 pm.