

**Society of Florida Archivists  
Board of Director Meeting Minutes  
April 21, 2016 9:00 a.m.**

**Attendance:** Sandra Varry, Erin Mahaney, Janet DeVries, Mary Rubin, Susan Swiatosz, Krystal Thomas.

Absent: Flo Turcotte, Marissa Kings, Burt Altman, Tomaro Taylor

President Sandra Varry called the meeting to order at 9:04 a.m.

**Approval of Minutes:** Secretary Janet DeVries called for the approval of the minutes of the 1/25/2016 meeting and the 3/16/2016 meeting. Minutes were approved.

**Board Reports**

**President:** Sandra is working on the DAS week, the Annual Meeting and is working with Krystal on Web Communications.

**Past President:** No Report

**Vice-President:** No Report

**Treasurer:** Flo Turcotte was not in attendance; she communicated that she was sending the final payment for the DAS course scholarships, the total amount is about \$1,400.

**Secretary:** No Report.

**Committee Reports**

**Annual Meeting:** Erin reported that Annual Meeting plans were going well, the programming committee had selected several choices for keynote speakers and are making those offers.

Sandra reported that fees for a reception in a historic hall are expensive. The local Knights of Columbus hall is half the cost, has an elevator, will provide tables and chairs and is closer to the hotel. Programs originally scheduled until 7-8 p.m. were reduced so that attendees could enjoy the trip. They moved breakfast and the first sessions earlier, took out one session, and planned for a better break and time before dinner. So far they have not received session proposals.

Krystal updated the website with times, events, and registration information.

**Membership:** Mary and Susan are working on membership. Susan is archiving members who are no longer with us. There are quite a few lapsed members. She will send them an email asking if they want to renew. The new Membership Chair can remove and archive the lapsed members. Tomaro had offered to take over as Membership Chair. Sandra motioned to install Tomaro Taylor as Membership Chair, Susan seconded, motion carried. Erin asked about people trying to

renew at the Annual Meeting. Some have two accounts and need to be merged. Janet offered to track town members whose emails bounce back so we can contact them to see if they still want to be members. The members are still receiving listserv email notifications. The Bylaws say that the Membership Chair gives the information to the Web Communications Chair (Krystal) to remove.

**Web Communications:** Krystal is reviewing the three positions under Web Communications to bring the total from three to two by the merging duties of the Membership Chair and the SFA Listserv Manager (on the FSU listserv, but the administrator does not have to be affiliated with FSU). Krystal recommended Hannah Davis as the Web Manager assistant. Janet motioned to appoint Hannah Davis as Web Manager Assistant, Sandra seconded, motion passed. Krystal will update the Web Team descriptions to reflect what they are doing. Other website updates are the joint meeting and hotel registration, etc. They have to update the Bylaws to reflect the changes.

**Directors:** Mary Rubin and Susan Swiatosz are mainly working on cleaning up Membership.

**Newsletter:** Marissa emailed that she is working on the Spring Newsletter and expects it to go out by the end of the month.

### **New Business:**

**Bylaws:** Sandra said they have reviewed the Bylaws and have recommendations waiting on feedback from Flo.

**Election:** The Nominating Committee Chair will present information at the next meeting about cycling our new officers. The Awards and Scholarship Chairs will be solicited closer to the fall meeting.

**Audit Committee:** The Audit Committee will meet prior to the end of the fiscal year and will consist of Mary Rubin, another member, and the Treasurer. We need a Chair to start work on that by May 1st to send reports to the state (IRS 1998 short form and report agriculture and consumer services and annual report to the IRS) by about May 14th, according to last year's filing.

### **Old Business:**

**Journal:** Erin drew from state level journal sites to see how hosted membership works. It does not include the setting up of the journal. Editors and guest editors are drawn from membership: a chair would be appointed. Sandra does not have direct experience with this, so she recommended having someone Devon – a digital scholarship librarian or other in charge of open access journals look it over. Susan wondered if the three editors as volunteers offering to help are the proposed editorial board. When do we turn it over to the membership to see or vote? The survey was to gauge interest. An application process for the positions will show involvement/level of commitment. Should it be published once per year rather than quarterly and should we consider partnering with another institution? There are not a large number of journals for archives yet hundreds for librarians. Susan suggested encouraging presenters to publish a more formal paper

and to encourage paper submissions. Erin will work on first steps and consult others, and have the document ready for the next meeting.

**DAS Scholarships:** Everything is all ready to go. FSU staff will assist with presentation and set-up, etc. They will purchase snacks in bulk for breaks and get estimates for breakfast, bagels, coffee, and tea. The boxes, name tags, etc. have shipped out. SFA is a co-sponsor. We need an updated handout/flyer/SFA brochure. Janet offered to create a new SFA brochure. Janet and Susan will be at DAS all week.

**University Archives Round Table:** Everyone agreed it is a good idea and questioned it is a section or a roundtable? Sandra stated that the documents need to be reviewed by the Bylaws Committee. Specifically, Article 7 – are minutes available to members? Public or not? Article 10 regarding amendments to bylaws: does it require approval? We will vote on at next meeting after feedback.

The meeting adjourned at 10:04 a.m.

Respectfully submitted,

Janet DeVries, Secretary