

Minutes
Society of Florida Archivists Board Meeting
August 9, 2016 3:00 p.m.

Present: Erin Mahaney, Susan Swiatosz, Mary Rubin, Gerri Schaad, Jay Sylvestre, Peggy McBride, Flo Turcotte, Burt Altman, Rachel Walton, Britt Farley.

Absent: Krystal Thomas, Sandra Varry, Marissa Kings, Janet DeVries.

Erin Mahaney called the meeting to order at 3:04pm. Erin took minutes and meeting was led by Mary Rubin. Erin noted the approval of the minutes of the 4/21/2016 and 6/29/2016 meetings by the Board via email, so no new minutes to approve. Erin, Janet, and Krystal have been cleaning up Dropbox and cross-referencing with the website and Wiggio. Krystal has updated the website to reflect the 2016 committees.

All 2016 committees are in place, including the Annual Meeting Committee for 2017. A surplus of volunteers means SFA is in good shape to compile the 2017 committees at the end of the year. The 2015 minutes following the Annual Business Meeting have not been posted to the website yet, due to lingering edits. Erin and Flo moved to edit/amend as necessary to finalize the 2015 minutes for posting on the website. Meeting attendees support this to bring the posted minutes up to date. Mary seconded, all in favor, none opposed. Erin will finalize outstanding edits and share the amended minutes with the Board before posting to the website. Question of when last transfer of non-current records was to the Florida State Archives.

Erin reported on the current situation with Bank of America. New regulations have made transferring accounts more difficult, probably for future Boards as well. BOA would only transfer accounts with all 4 outgoing and incoming officers present, or with both presidents and then president/treasurer, or all via notarized postal mail. BOA is also charging a \$17/month maintenance fee. Erin spoke with 2 other banking institutions who offered accounts with special terms for non-profits with no maintenance fees, minimum balance, bill pay fees, debit card fees, etc. and easier transitions to new account holders. Opening the new account and transferring funds can all be done with the officers in separate cities. Erin would open the new account with the recent minutes at her branch, Sandra would either transfer or withdraw a cashier's check made out to SFA that would go in the new account and then close the BOA account. Erin would add Jay, Jay would go into a local branch and be added. No postal mail required, as the banks Erin spoke to said it could be done remotely via scanning and emails as long as people could get to a branch in their respective locations. Flo indicated that the reason Bank of America had been used was the ease of access and branches everywhere, though new regulations counter that accessibility a little. Erin mentioned that TD bank is probably out, since they do not have as many branches, and none in Tallahassee. Flo suggested Wells Fargo. Erin will email the Board the specs on 3 banks for review including SunTrust and Wells Fargo and the Board will vote via email on whether to switch banks and if so, which one.

Burt needed to leave early, so reported on his transfer of listserv duties to Sue Rishworth. Burt also suggested a backup person for Sue, possibly someone on Web Communications. Backup is currently Krystal. Burt is happy to be available in an advisory capacity for listserv questions going forward.

Susan Swiatosz reported that she has been working with Tom from LYRASIS on getting his survey out to some SFA members. Membership Committee and Krystal are working on a way to quickly pull lists of members who have opted out of third party emails.

Treasurer's Report – Jay Sylvestre reported he can access paypal and BOA online, and recently paid the Canvas bill but still needs the billing address associated with the account for some payments. The Florida Department

of Agriculture and Consumer Services sent a check saying SFA is exempt from fee-based registration. Jay will deposit when he has access to the accounts. Jay has started working with Mary and the Audit Committee.

Annual Meeting - Committee Update: 2016- Erin reported that the schedule had been posted and that SGA had agreed to give scholarship recipients the early bird rate after August 15th. Local arrangements is working on the pre-conference mixer, among other things that SFA can contribute to.

Annual Meeting 2017- Susan said her committee had chosen 2 sets of dates, the weeks of either May 9-12 or May 16-19. The first overlaps slightly with FLA in Orlando, but the proximity could lead to cross-registration. The latter set of dates overlaps with Florida Historical Society, which is a cruise this year. USF-St. Pete graduation takes place before the 9th, so the campus should be available for events and workshops. The committee prefers the first set of dates. Susan requested feedback on returning to the normal May meeting, the number of days, and a potential theme for the conference. The committee is currently looking at Tuesday pre-conference and Wednesday-Friday conference with Friday being a half day. Themes under discussion included Collaborations, Partnerships, and Cooperative Efforts, and some local history topics. Gerri indicated support for a theme for the conference, and Mary indicated she preferred the collaborative theme. Discussion resulted in the committee working on a broad theme along the lines of collaboration, which will be sent out to the board after it has been developed more fully. Susan is seeking the attendance numbers from the 2014 and 2015 meetings, since registrations appear to be going up and it may affect the room block. Jay will send or upload the 2014 financial info to DropBox and will look for 2015. Rachel noted the Sunday after the first set of dates was Mother's Day. Susan moved to hold the annual meeting on the May 9-12 dates, Gerri seconded, motion carried.

Membership – Sue, Mary, Gerri. Sue Rishworth reported that she is learning the ropes for the Membership Committee, and thanked Mary, Krystal, Erin, and Burt for their guidance. Mary will be in touch with more details on the DropBox workflow, and providing communications and records from earlier conversations.

Web Communications –Krystal Thomas sent a report: “We’ve been getting the new board members set up in Wild Apricot. If anyone still does not have access to anything they should, they should feel free to email me and I’ll fix that. The website has been updated with all the new board and committee members but everyone should check to make sure their information is correct. The preliminary schedule for the joint conference has also been posted to the website.”

Newsletter – Marissa Kings sent a report: “The summer issue should be posted online today and hard copies mailed out this week.”

Audit Committee – Mary Rubin reported the Audit committee has started working with Jay and is getting the reports organized into DropBox. Three are missing, and other audit work will be underway shortly.

Bylaws – Rachel Walton reported that the Bylaws committee will be working to have the changes already in the works added and out to the membership by September 10. Any Bylaw changes will need to be distributed to the general membership 30 days before the Annual Business Meeting and the membership votes on it at the Annual Meeting. The Bylaws committee will do a final run by the Board before sending out the amended Bylaws to the general membership. Any dues increase will also need to be proposed to membership 30 days before the next meeting.

Archives Month- Susan reported that the Archives Month committee would soon begin its work for October, and is seeking last year's files and the report Erin did. Erin will find the files and get them to Susan if they are not in DropBox already.

Scholarships- Britt Farley reported on the August 19th deadline for Scholarship applications, and the committee plans to notify recipients by August 26th. So far, there is only 1 applicant. Britt asked meeting attendees to encourage people to apply.

Awards- Janet DeVries sent a report:

“The committee updated the [Award of Excellence](#) page and set the initial nomination deadline as August 19th (which can be extended if need be), created an advertising graphic, and publicized the nomination period in the SFA summer newsletter, the SFA, SAA, FLA and Florida Historical Society Facebook pages and on Twitter. As of 8/9/16, no nominations have been received. The committee is working with Carol Ann Moon on a posthumous award for Sister Dorothy in addition to the annual Award of Excellence.”

College and University Archives Section- Peggy McBride reported that the Section Officers had met several times, and she had written an article for the latest SFA newsletter. The Section is currently seeking members and giving information. Peggy asked about Section meeting and schedule slot on the program for the annual meeting. Erin indicated the section has a table during the vendor/poster sessions and should be on the program.

Old Business –

Status of Bylaws Committee was discussed, including suggested reasons for making it into a standing committee (ongoing work, less turnover). Mary moved that the committee remain an Ad Hoc committee to be appointed when needed, Flo seconded, all in favor, none opposed.

Dues increase: A potential dues increase has been under discussion for a few years. Reasons for increasing dues, potential drawbacks, and amount all discussed. Susan and Mary sent a report to Garret looking at membership and meeting costs in nearby states a few years ago. Susan, Erin, and Flo commented on the success of the DAS scholarships, and the benefit of being able to offer more financial support to all members for professional development, including mid-level professionals at institutions that may not support staff financially. Jay commented that SFA support for professional development opportunities and increased scholarships would be beneficial. Tuition for SAA, hosted opportunities, and additional Judith Beale funds were also cited. Gerri brought up the need to make a strong proposal to the membership to accompany any proposed dues increase, as well as the potential drawbacks of increasing registration fees for annual meetings instead of dues, which can fall disproportionately on the attendees. Erin, Gerri, and Jay will work on putting together a short outline of why SFA wants to increase dues and the benefits for members, and will email to the board. No proposed increase in dues or potential amount was decided on.

Erin moved to adjourn, Mary seconded. Meeting adjourned at 4pm.