

Minutes

Society of Florida Archivists Board Meeting

July 13, 2017 10:30 a.m.

Attendance: Susan Swiatosz, Brit Farley, Janet DeVries, Jay Sylvestre, Erin Mahaney, Alexandra Curran, Sandra Varry, Krystal Thomas, Rachel Walton and Mary Rubin.

President: President Swiatosz called the meeting to order at 10:32 a.m.

Approval of minutes: Secretary Janet DeVries called for approval of the April 11, 2017 board meeting minutes. There were two corrections/clarifications. Jay motioned to approve the minutes with corrections and Alex seconded. The minutes will be filed.

Executive Board Reports:

President's Report: Susan Swiatosz read from a report that stated - I have written a number of thank you notes since the end of the annual meeting, and visited Erin to get up to speed on current issues. We are having a few banking problems concerning the change in presidents. Although Jay included me on the SunTrust Bank Online Cash Manager, so I can "write" eChecks or transfer funds online, I still do not have a debit card. Some new banking rules have made it difficult to make the official change from Erin to me. Erin still has a debit card in case of an emergency and of course, Jay does. I can use the Online Cash Manager or use PayPal if necessary until we figure out how to get me named on the account.

In early June, we filed the Solicitation of Contributions registration with the State of Florida, which allows us as a non-profit to collect donations that we put toward the Judith Beale Scholarship. As we do with the Non-profit Corporation filing, we have listed Beth Golding at the Florida State Archives as our SFA registered agent. As part of this filing, we have a few requirements that we have to follow, so you may have noticed some new terminology on our webpages. Specifically, on the "Support SFA" page and "Judith Beale Scholarship" page, it now

says: “A copy of the official registration and financial information may be obtained from the Division of Consumer Services by call toll-free within the State. Registration does not imply endorsement, approval, or recommendation by the State. Toll-free number: 800-HELP-FLA (800-435-7352), Website: www.FloridaConsumerHelp.com, License number: CH48488.” We also include the same boilerplate statement on PayPal and Wild Apricot receipts and confirmations, which Jay arranged. In the future, the president will include the same information on any personal Thank You notes written for donations.

We are getting up to speed with a couple of our committees, which I will let Brit speak about next. Four committees were formed in 2016-2017 for the annual meeting and election: Local Arrangements, Nominating, Awards, and the Judith Beale Scholarship Committees. The members and chairs have fulfilled their duties, and their one-year terms have ended. I will be starting to appoint the positions for those four committees in the fall for 2017-2018 terms

One final item, while we were in St. Petersburg, Florida History Day was held up in Tallahassee. SFA sponsors prizes for the best use of primary sources in both the junior and senior categories and Krystal Thomas represented SFA at the event. This year two students from the Weiss School in Palm Beach won the junior category prize for a Junior Group Website titled The Thompson Family: Shaping America’s Banking Industry and Taking a Stand Against Counterfeit Money. A student from St. Petersburg High School won the senior prize for her historical paper Ho Chi Minh’s Unprecedented Stand Against Colonialism; she also wrote SFA a very nice thank you note.

Past President’s Report: Erin Mahaney announced that the annual meeting survey was emailed to all attendees. She is looking forward to seeing the approved 2017 minutes on the SFA website.

Vice President's Report: Brit Farley provided an update on Archives Month. She is working with Jessica and Krystal planning for October. Brit stated that she is wrapping up last years' Judith Beale scholarship committee, cataloging the information, and submitting an article to *The Florida Archivist*.

Treasurer's Report: Jay Sylvestre presented the following financial report.

Accounts total: \$38,965.10
PayPal: \$2532.48
Checking: \$6387.81
Savings: \$30,044.81

Meeting
Registration: \$7,545
Sponsorship: \$1,750
Silent Auction: \$349

Meeting Expenses
Total: \$8,034.64 including outstanding payment
Breakdown available in Dropbox: Annual Meeting > Copy of SFA Annual Mtgs 2002-2017.xls
Outstanding balance: USFSP space rental: \$1890

Income of \$1609.36 for meeting

Jay mentioned that QuickBooks 2014 software is out-of-date and requested that the board approve an update to Quick Books online (up to five users) He will send the information and specifics. He also mentioned a chargeback error that PayPal will resolve.

Secretary's Report: Janet DeVries reported that she was adding the latest approved board minutes to Dropbox and sending them to Krystal for the website.

Directors Reports:

Gerri Schaad – No report

Alexandra Curren – She is working with the membership committee (Sue and Gerri) and learning to manage the Listserve. She is adding content to the membership page providing an

explanation to lapsed members on why they are in archives or not current. She is still learning the Wild Apricot functionality.

Board Affiliates

Web Communications – Krystal Thomas mentioned that Wild Apricot has changed settings and she is working with DNS. We have until September to get them situated with the domain. The change is complicated and if not resolved the custom URL may go away and it will stop working correctly.

Newsletter – Jessica Orozco was unable to attend the meeting but she sent the following report:

1. Hollinger and Digital Transitions
 - a. Each will receive one free quarter free ad in upcoming Summer 2017 issue
2. Outreach
 - a. Sent out a Call for Submissions via the listserv and received a good amount of content
 - i. Burton Altman, Dean DeBolt, Robert Fernandez, Gendry Sherer
 - b. Many committee members have submitted their write ups for the newsletter:
 - i. Brittany Farley: Judith Beale Scholarship
 - ii. Sue Rishworth: New members
 - iii. Rachel Walton: Call for Journal Submissions
 - iv. LuAnn Mims: Awards, Executive Board Announcement
3. Upcoming Events
 - a. DACS workshop at Florida International University
 - b. Checking regional associations for any archival events.
 - i. SEFLIN: Has three Archives Preservation course coming in August. Cannot open the classes to folks outside of the four SEFLIN counties (Martin, Palm Beach, Broward, and Miami-Dade) but at the annual meeting, SFA members voted to feature them.
4. Summer Issue
 - a. Currently working on the newsletter draft. Newsletter should be ready within the first week of August.

Committee Reports:

Membership: Sue Rishworth was unable to attend the meeting and sent her report.

Membership Committee report to Board, July 13, 2017.

Regular members:	150	
Institutional members	22	[Total number of Institutions/Bundles= 13]
Corporate members	3	
Total members	175	
New members since October 2016 annual meeting with SGA		53
New members since 2017 SFA annual meeting in May		9

I am very happy to say for the Membership Committee that we have finally gotten through all the lapsed members and overdue renewals, so that all the members in our database are now paid up through December 2017 and therefore members in good standing,

It has taken us the better part of the year to accomplish this because we tried to retain as many members as we possibly could, giving most members several reminders of payments due, using email, snail mail and telephone calls. We have met by conference call throughout the year at roughly 2-month intervals. We will now be working on procedural documents that can be used for future Membership Committee members.

Bylaws: Rachel Walton said that in June the membership voted to approve revisions with over 53% voting. The newly revised bylaws are online, all committee paperwork submitted to Dropbox. Since the Bylaw revisions are complete, she asked to retire the committee. Erin moved to disband the committee, Jay seconded and the motion passes.

CUA Section: Acting chair, Sandra Varry, is working with Peggy who has recently returned from leave about the future plans for the section. They are discussing the results of the CUA interest survey. Gerri has the notes from the February meeting and will place them online for the membership. In May, the CUA section may hold an election. Getting a new CUA interest survey distributed is the next planned step. Sandra mentioned that there was a good showing of interested members at annual meeting.

RAAC: Mary Rubin is attending the annual meeting at SAA in Portland in 2 weeks. In April meeting had asked for \$200 for a contribution from SFA for RAAC membership and National Coalition. Erin moved to continue the membership and Susan seconded (motion carried).

Annual Meeting Committee: Brit reported that she and Sandra are co-chairs of the 2018 Annual Meeting and committee members are Tyler McLean, Lorrie Grenan, Robert Robero and Krystal. They met on June 28. The tentative dates are May 8-11, 2018 and they are looking at hotels. The next meeting is on July 17. Right now, they are in the planning stage for continuing education DAS classes. The preliminary plans call for a reception in the State Capitol museum, a new member mixer and tours for the last day. They will reach out to the Georgia and Alabama archivists and cooperate and collaborate.

Sandra added that she is meeting with Hotel Duval for a site visit, and will review the original contract from 2013. The hotel is under new ownership but has the same point person.

They are considering tours on Friday in lieu of meetings. She asked if we working the SFA 35th anniversary into the meeting theme. The dates should go up on the website ASAP. Jay suggested that SFA subsidize the pre-conference monies such as making the workshop cost for SFA members \$50. In the past, this subsidy added another layer of financial planning and paperwork. Additionally, the DAS classes are offered to all SAA members.

Old Business: *Conference Proceedings as first journal* -Rachel Walton announced that a steering committee is in place for the Journal effort. This group currently consists of Rachel Walton, Tomaro Taylor, Hannah Davis, Rachel Simmons, and Andrea Malanowski. They met last Tuesday (7.11.17). The follow are what they discussed.

The committee is currently working on a draft for the potential Editorial Board structure. It likely consists of a Managing Editor, A Review Editor, A Layout Editor, a Copy Editor, and a

Reviewer Coordinator. They would like to submit this draft to the SFA Board in the next few weeks so they have time to review the document before this next meeting in September.

They are still looking to develop a list of reviewers so they can have a diverse set of expertise represented in the reviewer pool. All members of the steering committee are interested in transitioning to editorial board roles. However, they would also have a SFA board member act as a liaison to the journal and have the SFA board appoint an individual. They are working on setting up the journal site in Open Journal Systems, to develop the technical infrastructure needed for the journal. They are also working towards customization and training on this tool. They will be submitting an announcement about the Journal in the upcoming newsletter and Rachel will be the point of contact for that for those interested in volunteering and submitting to the Journal. They hope to have an inaugural issue out sometime before Jan 2018.

New Business: No new business.

Adjourn: President Susan Swiatosz moved to adjourn the meeting and Brit seconded. The meeting adjourned at 11:29 a.m.

Respectfully submitted,

Janet DeVries Naughton, Secretary