

Society of Florida Archivists
Board Meeting Agenda
April 12, 2011 @ 3:37

Present: Mike Zaidman, Tomaro Taylor, Kathy Thompson, Flo Turcotte, Bill Modrow, Christine Wysocki, Mary Flekke, and Beatrice Skokan.

Absent: John Nemmers.

1. **Call to Order/President's Report – Mike Zaidman:** Wrote to Bill Nelson and Mark Rubio last month in support of the National Historical Publications and Records Commission (NHPRC) since they faced funding cuts.
2. **Secretary/Acceptance of Minutes of January 25 meeting – Beatrice Skokan**
Mary moved to accept the minutes and Tomaro seconded.
3. **Treasurer's Report – Kathy Turner Thompson**
No questions for Kathy's reports forwarded to the board prior to the meeting.
No expenses reported for the last quarter.
4. **Vice President's Report – Tomaro Taylor**
The newsletter went out with a new design (no comments so far) by email first on February 14th followed by the print. Tomaro welcomes comments. She also mailed postcard reminders for the upcoming SFA Conference. Tomaro will submit printing expenses. Please submit items for the next edition. The deadline is April 15, 2011.
5. **Directors' Report – Flo Turcotte and William Modrow**
Nothing to report and there were no questions.
6. **Committees –*Local Arrangement Committee (Christine Wysocki)***
The Crowley Company (provider of duplication services) wants to display a 500 pound crate of equipment for the conference. The display will be there for two days. Christine will check on security and locking. She may decline if this is too much of an inconvenience.

Christine is still negotiating with the college to sponsor some of the food for the reception for a cost of \$230 on the Flagler campus.

Parking Questions -How many handicap spaces are needed? There will probably be 1-2 people. The parking will be behind the post office, about 1.5 blocks away.

Food update: coffee and water will be provided on all 3 days. Reception option: director at the mission is offering to host. Mike will confirm.

Programs-Tomaro and Mike will work on this. Christine will forward some photos of St. Augustine. Brooke Wooldridge will present on Wednesday afternoon.

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Friday afternoon options: trolley tour not possible. Diocesans' archive tour should be arranged in advance. The committee will ask Liz to help. Tomaro will include the current schedule in the newsletter and listserv.

Auctions Items information should be forwarded to Christine. A request for auctions will also go out in the newsletter. A registration table is needed for membership.

Scholarship Committee (Bill Modrow) – 7 wonderful applications were reviewed and 6 scholarships awarded to graduate students. The scholarship includes registration plus \$100 for expenses. The seventh applicant was an undergraduate and did not meet the criteria.

Should a scholarship be created for new professionals within the first 5 years of their career? The current language and criteria should probably be modified and applicants would include a statement of need. Flo made a motion to excise the word “student” and remove the criteria for “graduate students.” Bill seconded. This language would really open the process up and there would be many applicants. The new wording will state that: “Special consideration will be given to graduate students and individuals new to the archives profession (under 5 years)” and the new name will be the “Judith Beale Scholarship” starting May 2011. The motion carried.

Nominations Committee (Burt Altman)

Katherine Fleming who chairs the nomination committee received a number of applications and will report. Other members of the committee are Koichi Tasa and Laura Capell from the University of Miami. The deadline is April 25.

Awards Committee (Burt Altman) – Leslie Siegel and Boyd Murphree received 1 nomination and the deadline is closed. Burt or Leslie will update the board.

Membership Committee:

Mary Flekke reported that 10 new members joined (not counting students) – “Fantasy of Flight” will also join as a corporate member. 30 people have registered for the conference and a reminder should be sent out.

Membership Database (Burt Altman & John Nemmers): John set up the trial version of Wild Apricot. Feedback is positive. Adoption of the database will probably move forward once the pricing information is finalized and the board will have a quick meeting before the reception to vote on it. Burt suggested a vote by email because the trial time is coming to an end. Burt remembered that the price was \$540/year for a maximum of 500 contacts. Burt motioned to move that “SFA now use the full version of Wild Apricot and that the software become our membership database.” The motion was seconded by Tomaro and Flo. The board voted and the motion passed.

Potential Development of a Standing Conference Planning Committee (Tomaro Taylor)

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Could there be 1 person or 2 that could continuously help with basic conference planning? Burt suggested a small committee for the sake of continuity. This group would work with the local arrangements committee. Some organizations have developed a checklist or a manual for planning. Tomaro will think about establishing this new planning committee and the board will discuss this option at the annual meeting.

Mary added the option for committee volunteer work. The next conference could be held in Tallahassee or Winter Park (in the middle of state). The board could send a request for volunteers by email.

7. New Business-COSA workshop – IPER courses (emergency preparedness) - Mike Zaidman

Candice Odom would like to do free workshops on emergency preparedness. She could offer 1-2 day face to face workshops (she can offer 2 workshops) for SFA and around the state. Mike can send information about the workshops. This training would be especially useful to members in small repositories. Mike can coordinate locations for hosting. Office Hours for SAA (Burt Altman): he is still waiting on a final schedule. Every year the state archives organizations have office hours during the annual conference. Burt has been working on the office hours every year and heard from the program coordinator that SFA will have hours allocated for SFA.

Meeting adjourned at 4:47 pm.