

**Society of Florida Archivists
Board Meeting Minutes
August 28th, 2014 @1:00 pm**

Present: Sandra Varry, William Modrow, Ben Dibiase, Burt Altman, Erin Mahaney, Tomaro Taylor

Absent: Gail Donovan, Garret Kremer-Wright, Krystal Thomas, Susan Swiatosz

- 1) Sandra Varry- Welcomed everyone attending the meeting, called to order at 1:05 pm.
- 2) Erin Mahaney called for approval of the minutes from the June 16th Society of Florida Archivists Board Meeting on behalf of Gail Donovan. William Modrow seconded the motion and the minutes were approved.
- 3) Executive Board's Reports
 - a. President- Sandra Varry- Kathy is working on the FedEx account. Ben received a letter from Mary Flekke with a bill for the FedEx account. Tomaro will work on streamlining levels of access, guidelines, and permissions for the different accounts such as Dropbox and social media accounts. Judith Beale video filming is completed, and went smoothly. The rough cut will be due by Labor Day, and it was suggested that SFA may want to give the producer additional funds.
 - b. Past-President- Tomaro Taylor- Tomaro has a new office and will be dividing her time between the FMHI and USF Tampa's main library.
 - c. Vice-President- William Modrow- Bill anticipated an announcement in the coming weeks regarding the journal and soliciting names from membership. Though a due date has been listed as September 1st, a later deadline will be implemented. No report on Archives Month at this time. The question came up about where the online exhibit would live, as Wild Apricot does not have a lot of server space. Mary Rubin has said SFA can use UCF's server space, and Tomaro mentioned that Flickr might work as SFA already has an account. Advantages include it being SFA specific rather than UCF affiliated, and should be free of charge. Bill and Krystal will look into this option and Tomaro will look for the password to the existing SFA Flickr account. Sandra suggested using Wiggio for future meetings and minutes, and questions were raised by the board about the long-term stability of the platform for the records. Dropbox is currently in use as well. Wiggio charges participants long-distance calling rates, but no conference fee. It functions like a wiki with conference capabilities and has a storage area similar to Dropbox. Minutes will be sent to emails as well as Wiggio until the board decides how to proceed.
 - d. Treasurer- Ben Dibiase- Ben received a FedEx bill on August 11, 2014 in the amount of \$23.92 for the quarter. The name on the FedEx account is Maria Estorino, and Ben will look into updating the account information. Tomaro noted that the FedEx account is used primarily for those members that have requested hard copies of the newsletter. It was agreed that SFA will maintain the FedEx account for printing and shipping. It was agreed on that access to this account should be limited to the newsletter editor

(Marissa Kings), the Treasurer, and the President. Ben will look into access. Ben asked for approval to pay the current bill, Sandra approved. Ben recounted his conversations with Garret Kremer-Wright regarding the PO Box in Orlando, FL. The cost is \$62/year, and the Lakeland PO is still listed on the bank accounts. Garret can now change the PO Box to Orlando. The changing PO Box has not affected membership with the 4 new members signing up via PayPal. Membership information received by Garret and Mary Flekke is being forwarded to Ben. Sandra asked where we stood with Bank of America, and Ben shared the results of SFA's credit card application, which was rejected for insufficient revenue. Ben suggests linking a debit card with the PayPal account, and transfer it to the checking account that way. PayPal is currently in Tomaro's name, but she does not have the account information for it. The debit card is in Ben's name. Ben will contact Krystal for assistance with this. Ben noted that there was over \$5,000 in the PayPal account that needs to go into the checking account, but currently he can only transfer \$500 per month unless the account gets linked to the debit card, but the PayPal and debit cannot be linked because there are different administrators for each (Tomaro and Ben, respectively). The accounts are accurately reflected in Quickbooks, but the money itself is still stuck in PayPal. Once it moves to the checking, Ben can balance the checking and savings accounts to about \$15,000 in each, which is normally done following the annual meeting. Ben noted that the report goes from May 1- the end of August so it shows the loss from the annual meeting, but not the revenue. The 3rd quarter and half of the second quarter are shown, and the numbers will even out at the end of the year. Ben received a bill for Canvas Dreams, which SFA uses for a domain registry only, though they charged for the annual hosting as well. Ben paid the bill \$144 in early July, and cancellation notices are in so Ben will sort that out. Bill M. asked for clarification regarding the Bank of America rejection. Sandra is opposed to a CD that Bank of America would require for the credit card. Tomaro asked about the interest rates, and Ben shared that a minimum balance of \$35,000 was required in the accounts, and SFA could incur hefty fines given the current numbers.

e. Secretary- Gail Donovan- no report.

4) Committee Reports

- a. Annual Meeting- Althea Silvera/Beatrice Skokan- absent, but sent an email regarding a hotel under consideration, the Courtyard Marriott, for the annual meeting. The dates are tentatively the 6-8th of May, 2015. Bill and Tomaro looked over the material. The estimate was for 40-50 people.
- b. Membership- Garret Kremer-Wright- absent, report given by Ben Dibiase during Treasurer's report.
- c. Web Communications- Burt Altman, Krystal Thomas, Tomaro Taylor- Burt reported that everything was functioning fine with the listserve and there were a few new subscribers. Tomaro is looking into passwords and guidelines for access for Dropbox, etc. Krystal is looking at the email currently in use, info@flarchivist.org, and is considering using a Google

application for \$5/month instead. Sandra said they were looking into moving the listserve out of FSU's domain so it appears less proprietary. There was discussion of a google group or discussion board versus a listserve, but Wild Apricot does not have those capabilities other than e-blasts and cannot accept replies. The team is looking at the bylaws affecting Web Communications and will submit to the board for approval.

- d. Directors- Susan Swiatosz-absent/Erin Mahaney- Erin would like a copy of the latest draft email for lapsed members.
 - e. Newsletter- Marissa Kings- absent- Erin Mahaney asked that all submissions for the next issue of the newsletter be made by October 15th.
- 5) New Business- none
- 6) Old Business-
- a. Courtney with SGA informed Sandra that their organization was willing and able to do a joint meeting with SFA in 2016 in Savannah. They also agreed to move up their meeting date to September, but not earlier. SGA's experience hosting joint meetings would be helpful. Tomaro motioned that the SFA Executive Board works with the SGA Executive Board to host a joint meeting in Savannah, Georgia. Bill seconded and the motion passed unanimously.
 - b. A suggestion was made to amend the motion to specifically address moving the traditional annual meeting date. Tomaro amended the motion to include the following: That SFA's annual meeting date for 2016 be moved to September in order to hold a joint meeting with SGA. Bill seconded. All approved.
- 7) Sandra moved to adjourn, Burt seconded. Meeting adjourned: 2:00pm