

**Minutes**  
**Society of Florida Archivists Board Meeting**  
**June 29, 2016 1:00 p.m.**

**Attendance:** Sandra Varry, Erin Mahaney, Janet DeVries, Flo Turcotte, Susan Swiatosz, Mary Rubin, Tomaro Taylor, Gerrienne Schaad, Jason (Jay) Sylvestre

**President:** President Erin Mahaney called the meeting to order at 1:01 p.m.

**Approval of minutes:** Secretary Janet DeVries called for approval of the April 21, 2016 minutes. Not everyone had read the minutes so approval will be via email along with the June 29<sup>th</sup> minutes.

Erin asked Tomaro Taylor, Chair of the Nominating Committee, to read out the election results. Tomaro reported good participation in both electronic and print ballots, and read out the election results as follows:

- President, Erin Mahaney
- Vice-President, Susan Swiatosz
- Treasurer, Jason (Jay) Sylvestre
- Director, Gerrienne Schaad

Erin stated that the transition of officers is official at the conclusion of this meeting.

**Executive Board Reports**

**President:** New President Erin Mahaney thanked everyone for their service and for the smooth transition.

**Past President:** Sandra Varry thanked the outgoing board for a great year, welcomed the new board members and said that she is looking forward to the next year.

**Vice-President:** No report

**Treasurer:** Interim treasurer Flo Turcotte distributed a copy of all the financial standings as of May 31. She asked if there were any outstanding requests or reimbursements so we can transfer the books to incoming Treasurer Jay Sylvestre. Mary had one reimbursement but it can wait until

the transfer is done. Jay has QuickBooks loaded and is ready to take over. The financial reports will go to the Audit Committee for review.

**Secretary:** Janet DeVries announced her new position of Associate Professor, Librarian at Palm Beach State College effective August 1<sup>st</sup>, 2016.

**Directors:** No report.

### **Committee Reports**

**Audit:** Mary reported that the Audit Committee consists of herself, Marissa Kings, and Sue Rishworth. They will begin working with Jay to complete the audit.

**Annual Meeting:** Sandra said that registration and presentation proposals have come in slowly with three people registered, two presentation proposals and three poster proposals. The committee is trying to work in a DAS class and an opening mixer. The keynote speaker is Dr. Meredith Evans, director of the Jimmy Carter Presidential Library. The venue for the reception is the Knights of Columbus Hall as they provide the tables and chairs. The catering will include hearty Southern cuisine. The pre-conference workshop will be finalized July 1, 2016. For this conference, we want to use creative advertising rather than a traditional listserve to reach the members and potential attendees. There was discussion of SAA's Florida dinner, as well as hosting a table or collaborating with SGA's table to promote membership and the annual meeting. Janet suggested creating a postcard for the conference for mail distribution and to hand out at other events such as SAA. Rooms are still available in the hotel block, however, the discounted rate is not available on the weekend. Susan brought up the 2017 annual meeting, and asked for information on the Local Arrangements Chair. The meeting has been planned for St. Petersburg, with Jim Schnur mentioned as the Chair. Susan will get in touch with Jim to discuss and confirm. Gerri offered to assist with suggestions for the Local Arrangements Committee.

**Membership:** Mary Rubin and Tomaro Taylor have moved the mailbox from Orlando to Tampa and Tomaro will monitor the mail and send any checks to Jay. The new information is posted on the website. Tomaro needs Gerri and Jay's correct address. Mary will digitize all membership forms and place them into Dropbox. She has a few membership forms to process and update. Tomaro had initially volunteered as membership chair but will be on Sabbatical this fall and therefore cannot serve as Membership Chair. Mary offered to manage the role until a replacement is found and Tomaro will continue to manage the PO Box, which will remain located in Tampa. Mary inquired how membership will be addressed at the annual meeting and how the joint committee will know if people have paid their membership. Sandra indicated SGA is handling all conference registrations; members not current with membership will be referred back to SFA.

**Web Communications:** Krystal has sent out the suggested roles for the new positions on the Web Communications Team. This change must be voted for in the official bylaws, but can take effect immediately.

**Newsletter:** Marissa Kings reported via email that she is updating the Board of Directors listing in the newsletter. She has compiled a spreadsheet to track all of the Archival Spotlight institutions and authors. As people change positions both in SFA and professionally, the spreadsheet will ensure that we avoid future duplicates. She will upload the spreadsheet to the Newsletter folder in Dropbox. Newsletter submissions or photographs are always welcome. 40 print copies were requested for the last edition.

### **New Business**

**Bylaws:** Tomaro reported that Tomaro, Rachel and Flo revised the draft; comments from the board need to be addressed and reviewed, additional text need to be added and must be complete prior to the annual meeting. Copies are available to anyone requesting a copy. Flo will continue on bylaws committee. Gerri also offered to serve on the committee. Discussion ensued over whether Bylaws should be a standing committee. This was tabled for the next meeting. The dues increase has to go out to the general membership 30 days before a vote. Annual meeting cost increases do not have to be in the bylaws. New Web Communications positions and Membership Chair descriptions will need to be incorporated as well.

**Archives Month:** Susan is spearheading Archives Month this October. Last year we did “Archives Spotlight” and “Found it in the Archives.” Another suggestion was to include information on the local groups that get together. Erin suggested adding Hannah Waitt to the committee (Krystal, Marissa and Hannah and Susan). There is a report from last year in Dropbox. Janet will do the template. Jay will reach out to a Ft. Lauderdale person new to the archival profession who is looking for a mentor in the area.

**Chair appointments/suggestions were discussed for the following committees:**

Membership, Bylaws, Awards, Judith Beale Scholarships. Sandra Varry offered to serve on Scholarships if a Chair was needed.

**Old Business**

**DAS Recap:** Sandra said all the surveys are returned and the participants enjoyed the classes. One participant suggested that fresh fruit should have been an option. The coordinators liked the bagels as the breakfast. There were some issues with Panera but they have been sorted out. The FSU Special Collections and Archives helped to set up and clean up the breakfast and snacks.

The scholarships were a little difficult to administer but overall it was very successful and much appreciated.

**College and University Archives Section:** Sandra announced the proposal passed and is now a section. The section bylaws are in Wiggio. We just need confirmation from the membership at the business meeting. Tomaro said the section needs to be worked into bylaws and in October the membership can confirm. Until then Erin will appoint Chairs etc. and once membership approves section, they will hold their first election. They will continue work to prepare for a launch at the annual meeting.

**Journal Update:** Sandra met with digital scholarship administrators at FSU regarding the OJS journal and they will host for free as a service for libraries. The content will be backed up by FVLC. SGA does not compile their conference proceedings so this information could serve as the first edition of the journal. We will see what schedule we want. We can publish as little as once per year.

Erin moved to Adjourn at 2:05, Sandra seconded.

Respectfully submitted,

Janet DeVries, Secretary

Secretary \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_