

Minutes
Society of Florida Archivists Board Meeting
April 11, 2017 9:00 a.m.

Attendance: Erin Mahaney, Sandra Varry, Janet DeVries Jay Sylvestre, Gerri Schaad, Mary Rubin, Jessica Orozco, LuAnn Mims, Rachel Walton, and Jim Schnur.

Absent: Susan Swiatosz

President: President Erin Mahaney called the meeting to order at 9:04 a.m.

Approval of minutes: Secretary Janet DeVries called for approval of the March 20, 2017 board meeting minutes. Gerri motioned to approve the minutes and Sandra seconded. The minutes will be filed.

Executive Board Reports:

President's Report: Erin stated that we are up to date with our corporate filing and officer reports, although this information will once again be out of date after the next meeting. Beth Golding at the State of Florida Archives is our registered agent. The agenda is going out for the annual meeting; please send Janet your annual meeting reports. We will only print the agenda and treasurer's reports for the packets. The other documents will be projected on the screen.

Past President's Report: Sandra - No report.

Vice President's Report: No report.

Treasurer's Report: Jay has filed the IRS 990 and eReport and has paid the insurance policy. He is working with the Audit Committee and has updated the latest bank reconciliation and placed it in DropBox. Current balances: Checking \$3951.90 Savings \$30,041.80 (money market); Jay will inquire about about competitive rate. Paypal – \$5,736.96. Gerri asked about interest. Discussion ensued regarding moving money from Paypal to savings and to use it for the

meeting. Using Square for the conference sponsors and to put the funds into the account the next day. We don't have a chip reader but have the Square.

Secretary's Report: Janet reported that the minutes and records are all up to date. She is unable to attend the 2017 annual meeting.

Directors Reports: Mary Rubin (no report). Gerri Schaad – Gerri is helping with membership and the annual meeting.

Board Affiliates

Web Communications: Krystal mentioned the emails that come to the main email account indicating when students pay for the annual meeting. Do we forward the email or check to verify if they are students to receive the student rate? Mary offered to take on student memberships. Krystal is updating the website regularly with the annual meeting information, minutes and corrections. She is unable to attend the annual meeting.

Newsletter: Jessica reported that we have a new corporate member. She has sent out an announcement asking for newsletter submissions as she does not have any yet. Erin said that if there is no content to hold off on the newsletter.

Committee Reports:

Annual Meeting Committee 2017 – Jim Schnur reported for the committee that the proposals came in slowly but they have three posters and four lightning talks in addition to the programs. They are planning a number of optional “Stretch and See” excursions for after lunch. They need to finalize the reservations with the banquet person and need the contract for the reception. They will be at the Poynter Library on Thursday. He will check on the number of hotel reservations. Discussion regarding extending the early bird reservation one week. There are a number of meals included in the registration considering that the hotel has breakfast and lunch on Thursday is

provided W-Fi is also included. Sandra suggested including a meeting time for the College and University Archives section for full membership. Jim said that there is flexibility with the Thursday 20-minute session. The reception will follow. Gerri updated the conference registration numbers: 28 registrations, 1 student and one not paid. 14 registrations for the workshop and three unpaid. 30 registered from the annual conference and 16 for the pre-conference workshop. Do we want to give the new student members a free year of membership? All of the people who applied for scholarships must be members in good standing.

Nominating Committee: Sandra reported nominations were coming in and that some were for more than one position. The committee scheduled a telephone meeting to coordinate and to get the ballot out.

College and University Archives Section: Peggy has had some health issues however the committee is working with her to plan an agenda for the annual meeting. Gerri has the notes from the prior meeting and Krystal will add them to the website.

Awards Committee: LuAnn Mims reported that the committee received four nominations for the Award of Excellence. Three were for individuals and one was for a group. The committee members independently ranked the nominations. She reported that Wenxian Zhang, Rollin College archivist received top rankings. Gerard Clark from the State of Florida archives ranked number two. The committee would like to recommend Wenxian for the Award of Excellence and to award Gerard with a Lifetime Achievement Award. Janet moved to approve the awards and Gerri seconded. The board also approved a pin for Lifetime Achievement and to also retroactively give Burt Altman, last year's Lifetime Achievement winner a pin.

Scholarships Committee: Brit Farley announced that The Judith Beale Scholarship Committee has selected the final list of candidates for the 2017 Judith Beale Scholarship: Sara Kiszka, Andrea Malanowski, Carolina Meneses, Lynn Phillips and Skye von Achen.

Bylaws Committee: Rachel announced that the newly revised proposed changes are on the website and on FaceBook and on the Listserve so that the entire membership is aware that the proposed bylaws need to be reviewed. The voting can either be at the meeting or by email. Rachel will send out a timeline for the review and vote.

Membership Committee: Mary reported that there are 152 memberships (128 regular and 3 corporate and 21 institutional). The committee is contacting lapsed members, 10 renewals and 9 institutional members, 16 new members since Feb. pins or ribbons for first time attendees or scholarship attendees. Ribbon or colored sticker. Meeting on Friday to work it out.

Audit Committee: Mary Rubin and Jennipher Tucy are serving as the audit committee and are looking over the financial documents and making recommendations.

Old Business: Erin is working on an outline for a strategic planning session. Items include meetings, budget, travel and advocacy.

New Business: Mary is the liaison for RAAC. They are asking for a \$200 contribution. At the annual meeting Mary will talk about advocacy.

Adjourn – President Mahaney adjourned the meeting 10:08 a.m.

Respectfully submitted,

Janet DeVries Naughton, Secretary