

**Society of Florida Archivists  
Board Meeting Minutes  
April 17, 2018 11:00 a.m.**

**Attendance:** Susan Swiatosz, Britt Farley, Janet DeVries, Jay Sylvestre, Alexandra Curran, Erin Mahaney, Krystal Thomas, Jessica Orozco, Mary Rubin?

**President:** President Susan Swiatosz called the meeting to order at 11:02 a.m.

**Secretary:** Secretary Janet DeVries called for approval of the February 13, 2018 board meeting minutes. Jay motioned to approve, and Susan seconded. The minutes will be filed.

**Executive Board Reports**

**President's Report:** Susan Swiatosz -I've spent some time cleaning up Dropbox and adding some digital files from Tomaro Taylor from her time on the board. Since I have you guys all in one place, I am going to ask that if you have any paper records or digital files that should be part of the SFA archival collection in the State Archives or in Dropbox, please either bring them to Tallahassee or send them to me before April 26. That way we can give them to Beth Golding to add to our collection in May.

Once again, we will be sponsoring the Best Use of Primary Sources Award (both in the junior and senior divisions) at the 2018 Florida History Day which will be held May 6-8 in Tallahassee, and we are looking for someone who can present the award on May 8. The awards ceremony starts at 9am and the person making the award does not have to speak, only present the award to the students. The ceremony is at the Donald L. Tucker Civic Center just west of the Museum of Florida History, about a 5 minute walk from the Hotel Duval.

Sandra suggested that we form an Ad Hoc Committee to update the 2012 Annual Meeting Guide. I am going to suggest that we work on this in early summer, when the meeting is over and things are a little calmer.

We all looked at the proposal for the 2019 Annual Meeting to be held in Miami at FIU. The new VP will meet with Annia Gonzalez from FIU in Tallahassee to start talking about logistics.

**Past President's Report:** Erin Mahaney - no report.

**Vice President's Report:** Britt Farley - no report.

**Treasurer's Report:** Jay Sylvestre

Checking: \$8,834.53

Savings: \$33,054.62

PayPal: \$6,744.82

**Total:** \$48,633.97

**Secretary's Report:** Janet DeVries - no report.

## **Directors' Reports**

Gerri Schaad: No report.

Alexandra Curran: Membership committee liaison to SFA conference, is working on adding a second desk and badge numbers.

## **Board Affiliates**

**Web Communications:** Krystal Thomas is reviewing accounts, permissions, documents, and passwords.

**Newsletter:** Jessica Orozco received some entries. Conference schedule and highlights before the 18<sup>th</sup>, uploading missing issues. Researching educational opportunities for SFA members. Upcoming issue will contain conference schedule & highlights. Will try to publish before the annual conference. Krystal made me aware that issues are stored in SFA's DropBox and will upload missing issues.

## **Committee Reports**

**SFA Journal Editorial Board Report:** Rachel Walton is working to get first issue of the journal up and running.

**College and University Archives:** Sandra Varry -Worked with membership – to see who is actually a member. At the annual meeting she will become chair of CUA.

**Audit Committee:** Mary Rubin - We are 95% done. All that is left is that I need to finish the report and send that to the board.

**Awards Committee:** Gil Gott - the committee has made decisions and are purchasing the award. The awards committee has not submitted the request for award purchase to Jay yet.

**Membership Committee:** Sue Rishworth, chair  
Procedures that are laid out are easy to follow. New membership forms were sent out to everyone for approval.

**Nominating Committee:** Erin Mahaney - 39% of voters and 50% of CUA. Voting closes on May 8, sent a few reminders, thank you to Sue and membership for verifying and others for helping. They are meeting next week on announcements and procedures and possible run-off election in one category to be held in case of a dead tie.

**Judith Beale Scholarship Committee:** LuAnn Mims, Beale Scholarship Committee Chair - The Scholarship Committee received four applicants to be considered for the 2018 Judith Beale Scholarship. The Committee reviewed and ranked each submission. The following is our recommendation.

Adam Berkowitz (USF student)

Registration = \$ 115  
Accommodations/travel = \$ 350  
\$ 465

Paige Downey (FSC new professional)  
Registration = \$ 115

Bart Delcamp (Lake Wales-new professional)  
Registration = \$ 115  
Accommodations/travel \$ 300  
\$415

David Brown (Miami)

No funding at this time/eligible to reapply  
Total from fund = \$ 995

**RAAC:** Mary Rubin - Previously SFA contributed \$25 towards the Archives on the Hill event, which is a collaboration between RAAC, SAA, NAGARA & CoSA. RAAC raised \$500. SAA hired the intern and will house the intern at their headquarters. He will be starting work in late May.

**Annual Meeting Committee:** Sandra Varry and Britt Farley said they are down to a list of to-dos. Finalize vendors. UF sponsorship for the two breakfasts during the meeting \$1, 000 each. FSU providing space, state archives gave \$750 for sponsorship. Duval ballroom on the smaller size, vendors on the back wall, fit ten. Final visit on venues, adding a few rooms each night as needed so we don't pay for extra rooms. Awaiting on final numbers. Socialize and eat at tables between vendors. Agenda for Wednesday, invite Sec. of State, Susan open, agenda for business meeting, add people to it. Run list of who is doing what. SFA class up and running, we need to pay for snacks for the break. LYRASIS class only has five. We might have to cancel. Or we pay too much for a small number of people. Friday tours confirmed. 66 registered, 6 for Wednesday, and 6 for Thursday. Sandra inquired with Britt the status of promos for the meeting. Intent to order orange pencils with SFA logo, however, minimum order is 500. The Board was fine with ordering that number, can be used for future meetings. Sandra asked if Britt can add an order of folders with the SFA logo, since they were low on SFA folders at FSU.

**Old Business:** Status of repository list update -UCF will continue to host it and SFA will help to update it. Sunshine State Digital network is compiling lists of archival repositories and other collections. UCF and Mote and others.

**New Business:** None.

**Adjourn:** Britt Farley moved to adjourn the meeting. Alexandra Curran seconded. The meeting adjourned at 12:01 p.m.

Respectfully submitted,

Janet DeVries Naughton, Secretary.