

Society of Florida Archivists  
Board Meeting – Conference Call  
October 6, 2010 @ 3:08 pm

**1. Call to order/President's report – Mike Zaidman**

Present: Mike Zaidman, Bill Modrow, Christine Wysocki, Tomaro Taylor, Burt Altman, Flo Turcotte, John Nemmers, Mary Flekke, Kathy Turner and Beatrice Skokan.

Mike thanked members who wrote letters of support for the Broward Historical Commission (remains open), the Deerfield Beach Society (various options are being considered) and the Delray Beach Historical Society (no solutions yet but commissioners are trying to help).

Erin Santana (Mike's co-worker) and Leslie Siegel from Florida Atlantic University have offered to volunteer on any committees.

**2. Secretary / Acceptance of June 17 Minutes – Beatrice Skokan**

- Acceptance of June Board Meeting 2010 Minutes  
John moved to accept and Bill seconded.

**3. Treasurer's Report – Kathy Turner Thompson**

- Kathy emailed her reports to the board yesterday: Profit & Loss (Jan-Sept 2010), Balance Sheet (as of October 4, 2010) and Reconciliation Detail (ending Sept 30, 2010).

A \$700 check was mailed to Brooke Wooldridge (Digital Library of the Caribbean/DLOC) for the Haitian Relief Fund.

**4. Vice President's Report – Tomaro Taylor**

- Tomaro: nothing new to report.

**5. Director's Reports**

- Flo Turcotte: nothing new to report.
- William Modrow: nothing new to report.

**6. Committee Reports**

- Membership - Mary Flekke submitted a database to Burt and Mike today.

- Database Discussion

Burt suggested an Excel or simple database. John contacted other archival association and explained that we have a smaller membership; he is still waiting to hear back from them. John also got in touch with the Florida Association of Museums. Some groups use "Wild Apricot" (3 institutions of the ones he looked at). Members can log in and update their own information.

In addition, a California archivist who responded explained that having members update their own information saved her a lot of work especially with regards to accuracy of members contact information. John wants to hear from organizations

Database Discussion (continued)

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that are closer to SFA in size. It looks like most associations are using member databases and have an online service for members only.

There are also different levels to the “Wild Apricot” service: \$20/month or \$40/month (includes hosting online, backup and not just the database management). One can just get the database component per the California Association.

Possible Cons.

“Wild Apricot” is not on your own server but is being hosted by someone else. This option presents a slight security issue.

Presently, SFA is hosted by the “Canvas Dreams server.”

Pros

The California group is really pleased with the “Wild Apricot” service.

Event registration option looked at by Flo.

Various components such as online payment, club management are also included.

John will pull all this information together and will talk to Burt and Mary.

“Wild Apricot” would be more a service for hosting our membership.

Burt will also speak to “Canvas Dream.”

John explained that according to the California archivist, it is much easier for all the board members to look at the information. The management of the membership information could be accessed by more people and it would be easier to turn over duties to the next person.

Tomaro asked if the database was available for searches. John explained that it can be setup either to only provide access to members or be open to the public (con spam).

Mary: Online option would require log in information.

John: Wild Apricot log in is the email address instead of user ids.

- New membership: Mary Flekke  
Four new members joined since the annual meeting.
- Newsletter – Mike Zaidman

The deadline for submitting content is Oct 15.

John commented that the last newsletter included acknowledgements for the Haiti donations. Kathy received a couple of checks that will be included.

- Website – Burt Altman

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Burt added more content to the Annual Meeting page. Mike and Tomaro suggested putting up some of the past program brochure to allow people to see the types of sessions and speakers available at the annual meeting. Burt also plans on adding information about awards and scholarship winners.

Connecting To Collections – Burt Altman

Older news: there was an August 12 conference call with Myriam Springuel about the survey report of the various institutions. The proposal will be resubmitted to IMLS.

## 7. Annual Meeting – Christine Wysocki

### Venue

On Monday there will be a board meeting at Flagler College to approve the venue for the next SFA annual meeting. The main meeting room will be in the Flagler College campus student center; the room is technologically ready. The cost will be \$80/day and \$25/hour on top of the \$80. Flo ask about cost when the group is away for a tour. Christine will look into this.

### Meals

*Breakfast* for Thursday is estimated at \$412 for 55 people.

John suggested that Tomaro send Christine the spreadsheet for last year's cost. It would be useful for Christine to see information from the last 5 years.

*Lunch* on May 5<sup>th</sup> – “Harry’s”: there is 2<sup>nd</sup> floor seating & Christine will check for accommodating 55 people. “Columbia restaurant” is another option. Mary commented that St. Augustine has been popular with the membership so there could be more than 55 people plus speakers. Flo suggested 1.5 to 2 hours for lunch. Lunch on campus is also not bad. Kathleen McCormick from the St. Augustine Lighthouse is helping to organize the options for lunch.

*Reception on Thursday evening (7-9 pm)* – There is a beautiful house on campus that could be used for the evening reception. Tomaro suggested changing the time to 5-7 pm to give attendees the option of going out to dinner. Finger foods are usually served at the evening reception. Vendors will host receptions sometimes.

### Hotels

Best Western: \$85/night (quarter mile from campus/walking distance). Best deal & Christine reserved 30 rooms.

Campus housing: provided linen but no longer possible because the cleaning company will not provide services.

Bed Breakfast options are available at \$99-150/night.

### Hotels (continued)

Casa Monica is more expensive but is located 2 blocks away.

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Hilton Historic Bayfront cost is: \$139/night and \$12/day for parking

John asked if we should reserve rooms since the conference is not taking place at a hotel. Best Western is a good deal. It is a bit far but accessible with public transportation and still located in the historic area. Flo commented that there is a good range of choices. Mike asked if we had to commit to these 30 rooms; Tomaro and John suggested getting a contract and checking the cancellation policy. There is a 36 hours notice for individuals. Christine explained that it would be best for attendees to reserve the rooms as soon as possible because the conference will take place during the tourist season. Mike asked if registering a month ahead would be necessary to meet the May 4 deadline. Mary explained that the memberships will receive reminders if registration is not moving fast enough. Tomaro explained that a couple of weeks to a month are enough.

Mary suggested checking for a contingency clause. Flo was able to buy it with expenses on the food minimum. Best Western is not a conference hotel and doesn't have the conference space but participants at the last Florida Library Director Meeting were pleased with their stay there. The Casa Monica conference space is expensive. The Flagler campus is really nice and Christine is working on reserving a parking lot. There is also the possibility that the campus will host the liquor license otherwise Christine will have to get it from Jacksonville.

### Conference Theme and Speakers

There should be no problem getting a speaker from St. Augustine (John). David Nolan has done incredible tours for the Florida Historical Society and would be a good speaker for the conference (Flo). Trolley tours are priced at \$15-\$20/per person for the tour including a box lunch. The contact information: [saveourhistory@comcast.com](mailto:saveourhistory@comcast.com). City archaeologist, Carl Albert would also be a great speaker. John will forward the contact information to Christine.

There is no conference theme yet. Possible themes could focus on born digital archives or traditional historical themes (Christine). "Born Digital Archives" would make a good session but would probably be too specific for the whole conference (Flo). The wish list from past conferences would be a good place to start (Flo). The theme can always be revised based on responses (Tomaro). There have been conferences with no themes in the past (John).

Mike and all board members agreed that Christine is doing a great job!

### **8. Old Business**

- Haiti Supplies Update – John Nemmers  
SFA forwarded \$700 Brook Wooldridge at FIU to pay for shipping of supplies from members and Hollinger Metal Edge.  
Brooke sent an email the second week of September confirming that the supplies were at the Haitian port.

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- PAHR update – John Nemmers/Burt Altman  
No news and nothing on Thomas online since April.

9. New Business

- Newsletter appointment vote – Mike Zaidman  
Tomaro is interested in being the new editor. She previously served as AAC roundtable newsletter editor for 3 years and FLA News Digest editor for 5 years.  
Mike moved to approve and Flo second.
- October is Archives Month

Facebook Page for SFA – Tomaro Taylor

The Facebook page would be a great member tool and Tomaro could manage it since she is editing the newsletter. The page can always be deleted if it doesn't work out. Flo joined the SAA Facebook and like getting the notifications.

Tomaro will let us know when the page is up.

Final Annual meeting comments:

Christine will plan for 75 people for the annual meeting because St. Augustine is a popular destination (Mary). Most people attend on Thursday (John). The issue of one-day registration cannot be settled yet since we don't know the total cost of the conference (Mike and Flo).

Thank you to Christine for all the work she's done.

Meeting adjourned at 4:15 pm.