

**2017 Annual SFA Business Meeting
May 11, 2017**

10:41 AM - President Erin Mahaney called the business meeting to order

- Secretary Janet DeVries was unable to attend; the minutes will be taken by newsletter editor, Jessica M. Orozco.
- Reminders went out for members to view the potential Bylaws changes and the minutes from the last meeting are on the SFA website. We did not print these for everyone this year in an effort to save paper. The treasurer's reports and the agendas are provided in each attendee's packets.
- The 10/13/2016 minutes were projected on the board. Erin called for the approval of the minutes from the October 13, 2016 business meeting held in Savannah, GA. John Nemmers motioned to approve the minutes, Gerri seconded, and motion passed.

Executive Board Reports

President's Report (Erin Mahaney):

- Most of the president's items are further down in agenda but changes were made to recordkeeping because Wiggio is going out of business. Thanks to our secretary, Janet, and past president, Sandra, all files have been transferred to our DropBox account, which has been upgraded.
- Discussed the change of bank accounts at the previous meeting. We are currently up-to-date on all of our filings.
- Erin thanked and asked the following groups to stand and be recognized: executive board, annual meeting committee, volunteers, donors and sponsors, USFSP staff. Erin welcomed all new members and first time conference attendees and asked them to stand and be recognized. Erin thanked SFA for her time as president.

Vice President (Susan Swiatosz):

On Erin's transition to Past President, Susan presented Erin with a gift of a six-pack of craft beers. Remaining reports further down the agenda.

Past President (Sandra Varry):

Sandra loved serving on SFA committees, being President, and Past President, and encourages members to consider becoming more involved in the organization.

Treasurer (Jay Sylvestre):

- Copies of the July 1, 2017 Treasurer's Report were distributed to all members in their packets; some of the dates are incorrect but all the monetary values are accurate. Jay will submit a revised version later on with the correct dates.
- SFA funds are in good shape as of 4/24/2017 with nearly \$42,000 across accounts.

- The Treasurer's Report from last year's meeting is available for those who were unable to make it to Savannah, GA.
- Motion for any questions. No questions.
- Call for motion to approve the reports. Gerri motion to approve, Susan Carter (from Henry Plant Museum) seconded.

Secretary (Erin Mahaney on behalf of Janet DeVries):

- No report
- Erin reported that Janet has been transferring files into DropBox and cleaning up those files. Janet sends approved minutes to Krystal to place on the website.

Directors' Reports (Mary Rubin and Gerri Schaad):

No report.

Committee Reports

Membership Committee Chair (Sue Rishworth):

- Sue thanks all her committee members and all their hard work.
- Current numbers: 3 corporate, 21 institutional/active, 45 lapsed members, total 168 active members
- Last 30-days: 11 new members.
- The Membership Committee has been cleaning up the membership, and provided several chances to members to renew by email. In fact, Wild Apricots, our website content management platform, does it automatically. It's specifically those with no emails that the committee is interested in trying to track down, and the committee was able to get renewals for almost 90% of the institutional members. Those "archived" as non-active members are the ones who did not respond for multiple requests to renew.
- We still have 42 regular and 3 institutional members in the category of "renewal overdue" and "lapsed," which will be discussed in the upcoming Membership Committee meeting in June 2017.

Web Communications (Erin Mahaney on behalf of Krystal Thomas):

- Krystal is representing SFA for Florida History Day.
- Krystal sent the following report: "The Web Communications team has mainly worked on updates and maintenance of the website since our last business meeting. All the Committees should be updated now and the Board information will be updated after election results are in. Building the Annual Meeting site was a good challenge as we haven't really used Wild Apricot's full Event functionality before but it seemed to go fairly well. We continue to put out a news post each Friday morning. If you ever have any news, events or job announcements, please send them to the main SFA email account and we'll be sure to post

them where appropriate. I want to thank Hannah Davis for being such a help on the team especially with the news posts!”

Newsletter Editor (Jessica M. Orozco):

- This was Jessica’s first annual meeting since taking over as Newsletter Editor, replacing Marissa Kings.
- Special thanks to: Lindsay Huban for providing Henry B. Plant Museum press release for new exhibit, Menus: The Epicurean Experience, Gerri Schaad for Frank Lloyd Wright Celebrations at Florida Southern College, Michael Zaidman for a list of Florida professionals presenting at SAA, Sue Rishworth and Mary Rubin for new members.
- New Members section included new members from January 1 to May 5, 2017.
- All sponsors received notable mention in Spring 2017 issue; Hollinger and Digital Transitions will each receive one free quarter ad in Summer 2017
- Question on inclusion of some training sessions from regional library networks:
 - NEFLIN’s training events are free for all Florida library staff by NEFLIN members has priority; SFA members agreed to include NEFLIN trainings in SFA’s newsletter.
 - SEFLIN has three Archives Preservation courses coming in August 2017. The digital services director of SEFLIN, Matthew Hunter, has stated that SEFLIN is unable to open the classes to individuals outside of the four SEFLIN counties (Martin, Palm Beach, Broward, Miami-Dade) because courses were paid through a grant, thus restricting the service area. Attendees must be employees of a Southeast Florida Library Information Network library but their institution does NOT have to be a SEFLIN member necessarily. Erin approved of SEFLIN courses to be included, and there were no objections from SFA members.

Audit Committee (Mary Rubin):

The 2017 Audit Committee reports no discrepancies for the 2016 calendar year concerning the checking and savings account as well as the PayPal account.

Archives Month (Susan Swiatosz):

- Some items will be repetitive for those who attended the GA meeting.
- Celebrated archives month in October 2016. Third/fourth year that we have done little bit more activity. What we have done is post something on our website and social media every week. One is a Spotlight, which showcases a collection or archives. Second postings have been is "Found It" or "Found it in My Archives," which is a photograph with a brief description. Nine institutions were represented in October and it was a cross of different libraries and archives including universities, public libraries, private archives, and historical societies. Tried to represent all parts of Florida.
- The Florida Archives Month committee would like to see more activity from members and requests that when Archives Month is approaching, to send photographs on what they have done, collections they have processed, or items they found. If members would like to see last

year's postings, it is on the website under Education & Events, Florida Archives Month, and then 2016 Florida Archives Month. All postings are shown from the most recent at the top.

- All committee members were very helpful and instrumental.

Nominating Committee (Sandra Varry):

- Thanked Nominating Committee, Erin, and all of the board members that are rolling off the board.
- Implemented the first fully electronic ballot this year.
- Announcement of election winners: Susan Swiatosz, President; Britt Farley, Vice President; Alex Curran, Director.
- Request motion from membership to destroy ballots. Florence Turcotte motioned, Wenxian Zhang seconded, and motion carried. Ballots will be destroyed.

College University Archives Sections (Sandra Varry):

- Chair, Peggy McBride unable to attend the meeting, Sandra will act as chair for the time being.
- The Section met briefly and is hoping for additional engagement.
- Many have approached section members about joining. Will continue idea on having a survey to engage the landscape of what happening at university archives in the state of Florida and to create a communication network.

Bylaws (Rachel Walton):

- A couple of revisions were made after the discussion in Savannah.
- Two documents are available online: (1) updated proposed changes in the bylaws and (2) summary of proposed bylaws change. Changes were based on the feedback received from members in SFA October meeting in Savannah; committee revised proposed changes, and submitted revision to receive reviews from members.
- There have been no further comments from members on the Bylaw changes, so an electronic ballot will be sent out for members to vote for formal Bylaws revisions on May 22nd. If approved, the new Bylaws will be in effect.

Scholarships (Britt Farley):

- Britt thanked the members of the Beale Scholarship committee and provided a history on the Judith Beale Scholarship, which was established in 2005 and has awarded more than 50 scholarships so far.
- There are five recipients this year: Andrea Malanowski, Lynn Phillips, Sara Kiszka, Caroline Meneses, and Skye von Achen.
- Recipients were recognized.

Award Committee (LuAnn Mims):

- Gerard Clark was presented with the SFA Lifetime Achievement Award (an award to honor an individual of exceptional work throughout their career). Gerard retiring after serving 38

years in the archives profession specifically giving back to Florida. Tyeler McLean accepted the award on behalf of Gerard Clark.

- SFA annually recognizes outstanding contributors to the preservation of documentary heritage of Florida. Established in 1988, Award of Excellence was first presented in 1989. Nominees are nominated by members, and then voted through awards committee, with final approval by board of directors. This year there were a number of outstanding nominations. Rachel Walton, who nominated the 2017 recipient, presented the award. The 2017 Award of Excellence recipient is Wenxian Zhang of Rollins College for his dedication and contributions to archives and his community.

Old Business

Journal (Rachel Walton):

- A survey had gone out to membership regarding to level of interest to a SFA journal. There has been a level of interest in forming the journal from membership. The Steering Committee is currently figuring out the type of support it would need, and thus, the journal is still in the formational stage.
- An initial steering committee has been formed including Rachel Walton, Tomaro Taylor, and volunteers from membership including Hannah Davis, Rachel Simmons, and Andrea Malanowski. There is a tentative editorial board structure.
- The board will be reaching out to gather reviewers in the future. Rachel requested that if anyone is interested in being a reviewer to please reach out to the committee. The journal will be a peer-reviewed, online only publication. In regards to it being an online publication, it will be on Open Journal System's website. Open Journal System is an open source solution to manage and publish scholarly journals online; Sandra Varry helped in setting it up with FSU Libraries.
- Next steps are for steering committee members to be trained in the Open Journal System platform, customize interface and make it look similar to our redesigned website, and make a call for submissions.
- Rachel hopes the initial call for papers will be to individuals who have presented at the annual conference for the inaugural issue as SFA conference proceedings, hopefully out this year.

New Business

Erin Mahaney – A summary of the Board's Ad Hoc meeting minutes are not online but were projected. Statements were made by organizations like ALA, ACA, SAA, and others on various topics. SFA looking into our role regarding advocacy, as a professional organization. Mary Rubin gave an update on SFA's involvement in RAAC and its relevance to the topic.

RAAC (Mary Rubin):

- Mary Rubin is SFA's representative for the Regional Archival Associations Consortium, also known as RAAC.
- RAAC is composed of 46 professional regional archival associations at the local, state, and multi-state level. RAAC was primarily established because of the need for increased collaboration around advocacy, which is a key component of RAAC's mission as well as disaster planning & recovery, education, grant development, and public awareness.
- In 2015, RAAC formulated two goals pertaining to advocacy. The first was to establish formal communication lines through which regional organizations can ask for advocacy assistance and report local advocacy issues. The second was to establish a formal procedure between RAAC and SAA so the regional organizations can learn about issues on which SAA has released a statement so they can follow suit, if interested. When a local advocacy issues arises, we are able to mobilize the regional organizations and other national groups such as SAA to lend support to a regional organization's advocacy campaign, provide assistance disseminating information to other regionals, issue statements and so much more. We hope that in the future when a regional is faced with an archives advocacy issue that the mechanisms we have put in place will provide the help that is needed.
- RAAC is open to collaborative efforts with regionals to further develop a framework for helping regionals with local advocacy issues. Some recent advocacy efforts include writing a letter to the Governor of Virginia and other Virginia officials to express our concern over the 15 layoffs at the Library of Virginia in response to the Governor's request for a budget reduction. Additionally, RAAC notified MARAC (Mid-Atlantic Regional Archival Conference), who also sent their own letters. The final budget allowed the Library of Virginia to hire 11 staff members and to re-open six-days a week.
- The RAAC Advocacy Subcommittee has most recently been issuing Action Alerts via email asking people to contact Congress regarding the president's proposed budget, with emphasis placed on **National Historical Publications and Records Commission**, the **Institute of Museum and Library Services**, the **National Endowment for the Humanities** and the **National Archives and Records Administration**.
- Since then, Congress has approved a [\\$1.1 trillion omnibus appropriations bill](#) that will fund the federal government for the remainder of FY 2017 (i.e., until September 30, 2017). President Trump is expected to sign the bill into law.
- As of the beginning of this year, RAAC is an organizational member of NCH, which SFA monetarily contributed to. The National Coalition of History is an advocacy group based in Washington, D.C., serves as a voice for historical and archival professions in government. It is a consortium of 53-plus organizations that advocates concerning federal legislative and regulatory issues affecting archivists, historians, researchers, genealogists, museum professionals, political scientists and other stakeholders.

- To close, Mary asked if anyone has any comments or questions regarding SFA's position with RAAC or about SFA's position with advocacy.

2018 Annual Conference Planning (Susan Swiatosz and Sandra Varry):

Susan Swiatosz - The 2018 meeting will be a celebration of SFA's 35th anniversary held in Tallahassee where the majority of our founding members are located. Rough locations for future years include 2019 in Central Florida, 2020 in South Florida, and then back to Central Florida in 2021.

Sandra Varry - In order to propose locations for future SFA meetings, members need to keep in mind the following: (1) has to have infrastructure available, (2) keep members moving, (3) places of interest members can go to, and (4) places for receptions. For our Tallahassee meetings, there is an interest to incorporate our friends at the State Archives, which Tyeler has offered to assist. Members should email the Annual Conference Planning Committee for any ideas on future meetings. For our 2018 meeting, FSU will be the main host for SFA. It is important to note that Annual meetings do not need to be a standard meeting; one suggestion was for a future meeting to be hosted on a cruise at the Keys. The committee is opened to all ideas as long they are within reason and SFA is able to be make it function.

Susan requested a motion to adjourn meeting. David Benjamin from UCF motioned to adjourn, and Gil Gott seconded.

Meeting adjourned at 11:28 AM.

Jessica Orozco, Scribe (for Secretary Janet DeVries)

Janet DeVries, Secretary

Erin Mahaney, outgoing President

Susan Swiatosz, incoming President