

Society of Florida Archivists Business Meeting  
Thursday, May 10, 2018  
10:00am  
Hotel Duval: Horizon Ballroom  
415 N Monroe St, Tallahassee, FL 32301

10:10 AM President, Susan Swiatosz called the business meeting to order

- Secretary, Janet DeVries was not in attendance for the annual meeting, the minutes were taken by Vice-President, Britt Farley
- Susan called for a motion to approve May 11, 2017 Minutes. Tomaro Taylor motioned and David Benjamin seconded. The motion passed and the minutes were approved.

### **Executive Board reports**

#### **President report**

Susan Swiatosz, President

SFA has been working on cooperative projects with Mary Rubin and David Benjamin from the University of Central Florida (UCF) to create an updated list of repositories in Florida. Called Florida Archives and Manuscripts Repositories and located on the UCF LibGuides page. Susan encouraged SFA's membership to update their contact information on the list and to recommend the list to other members not present. The list is useful for emergency response such as hurricanes. The list is also useful for the Sunshine State Digital Network.

Susan was recently in contact with the president from the Florida State Genealogical Society as well as the Heritage Stewardship program by the Conservation Center for Art & Historic Artifacts. Susan wrote a letter of support for The Heritage Stewardship. The Executive Board wants to support our members during times of disaster. The effects Hurricane Maria, last year, spurred on idea to create a disaster fund. The Executive Board donated \$500 to the National Archives of Puerto Rico along with a letter of support written in English and Spanish by SFA member Angie Villafane. Susan thanked the membership, committees, board members and affiliates and asked them to stand. The Annual Meeting Committee were recognized.

#### **Past-President report**

Erin Mahaney, Past-President

Erin was not present.

Susan presented that Erin was involved in last year's meeting survey and chaired this year's Nominating Committee.

#### **Vice-President report**

Britt Farley, Vice-President

Britt has nothing to report.

Britt thanked Susan for her work and support as SFA President. She presented Susan with a gift basket, put together with the help of Jay Sylvestre.

### **Treasurer report**

Jay Sylvestre, Treasurer

Treasurer's report for January 1, 2017 to April 30, 2018 was prepared and submitted with the meeting agenda. Jay reported that SFA subsidized the Lyrasis continuing education course on May 8, 2018. Following-up from Susan's mention of the disaster fund, he mentions that the money in the fund will rollover if it is not used each year. Jay asks for a motion to approve the budget report. Flo Turcotte motions and Gilbert Gott seconds. The motion passed and the budget report was approved.

### **Secretary report**

Janet DeVries, Secretary

Janet is not present.

Susan reports that there is nothing to report

### **Directors reports**

Directors, Alexandra Curran, Gerri Schaad

The Directors worked mostly with Membership Committee initiatives during the year. No further items to report

### **Board Affiliate reports**

Krystal Thomas, Web Communications Manager

Krystal thanked Hannah Wiatt Davis, Assistant Web Communications Manager, for her help. Krystal reminded the membership that they can submit information for the job/internship announcement section of the website. She will be reaching out to board members to assist with keeping information current. She also made an announcement that members who have taken photos during the annual meeting can submit them to the main SFA Gmail account.

Jessica Orozco, Newsletter Editor

Jessica Orozco was not able to attend. Susan Swiatosz read Jessica's report on her behalf. Jessica would like to thank the content contributors who submit to the newsletter and invited more members to contribute articles. Jessica welcomed new members and encourage them to participate in submitting content to the newsletter. Sponsors and vendors have been mentioned in the newsletter. Her future plans for the newsletter includes a list of low cost/free continuing education section. She also welcomed any feedback and suggestions.

### Rachel Walton, SFA Journal Editorial Chair

The journal had an original February/March deadline. Rachel demonstrated the journal is hosted using the Open Journal System website. The journal is completely online and articles can be submitted through the website. As the articles are submitted and reviewed they can be placed online. Rachel will work with Krystal to create a portal to the journal from the SFA website. From the journal website, visitors can view the journal's mission statement and peer-review process. The journal will be published annually. Announcements will be made through SFA social media such as Facebook and the listserv. There is also an option online to volunteer as editors.

### Mary Rubin, Regional Archival Association Consortium (RAAC) Representative

Mary read RAAC's mission statement. The Society of American Archivists is working with RAAC to support Archives on the Hill an initiative to introduce and train new archivists on issues of advocacy for archives. The initiative is meant to empower archivists to speak to state representatives. The goal is to assemble a team of archivists, one for each region. Mary demonstrated the Florida Archives and Manuscripts Repository Guide, a list of Florida archival repositories, hosted by on the University of Central Florida's library website.

### **Section reports**

#### Sandra Varry, Chair-Elect - College and University Archives Section (CUA)

Sandra assumed the role as chair for the College and University Archives Section. Their section of the website will include news, announcements and helpful resources. The section is open to all – to discuss topics such as records management and best practices in archives. Active members of SFA can self-select CUA membership on Wild Apricot They are creating a listserv. Working on drafting a survey for membership.

### **Committee Reports**

#### John Nemmers and Rhia Rae, Committee members - Nominating Committee

Committee Chair, Erin Mahaney was not present

The results of the SFA election are announced:

Vice-President, President-Elect - Mary Rubin

Secretary – LuAnn Mims

Vice-Chair, Chair-Elect, College and University Archives – Doris Van Kampen-Breit

Secretary/Treasurer - Katharine Labuda

John thanked the candidates and everyone for voting. He asked for a motion to destroy the ballots. Burt Altman motioned and Gil Gott seconded. The motion passed to destroy all ballots

### Sue Rishworth, Chair - Membership Committee

SFA's membership had 161 total members. Since January 25, 2018, there have been 20 new members. Sue intends to work on creating an online only membership form and being proactive about preventing lapsed memberships. She thanked Mary Rubin for help with membership. Her challenges were: the number of members not renewing at the end of the year, members beginning an application without completing payment. Going forward there will be an initial call for renewal from the Membership Committee Chair (Sue) with last call to renew in January. In an effort to keep members, phone calls will be the last form of contact to lapsed members. The mission is to encourage new members and students.

### Britt Farley, Chair - Archives Month Committee

Britt talked about the history of Florida Archives Month in October. She thanked committee members Krystal Thomas, Hannah Wiatt Davis and Jessica Orozco. For Florida Archives Month 2017, weekly submissions by members, were branded Archives Spotlight or Found it in the Archives. Each submission included a short description and photograph. There was a total of nine submissions sent through the SFA listserv, Facebook, Twitter and website. All submissions were reprinted in the Fall 2017 newsletter. The committee also recommended that our members attend a free Lyrasis webinar offered through the State Library. The recommended webinar was Promotion and Outreach of Digital Projects on November 2, 2017. Our activities were featured on the Society of American Archivists' 2017 Archives Month webpage.

### Mary Rubin, Chair - Audit Committee

Mary thanked committee members Doris Van Kampen-Breit and Katharine Labuda. Mary reported one discrepancy concerning a \$65 charge in PayPal. A \$25 fee was not recovered because PayPal charges a non-refundable processing fee. No new discrepancies to report

### Sandra Vary, Chair - Annual Meeting Committee

Sandra thanked the Annual Meeting Committee. There was a total of 78 registered attendees at the meeting. The committee decided to change-up the regular schedule by including an event every evening. They wanted to include time for attendee networking. Walking tours were all scheduled for Friday. Sandra thanked the event sponsors and hotel and mentioned that there would be dedicated times to meet-and-greet with sponsors.

### LuAnn Mims - Judith Beale Scholarship Committee

LuAnn spoke about the history of the Judith Beale Scholarship and the mission of Judith Beale to support new archivists. She thanked her committee members Flo Turcotte, Annia Gonzalez, Alejandra Gutierrez Barbon and the Executive Board. The scholarship

recipients were Adan Berkowitz, Bart Delcamp and Paige Downey. All recipients were in attendance to accept their award on stage. Susan Swiatosz thanked the recipients and welcomed them to SFA.

#### Gil Gott, Chair - Award Committee

Gil thanked the committee and the Executive Board. The announced award recipients were Susan Gillis and Sandra Varry. Both recipients were present to receive their award

#### **Old Business**

Susan reported that last May, the SFA membership voted electronically and approved the bylaws. Upon approval, the ad-hoc committee was disbanded.

#### **New Business**

Susan announced that the 2019 Annual Meeting location will be held in Miami, FL. The 2019 Annual Meeting Committee members were announced: Annia Gonzalez, Chair; Rita Cauce; Katharine Labuda; Rhia Rae; Jamie Rogers and Althea (Vicki) Silvera.

#### **Adjourn**

Susan asked for a motion to adjourn. John Nemmers motioned and Sandra Varry seconded. The motioned passed to adjourn