

Society of Florida Archivists Business Meeting
Friday, May 10, 2019
10:30 am
Hilton Garden Inn Miami: Flamingo Ballroom
1695 NW 111th Ave, Miami, FL 33172

Britney Farley called the meeting to order at 10:38 am.

Britney asked for questions about the minutes of 2018 business meeting. There were none. Brittney called for a vote to accept. Mary Rubin motioned for approval; Katherine Labuda seconded. Approval of the minutes passed.

President's report (Brittney Farley):

1. Brittney thanked Rachel Walton and her team for the first electronically published issue of the new SFA Journal.
2. Brittney covered that SFA sponsors an award during the Florida History Day, which occurred on May 7, 2019.
3. Brittney mentioned that the Disaster Fund for Hurricanes season is \$500 a year. None was given last year but the year before it was given to Puerto Rico for Hurricane Maria. The board decided to create an ad hoc committee each year to handle requests for help.
4. Brittney announced that the annual meeting evaluation will be coming shortly following the meeting. She encouraged honest responses. SFA welcomes feedback to improve the annual meeting.
5. Brittney also announced that a call for volunteers for various positions will be coming shortly as well.

Past President's report (Susan Swiatosz): No report.

Vice President's report (Mary Rubin): Mary took the opportunity to publicly thank Brittney Farley for her service and presented her with flowers and chocolate.

Treasurer's report (Jason Sylvestre): Because of technical difficulties with the QuickBooks software Jay could not produce a full treasurer's report; however, he did present the numbers for bank balances. The treasurer's report will be sent electronically as soon as possible after the meeting.

Secretary's report (LuAnn Mums): No report.

Directors' reports (Gerriane Schaad and Alexandra Curran): Both directors have been very involved with the membership committee duties, welcoming new members, and helping with the registration for the annual meeting and manning the registration desk. Schaad solicited requests for ways the registration desk could be improved.

Web Communications report (Georgen Charnes): Read a report written by Krystal Thomas, who was unable to attend. The report:

1. Thanked Hannah Davis for serving as the assistant web communications manager. She stepped down in the last year.
2. Welcomed and thanked the two new assistant web communications managers, Georgen Charnes and Chuck McFarland.

3. Mentioned Krystal's plan to step down from the role of Web Communications manager shortly after next year's annual meeting and turn things over to Georgen and Chuck at that time.
4. There were no major changes to the website in the last year. Google Analytics from May 1, 2018 to April 30, 2019 show over 27,000-page views for the website with around 7200 users. The most popular page is the Jobs and Internship board (over 3,000 views) so be sure to submit your listings to the SFA general email to get those posted.
5. A known upcoming change to the website will be changing the payment system used due to changes with Wild Apricot and PayPal. More information will be released on this change once the Treasurer and Web Team are ready to implement this sometime this summer.
6. The Web Communications Team will also review each page of the website this summer to perform updates as needed to make sure the information is current.
7. If you ever have a question about the website, please send it to the SFA general email as the team monitors that email several times during the week.

Newsletter Editor report (Brittney Farley): Read a report written by Jessica Orozco, who was unable to attend. The report:

1. Thanked all our content contributors. The newsletter is filled with impactful stories on collections, exhibits, and a little bit of everything including new members that have join within that quarter.
2. All annual meeting sponsors received notable mention in Spring issue.
3. The upcoming Summer issue will feature summaries of this annual meeting.

Journal report (Rachel Walton): The first issue was put out in December. They are working on the second issue. She communicated the committee's goals. In addition to advertising, they are also looking for a communications coordinator for the editorial board.

RAAC report (Mary Rubin): Mary Rubin reported that the "Archives on the Hill" event took place last summer during the SAA meeting. SFA did not financially support the National Coalition for History (NCH) dues request because we did not feel that archivists were being advocated for by that organization. RAAC did not end up financially supporting NCH overall in 2019.

CUA report (Sandra Varry): Sandra Varry reported on the progress of the survey CUA wishes to conduct.

Nominating Committee (Susan Swiatosz) report: Thanked her committee volunteers and the members who ran for office. She reported the winners:

Vice President: Tyeler McLean
 Treasurer: Jason Sylvestre
 Director: Annia Gonzales
 CUA Vice Chair/Chair Elect: Alejandra Barbon
 CUA Secretary/Treasurer: Paige Downey

Susan asked for a motion to destroy the ballots. Flo motioned for approved, Wenxian Zhang seconded. All were in favor and the motion was approved.

Membership Committee report (Sue Rishworth): Sue reported membership numbers: 152 individuals

29 institutional memberships
3 corporate members

Annual Meeting Guide Revision Committee (Mary Rubin): Mary reported that the work is still in progress and expects to complete the guide soon.

Audit Committee report (John Nemmers): The Audit Committee consisted of Bebe S. Chang (Chair), Katherine Labuda, Janet DeVries Naughton, and John R. Nemmers. John announced that the 2019 Audit Committee found no discrepancies for the 2018 calendar year concerning the checking and savings account as well as the PayPal account.

Archives Month Committee report (Mary Rubin): Thank you to everyone that contributed to the posts that were shared throughout the month! There were 7 institutions that contributed to 9 posts.

Judith Beale Scholarship Committee report (Rachel Walton): Rachel Walton read the committee charge and announced the winners: Claire Barnewolt, Kryslynn Collazo, and Carady DeSimone. Beth Golding, committee member, made a general plea to the membership for continued support of the Judith Beale Scholarship.

Awards Committee (Sarah Coates): Sarah Coates thanked her committee, read statements about the winner, and then announced the winner: Rachel Walton.

Annual Meeting Committee (Annia Gonzales): Annia thanked the annual meeting for their tireless efforts toward a successful meeting in Miami. She thanked the attendees and sponsors as well.

New Business (Brittney Farley): Brittney Farley announced that the next annual meeting would take place in St. Augustine and that she has spoken with the Florida Historical Society about a future possible joint meeting.

Brittney Farley adjourned the meeting at 11:17 am.