

Society of Florida Archivists
Board and Committee Members Meeting Minutes
November 16, 2018 [viaFreeConferenceCall.com]

Attendance: Britt Farley, Mary Rubin, Jay Sylvestre, LuAnn Mims, Gerri Schaad, Alex Curran, Jessica Orozco, Sue Rishworth, Sandra Varry and Annia Gonzalez

President: Britt Farley called the meeting to order at 1:09pm

Secretary: LuAnn Mims called for approval of the August 29, 2018 Board Meeting Minutes. Gerri Schaad motioned for approval, seconded by Alex Curran. The minutes will be filed.

Executive Board Reports

President's Report: Britt Farley – Touching on recent Hurricane Michael. Only one person has reached out to SFA and that is Ruth Slagle from Baptist College of Florida in Niceville. Her library was damaged by trees that fell on the structure so they did have contamination from water and possible mold issues. They are being housed in a temporary structure so she is still functioning as the librarian and archivist there but in a very temporary structure. I have been back and forth with her in trying to get more information to see if we can help her. If you remember, we do have \$500 set aside as a reserve fund in SFA. I think Jay is going to speak a little bit more about that later. I have been reaching out to her to see if she needs any help, but it's been touch and go. I am reaching out again soon. So far, she believes she is handling it, she hasn't been really specific about where they are right now in recovery but as I get information I will let you all know whether or not she would like to accept any help from us. She did say that the advice that was sent out through email was very helpful and she is thankful of that.

The other point I would like to do I to announce new committee members for 2019 voluntary committees. For the Audit Committee we have Bebe Chang as chair and she is from NSU, along with John Nemmers, Catherine Labuta and Janet Devries is coming on for the Audit Committee. For the Nominating Committee, we have Susan Swiatosz as chair, with Gil Gott, Erin Mahaney and also Jennifer Boynton. for the Awards Committee we have Sara Coates as chair, with Laura Kopel. For the Judith Beale Scholarship Committee, we have Rachel Walton as chair, Beth Golding, Bart DelCamp and David Benjamin. So those are the announcements for the committees and they should be amping up their efforts coming up soon.

The last thing I want to mention, obviously we are focusing on the upcoming annual meeting in May but I wanted you all to start thinking about possible locations for the next two meetings. Then we can talk about that early next year when we have our next meeting. That is all I have to report for today's meeting. Does anyone have any questions or comments?

Past President's Report: Susan Swiatosz, not present, no report

Vice President's Report: Mary Rubin, no report in this capacity but will report elsewhere on the agenda

Treasurer's Report: Jay Sylvestre, current account balances

Paypal: \$2,084.80

Checking: \$2459.68

Savings: \$28,862.37

Total: \$33,406.85

The balance is down a bit currently in preparation for the annual meeting. After Britt signed off on the contracts, I authorized a deposit of 50%, which was \$4159.38 to the Miami Hilton, so we have a deposit on file with them. All of the financial reports are up to date and available in drop box through the end of October. I will update November once we get to December, and in January I will update for all of 2018 along with my treasurer's report. So keep an eye out for that next year.

Then as Britt mentioned, I emailed her and Mary about the disaster recovery fund. Last year when Susan and Brit and I met we discussed making \$500 annually and then rolling it over when we are able, if there are no hurricanes. So now we are two years into the fund existing, we probably have two payouts for \$1000 total. I was thinking to make this much more sustainable we could create a fund similar to the Judith Beale Scholarship where members are able to donate what they can toward a disaster recovery fund that would be available to any institution in Florida following a disaster.

Britt: We just wanted to more buy in, whether or not anyone is interested in us either having an account that continues to roll over until it gets to a point, if there are no natural disasters, we have thousands of dollars just sitting around. Or if it was something more like the Judith Beale Fund with money set aside with the idea that if something were to happen, that members of our association could donate into it. Susan has more information, but is it something we are interested in doing?

Gerri: I think this is a great idea to have that, it would be nice if people sent money to it like Judith Beale, where we say that SFA has seeded money into this and we would love it if people help contribute to this fund.

Mary: Part of the conversation around Ruth, was if her institution doesn't accept a donation, was if we wanted to contribute it to another archivist disaster recovery initiative. I think, if we start accepting money from our members for donation that we are going to need to be very clear about where the money may, or may not end up.

Britt: Yes, that is another thing to consider, where or not we are going to be investing in another organization that will help any place in the state of Florida, not just SFA, that is to say if we invest in another organization, they may not be SFA specific. So that was the only question I had, if that is the direction we wanted to take?

Gerri: I was on the Board for the Society of South West Archivist, when we were getting money for Katrina, which eventually rolled over into the National Disaster Recovery fund that Society of American Archivist does. At that time, we were under a time crunch and didn't feel we could handle creating a fund, managing it, SFA does not seem to have that issue. We had almost \$10,000 in the fund and we weren't having disasters in the SWA Region, which is why we agreed to make it broader, around the whole country. Florida does get a certain amount of disasters so having a fund that grows and is available when multiple sites in the state get hit, then it's a good idea. The question is how much responsibility does SFA want to take on with administrating this fund because it's a lot.

Britt: That is a very valid point and that is why it's something we would have to look into. It would not be something immediate this year, or even next year. We do have a good amount saved up and only had one incident that we know of, so this is something we will follow-up on to answer those questions in the future.

Mary: I will add that when we were having this conversation I brought up, though there is only one institute this year, if another institution had a similar incident what would happen if we depleted the funds during the first one. At the time of this conversation there was still a month left of hurricane season.

Jay: Mary, I thought that was a really good point, and was wondering if we had an early season disaster where someone was needing a truck or a cooler, or something immediate, if we tried to send out a little bit and then, if nothing else happens, we can revisit giving that institution additional funds at the end of the season, if necessary.

Mary: I am for this initiative, I just think there is will needs to be a lot of discussion and policy making around it.

Jay: We will need to decide as a board, if we will need to let everyone know when we are sending out money, or if it's a Florida institution or if its regionally, do we need a larger membership approval.

Gerri: You will want to create a board that reviews, it can be the executive boards, but you will need to show people what the criteria for review, acceptance or decline requests. There will be a responsibility back to the people donating and to SFA members and to make it fair to everyone.

Britt: Does anyone else have any comments or questions to consider on this discussion to determine whether or not we will be doing this?

Mary: Do we want to form an *ad hoc* committee?

Jay: I think we should.

Britt: OK, so we will have to form a committee to flesh out and fully answer any possible question that could come out with having a fund that exists for that purpose. Any more questions or comments?

Secretary's Report: LuAnn Mims, nothing new to report

CUA Chair Report: Sandra Varry, we have had successful first meetings for the College and University Archives Committee, but both Doris and Katherine have been extra busy due to heavy schedules, we are still in planning for second meetings. We are trying to do the survey for the state of the archives in Florida, it takes a lot of work, potentially have to do a review board at one of our institutions. We've determined that one institution may cover for the other two if we participate and all that to do the survey. I sent out an email to the other members asking if they wish to continue on this committee knowing about the heavy time commitment. Both replied that neither one really had time to work on this, and I don't have time to work on it on my own.

So I made the suggestion to add an additional person to our group, who does have the time and would like to participate, so that is what we are going to do. Paige Downey, who also works here with me, can put the survey together so we can put it together in preparation for the Institutional Review Board.

I think we are in a good place, I got the password from you Britt, so Paige is going to get in there, she has access to our Share Drive folder to put the survey together, so the three of us can start editing. Paige is trying to get more involved, and has the time, so we are moving forward.

Britt: This is a new group to get started, and at least you have an extra person you can add in. I don't know if in the future you want to discuss adding more board committee positions just so you don't have just a small group of really busy people who aren't able to keep up with everything.

Sandra: I think we are good for now. We are getting it plugged in where we can start to work with it. Katherine had originally volunteered to be the secretary, because that is part of that task, but got overloaded with stuff. We are about there.

Director's Reports:

Alex Curran, from the Membership Committee, I've been added as an administrator for the List Serv. We have added up to five new members so far, which have had some new members and some renewals, which is great. We made sure that those people are still in the system. We had one "bounce" from a Deborah Walk who retired, so we took her off. That completes my report.

Gerri Schaad, I have no report

Web Communications: Not present, report read by Britt, Krystal is always calling out for people to submit any news that is going on across the state, anything about new jobs or internships so she that she can post it to the webpage. She is also saying that she is getting to a point in her career where she is winding down in her role as the Web Communications manager. Hannah has resigned her post as Assistant Communication manager, Krystal is concerned about how much there is to do and would like to bring someone else in so that she can roll over those duties going into the next year. I think she is saying another year or two and then she wants to roll over those duties so we can be more self-sufficient. She will give us website statistics at the next meeting. That is all she had to report.

Newsletter: Jessica Orozco, I am finishing up the newsletter to be sent out by Saturday. Sending it to Britt tonight. I have all the content I need, I have information about the conference, I have information about the Judith Beale Scholarship, an entry about our upcoming first journal that Rachel had given me. I have enough content to release, just need to finish it up. That's it.

Journal: Not present, Britt – once again Rachel is continuing the work. She received a good amount of submissions for the journal and she is also now the chair for the Judith Beale Scholarship as well. We will be hearing more about that with her.

Membership Committee: Sue Rishworth, The Membership Committee did meet on October 24, after not having met for a few months. The member numbers are now up from 171 at the last Board meeting to 179. These totals include 3 corporates, 31 institutional and 145 regular. Now this 179 is up from the 127 after the annual meeting, we have had quite an influx of new members since then. Looking at the lapsed or renewed member, we have noticed there is a pattern of about 50 members who do not renew on time. We have a plan to follow up with phone calls this time. There is still a problem with the membership form, Alex and I have worked with Krystal to correct this, so no problem now. We have exact duplicates of the print form and online forms, like we proposed a year ago.

We have not yet started a campaign to recreate Library School students, we did have one join recently. I have reached out to local history rooms at public libraries and a couple of them have joined. Also contacting historical societies in the Tampa Bay area. Maybe people in SFA can find others in their own

areas that would be interested in joining. We are preparing for the annual renewal campaign which is coming out next month. That is my report.

Florida Archives Month: Mary Rubin, I just wanted to comment that this was a success from what I can tell. We did get an email from Janet DeVries who commented that she really enjoyed the “Archives Spotlight” and “Found It In the Archives” posts and she wanted to let the committee know that she really appreciated our efforts. She thought it was a treat to see what was going on across the state. There was another email from Joan Nicholson that she was enjoying the posts too.

Looking forward there were two hiccups to review, first was a miscommunication with Beth Golding. Her first submission included her name which she did not want included, so that post had to get redone. She was submitting to SFA but wasn't the person who wrote it so she didn't want to receive credit. Then there was a second submission that provided the wrong information, but adamant about having the information corrected after it had been posted. Additionally, I did a lot of editing for people who did not adhere to the word count limit. So I suggest going forward that there be a form that captures all that information which enforces the word count and clarifies how the information is presented.

Britt: Mary, is this something you want to work on for the next person?

Mary: Yes, it would be closer to January, early next year thing. I definitely want to do it. There were two emails sent in September asking for submissions, there were seven unique repositories that were promoted through the nine different posts, Jessica posted on Facebook and Twitter, Krystal on the website, and I sent the emails. There was a kick off email, a reminder and a final that promoted through social media, our website, the digitization courses and the Florida Archives and Manuscript repository guide. For that specifically seven repositories updated their information. Our efforts were also report to SAA Archives month. So yay!

RAAC: Mary Rubin, following up with the NCH membership, we did not have enough support to continue with the NCH membership at the level that we were previously at which was the Sustaining Member level at \$4,000 per year with someone from RAAC sitting at the Board level. There are conversations occurring about joining at a lower level but we would not have that person on the Board. Either way, SFA will not be asked for money this year in terms of the NCH calendar year for 2019.

Revision Committee: Mary Rubin, due to the holidays I am just going to mark that to be done in February.

Britt: that is why we wanted someone actively involved with the process to write things down as they came up to create a manual for the next person.

Annual Meeting Committee: Annia Gonzalez, Chair, as you can see we sent out the announcement yesterday [via email], posted on Face Book, on the SFA website. We have a question, the manual doesn't say if we can send it to the SAA or other organizations, should we send it to you so you can contact them? Or do it ourselves?

Britt: You can go ahead and send it out, there is no problem with you doing that.

Annia: Okay we can do that, just wanted to follow protocol, and this is something, Mary, that can be added, to provide more information about how the committee can proceed with promotion. Maybe a list of organizations.

Mary: I just wrote down SGA and Alabama as we have had members from those states.

Annia: Ok to Alabama and Georgia too.

Britt: ... and the Florida Historical Society as well.

Annia: Ok, if you know of any others, please let me know the organization so I can send, or to Mary. Also the committee is working on the welcome reception, working with the hotel trying to find different prices, we should have the final costs in December. That is it for now.

Mary: I am working on sponsors, so if anyone knows sponsors we haven't have previously, please let me know. I have already been contacted by Lyrasis.

Britt: Maybe reach out to more heritage organizations in the area, they may be interested in sponsoring, like History Miami. I know we did something with them. But reach out to other universities to see if they will sponsor a breakfast, or if they will sponsor in exchange for having their logo placed prominently during the meeting. You can be creative about getting more sponsors, not just service organizations such as Lyrasis or Gaylord Archival, but have other institutions that are already in the area that may want to participate.

Mary: I did not include this on my report but Seth Bramson also reached out to me about submitting a proposal. He is emailing me a lot, but asked to wait until the call goes out.

Britt: Ok, just let me know. Does anyone have any questions or comments to add about the Annual Meeting for the committee?

Old Business: None

New Business: None

Adjourn: Britt Farley wished Happy Thanksgiving and Happy Holidays, next meeting next year. Britt motioned to adjourn, seconded by Gerri Schaad. The meeting concluded at 1:46pm.

Respectfully submitted,

LuAnn Mims, Secretary