

Society of Florida Archivists

Board and Committee Meeting Minutes

December 9, 2020 @ 2:00 pm

*Attendees:* Mary Rubin, Tyeler McLean, Jay Sylvestre, LuAnn Mims, Gerri Schaad, Annia Gonzalez, Georgen Charnes, Sarah Coates, Laura Marion Douglas, David Benjamin, Susan Swiatosz, Rachel Walton, Jessica Orozco

Meeting called to order by Tyeler McLean at 2:06pm

Call for approval of minutes by Secretary LuAnn Mims, 2<sup>nd</sup> by Jessica Orozco, minutes approved

**Board Reports:**

*President's Report, Tyeler McLean:*

**2022 Joint Annual Meeting with Florida Historical Society** – I reached out to FHS and am waiting to hear from them regarding their plans for future conferences. If their schedule is still on track for Gainesville in 2022, do we want to continue with that pursuit or look at a date further in the future? I am hopeful that 2022 will allow for a return to safe, in-person meetings. Do we want our first, potentially Covid-free meeting to be a joint meeting? The board discussed this and decided that we did not want a joint meeting as our first, potentially, COVID-free meeting.

**Resource Page for Anti-Racist/Conscious Editing** - During last week's Zoom call, a need for resource sharing arose over reviewing descriptions and reference policies to be more inclusive and remove outdated language. I am working with other people to create content for a webpage for resources, including updated policies for anti-racist descriptions, updated reference policies and procedures, updated reference forms for patrons, etc.

**Group for ArchivesSpace** – Hannah Davis reached out regarding a discussion on ArchivesSpace during the 2019 annual meeting. During the discussion, folks expressed an interest in an informal ArchivesSpace group for members to share documentation, trainings, and general support for all the institutions using ASpace in Florida. We are in the works of scheduling a meeting in January. The invite for that meeting will go out later this week.

**Committee Positions** – I sent out an email last week and today soliciting volunteers for Audit, Awards, Judith Beale Scholarship, and Nominating Committees as well as an assistant for the Web Communications Manager. We have received a few responses from interested people, but I plan to ramp up the appeals for volunteers.

**CCAHA/FAM/SFA Partnership** – From October to December, completed three webinars in partnership with the Conservation Center for Art and Historic Artifacts and Florida Association of Museums. These webinars include Introduction to Digitization, Fundraising for Collections, and Internal Advocacy. Over 200 participants registered for the three webinars. LuAnn coordinated the series with Carmen from FAM and Stephanie from CCAHA.

*Past President's Report, Mary Rubin:*

The 2020 webinars have concluded. Webinars around Race and Archives featured the Black Archives from Miami in September, which is recorded and available on Youtube, and Dr. Ashley Farmer from

Texas in November. There were five total webinars from SFA Archives Month, all of which can be viewed from our Youtube channel: [https://www.youtube.com/channel/UC6KIHlrIGhuyxmG-TML\\_grw/videos](https://www.youtube.com/channel/UC6KIHlrIGhuyxmG-TML_grw/videos).

The 2020 Zoom Lounges have concluded. There was one in October and one in December. The one in December was continuing the conversation from Dr. Ashley Farmer's talk. I will schedule another in 2021.

The Nominations Committee will begin in the new year. We are looking for Vice President, Director, Secretary, CUA Vice Chair/Chair Election, and CUA Secretary/Treasurer. If you know anyone that would be a good fit, please let me know and I'll reach out to them.

*Vice President's Report*, David Benjamin:

Archives Month 2020 was a rousing success! There were nineteen posts from SFA members throughout Florida. It is so amazing to see the work our colleagues are doing at their repositories.

I want to acknowledge and thank the fantastic team who pulled Archives Month 2020 together - Amanda Boczar, Georgen Charnes, Jessica Orozco, and Monica Toth. Special thanks to Georgen and Jessica, who had to deal with my "abilities" to mess up anything tech related.

*Treasurer's Report*, Jay Sylvestre:

Account Balances

Checking: \$3,086.99

Savings: \$33,583.79

Paypal: \$4,009.89

Total: \$40,680.67

*Secretary's Report*, LuAnn Mims:

Please continue to send your written reports for inclusion in the minutes.

*Directors Report*:

- Annia Gonzalez, helping Susan with membership as renewals are going out next week.
- Andy Huse, not present

#### **Board Affiliates:**

*Web Communications*, Georgen Charnes:

The web assistant, Chuck McFarland, is leaving the position. He has kindly offered to work with his replacement. He has done a significant amount of work on the transfer of the listserv to a groups.io account, and if we are able to get a new assistant, managing the listservs would be a primary responsibility. President Tyeler has already put a call out for a new web assistant.

Several new listservs have been discussed as well, including one for archivespace users. Hopefully we will get these set up and make decisions about issues surrounding these in the next few weeks. Website: There have been several additional pages added to the website over the last few months (official statements, webinars, archival resources) and more additions based on some of the discussions we're having (conscious editing). We should consider adding a new main navigational link for "Resources" under which would be some of the new pages and future ones.

*Newsletter*, Jessica Orozco:

The next issue of the SFA newsletter is ready to go out in time for Christmas. Looking for an introduction statement and head shot for Tyeler and David.

*SFA Journal*, Rachel Walton:

We are readying to put out our second volume for the journal – December/ January is the likely publication date. Right now, we are expecting four full peer-reviewed articles, two tool reviews, and a book review.

Our Editorial team has decided to work in a mode that will make us most flexible in the future when and if we do not have access to Open Journal Systems. We have transitioned all our editorial workflows to the Journal's official Google account and are only planning to use the OJS system this year for publication access purposes (and link it to the SFA website too, of course). We will keep back up PDFs and final Word docs of all issues in the journal's Google Drive account for if/when we may need to host the journal content directly on the SFA website.

*CUA Section*, Alejandra Barbon: not present, no report

*RAAC*, Mary Rubin:

I forwarded the Biden Presidential Transition Team document on the Recommendation on Federal Archives and Records Management Issues to the listserv. Additionally, there is a webinar in the works to talk about archival organizations with the aim to help SEAA in building it's foundations.

#### **Committees:**

*Membership*, Susan Swiatosz:

We have 6 new and returning members since our last meeting in September bringing our total membership to 185 (in that total there are 3 members that are duplicated in their institutional bundle); 5 corporate, 34 institutional, and 146 regular members.

Renewals start this month and I plan to send an email to the listserv on Friday to remind everyone to renew. Last year there were a few complaints of too many emails – Wild Apricot generates emails on December 15, December 29 and January 14 to the members who have not yet renewed. Do we think that is too many emails?

Last year the membership committee contacted individuals in February who hadn't renewed by that time. We lose a few every year who have moved or retired and haven't let us know, and that is usually how we find out.

I contacted Tomaro, she manages our physical mail, to let her know that checks may start arriving. She will check the PO Box more frequently this time of year.

*Disaster Ad Hoc Committee*, Gerri Schaad: no report

*Covid-19 Archival Workers Relief Fund*, Gerri Schaad:

We have received no new donations nor any new applications. Planning a webinar to assist with finding archival jobs. Will send out more information via the listserv.

*SAA Liaison*, Gerri Schaad:

In my role as SAA Liaison, I have posted messages to the SFA listserv.

*Awards Committee*, Sarah Coates:

Nothing new to report, will plan a meeting with committee which includes, Andy, Annia and Tyeler.

*Judith Beale Scholarship Committee*, Rachel Walton:

I've been Chair of the Judith Beale Scholarship Committee for the years 2019 and 2020.

As of 2021, the following members of the 2020 Judith Beale Scholarship Committee will be rolling off – Rachel Walton, Beth Golding, and David Benjamin. It is my understanding that Bart Delcamp has interested in staying on this committee in 2021, but I would suggest following up with him. I will be depositing my annual report for this committee with the SFA Secretary, LuAnn, this week with will have a summary of our contributions, activities, and financial status.

*Annual Meeting Committee*, Laura Marion Douglas:

The Annual Committee met and wanted to discuss possible changes. With the COVID-19 numbers still very high, there is a trend to host virtual conferences. Maybe SFA should consider that the rescheduled Annual meeting to be held in St. Augustine may be in jeopardy of low attendance and hosting a virtual meeting would be more successful. We are in the process of working through what those logistics would look like. We feel that a virtual conference is doable with the SFA membership numbers and would provide a more inclusive environment. The theme would still be “Archives at Risk.”

Call for a vote to do a virtual conference by Laura, seconded by Mary, motion passed

**Old Business:**

**New Business:**

Meeting adjourned at 3:11pm

Minutes submitted by LuAnn Mims, SFA Secretary