

Society of Florida Archivists

Board and Committee Meeting Minutes

July 2, 2020 @ 2:00 pm

*Attendees:* Mary Rubin, Britt Farley, Tyeler McLean, Jay Sylvestre, LuAnn Mims, Gerri Schaad, Annia Gonzalez, Georgen Charnes, Sarah Coates, Laura Marion, Jessica Orozco, David Benjamin, Andy Huse, Alejandra G. Barbón

Meeting called to order by Mary Rubin at 2:05 pm

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

**Board Reports:**

*President's Report:* As we have discussed via email, the Business Meeting functions as our turnover with elections. I got ahead of myself last meeting so this meeting is in fact my last meeting as President. I do want to welcome David, Andy, and Alejandra to their first meeting! This Board Meeting today is a way for you as newly elected members to get a feel for our meetings. Essentially every board member, affiliate, and committee chair reports on and or brings up items for discussion around their specific area. We have no expectation of a report from you today.

Older Motions Made Via Email

Open Letter to SAA Council on Job Postings

Back in April, SFA received an email from SFA member Carady DeSimone on behalf of SAA's Ad Hoc Working Group on Archivist Salary Transparency. She inquired if SFA would be willing to endorse an open letter responding to a recent salary transparency issue taken up by the Society of American Archivists Council. The letter can be found here:

[https://docs.google.com/document/d/1uzNfkJCbaJBROq4eJfkfM9JBtUFR\\_CxbP8XnXDS--8Y/edit](https://docs.google.com/document/d/1uzNfkJCbaJBROq4eJfkfM9JBtUFR_CxbP8XnXDS--8Y/edit). We reached quorum via email for endorsing the letter on April 9th.

Salary Transparency on SFA's Job Postings

Following the Open Letter emails, the board discussed requiring salary transparency on any job ads that are posted to our website and to our listserv. We reached a quorum via email on April 9th enacting that all job ads on our website and listserv must contain the salary or salary ranges of the job. We need to include verbiage on our website about this.

SFA Zoom Lounge Sessions

I have facilitated three zoom sessions during June to help bring our members across the state together to share and discuss topics around the ongoing pandemic, protests, and other timely events. Two sessions were general and had questions to steer the conversation. One sessions had the topic of instruction. At most, there have been 12 attendees at once. Similar to my report in May, the majority of attendees work at academic institutions, which makes me wonder about the state of the historical societies and smaller archives across Florida. In the emails about the zoom lounges, I've asked that people that can't make it but would like to attend to email me and I've heard back from two that just can't make Tuesdays at 11 am. There is one scheduled for that time in July. Beginning in August and

going through December, they will be more sporadic with regard to day and time and they will be reduced to once every three or four weeks.

#### State of Archival Jobs in Florida

I have learned that FIT, Rollins, UM, and Nova Southeastern have been affected by furloughs or layoffs.

#### Business Meeting & Transitions.

Our business meeting is occurring on Tuesday July 14th at 11 am. I've reached out to everyone that is giving a report for the last year. As of right now, I haven't heard back from one person. Everyone else plans to attend! Again, the business meeting functions as our turnover with elections. If you are currently in these positions and are rolling off, I encourage you to reach out to the person in your position to facilitate the transition if you haven't already. Part of transition also includes that outgoing members transfer current records to the incoming Board members; and any non-current records need to be transferred to the President for transfer to State Archives. I have not received any records so please look through your SFA records for inclusion in SFA's records.

#### Governor DeSantis defunded the Complete Florida Plus Program.

I've notified Rachel Walton, SFAJournal Chair, of the implications with our journal, which is hosted on a FLVC server. FLVC is part of the Complete Florida Plus Program. As of yesterday, "FALSC products and services continue to be available for use by all institutions" and they "do NOT anticipate discontinuing these services without due notice to all libraries. UWF and FLVC leadership have given staff direction to proceed with normal operations for the next few weeks. Work on all essential services will continue. Rachel responded that they "do have a backup option if we need another temporary host for the journal – Rollins uses bepress and can host the journal for free if it's necessary."

#### Mini-Virtual Conference

When we cancelled the 2020 SFA Annual Meeting, we gave the option to the individuals that submitted proposals to do a virtual one. We have 4 groups that want to give their presentation virtually as well as one person that wants to share their poster. I am planning to coordinate these in October. They may or may not all take place on one day. One thing I need to figure out is recording, assuming the presenters sign off on it. If that is a case, do we have a place to upload large video files for streaming? If not, I want to propose that we make a SFA Youtube or Vimeo channel.

#### YouTube Channel

Our Judith Beale Scholarship video is on Krystal Thomas' YouTube Channel. It should be moved over to the streaming platform of our choice.

#### BLM Statement

Georgen asked about and was kind enough to begin a draft of a SFA statement on systemic racism. In addition to the statement, I would like to propose that we pay for a virtual training around this topic that any of our members can attend for free. I don't have anyone in mind, but if you know of someone that does this, please let me know. Michelle Caswell was recommended. She is known for her classes around identifying and dismantling white supremacy in archives at UCLA. I'm unsure if she does

speaking engagements. If approved, do we have to set a speaker fee before I start inquiring with individuals.

*Past President's Report:* Britt Farley, no report at this time

Vice President's Report: Tyeler McLean, I have reached out to David Benjamin about his responsibilities with the Annual Meeting Committee. Laura and I have brought him on as the co-chair. They will cover further updates during the Annual Meeting Committee Report.

I will also be reaching out for volunteers for the 2020 Archives Month Committee with David as the chair. That email will be going off within the next week.

I am looking forward to transitioning to president at our business meeting and attempting to be even half the president that Mary has been.

*Treasurer's Report:* Jay Sylvestre, all cancellations for the Annual meeting have been refunded.

Checking: \$2,113.73

Savings: \$35,082.32

PayPal: \$ 3,961.64

Total: \$41,157.69

*Secretary's Report:* LuAnn Mims, no report at this time

*Directors Report:*

- Gerri Schaad, assisted with ongoing membership and helped transition Andy to this position
- Annia Gonzalez, Ricardo Moreau, President of the Peruvian Association of Archivists and Information Managers contacted Mary Rubin regarding his interest to collaborate with SFA. I have been in communication with Mr. Moreau regarding possible ways of collaboration. We had a Zoom meeting on June 27 where we talked about how our respective organizations have been working during the COVID-19 pandemic. During the meeting I proposed that he invite other SFA Spanish speakers to join us during future conversations. As part of our collaboration, we will participate in their events and offer presentations.

#### **Board Affiliates:**

*Web Communications:* Georgen Charnes, All future job postings must now include a salary range. The website has been updated to state that the SFA Annual meeting has been cancelled. After the July business meeting, the new board and committee members will be noted on the website as well.

Chuck McFarland, The listserv which had been hosted by FSU needs to be replaced as part of the SFA long range plan. A prospect is Groups.IO! which is in testing.

Mary: The membership committee – Susan, Annia and Andy can help with testing and report back.

*Newsletter:* Jessica Orozco, working on issue, will report back on platform changes

*Journal:* Rachel Walton, This has been a busy time for the SFAJ Editorial Board. We have 2 full papers currently under peer review, 2 tool reviews in progress, and two book reviews in process. We also have two more essays and an interview in the pipeline.

There have been concerns from many about the future of the journal's online platform with OJS, based on the recent veto by Gov. DeSantis. Below is the information I have received from FALSC. It is my understanding that the SFAJ will remain supported by OJS without major changes to the platform right now.

"FALSC products and services continue to be available for use by all institutions. At this time, we do NOT anticipate discontinuing these services without due notice to all libraries. UWF and FLVC leadership have given staff direction to proceed with normal operations for the next few weeks. Work on all essential services will continue." Elijah Scott, Executive Director of FALSC

We are brainstorming alternatives, just in case, and will keep the Board apprised of those as we vet them.

*CUA Section:* Doris Van Kampen-Briet, not present, Mary reported, the results of the earlier survey will be provided to the Board soon.

*RAAC:* Mary Rubin, is going through a regional reorganization that will extend through 2021.

#### **Committees:**

*Membership:* Susan Swiatosz, We have 7 new and returning members since our last meeting in May bringing our totals to 172 (in that total there are 3 members that are duplicated in their institutional bundle), 4 corporate, 30 institutional, and 138 regular.

*Disaster Ad Hoc Committee:* Gerri Schaad, began discussing issues, got stymied by the pandemic, but moved forward on codifying procedures in early July.

Ad Hoc Committee for the Covid19 Archival Workers Relief Fund. We created a name for the fund, an amount to be granted, and are working on a description, Application process, and FAQ.

*SAA Liaison,* In my role as SAA Liaison, I have posted messages to the SFA list and fielded a request from an SAA section to post information to our listserv.

*2020 Annual Meeting:* Laura Marion, the 2020 Annual meeting has been cancelled and moved to 2021 with the location held in St. Augustine at Flagler College. David Benjamin will serve as co-chair. May 26-28 are the proposed dates to lock in. SFA Board approved.

*Awards Committee:* Sarah Coates, we have two winners this year for the 2020 SFA Award of Excellence: Beatrice Skokan of the University of Miami, and Rhia Rae, of Florida International University. I will read out a summary of their nominations at the SFA business meeting when the winners will be announced, and will submit their names to Georgen to be added to the SFA website, along with sending an article to Jessica for the SFA newsletter.

*Nominating Committee:* Britt Farley, all positions have accepted their positions.

*Judith Beale Scholarship Committee:* Rachel Walton, there were two submissions for the Judith Beale Scholarship Committee this year. Both candidates met the requirements for eligibility and their

applications will fully reviewed by the Committee. However, the Annual meeting event was canceled, so we could not fund their attendance as planned.

Based on my last conversation with the Executive Board members, we decided to offer these two options to our two applicants.

1. You may reapply next year (in Spring 2021) with the hopes of getting funding to attend the in-person meeting in St. Augustine, currently scheduled for May 2021.
2. You may choose to use your award this year for an online professional development opportunity of less than \$200 (for example, any of SAA Online Learning Courses - <https://www.pathlms.com/saa>) as long as it is approved by the current SFA President, Mary Rubin. You would need to submit a link to the online learning opportunity of your choice in order to get approval in advance of the funding.

One applicant chose to reapply next year.

The other chose the professional development option and worked with the SFA Treasurer to pay for and attend the following webinar through SAA.

Title: Designing and Presenting Effective Online Learning  
([https://www.pathlms.com/saa/events/873/video\\_presentations/63739](https://www.pathlms.com/saa/events/873/video_presentations/63739))

He enjoyed and benefited from the experience and wrote the attached letter to SFA as a thank you.

#### **New Business:**

Ad Hoc Committee for the Covid19 Archival Workers Relief Fund was formed, committee members include- Gerrienne Schaad (Chair), Jay Sylvestre, Sarah Coates, Mary Rubin, Rhia Rae, and Carady DeSimone

Meeting adjourned at 3:01 pm.