

Society of Florida Archivists 2020 Business Meeting
Tuesday, July 14, 2020
Zoom Call

Mary Rubin called the meeting to order at 11:04 am.

Mary asked for questions about the minutes of the 2019 business meeting. No questions were asked. Mary called for a vote to accept. Gerri Schaad motioned for approval. Wenxian Zhang seconded. It was noted that there was a misspelling of a candidate's name. Approval of the minutes with edits passed.

President's Report (Mary Rubin):

- In September of 2019, Susan Swiatosz was approved by the board as the new Membership Chair. She will be sharing a report later.
- There were multiple conversations with the Florida Historical Society (FHS) about a future joint meeting. Conversations are still in the works but the idea that has been floated, but not approved, is 2022 in Gainesville. In 2021 FHS will be recognizing an Outstanding Archivist Award annually.
- There was the creation of the Disaster Ad Hoc Committee. Also, there was the creation of the 2020 Pandemic Ad Hoc Committee. Gerri Schaad will be sharing reports later.
- The Annual Meeting was canceled due to COVID-19. Tyeler McLean and or Laura Marion will be sharing a report later. When we canceled the 2020 SFA Annual Meeting, we gave the option to the individuals that submitted proposals to do a virtual one. As of right now, we have 5 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.
- 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. We reached quorum via email for endorsing the letter on April 9th.
- At the end of June, Governor DeSantis defunded the Complete Florida Plus Program, which has implications for our journal, which is hosted on an FLVC server. FLVC is part of the Complete Florida Plus Program. Rachel Walton, SFA Journal Editor, will share more on this later.
- At its July 2, 2020 meeting, the SFA Board voted unanimously to immediately stop accepting job advertisements that do not list a salary or salary range. This applies to all SFA media including the website, listserv, and social media.
- Regarding the state of Archival Jobs in Florida, we have learned that FIT, Rollins, UM, and Nova Southeastern have been affected by furloughs or layoffs thus far.
- I have facilitated eight zoom sessions between April and June to help bring our members across the state together to share and discuss topics around the ongoing pandemic, protests, and other timely events. Most sessions are general; however, some sessions had specific topics like instruction, reopening, and ideas and actions for students and job hunters during this time. 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 concerning day and time and they will be reduced to once every three or four weeks.

- Stemming from a Zoom Lounge session on Instruction. We discussed the possibility of practicing our instruction lessons with each other. There is a small group of individuals that are open to hearing practice sessions and or reviewing resources. We are currently scheduling our first practice session with Rachel Duke from FSU.
- In July, the SFA Board issued a Black Lives Matter statement. I want to thank the board and more specifically Georgen Charnes, Gerrianne Schaad, Annia Gonzales, and David Benjamin for their work on the statement. In addition to the statement, the SFA Board approved to pay for a virtual training around this topic that any of our members can attend for free. We are currently pursuing this.
- 2020 Florida History Day occurred digitally this year. SFA sponsored the Best Use of Primary Sources Award. The winner of the Junior Division of the Best Use of Primary Sources was Eva Serebrova for Breaking Barriers: Russia's New Regime from Eustis Middle School in Lake County. The winners of the Senior Division of the Best Use of Primary Sources were Angela Li, Krish Asknani, and Serena Bhaskar for Ping Pong Diplomacy: Breaking Barriers of Belief. They are from Palm Harbor University High School in Pinellas County.

Past President's Report – Brittney Farley

No report.

Vice President's Report – Tyeler McLean

I would like to take this time to thank Mary Rubin for her exceptional leadership during this past year. We would like to present her with a small token of our appreciation for her contributions to the Society of Florida Archivists and the assistance she provided to other board members. A gift card to a sushi restaurant is on its way to Mary.

Treasurer's Report – Jason Sylvestre

See Treasurer's Report:

<http://florida-archivists.org/resources/Documents/Minutes/2020/Treasurers%20report%202019.pdf>

Overall the finances are very solid. At the end of June 2020, we had a balance of \$41,164.60. Last year, we had a net income of \$2,350.49. The conference most years either breaks even or shows an income for us. This year, due to the canceled conference, Jay had to refund 15 registrations and 4 or 5 sponsorships.

Last summer, we transitioned from Paypal to Wild Apricot. Now all membership transactions are run through the SFA website. Jay expressed that he was happy that the finances of SFA could support disaster recovery and those affected by the pandemic.

There was a question about the Paypal and Wild Apricot banking fees, both of which take a small percentage from our membership fees. For our Suntrust checking and savings accounts, there are no fees.

There was a motion to approve the treasurer's report. Gerri Schaad motioned for approval. Wenxian Zhang seconded. Approval of the treasurer's report passed.

Secretary's Report – LuAnn Mims

All of the meeting minutes have been included on the website. I have nothing else pending.

Directors' Report – Gerrienne Schaad

In my role as director, I attended telephonic meetings of the board and offered ideas and opinions as needed. I sent emails to new members and answered questions. I helped with the membership dues drive.

Directors' Report - Annia Gonzalez

Similar to Gerri's report, the directors assist the Membership Committee chair with the lapsed memberships. We sent emails to the members that have lapsed memberships and the ones that had issues with the payment process. Unfortunately, we did not help with the in-person registration during the annual meeting, since it was canceled this year due to the COVID-19.

Web Communications – Georgen Charnes

The website notes that the annual meeting 2020 was canceled. We are continuing to post jobs when sent or found online. The salary range is now required for job postings. Added "official announcements" section for hosting the BLM statement. We are also posting to our Facebook page regularly. We have 194 Facebook members. We are in the process of transitioning to another service for the listserv. Also, we established a YouTube channel, ready for October recordings: https://www.youtube.com/channel/UC6KIHlrIGhuyxmG-TML_grw

Newsletter – Jessica Orozco

- Special thanks to all of our content contributors. I know things have been a little off as we all try to navigate with COVID-19 and new operations within our institutional systems.
- Typically, we have ads of all our annual meeting sponsors within the Spring edition. Unfortunately, the annual meeting was postponed until 2021. The newsletter is thinking of more creative ways to produce content.
- Any news regarding what is happening in your libraries, archives, and institutions is welcomed. Perhaps, reporting new procedures and workflow can assist another colleague trying to navigate similar circumstances.

CUA Section – Doris Van Kampen-Breit

The College and University Archives section worked on a survey this past year. The survey was distributed. The analysis will occur in the upcoming year.

RAAC – Mary Rubin

In 2019, RAAC was unsuccessful in receiving enough donations to support a 2020 NCH membership. In 2020, RAAC decided not to pursue a 2021 NCH membership. Additionally, RAAC underwent a reorganization this year. They have opened up their membership to allow anyone to join.

SAA – Gerrienne Schaad

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 about salary transparency.

Journal – Rachel Walton

- The *Society of Florida Archivists Journal (SFAJ)* is peer-reviewed, open access, fully online publication governed and managed completely by members of the Society of Florida Archivists. The Journal focuses on the work of archival professionals working in a variety of settings including archives, libraries, museums, special collections, historical societies, government agencies, and corporate environments. The Editorial Board hopes that this publication will foster exciting conversations about progressive archival approaches and best practices in the state of Florida and beyond.
- You can find our December 2018 inaugural issue online at <https://journals.flvc.org/sfaj/>.
- Since that first issue, the Journal's editorial board has been working hard to recruit quality papers.
- We've also had to handle a slew of administrative tasks, including a major update to our Journal's operating system. This forced us to relearn many of our protocols and develop new procedures to better suit the tools' capabilities. It also forced us to revise much of our web content, and some of that cleanup work is still ongoing.
- Also, we have created a new position on our Board – the role of Communications Coordinator – to help with outreach, promotion, and social media announcements. Julia Ricks joined us in this new role and is now in her second year of service to the Journal.
- We have also welcomed two new members for existing board positions – Darla Moore, one of our fantastic Copy Editors, joined us in the Fall of last year. And Kelly Larson, our newest member, stepped into the important role of Review Editor just this Spring.
- And while much of an Editorial Board's work is behind the scenes and probably invisible, I feel compelled to express my deepest gratitude to all the members of the Journal's Editorial team. Each of them are doing this work on the side, in addition to their normal work responsibilities, which not an easy thing – their efforts are truly a labor of love and I am proud to be working with this fantastic group. I'll just read their names and role here quickly to make sure that I acknowledge everyone -- Kelly Larson (Review Editor), Hannah Wiatt Davis (Layout Editor), Andrea Malanowski (Copy Editor), Darla Moore (Copy Editor), Rachel Simmons (Peer Review Coordinator), and Julia Ricks (Communications Coordinator).
- I am thrilled to say that at this time, we have 2 full papers currently under peer review, 2 technology reviews in progress, and two book reviews committed. We also have two more essays and an interview in the pipeline. With this lineup of content, we're confident that we can put out another issue sometime this Fall or Winter. So that is exciting and we're looking forward to publishing another quality issue soon.
- I would also like to make a quick plug -- If you're interested in submitting a piece for publication or if you would like to volunteer to be a peer reviewer for the journal, please reach out to us at floridaarchivists.journal@gmail.com. We are always accepting new content and we always need reviewers, so we could benefit from your expertise.
- I do have to end my report today with some somewhat disappointing news. You may have heard that Governor DeSantis has vetoed the budget line for the Complete Florida Plus Program. This budget line includes funding for the Florida Academic Library Services Cooperative that has supported the Florida Online Journals platform (Florida OJ). And this is the platform on which *SFAJ* is hosted.
- It is my understanding that right now, the situation is fluid and a resolution could still be reached, but, unless funding is reallocated for the continuation of the Florida OJ service, the platform will be decommissioned at the end of July. I know that SFA and Florida State University Libraries are actively monitoring the situation and exploring options if this important service is discontinued. I have been told that the issue is still being

discussed by the Board of Governors and the Department of Education. We all hope to hear more soon.

- In the meantime, the SFA Editorial Board is preparing for the worst and hoping for the best. So, we are actively considering hosting alternatives to Florida OJ, moving forward on a digital backup solution, and we pledge to keep the SFA Executive Board and the Florida archives community apprised of plans for transferring the Journal's content to a new online location, if and when that is required of us.
- Thank you all, for your continued support of the *Society of Florida Archivists Journal*.

Judith Beale Scholarship Committee – Rachel Walton

- Judith Beale Scholarship promotes educational and professional development for archivists and students in the state of Florida by providing funding to attend the SFA Annual Meeting.
- This year there were two submissions for the Judith Beale Scholarship Committee. Both candidates met the requirements for eligibility and their applications were fully reviewed by the entire Committee.
- However, as most of you know, the Annual meeting event was canceled, so we could not fund their attendance as planned and as is typical.
- So, with the direction and support of the SFA Executive Board members, it was decided to offer the following options to our two qualified applicants.
 - 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.
 - 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>) after approval by the SFA President, Mary Rubin.
- One applicant chose to reapply next year.
- The other applicant, Adam Solomon, chose to attend an online professional development training.
- And before I say more about Adam's professional development selection, I want to introduce you to him and acknowledge him and his accomplishments by sharing some of the wonderful things that his recommenders had to say about him and highlighting a few points from his impressive resume.
- And the reason that I'm doing that is that typically when we have our in-person meeting, we invite our awardees up to the front and shake their hand and supply them with a printed certificate and we take their photo – all as a celebration of them and their efforts. However, for the obvious reason, we were not able to give Adam that this year. But I'd like to take a few minutes to brag about him anyways...
 - Adam is a current MLIS student at Valdosta State University with library and archives experience at both Jacksonville University and the University of North Florida. He has been an SFA member for two years and looking forward to getting more connected within SFA to meet others in the field and to improve his skills as a future archives professional.
 - Adam's recommenders spoke highly of his "outstanding customer service skills," his ability to be a "team player," and his extraordinary capacities in organization and digitization work. Also, one recommender spoke of the positive impact of Adam's natural leadership abilities – explaining that he was a big "motivator for the team" and his optimism often buoyed the rest of the library staff on big projects or fundraisers.

- I'm thrilled to say that Adam found an excellent and very appropriate professional development opportunity to use his award this summer -- an on-demand webinar from SAA called "Designing and Presenting Effective Online Learning." After virtually attending his training, Adam was kind enough to write the committee and tell us that he both enjoyed and benefited from his experience greatly. He said, "this opportunity helped me grow in my understanding of how to prepare for online instruction... and as remote learning and remote outreach becomes even more of a focus for us during the pandemic, this educational experience helped me develop my online instructional skills in a big way -- a great asset for my professional toolbox."
- Congratulations to Adam Solomon for being this year's Judith Beale Scholarship Awardee!
- I want to close my remarks today by explaining briefly how the Judith Beale Scholarship Committee is funded – there are three avenues of funding for the scholarship (1) a small lump sum from SFA's central budget (2) an even smaller amount from individual donations, and (3) the Annual Meeting Silent Auction– in other years this is usually a major contribution. As you all know as we are not having an annual meeting this year, and there is no silent auction to fund this important scholarship program. So, the funding for the next round of scholarship applicants will be unusually limited unless we receive substantial donations. So, for those of you who are able, or for those of you who could receive institutional support, please consider donating to this critical program via the SFA website.
- Finally, I'd like to thank the stellar members of this year's scholarship committee for their commitment to this important work – Beth Golding (Florida's State Archivist), David Benjamin (our future SFA President), and Bart Delcamp (who is a 2018 scholarship recipient himself!).
- Thank you to our committee members and thank you to the SFA Executive Board for your excellent leadership this year.

Membership Committee – Susan Swiatosz

I was appointed to this four-year position in September 2019 to replace the outgoing Membership Chair Sue Rishworth. The membership committee consists of the Chair along with our two directors, and this year I had the pleasure of working with Gerri Schaad and Annia Gonzalez. I would like to thank them for all their help this year.

SFA's current membership - up to the end of June 2020 - totals 172 (in that total 3 members are duplicated in their institutional bundle). There are 4 corporate members, 30 institutional members, and 138 regular members.

Revision Committee – Mary Rubin

In 2019, the Annual Meeting Guide Revision Committee completed its task of updating SFA's Annual Meeting Guide, which was previously updated in 2012. Thank you to Sara Kiszka and Bebe Chang for serving on the committee. Also thank you to Tyeler McLean, Annia Gonzalez, and Laura Marion for reviewing the new guide.

Nominating Committee – Brittney Farley

Thank you to Kelly Larson for being on the Nominating Committee! The results are: Incoming Vice President is David Benjamin. The new Director is Andy Huse. The CUA Chair is Alejandra Barbon and the incoming Vice-Chair/Chair-Elect is Sarah Coates. CUA's new Secretary/Treasurer is Mary Rubin.

At the very end of the meeting, Brittney made a motion for approval for the destruction of the ballots. Mary Rubin motioned for approval. David Benjamin seconded. The motion for approval was passed.

Audit Committee – Katherine Labuda

The SFA Audit Committee has completed its internal audit of SFA financial statements for the period of January 2019 to December 2019. The Sun Trust Bank checking and savings accounts have been reviewed and compared to the general ledger and the Bank's reconciliation statements and the committee has found no discrepancies concerning the checking and saving account. The PayPal accounts and Square accounts have been reviewed and compared to the general ledger and the account reconciliation statements and have found no discrepancies concerning the PayPal and Square accounts. Thank you to Carady DeSimone, a committee member.

Archives Month Committee – Tyeler McLean

I want to start by thanking the committee members for their hard work. Thank you, Krystal Thomas, Georgen Charnes, Chuck McFarland, Jessica Orozco, and Mindy Berg. Also, thank you to everyone that contributed to the posts that were shared throughout the month! If you did not see them in October, please check out the 2019 Archives Month page (<http://florida-archivists.org/FL2019archivesmonth>) on the Society of Florida Archivists website to see the amazing contributions. 10 institutions contributed to 12 posts.

Annual Meeting Committee – Laura Marion

Over the past year, the Annual Meeting Committee worked toward the planning of the 2020 meeting, which was to be hosted by the University of Florida in St. Augustine. We decided to cancel the meeting due to growing COVID-19 concerns earlier this spring. We are now planning to host the 2021 meeting in St. Augustine and transfer many of our planned activities and programming to next year. All of the committee members have agreed to serve an additional term to make this as seamless of a transition as possible. We are looking forward to gathering with SFA members in person again next May. I'd like to thank my co-chairs, Tyeler and David, for their help and willingness to serve through the transition.

Awards Committee – Sarah Coates

- Thank you to Mindy Berg and Bebe Chang, Award Committee members, for their hard work!
- The SFA Awards Committee is pleased to announce two winners for this year's Society of American Archivists Award of Excellence.
- One of our winners is **Beatrice Skokan**, Head of Manuscripts & Archives Management, Curator of Caribbean Collections & Subject Liaison for French and Francophone Studies at the University of Miami. Her nominators said: "She is an excellent archivist, working to create and expand our holdings of social justice organizations and groups that support the Haitian community in Miami." Her nominators expanded on her accomplishments in this area, pointing out her work in oral history projects. The highlighted projects include:

- Bea has received grant funding to develop oral history collections documenting the Haitian diaspora and the Caribbean diaspora
 - Bea has been a leader in the Collaborative Archive from the African Diaspora (CAAD) project
 - Bea developed the Haitian Diaspora Oral History Project and the Caribbean Diaspora Oral History Collection at UM (she received a grant for the Caribbean project from the Department of State, Division of Cultural Affairs, The Florida Council of Arts and Culture, and the State of Florida).
 - Bea has acquired archival collections from Community Justice Project records, Diaspora Vibe Cultural Art Incubator records, Florida Immigrant Coalition records, Scott-Carver Housing History collection, and Power U Center for Social Change and held community archiving events for these groups to learn how to document their work.
- Our second winner is **Rhia Rae**, Digital Archivist at Florida International University. Her nominator called Rhia “a leader in the South Florida Archival community,” has taken on the responsibility of organizing events for the South Florida Archive Collective (SFAC). SFAC is a local professional group of archival workers that holds quarterly meetings at different locations. Each meeting also includes a tour of the facility or institution that is hosting. Rhia is instrumental in coordinating these meetings. Her passion for archives is apparent at each event. She takes the time to talk to each member and she is constantly promoting partnerships, sharing grant ideas, and giving advice. Also, she is one of the organizers of Archive Day, an event that brings together archivists and librarians from around South Florida. Rhia is also active in SFA and has served on the Planning Committee for the 2019 Annual Meeting in Miami. Her nominator also appreciates Rhia’s enthusiasm, which is “always present when she helps in the department.”

Ad Hoc Disaster Committee – Gerrienne Schaad

Thanked members, Alexandra Curran, Hannah Wiatt Davis, Jay Sylvestre, and Laura Capell. The committee began discussing issues, got stymied by the pandemic, but moved forward on codifying procedures in early July.

Ad Hoc Committee for the COVID-19 Archival Workers Relief Fund – Gerrienne Schaad

We created a name for the fund, an amount to be granted (\$750), and are working on a description, application process, and FAQ. We are figuring out donations. Thanked members, Sarah Coates, Carady DeSimone, Rhia Rae, Jay Sylvestre, and Mary Rubin.

Rachel Walton suggested a donation option be added to the SFA Support page (<https://floridaarchivists.wildapricot.org/support-SFA/>)

Old Business & New Business

Mary asked if there was any old or new business to bring forward. Carady DeSimone asked if we were in the process of preparing a letter regarding the Governor’s budget cuts. Mary responded that she will be writing a letter for Governor DeSantis on behalf of SFA, which will require board approval. Carady also asked if we could adapt the Society of Georgia Archivists’ Salary Transparency Statement to elaborate on why that decision was made. Mary mentioned that there is a short description of the decision on the Jobs & Internship page but a further explanation would be worthwhile and again, it would need to be put forward to the board.

Mary thanked everyone for their time and hard work over the past year. Mary asked again if there was any old or new business to bring forward.

Jay Sylvestre mentioned a comment made by Beth Golding, who asked the board to budget for the scholarship program more appropriately, pointing out that we have \$41k in our bank accounts. Jay responded that he and Rachel, head of the Scholarship Committee, will discuss recommendations to bring back to the board.

Beth Golding also suggested that SFA dues be waived for those affected by the pandemic. Jay commented as a member of the Archival Relief Fund Committee that that is being worked towards.

Mary Rubin adjourned the meeting at 11:57 am.

Recording

 Mary Rubin	 gschaad	 Jay Sylvestre	 Susan Swiatosz
Wzhang	 Rachel Walton	 Rhia Rae	 Katharine Labuda
 Annia Gonzalez	julia	 Tyeler McLean	 18502456778
Beth Golding -...	Brittney	Georgen	jmorozco
 Janet Naughton	DM	Carady DeSimone	 Keila Zayas Ruiz...
 Krystal Thomas	 David Benjamin	Tomaro Taylor	 Adam Solomon ...



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