

Quarterly Meeting - Zoom
Society of Florida Archivists Board and Committee Members
June 23, 2021 @ 2:00 pm

- ★ *Call to Order: President, David Benjamin, 2:01*
- ★ *Call for approval of previous minutes: Gerri motions, Sarah Seconds.*

Board Reports:

- President, David Benjamin
 - *Reminder: Send photos to Georgen for website*
- Past President, Tyeler McLean
 - *Not in attendance*
- Vice President, Sarah Coates
 - *Nothing to report*
- Treasurer, Jay Sylvestre
 - NPO annual report completed
 - Thank you to anonymous matching donor (JBS) has been sent
 - FY'22 began Jul. 2021
 - Balances:
 - Checking: \$8,140.67
 - Savings: \$33,585.49
 - PayPal: \$3096.04
 - Total: \$44,822.17
- Secretary, Carady DeSimone
 - *Nothing to report*
- Directors
 - Andy Huse - *Nothing to report*
 - Rhia Rae - *Nothing to report*

Board Affiliates:

- **Web Communications**, Georgen Charnes
 - Website: *Nothing to report.*
 - **Note:** Drop down menu needs to have Covid program removed (it has been sunsetted)
 - **Idea:** pictures with pets!
 - Listserv: *Nothing to report.*
 - [Facebook](#) Group: no longer allows us to approve members, many orgs are moving to private pages. I have set new members' first posts to require approval. If that's not enough, we'll make it private.
- **SFA Journal & Newsletter**, Rachel Walton
 - Volume 2 of the *Society of Florida Archivists Journal* (SFAJ) was published online on May 25th, 2021. More content will be added to this issue in the coming weeks

and months. Announcements will be made when new articles and reviews are live online, but readers can always locate the latest and archived issues of the Journal on the [SFAJ website](#) or on the [SFAJ page](#) of the SFA website.

- The SFAJ Editorial Board currently has two vacancies. We have received interest from SFA members regarding these roles, and the following two individuals have officially volunteered for these respective positions.

- Rachel Duke - Communications Coordinator
- Carady DeSimone - Copyeditor

I would like to know if I have the support of the SFA Executive Board to bring these volunteers on as confirmed members of the SFAJ Editorial Board and allow them to start training with and working on journal tasks immediately. If that occurs, of course we will move forward in updating all our online documentation accordingly.

- ★ *Call to vote for approval of volunteers: David motions, Sarah Seconds.*
- ★ *Volunteers approved as submitted*

- **CUA Section**, Sarah Coates
 - Planning and Brainstorming for zoom talks. Section speaking engagements will be throughout Jul/Aug.
- **RAAC** - Mary Rubin
 - RAAC has its annual meeting scheduled for **Thursday, July 22nd, 2021 from 4:00 - 5:30 pm**. RAAC also had a webinar in May about regional archival organizations. It is recorded and on [RAAC's YouTube channel](#). Annia Gonzalez presented on the South Florida Archives Collective during the webinar.
 - My SFA RAAC affiliation is coming to a close in August. This is an appointed position from the SFA President so I've let David know. The main task for the SFA RAAC Liaison is to forward emails from RAAC and answer any of RAAC's questions about SFA, so the next SFA RAAC Liaison needs to attend SFA's Executive Board Meetings and be "in the know." There are other opportunities within RAAC to be more involved. It is a national organization so if you have an interest in stepping into this role please let me or David know so we can work towards that switch.

Committees:

- **Membership Committee:** Susan Swiatosz
 - We have 25 new members since our last meeting in March, bringing our total membership to 187. In that total there are 4 corporate, 30 institutional (2 members are duplicated in their institutional bundle), and 153 regular members. All but one of those new members joined right before the Annual Meeting.

- **Ad Hoc Disaster Committee**, Gerri Schaad
 - *Nothing to report*
- **SAA Liaison**, Gerri Schaad
 - Annual Meeting details: [Conference Schedule | Society of American Archivists](#)
- **Nominating Committee**, Mary Rubin
 - Following the approval at the 2021 Business Meeting, the ballots were destroyed. And with that, the Nominating Committee has concluded its charge.
- **Awards Committee**, Annia Gonzalez
 - All quiet for now, available to help support other efforts as needed.
- **Judith Beale Scholarship Committee**, Mindy Berg [Jay reporting]
 - All 2021 JBS winners elected to accept PD funds of \$300
- **Audit Committee** [Jay, Carady reporting]
 - Final Report presented at annual meeting (result: no discrepancies). Audit Committee has concluded its charge and will resume January 2022.
 - Katharine Labuda will not be reprising her role as committee lead in 2022. She recommends someone familiar with the audit reporting process for incoming lead.
 - Per [Audit Committee \(florida-archivists.org\)](#) : One year, Appointed.
- **ArchivesSpace Group**, Hanna Davis
 - Working with FALSI
 - ASpace rep coming to chat! Hoping to discuss .xls imports
- **Annual Meeting Committee**, Mary Rubin
 - The 2022 Annual Meeting Committee had its first meeting. Calls are being made and quotes are being obtained about a conference location and hotel block. We are currently looking at *Wednesday May 11, 2022 through Friday May 13, 2022*; however, the dates will be formally presented to the board once we have obtained quotes. We have six quotes in the works: Two near UCF, two in Winter Park, and two downtown.

Old Business:

- **Update on Joint Annual Meeting** with Florida Historical Society: Tyler McLean
 - 2023 is supposed to be Tallahassee based on our 5 year pattern.
 - Nothing to Report - will reach out to FHS prior to next meeting to get a few options for years
- **Update on Board Position Audit:** Tyler McLean
 - Nothing to report - will reach out to Jay, Sarah and Gerri about this so we can form a standing committee by/at next meeting
 - Also conduct a bylaws review in 2022?

- Consider ad hoc Professional Development Committee; develop into standing committee in accordance with procedures (recommendation)
 - Jay, Sarah, Gerri
 - See also: ad hoc Disaster Relief should follow suit and be formalized to standing committee
 - Consider charge of task versus bylaws for standing committees
- **Update on moving FY** of SFA to coincide more smoothly with academic/federal?
 - Jay will file the IRS short year tax return as soon as 2021 tax forms are available

New Business:

- **Annual Goals:** President is suggested to “outline annual goals” at this meeting
 - Hasn’t been a formal task for at least 5 years; possibly due to the shift from 2-yr prez term to 1-yr prez term
 - Tough to manage because no one has enough staffing to support strategic planning
 - -> *Consider checking SGA’s Strategic Plan - they have 200+ members*
 - Minutes are like goals... right? Committees set their goals, which are supported by the board/prez
- **Future Locations:** Michael Zaidman reached out to [Mary] at the beginning of the 2021 SFA Annual Meeting and asked if he could suggest the areas of Deerfield/Boca Raton/Delray Beach for SFA 2023 or 2024 or 2025. 2023 is supposed to be Tallahassee based on our 5 year pattern. I’m unsure what has been spoken about with the Florida Historical Society.
- **Silent Auction:** Should it stay or should it go?
 - Challenge/matching - worked well this year
 - Consider Holiday donations, End of tax year, annual membership renewals.
 - Simplify?
 - -> *check with IRS re: selling tickets for raffle*
 - Loop into Archives Month?
 - Vote for your favorite submission by donating \$
 - Annual Meeting
 - Local institution tours are already donation-based. Could/should donations support JBS?
 - Mr. Poppy/Duckie selfie booth
 - Pie the Board in the Face?
 - Dunking booth?
 - Increase Outreach of the fund
 - Videos/articles of student stories?
 - In the style of RBMS - Power of New Voices (5-10 minute lighting talks)
 - Could the board increase their contribution to JBS?
 - Yes, but it would need to be voted on by the board and reflected in the minutes.

- -> David will reach out to discussion folks; check with Jay & Susan for legalities/fine print

- **SEAA Freshly Founded:**

- Elections were announced 6/29/21. Congratulations to:
 - President: Vic Jones, Mississippi University for Women
 - Vice President: Jennifer McGillan, Mississippi State University
 - Secretary: Donna Baker, Middle Tennessee State University
- Next Step: State liaison nominations.
 - Should *not* be a board affiliate due to overwhelm of similar duties

★ *Adjourn: 2:59*