

Society of Florida Archivists

Board and Committee Members

*Quarterly Meeting, Zoom
12/9/21, 9 AM EST*

- ★ *Call to Order: 9:02 by David Benjamin, President*
- ★ *Call for approval of previous [Sept.] minutes: Sarah Coates*
 - *Second: Tyeler McLean*

Board Reports

President, David Benjamin

- Newsletter will continue at least through this year [2022]

To Do:

- TBD: President's Quarterly Message
- Jan: Connect with Sarah and Rhia after New Year's/winter break regarding membership survey

Past President, Tyeler McLean

- Will follow up in New Business re: FL Department of State Archives/Records training opportunities

Vice President, Sarah Coates

- Based on a recent request for assistance, Sarah suggests SFA sponsor a networking event for adjacent workers, independent contractors, and/or colleagues working in small institutions who are concerned about 'not being an archivist' but have questions or concerns that could be addressed via the collective experience represented in the SFA list-serv.

Treasurer, Jay Sylvestre

- Balances as of Dec. 2021
 - Savings: 33,587.20
 - Checking: 8,283.73
 - PayPal: 3,096.01
 - Total: 44,966.94
- *Standby: IRS short-year form to move FY date*

Secretary, Cara DeSimone

- ~~Will send poll to schedule March meeting after the holidays/winter break~~
- March Meeting: [Wednesday, Mar 2, 2022 10:00 AM ET](#)
 - Click to add to google calendar (apologies to those who need an .ics file)

Director, Andy Huse

Nothing to Report.

To Do:

- ~~Dec: Content for Newsletter~~
- Feb: Contact lapsed members

Director, Rhia Rae

Nothing to Report.

To Do:

- Feb: Contact lapsed members

Board Affiliates

Web Communications, Georgen Charnes

Website:

- American Archives Month on website
 - Added 16 updates
 - Used images in rotating frieze on front page.
 - Thank you to those who posted on the listserv and social media.
- Need procedure for adding web content. Requests for new pages come directly to the web manager, often without any content prepared.
- Jobs and internship section:
 - Added 9 jobs since Sept, sent by members, institutions, and seen by me on other sites.
 - We've excluded jobs that have no salary posted, however, that sometimes requires me to ask the poster and FYI I've had some people just withdraw the posting.
 - We recently had a couple of archival institutions request that I post a non-professional jobs that have a few archival duties, with very low salaries. David and Sarah approved the postings, but wanted to discuss parameters regarding salary and job duties. We don't want to support replacing archivist jobs with lower paid clerical positions.
- Annual meeting on website
 - Pages so far include description of conference, call for proposals, and hotel information. Content very flexible and can be changed at will.

- The registration form requires that I have ALL information before I create the form. Working with Mary to get all the needed information.

Listserv:

- Content for the listserv is produced by participants, but I've added posts with links to articles, grants, and other news that might be interesting.
- FSU listserv archives:
 - I have worked with FSU to get the old messages; a zip file has been uploaded to the Dropbox
 - There is no way to upload the old messages from FSU to the new groups.io account. Members can continue to access the FSU listserv with their old credentials and search the backlog.

Social media:

- We have several social media accounts, including a Facebook group, Twitter, and now LinkedIn has an added social media function.
- SFA needs to develop a policy/procedures for social media.
 - CONTENT is needed. Outside of the annual meeting [May/June] and Archives Month [October], I don't have content. It's advertising, but I need some activity (webinar, conference, etc.) to advertise.
 - We currently have no policy for choosing or managing social media platforms. Lots of suggestions about expanding social media presence, but we need a statement or policy to reference for guidance.
- Needs to be a shared responsibility.

SFA Journal & Newsletter, Rachel Walton

- Journal: Nothing to Report; in progress.
- Newsletter: Consider vendors to whom SFA has obligations (e.g. corporate sponsorships). We will have four (quarterly) newsletters in 2022.
 - Andy offers to contribute content
 - Quarterly President's Message
 - Welcome to New Members/Membership Updates
 - RAAC/SAA Events and Key Points
 - More focus on local-level groups [e.g. Miami Roundtable, Library groups]
 - Leverage regional groups [e.g. SEAA, MARAC]
 - Consider adjacent [e.g. educational] events throughout FL and the Southeast

CUA Section, Sarah Coates

Nothing to Report.

RAAC Representative, Rory Grennan

- Rory assumes the duties of RAAC representative. He is being added to appropriate email lists.

SAA Liaison, Gerri Schaad

Unable to Attend.

Committee Reports

Membership Committee, Susan Swiatosz

- We have 3 new members since our last meeting in September bringing our total membership to 195. In that total there are 4 corporate, 31 institutional (2 members are duplicated in their institutional bundle), and 160 regular members.
- I sent out an email to the listserv on December 1 reminding everyone to renew. There will be automatic email reminders sent out to members on December 15, December 29, and January 14. These are generated by Wild Apricot and once a member has renewed, they are not sent the reminders. Since December 1, 24 members have renewed and one has notified us that they will not be renewing because they have moved out of state.
- In previous years, after the renewal period (we have usually waited until the end of January) the directors have assisted me by contacting each of the lapsed members. Would they mind assisting again this year? I will forward lists to each at the end of January with contact information.

Ad Hoc Disaster Committee, Gerri Schaad

Unable to Attend.

ArchivesSpace User Group, Hanna Davis

Unable to Attend.

Annual Meeting Committee, Mary Rubin

2022 Conference Theme: "Moving Forward: Where do we go from here?"

As you may have seen, the Save the Date and the Call for Proposals have been announced. While the official conference is Wednesday through mid-Friday, there will be pre-conference workshops that take place on Monday and Tuesday.

We will be reviving the Speed Networking event.

Sponsorships will be available in January. Sponsorships have been redone price-wise. If anyone knows of sponsors that want to be involved, please email Sarah Coates.

The two questions/points of discussion that I have for today are registration prices and the Code of Conduct.

- *Are we keeping the same prices?*

Early Bird Registration MEMBER \$115
Early Bird Registration NONMEMBER \$135
Regular Registration MEMBER \$140
Regular Registration NONMEMBER \$160
One Day Registration MEMBER - Wednesday, May 6 \$65
One Day Registration NONMEMBER - Wednesday, May 6 \$70
One Day Registration MEMBER - Thursday, May 7 \$65
One Day Registration NONMEMBER - Thursday, May 7 \$70
One Day Registration MEMBER - Friday, May 8 \$65
One Day Registration NONMEMBER - Friday, May 8 \$70

The board unanimously agrees to keep the prices reflected above, with one change and one new addition.

*Regular Student Registration Non-Member \$50
Regular Student Registration Member \$30*

Why did SFA approve this change?

To respect the financial precarity of student and early career archivists and encourage both membership and conference attendance - you shouldn't have to choose between professional development options based on your budget.

- *Does the following SFA Code of Conduct get approval?*

SFA Code of Conduct [proposed]

The Society of Florida Archivists is committed to providing a harassment-free environment for anyone attending or presenting at the Society's Annual Meeting. All SFA members and non-SFA attendees, speakers, or sponsors agree to follow the Society of American Archivists' Code of Conduct.

As written in the SAA Code of Ethics, "Archivists cooperate and collaborate with other archivists and respect them and their institutions' missions and collecting policies. In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable."

Harassment is any verbal, non-verbal, or physical contact that threatens, intimidates, silences, or coerces. The following types of harassment are prohibited and may include, but are not limited to:

- Abusive or derogatory verbal comments, slurs, epithets, and/or discriminatory images in public and online spaces;
- Threats or acts of violence;
- Intimidation or stalking;
- Harassing photography or recording;
- Purposeful or repeated acts of misgendering;
- Sustained verbal and physical disruption of talks or other events; and/or
- Inappropriate physical contact and unwelcome sexual attention.

If you are being harassed or witness harassment, you may contact SFA President David Benjamin (Email: david.benjamin AT [ucf.edu](mailto:david.benjamin@ucf.edu)) and or SFA Vice President Sarah Coates (Email: sarah.coates AT [ufl.edu](mailto:sarah.coates@ufl.edu)).

The Board unanimously adopts the above Code of Conduct for the Annual Meeting.

The Board strongly feels that a code of ethics is in keeping with our professional and personal commitments to each other. The proposed Code of Conduct reflects the standards and expectations of the Society of American Archivists and other regional archives and library organizations. While we hope such incidents would never occur during any SFA event, it would be irresponsible to not provide a written expectation as well as to prepare to responsibly mitigate any such events. Providing a Google Voice number may be an option for anonymous reporting/alternate form of contact during the event.

Old Business

Update on Board Position Audit: Tyeler

- Connect with Jay, Sarah and Gerri about this so we can form a standing committee by/at next meeting
- Also conduct a bylaws review in 2022?
- **Recommendation:** Consider ad hoc Professional Development Committee; develop into standing committee in accordance with procedures.
 - See also: ad hoc Disaster Relief to follow suit and be formalized to a standing committee?
 - Consider implementing a “charge of task” versus amending bylaws to account for standing committees?

SFA Comms to Constituents: David

Regarding the potential overlap of SFA newsletter, website, journal, and social media accounts. Although we have multiple platforms and several publications, the newsletter is the only one of these discussed in our [bylaws](#) [Article IX].

- **Conclusion:** We **will** have a Fall Newsletter, with a longer-than-usual President's message. David will handle the Fall quarter President's message, announcements, calendar, and awards (if applicable). Rhia may also have a story to submit to the newsletter. Additionally, David, Gerri, Rhia, and Tyeler will meet regarding specific requirements needed to adjust charges, add amendments, or otherwise alter the existing bylaws. [See [ARTICLE XII](#)]

New Business

None this meeting.

★ **Adjourn: 10:31, by David**

- *Second: Rhia*