



Society of Florida Archivists Board and Affiliates

Quarterly Meeting - Zoom

Tuesday, June 7; 1:00pm EST

Meeting Minutes

★ *Call to Order: 1:02 EST*

★ ~~Call for approval of [previous minutes](#):~~

These minutes were approved at the Annual Board meeting in May, do not need to re-approve (thanks Mary for reminding us!).

Board Reports:

- President, Sarah Coates
 - Quick introduction for everyone as we have some new folks on the Board-welcome!
 - Ali Vargas-Minor is acting Director on a one-year appointment
 - Gerri will renew as SAA Liaison
 - Mary will support Web Communications (Acting) through the end of the year
 - SFA annual meeting report coming out very soon
 - SFA survey heading for approval (see new business)
 - Survey will help us determine what communication channels members prefer, among other things
 - Need to consolidate communication efforts-where are our members at and what platforms should we use to communicate with them?
 - Also hoping to use the survey to garner more volunteers
 - Approval vote to pay CCAHA for workshops offered at Annual Meeting
 - Total of \$605 (\$105 for supplies, \$500 for workshops; what they would have received if workshops had been full)
 - [Vote passes with no opposition.](#)
 - Judith Beale scholarship consideration (see new business)
 - Outreach to get folks interested in working with SFA-thoughts? ideas?
 - SFA annual meeting sponsors got advertising on the listserv, newsletter, and social media-Sarah will be sending out the ads so as not to give access to our listserv to sponsors. All listserv ads will be clearly marked as ads, same with social media posts. Sponsors are writing their own ad copy, SFA is merely sending it out.

- Past President, David Benjamin
 - Working on wrapping up and sending thanks for the Annual Meeting
 - **Action Item:** follow up with folks interested on working on the bylaws review
 - Sarah Coates and Rachel Walton volunteer to assist.
 - **Action Item:** David will send out a volunteer call via listserv.
- Vice President, Rhia Rae
 - Nothing to Report
- Treasurer, Nick Iwanicki
 - Balances: \$33,868.90 & \$10,655.45
 - Savings account may have been converted to a checking account during the SunTrust/BB&T merge to Truist. Account numbers remain the same.
- Secretary, Carady DeSimone
 - Annual Business Meeting Minutes delayed - they will be ready by the end of June. Will send out via email for corrections, approval of ABM minutes and June quarterly minutes will be at the September quarterly meeting.
 - **Action Item:** Circulate Annual Business Meeting Minutes
 - **Action Item:** Circulate June Meeting Minutes
- Director, Adam Hunt
 - Nothing to report
- Director, Ali Vargas-Minor
 - Nothing to report

Board Affiliates:

- **Web Communications**
 - Website: Mary Rubin, Acting
 - Georgen updated the marquee on the SFA homepage with pictures from the 2022 Annual Meeting.
 - Mary is checking the SFA email daily on weekdays when she's in the office. There's an auto reply that says "We will respond to your email within 3-5 business days" so she has that covered.
 - Mary updated the board, committee, and cua pages.
 - Mary updated the 2022 Annual Meeting pages.
 - **Action Item:** Mary is still waiting on PowerPoints.
 - Other:
 - **Action Item:** Mary needs the Business Meeting Minutes from 2021 (David?) and 2022 (Carady?).
 - **Action Item:** Minutes from the Board Meeting at the Annual Meeting. (Carady?)
 - **Action Item:** Send new officers whatever passwords they need. (Mary)



- **Project:** Mary started 2 pages with the hope to have them completed by December.
 - Previous Executive Boards Page
 - Previous Committees Page
 - Listserv: No news.
 - Social media: David Benjamin, Acting
 - Waiting for survey results before moving forward
 - Ali may lend assistance
 - **SFA Journal**
 - Journal: Rachel Walton
 - “knee deep in copy edits”
 - See list of books suggested for review on Listserv
 - Newsletter: Patricia Fiorillo
 - Unable to attend
 - **Action Item:** Sarah and David are working to provide copy
 - **CUA Section, Andy Huse**
 - Investigating whether to keep or dissolve the section - pending survey results.
 - **RAAC, Rory Grennan**
 - Unable to attend June 7 meeting, report provided
 - After similar discussions at SFA Annual Meeting, I posed a question to the RAAC listserv - who else is thinking about remote/hybrid meetings in the future?
 - Society of Georgia Archivists - hybrid in October 2022
 - advantages - accessibility, easy on members’ travel budget
 - disadvantages - increased cost to organization, increased need for technical expertise
 - Society of Ohio Archivists
 - in-person for 2022
 - considering hybrid in future - worried about added responsibility for the planning committee
 - Society of California Archivists - task force looking into it
 - **SAA Liaison, Gerri Schaad**
 - Monitoring the SAA reports and forwarding messages of interest to SFA listserv



Committees:

- **Membership Committee, Susan Swiatosz**
 - We have 2 new members since our annual meeting in May bringing our total membership to 163. In that total there are 2 corporate, 26 institutional, and 135 regular members.

- **Ad Hoc Disaster Committee, Gerri Schaad**
 - Final report is pending

- **ArchivesSpace Group, Hannah Davis**
 - Last meeting was in January, with a very differing experience among members.
 - Currently reevaluating this working group
 - **Action Item:** Andy and Hannah will collaborate with Sarah to add their questions on membership participation to Sarah's Big Membership Survey.

- **Annual Meeting Committee, Sarah Coates/Mary Rubin**
 - Sending post-conference survey results to Board and to next year's annual meeting committee.
 - 29 responses from 47 attendants - pending analysis.
 - Sarah, Mary, Rachel, and Whitney will schedule a meeting with next year's AMC to pass on lessons learned, our committee's thoughts, etc.
 - **Action Item:** Mary to ask for photographs from the Annual Meeting
 - **Action Item:** Mary to obtain permissions to share videos from the Annual Meeting
 - Money from Annual Meeting:
 - Income
 - Registration: 5065
 - Workshops: 210
 - Sponsorship: 6815
 - Total: 12,090

 - Expenses
 - Refunds: 515
 - Catering: 8287.83
 - Reception Venue: 900
 - Speaker Fee: 250
 - Supplies: 697.60 (includes CCAHA supplies)
 - Award: 51.51
 - Total: 10,701.94

 - Balance: 1,388.06



Old Business:

- *All covered in previous reports. Good Job!*

New Business:

- SFA survey will be coming to Board for approval. Survey covers things like communication channels and preferences, thoughts on professional development and a PD committee, thoughts on raising membership/conference rates, etc.
 - Expect a draft near the end of June
 - Likely going to membership in August (mindful of academic schedules). The survey will be open for about a month in order to collect robust responses.
- Hannah suggests a career mentorship program, to fall under Professional Development.
- Judith Beale scholarship consideration: should we offer this scholarship not just to students and new professionals, but to those who work in smaller organizations who may not get travel funding to come to the SFA annual meeting?
 - Raised \$850 for Judith Beale, had a \$700 match from anonymous donor, so we have a \$2,050 total raised for Beale just this year.
 - Struggling to find student applicants - only 2 recipients this year
 - Do not want to rely entirely on anonymous donor for funding
 - See also NWA's Archivist in Residence internship program (Rachel Woody's brainchild); SWA has a similar program.
- Gerri confirms she is available to continue for another term as SAA liaison.
 - *Unanimously approved.*
- Mary confirms Jay has passed on login info for the SFA email to Nick; on standby in case others need access.

Announcements:

- Jay is leaving us (and Florida) for Georgetown. We will miss you, Jay!
- Sandra Varry is also leaving us (and Florida) for North Carolina State University. We hope to keep in touch through SEAA!
- Andy has received his final promotion to full rank. Congrats, Andy!
- Cara and her partner bought their first house. Looks like they'll be in Tallahassee for a while! [SFA afterparty 2023? bring your music gear!]

- *Adjourn: 1:54*

