

Society of Florida Archivists
Board and Committee Members Meeting Minutes
August 29, 2018 [viaFreeConferenceCall.com]

Attendance: Britt Farley, Susan Swiatosz, Mary Rubin, Jay Sylvestre, LuAnn Mims, Gerri Schaad, Sue Rishworth, and Annia Gonzalez

President: Britt Farley called the meeting to order at 10:03am

Secretary: LuAnn Mims called for approval of the June 26, 2018 Board Meeting Minutes. Gerri Schaad motioned for approval, seconded by Jay Sylveste. The minutes will be filed.

Executive Board Reports

President's Report: Britt Farley - has reached out to Caroline Meneses, formerly of University of Miami, but is now a Mosaic Fellow and student at UCLA. She is a previous recipient of the Judith Beale Scholarship. She will submit an article for the next SFA Newsletter that outlines her accomplishments and how the scholarship was beneficial to her career.

A call for volunteers to serve on special committees for Awards, Judith Beale Scholarship, and Nominating Committees will go out by September 17. She hopes to have the committees filled by late September or early October. Asking for Board members to appeal to newer members or ones that would like to take on a more active role to inquire about these roles.

The *ad hoc* Annual Meeting Guide Revision Committee, now called Revision Committee, has been filled. Mary Rubin will be the chair, with other members, Krystal Thomas (FSU), Sara Kiszka (UF) and Bebe Chang (NSU).

Past president's Report: Susan Swiatosz – nothing new to report.

Vice President's Report: Mary Rubin – no report in this capacity.

Treasurer's Report: Jay Sylvestre reported current balances as of this morning:

Checking - \$2,419.06
Savings - \$33,059.04
PayPal - \$1,747.05
Total balance - \$37,225.15

He will visit SunTrust (Hollywood) on Friday to explore having an SFA debit card with a list of authorized users. Currently cards are issued to individuals: Jay, and Erin Mahaney. Britt will follow-up with any support.

Secretary's Report: LuAnn Mims – nothing to report. Thank you to all for helping with last meetings minutes and sending in a report.

Director's Reports:

Gerri Schaad – continues to monitor emails for new members.

Alex Curran – [not present] Report sent – continues to add new members to listserv

Board Affiliates Reports

Web Communications: Krystal Thomas [not present- report read by Britt] – Web communications Team is status quo for the moment. Reminder to the Board and members to send posted positions announcements for the job boards and also, they can send along news for the weekly news post as well.

Question: Does the Board want to see Google Analytics each month for the website, or yearly basis? Gerri Schaad suggested a Quarterly report, and Jay also agreed. Britt will report back to Krystal.

Question: Plans for October and Archives Month – Britt defers to Mary Rubin

Newsletter: Jessica Orozco [not present – report read by Britt]

Michael Zaidman recently informed SFA that Crawford is no longer in business on the digital side of things, only partially operating. Emily Halvey was SFA contact and she now works for a firm called Preserve South. Can membership confirm this? Crawford currently has a quarter page ad through their membership. Should she continue to advertise for them? If not, she will remove their ad.

Central Florida Archivist: Gerri and Sue Rishworth both submitted updates about the July meeting at Lake Wales History Museum and Archives hosted by Bart Delcamp. Could not run all of the wonderful photographs submitted. This launched the idea of spotlighting different regional groups and proposes the following schedule

Summer issue: Central Florida Archivists – once again thank you Gerri and Sue

Fall issue: Gold Coast Archivists. Janet Devries provide a little snip for the summer issue, but is saving for fall in hope of more content to make it a full feature.

Winter issue: South Florida Archivist Group. The group may be having another Archives Day/Member meeting in January but there are no confirmed dates.

Is anyone aware of a North Florida Archivist group?

Would College and University Archives Section be interested in submitting something? Let her know of others groups that meet outside of SFA to possibly include in newsletter.

Seth Bramson of Bramson Archives [East coast Railroad] is requesting to be featured in every newsletter. Is this ok? Newsletter rotates their highlights and does not focus on any one in particular. Susan Swiatosz offered backstory of this request. Britt made a suggestion – with limited newsletter space it is advised that he purchase an advertisement as a private vendor if he requires constant presence. Britt will report back to Jessica.

Journal: Rachel Walton – SFA Journal – [not present-report read by Britt]

Nothing new to report but SFA Journal is moving close to debuting first issue. They had received a number of submissions. Announcements and links, plus a short article for the next newsletter, is being prepared to get the word out about this exciting new publication.

Committee Reports

Membership: Sue Rishworth - update on total members 154 at annual meeting to 171, 2 Corporate, 29 Institutional and 140 Regular, pretty quiet since May. A plan is in place to offset membership lapse through a series of reminders. Membership is also looking at ways to recruits students.

Question about Crawford, as a member, will look into this and follow-up.

CUA Section: Sandra Varry- [not present-report read by Britt]

Sandra sent the report from the CUA meeting on June 29, 2018. Nothing new to report back to SFA.

The CUA wants to implement a survey of its members and compile results to better direct engagement and a focused plan.

RAAC: Mary Rubin-

Archives on the Hill took place at SAA this year and was attended by approximately 60 people, 10 of which were RAAC members, though Florida was not represented. They are looking at how this can be applied at local levels.

RAAC is assessing to continue membership with National Coalition of History which is up for renewal \$4000/annual. The contributions come from each organization, SFA has contributed \$200 each year for the past 2 years. A survey is being done to conclude if there are direct benefits for continuing with this affiliation.

ANNUAL Meeting Revision Guide Committee: Mary Rubin –Chair

Committee members - Krystal Thomas (FSU), Sara Kiszka (UF) and Bebe Chang (NSU) are in communication and will be meeting soon.

ARCHIVES Month Committee: Mary Rubin – Chair

Committee includes Krystal Thomas and Jessica Orozco. Communication has begun to create blurbs for social media to encourage submission for “Found in the Archives and “Archives Spotlight” articles. Also outreach for facilities to update repository lists. Activity will begin soon.

Annual Meeting: Annia Gonzalez- Chair

The Committee met to discuss possible date conflicts between FLA and Keeping History Above Water. They have selected a three-day conference schedule May 8-10. With preconference/tours and welcome reception on Wednesday May 8 and conference presentations full days Thursday and Friday.

The committee also revisited hotels and have chosen Hilton Garden Inn due to availability, services and cost. They will submit proposal to Board for final approval. They are also still considering a possible second reception and theme for the meeting. More information to follow.

Old Business: None

New Business: None

Adjourn: Britt Farley moved to adjourn the meeting. Gerri Schaad seconded the motion. The meeting concluded at 10:36am

Respectfully submitted,

LuAnn Mims, Secretary
November 15, 2018