

Society of Florida Archivists  
Board and Committee Members Meeting Minutes  
July 1, 2019 [via Free Conference Call.com]

**Attended by:** Mary Rubin, Tyeler McClean, LuAnn Mims, Jay Sylvestre, Annia Gonzalez, Gerri Schaad, Krystal Thomas, Sue Rishworth, Georgen Charnes

**Meeting called to order:** at 2:03 pm, Mary Rubin

Call for approval of minutes: LuAnn Mims, 2nd by Gerri Schaad. Approved minutes from April meeting will be submitted

**President's Report:** Mary Rubin, Sunbiz has been paid and Jay confirmed. Solicitation of Contributions and registrations was also completed. Will talk more with regards to new business section about an Archives Space listserv.

**Past President's Report:** Britt Farley, report sent. 2019 SFA Annual Meeting Survey was sent out via Survey Monkey, with 23 people responding. The 2018 Treasurer's Report was also sent out on Survey Monkey, with 35 responses.

In May, Britt spoke with Ben DiBase, Executive Director of Florida Historical Society, about a future joint meeting with SFA. FHS plans in 3 year increments. For 2020, they are doing a cruise to Cuba, 2021 will be in Tallahassee, and 2022 in Gainesville. They are meeting to discuss 2023 plans which will target the southwest region as a location. Is this something we are interested in doing?

Discussion points included: how long do they meet [duration], how many attend their event, and how would this be handled financially? Mary to follow up with Britt.

Britt pointed out that the two organizations share common interests, and that the combination could boost membership.

**Vice President's Report:** Tyeler McLean, the Archives Month Committee has been established with Krystal Thomas, Georgen Charnes, Chuck McFarland and Jessica Orozco.

**Treasurer's Report:** Jay Sylvestre, balance report for SFA accounts at the end of July were as follows:

Checking \$1422.77

Savings, \$35,070.18

PayPal: \$4144.16

The open invoices for the USF/St Petersburg Annual meeting have been closed. This year's annual meeting is also closed with no open or unpaid balances.

Question about changing the annual budget to align with July 1- June 30 fiscal year in place of the traditional calendar year. This would give bonus to annual meeting and membership numbers. Jay

will check to see how this transition could be done, if there needs to be a single 6-month account or expand to cover an 18-month account year to get into schedule.

Further discussion and vote for next meeting. This might also impact the Audit Committee.

Wild Apricot is charging a service fee to use their payment system, we have one more year to flex into this system. Working with Krystal to move into using alternative with PayPal.

**Secretary's Report:** Please send monthly notes directly to LuAnn following meeting

**Director's Report:** Gerri Schaad, no report  
Annia Gonzalez, no report

**Web Communications:** Krystal Thomas, Annual website audit was conducted. Additional help to Communications with Chuck McFarland and Georgen Charnes taking over a number of duties for her to roll off the position. Since we are converting to a new payment system she will stay on through next year's annual meeting, then officially turn it over to Chuck and Georgan.

**Newsletter:** Jessica Orozco, not present, no report

**Journal:** Rachel, Walton, not present

**CUA Section:** Doris Van Kampen, not present, no report

**RAAC:** Mary Rubin, no report

**Membership:** Sue Rishworth, Membership notices go out in December for renewal, wants to sync up with traditional year January through December. This could off-set potential issues with holidays and budget year changes. Membership is at 190, with 155 individuals, 4 corporate, and 31 institutional. ACTION item: Sue has been chair of this committee for 3 years, Mary will put out a call for volunteer on listserv.

**Revision Committee:** Mary Rubin, a draft is being circulated in committee, once completed it will be forwarded to the new Annual Meeting Committee.

**Annual Meeting Committee:** Tyeler McLean - State Archives, Co-chair, announcement of Committee Members - Laura Marion - UF Governors House, Co-Chair, Flo Turcotte - UF, Jolene Dubray - Flager College, John Nemmers - UF and Alison Simpson - Florida National Guard

This group has begun looking at dates and possible locations for the annual meeting.

**Old Business:** No

**New Business:** Mary Rubin, Archives Space Google Group. This is stemming from the brown bag lunch that took place at the Annual Meeting. Which resulted in a need for broader, statewide support with SFA creating its own group. Mary reached out to Krystal about this and she mentioned that she is trying to wean SFA off of suing the FSU listserv service so that it is not dependent on a FSU faculty or

staff member to manage it and by extension, SFA is not dependent on a single institution for the service. So we are going to try out the Google Groups with the ArchivesSpace listserv and that will prove to SFA that it will work (or give compelling reasons to stick it out with the FSC service). Mary will work with Krystal and report next meeting.

**Adjourn:** Mary called for closure at 2:45 pm