

Society of Florida Archivists

Board and Committee Meeting Minutes

March 4, 2021 @ 2:00 pm

**Attendees:** Tyeler McLean, Mary Rubin, David Benjamin, Jay Sylvestre, LuAnn Mims, Annia Gonzalez, Andy Huse, Susan Swiatosz, Georgen Charnes, Gerri Schaad, Laura Marion, Mindy Berg, Hannah Davis

Meeting Called to Order: Tyeler McLean @ 2:02pm

Call for approval of minutes: LuAnn Mims, 2<sup>nd</sup> by Tyeler McLean, approved

**Board Reports:**

President – Tyeler McLean

- 2022 Joint Annual Meeting with Florida Historical Society

After our last meeting, we voted, via email, on the 2022 annual meeting being held in Orlando. I am looking forward to a return to in-person meetings. I do not want to lose the momentum around the joint meeting with the Florida Historical Society that Britt Farley and Mary Rubin created during their tenure as president. I would like to get a vote on whether we would like to pursue a joint meeting in the future. If so, I can reach out to them about their locations beginning in 2024. If we follow the pattern of the meeting being held in Tallahassee every 5 years, the 2023 meeting would be in Tallahassee.

- Inclusive Archives Resource Page

Georgen has been busy creating a variety of pages and reorganizing the resource section. The Inclusive Archives page is up with a couple of resources. I am continuing to work on the content for that page.

- Committee Positions

Committee positions were filled and all information about committees was updated on the website. I am excited to welcome our new and returning Committee chairs to this Board meeting. Thank you all for volunteering your time, experience, and knowledge.

- Responsibilities

I have received a few emails about concerns over responsibilities that people have volunteered for over the years or are assumed to be their responsibilities and have become de facto responsibilities of positions. This goodwill has resulted in positions and people having more responsibilities than are manageable. I want to do an audit of all positions' responsibilities as they exist in the administrative manuals and bylaws as well as the actual workloads and responsibilities of these positions. If anyone would like to volunteer to assist with this effort, I would greatly appreciate the assistance of a workgroup.

Past President – Mary Rubin

- In January, I sought approval of the board via email for the 2022 Annual Meeting to take place in Orlando. The Executive Board was all in favor of the decision, with the exception of David Benjamin who abstained from voting due to his connection with Orlando. I will begin formulating the 2022 Annual Meeting Committee for Orlando and will have that finalized by our next board meeting.

The 2021 Zoom Lounges have continued. There is one next week on Thursday 3/11 at 1 pm. Today was the Getting Your Foot in the Stacks\*: Interviewing in All Kinds of Archives webinar. It is uploaded to YouTube.

Vice President – David Benjamin

- Paying to Host our Listserv

Several weeks ago, Georgen migrated the SFA listserv to Groups.io. (Shoutout to Georgen for her work on this!) There is a free version of this service, but it is quite limited. I propose we pay for the Groups.io listserv service. As SFA continues to grow, we need a reliable listserv that can easily be maintained and offers additional options like subgroups. The annual cost would be around \$240.00. Tyeler and I met about this and feel the benefits are worth the expense.

ACTION: motion to approve, 2<sup>nd</sup> by Tyeler McLean, ALL approved

Treasurer – Jay Sylvestre

Account Balances as follows –

Savings: \$33,584.63

Checking: \$5,893.88

PayPal: \$3,690.01 (will confirm later because site down earlier)

Total: \$43,168.52

Secretary – LuAnn Mims, no report, thank you for sending in materials for minutes

Directors – Annia Gonzalez, helped with membership, updates and renewals

Andy Huse, participated in Zoom Lounges, available to assist in other projects

### **Board Affiliates:**

Web Communications – Georgen Charnes

website:

Added 8 new pages this year, and a YouTube channel, so the site is growing.

Will be working on some guidelines for adding new content

website use: Feb 575 users, Jan 498 users

Facebook group:

218 members

SFA membership not required

Listserv (talked about under VP's report)

Since the groups.io was approved in July, they changed the rules to max 100 members. However, now they're saying we're grandfathered in, and we could run the new listserv with more than 100 members using the free version. However, the free version still has limitations, including:

- only one listserv. We need 2, the main one and another for the university, and there's been a request for archivesspace listserv- adding members by invitation only. We had several who didn't accept.

Newsletter – Jessica Orozco, not present, no report

SFA Journal – Rachel Walton, not present, report read by Tyeler McLean

- The journal is wrapping up its final copyedits and typesetting on three articles this week. We hope to publish these online ASAP.
- As was always the plan for the journal, we plan to publish these articles as the first part of the 2021 issue but will add further content to the issue when/as it is ready throughout the year. Announcements will go out to the SFA and other listservs as soon as the issue goes live online.
- We recently had our Communications Coordinator position open up, as Julia Risk took a job out of state. If the board has suggestions for filling this role, we would be very happy to reach out to appropriate folks who might be interested in the role. A description of the role can be found online here for reference - <https://journals.flvc.org/sfaj/about#h73sk1jd198uschkb1gltwce89x9cg>.
- Finally, if the SFA annual meeting committee is intending on having “tabling” in any kind of virtual space this year, the journal editors would once again be interested in hosting a table for open question and session for folks considering publication.
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CUA Section – Alejandra Barbon, not present, no report, committee has not met

RAAC – Mary Rubin

Nothing to update on RAAC's end; however, my SFA RAAC affiliation is coming to a close in August. This is an appointed position from the SFA President so I've let Tyeler know.

### **Committees:**

Membership – Susan Swiatosz

We have 10 new members since our last meeting in December bringing our total membership to 161 (in that total there are 2 members that are duplicated in their institutional bundle); 3 corporates, 29 institutional, and 129 regular members. That does not include Georgen's “testing account”

We are still getting some renewals in. At the end of February, I archived all but 1 lapsed member (they have started the renewal process but have not paid yet). The process went relatively smoothly this year.

Disaster Committee – Gerri Schaad, no report

Covid-19 Archival Workers Relief – Gerri Schaad

The Ad Hoc Committee for the COVID-19 Archival Workers Relief Fund, consisting of Gerri Schaad (Chair), Sarah Coates, Carady DeSimone, Rhia Rae, Mary Rubin, and Jay Sylvestre, formally request that the committee be inactivated until such time as there is a further need in the state.

Created in June 2020 the ad hoc committee was established to establish guidelines for providing financial assistance from SFA to Florida archival workers experiencing acute, unanticipated financial

hardship due to the crisis. The committee began with \$750.00 seed money from SFA. Additional monies were donated for a total of \$1,200. Five people were helped in two rounds of solicitation.

Resources for finding jobs and other monies were listed on the SFA website, and the committee members solicited four speakers to talk about Interviewing for archival positions in a variety of settings. The session (see below) was taped and placed on the SFA YouTube site.

Getting Your Foot in the Stacks\*: Interviewing in All Kinds of Archives

Thursday, March 4th, 2021 from 11 am to 12:30 pm ET

The Society of Florida Archivists' (SFA) Ad Hoc Committee for the COVID-19 Archival Workers Relief Fund is pleased to announce the Getting Your Foot in the Stacks\*: Interviewing in All Kinds of Archives webinar taking place on Thursday, March 4th at 11 am ET.

The webinar will feature Sarah Coates, Tyler McLean, Whitney Broadaway, and Michael Zaidman. Sarah Coates is the Interim University Archivist at the George A. Smathers Libraries at the University of Florida and she has been in the archival field for nine years. Tyler McLean is the Archives Collections Management Supervisor at the State Archives of Florida and she has been in the field for eleven years. Whitney Broadaway is the Collections Manager at the Orange County Regional History Center and she has been in the field for ten years. Michael Zaidman is the Senior Corporate Archivist at JM Family Enterprises and he has been in the archives field for sixteen years.

Request to sunset the ad hoc committee since no new donations – ACTION – motion approved

SAA liaison – Gerri Schaad

I have forwarded messages to the SFA group. SAA annual meeting will be virtual again this year.

Nominating Committee – Mary Rubin

The Nominating Committee has begun and the deadline is this Friday, March 5<sup>th</sup>

Awards Committee – Annia Gonzalez

The committee is working on establishing guidelines for future considerations

Judith Beale Scholarship Committee- Mindy Berg

The committee has met and made the following suggestions for the annual meeting. First, the recipient would be awarded free registration for the annual meeting, or the option for to fund a professional development class (up to \$300). The account has funding for up to three this year. The application information went out via listserv and emails with a deadline of March 15<sup>th</sup>.

Annual Meeting Committee – Laura Marion

The SFA Annual Meeting for 2021 will be held virtually. The original chosen dates were based on the availability of the facility but now that is now longer a factor the Annual Meeting Committee asked for and was approved to change the dates back to its regularly scheduled early May. The new dates are May 5-7, 2021 (Wednesday through Friday). We are working on the schedule to be ready for the website.

We are also suggesting that SFA Members could attend for free. This might encourage more membership and also donations, specifically to the Beale Fund to support next year's recipients.

ACTION: 2<sup>nd</sup> by Tyeler, ALL approved.

**Old Business:** None

**New Business:**

Archives Space, Hannah Davis

The ArchivesSpace Working Group has had two meetings so far with good turnout. Our first meeting was a general information meeting, and our second meeting was about training documentation. We have set up a Google Drive folder to keep resources and documentation, and also have set up our page on the SFA site: <http://florida-archivists.org/archivesspace>.

Meeting adjourned: Tyeler McLean @ 2:47pm