

Quarterly Meeting - Google Teams
Society of Florida Archivists Board and Committee Members
9/29/21, 11 AM EST

>Links embedded

>Action Items highlighted

- ★ Call to Order: David @ 11:04
- ★ Call for approval of [previous minutes](#): Sarah
 - Check for update re: FY month (Jay Mary)
 - Tyeler seconds

Board Reports:

- President, David Benjamin
 - Call for positions pending
- Past President, Tyeler McLean
 - Mostly topics covered under old business
- Vice President, Sarah Coates
 - Call for Archives Month submissions
 - Will average 2 posts per week
 - Deadline 10/8 for end of month additions - So Fla. needs representation
- Treasurer, Jay Sylvestre
 - Balances:
 - Checking: 8,035.47
 - Saving: 33,586.35
 - PayPal: 3,096.01
 - Total: 44,717.83
 - Update on IRS short-year form to move FY date?
 - forms still not available, change still pending
- Secretary, Carady DeSimone
 - Look for Doodle polls in early Oct. to schedule the next two meetings ([Dec. 2021](#), Mar. 2022)
 - Future meets via UCF Zoom (Thanks Mary & David for hosting!)
- Directors
 - Andy Huse - unable to attend, out of office through 10/4.
 - Rhia Rae
 - Archives Month: will send reminders & cross promotion for So. Fla Archives Collective events

Board Affiliates:

- **Web Communications**, Georgen Charnes
 - Website: no updates, will add media from annual meeting as available

- o Listserv: I've been able to work with FSU to have our old listserv messages exported for archival purposes, and I think it's time to delete the old FSU-based listserv. Should we have this as a point in our next board meeting? I want to be sure the deletion is approved! Very few posts to old listserv.
 - *Q: Can we make listserv backup searchable to members? login required? publicly accessible via website? groups.io file vs. file size*
- o [Facebook](#) Group: No report.
- **SFA Journal & Newsletter**, Rachel Walton
 - o Journal: Editorial team meeting 10/5
 - Vol. II content to be released in next few months
 - New editorial board members (approved in Jun board): R. Duke & C. DeSimone
 - o Newsletter: No report.
- **CUA Section**, Sarah Coates
 - o No report;
 - o Follow up w/David re: memberships next week in early October
- **RAAC**, Mary Rubin
 - o **Constituent Survey:** RAAC is seeking information from its constituents to shape its focus for the coming year. They ask:
 1. What do you think RAAC should be doing?
 2. In what areas does your regional organization need support?
 - a. *NPO fundraising, tax-law guidance*
 3. What's the best way for guidance to be pushed out from RAAC?
 - a. *maintain emails*
 4. What kind of support from RAAC would your regional organization find helpful re: your advocacy efforts? E.g. webinar opportunities, access to "canned text" advocacy communications for local/state/federal officials, a "one stop shop" to easily access all regional org's advocacy resources, etc.?
 - a. *SAA-RAAC-Local*
 - b. *MOU not official part of SAA [easier to push out updates directly]*
 - c. *dedicated branch for Advocacy? (a la ALA)*
 - d. *training to support grassroots efforts - collabs w/NAGARA, CoSA; webinar?*
 - o **CASE Act:** Please submit your letter to the US Copyright Office [through this website](#) **no later than October 4, 2021** to urge the US Copyright Office to also include archives and library employees in the preemptive opt out provision.

Committees:

- **Membership Committee, Susan Swiatosz**
 - We have 5 new members since our last meeting in June, bringing our total membership to 192. In that total there are 4 corporate, 30 institutional (2 members are duplicated in their institutional bundle), and 158 regular members.

- **Ad Hoc Disaster Committee, Gerri Schaad**
 - *Q to Board: The fund is currently largely hurricane/disaster based - should it be expanded to include general disasters, e.g. fire, leaks, floods? Considerations:*
 - Scoped to provide financial aid, not personnel support;
 - Cap of \$500 per year - if no disaster, does this roll into next years' funds? Potential to roll into Workers' relief?
 - Current balance \$1250 - next year's cap would be 1500.
 - SFA's previous donations: Nat'l of Puerto Rico for hurricane response; 750 to Workers Relief fund for Covid.
 - Tyler suggests building/purchasing disaster kits for distribution - institutions could request funding to build kit in advance of issues?
 - See also: Hollinger disaster [Recovery Kit](#) - may be ideal for small historical societies, etc.
 - Tyler may find supply list for the SAA-based kit
 - See also [NEDCC](#) resources
 - Expansion of the fund is a great idea but requires much guidance on policy and procedures
 - Current procedure: rubric draft, officially defining "disaster" is a hiccup.
 - National Disaster Recovery Fund grants = \$ 5000
 - *Q: Do other institutions know to come to us? Or do we serve SFA membership only?*
 - Sarah: frame as consulting/instruction, less \$ based
 - Rhia: consider smaller scale disasters to provide training/transition for institutions?
 - Disaster management Committee - reinventing the wheel?
 - Opportunity for outreach vs. support for members with existing experience
 - response vs. preparedness
 - If the fund is expanded to include all disasters, we need permanent committee [vs. adhoc] with staffing
 - Gerri & David should meet in **2 weeks-ish** to prepare ideas/requirements for moving forward for December board meeting.
 - Reminder that all Permanent committees must be in bylaws
 - Does Covid qualify as a disaster? [eliminates redundant ad hoc committees by including the Workers Relief under Disaster 'umbrella.']

- **SAA Liaison, Gerri**
 - Regarding the A*Census: The board unanimously agrees via email, “we are happy to publicize the survey, send out links, encourage our members to participate and send out reminders throughout the process, ensuring their participation,” but respectfully decline to submit a list of members’ emails to third parties, consistent with our membership’s privacy options. Alternatively, the repository database “[Florida Archives and Manuscripts Repositories list on the University of Central Florida Special Collections & University Archives](#)” was shared with SAA to encourage outreach to non-SFA membership who may work or reside in Florida. Promotional materials (logos, links) from SAA are pending approval.
- **ArchivesSpace Group, Hanna**
 - Meetings to reconvene in October
- **Annual Meeting Committee, Mary**
 - **2022 Meeting:** “Moving Forward: Where do we go from here?”
 - Hotel: DoubleTree by Hilton Hotel Orlando East-UCF Area (12125 High Tech Ave, Orlando, FL 32817)
 - Dates: Wednesday, May 11, 2022, through Friday, May 13th, 2022
 - Details approved by board through email; questions and concerns of draft contract reported to Mary and ~~pending response from Hotel Admin [?]~~
Changes have been made, Booking tbd, will fwd to Georgen when avail

Old Business:

- **Joint Annual Meeting** with Florida Historical Society: Tyeler
 - At this time we will avoid transitioning to a joint virtual meeting. FHS and SFA boards will keep in touch, but SFA would like to host at least one live annual meeting prior to pursuing a joint meeting.
 - 2022 FHS will be virtual, therefore 2024 at earliest? - membership interest? increase of cost?
 - FHS New: Archivist Award?
- **Future Locations:** Michael Zaidman reached out to [Mary] at the beginning of the 2021 SFA Annual Meeting and asked if he could suggest the areas of Deerfield/Boca Raton/Delray Beach for SFA ~~2023~~ or 2024 or 2025. [2023 is supposed to be Tallahassee based on our existing 5 year rotation pattern.]
- **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?
- **SEAA Freshly Founded; Call for:**
 - State liaison nominations
 - Should *not* be a board affiliate due to overwhelm of similar duties
 - Ideal for early career members
 - Email Vic Jones, vjones3@muw.edu

New Business:

- ***Congrats to NEH Grant recipients!***
 - Adreian Finucane & Victoria Thur (FAU), Patrick Reakes (UF), Laura Heffernan (UNF), Susan Swiatosz (UNF), Cori Converitito (Key West Art & Historical Society), David Rifkind & Itohan Osayimwese (FIU), Casey Steadman (FIU), Julie Montione (Valencia), and Rachel Walton (Rollins)
- ***DISCUSS: SFA Comms to Constituents [David]***
 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]. Here are some of the questions rolling around in my head:
 1. Can we adequately create content for all of these?
 2. How are they different?
 3. What is appropriate for each one?
 4. Do we still need all of these?
 5. Why do we have each of these?
 6. How are each of these currently being used?

Discussion Notes/Summary:

Previously the newsletter was published quarterly, but content has been slim, mostly consisting of “who’s who” around the field or recent accomplishments. Former editor Jessica has stepped down, so this may serve as an opportunity to reconsider our communications with membership. Should we instead push remaining content to the listserv, or another outlet?

Gerri reports that ACA is doing away with their newsletter. In 2018, SGA switched to an annual newsletter as opposed to quarterly. Rhia suggests it is difficult to maintain many channels of media without a dedicated PR person/staff to create content; otherwise we are left with one person attempting to curate or harvest content.

Rhia suggests a blog or web platform may be more suited for this task, and that welcoming new members should remain important. Georgen asks how shuttering the Newsletter (specifically) may impact advertising/sponsorship as it relates to Corporate Memberships. Would they be better served if we change formats? Some have suggested

they are being 'undercharged.' It may be possible to implement blog advertisements or emails that include sponsorship links.

Rachel believes that a strong blog may serve the goals of a functional, flexible, and sustainable option. We may wish to publish notifications, networking opportunities, retirements, new jobs, etc. Overall we wish to avoid duplication of efforts, particularly if the efforts do not support membership. Could we send a survey to membership? If so, this could also serve as a platform to request submissions for content.

If we retire the Newsletter, this will require a change in the bylaws. However, this would also be a requirement in order to develop standing committees from our ad hoc volunteer groups.

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](#)]

***P.S.:** In many Newsletters or publications, especially at the regional level, the most-recent previously approved minutes are included. This can help ensure internal transparency and encourage membership involvement. Perhaps if these ideas and questions are raised to the membership body via the Fall Newsletter, we could include 'letters to the editor' type of responses in the following [publication format of choice].*

★ *Adjourn: 12:02*