

# *Society of Florida Archivists*

## *Annual Business Meeting Agenda*

### *2022-2023*

**Florida State University's Turnbull Center  
Tallahassee, FL**

**9:00 AM: Call to Order**

### **Executive Board Reports**

#### **President's Report (Sarah Coates)**

*Thank you for all of your to the Board and the committees  
Thank you to the Annual Meeting Committee  
Florida History Day sponsorship  
Ad Hoc Disaster Committee  
Professional Development Committee—is a potential to form  
Congratulations to Tomaro Taylor—first SAA VP/President from Florida  
Congratulations to Beth Golding on her retirement  
Memorials to Esperanza Bravo de Varona and Adam Hunt*

#### **Vice President (Rhia Rae)**

- Served as Co-Chair, with Beth Golding and Katie McCormick of the SFA Annual Meeting Committee. Assisted in planning the conference, and worked to solicit sponsors for the conference. The committee report will be given later but I'd like to thank all of the sponsors for supporting our organization. Thank you to my co-chairs, Katie and Beth, for their calming presence and overall righting the ship when we went off course. I'd also like to thank Alexandra Vargas-Minor for all of the support getting all of the Annual Meeting material on the website.
- Looking forward to continuing to volunteer and participate in my role as the President of SFA next year and connecting with you all.

#### **Past President (David Benjamin)**

Nothing to report this year.

#### **Treasurer (Nick Iwanicki)**

*See treasurer's annual report, attached.*

#### **Secretary (Carady DeSimone)**



- Vote to approve last year's Annual Meeting Minutes
- Assemble and maintain agendas and minutes, schedule and record meetings.
- enjoyed year 2 of my 3 year term supporting the Planning Committee - I'm not going to know what to do on Friday afternoons now!
- Thank you everyone for allowing me to think big thoughts, but also bring me back down to earth with a reality check. Sometimes simple is best!

#### **Directors' Report (Ali Vargas-Minor)**

- Attended and participated in quarterly board meetings
- Assist at the registration table during the Annual Meeting

## **Board Affiliates**

#### **Regional Archive Associations Consortium (RAAC) (Rory Grennan)**

- SFA was featured in a RAAC Organization Highlight distributed in March 2023
- Minutes and video from July 2022 RAAC Annual Meeting  
[https://www2.archivists.org/sites/all/files/RAAC\\_AnnualMtg\\_2022.pdf](https://www2.archivists.org/sites/all/files/RAAC_AnnualMtg_2022.pdf)
- Brown Bag Discussion, Archival Publications <youtu.be/0wrUMkpf51I>
- My term as RAAC representative will expire in November 2023. Happy to answer questions for prospective volunteers.

#### **Web Communications (Ali Vargas-Minor)**

Mary took over the Web Communications duties in May of 2022 the Annual Meeting. Georgen and Mary completed the post-Annual Meeting web duties including updating the marquee on the SFA homepage with pictures from the 2022 Annual Meeting, updating the board, committee and College/University Archives pages, and updating the Annual Meeting pages, which included the PowerPoints. As part of the regular duties, Mary checked the email daily on weekdays and posted the minutes following board meetings.

Ali Vargas-Minor took over the duties from Mary in January.

Mary misses SFA and everyone involved.

I (Ali) have been checking the SFA email account on weekdays and done website edits as necessary (including updating the Committees page and adding/backing up the last year's worth of newsletters). Mary has offered support and served as backup for Ali through April. The Assistant Web Communications Manager position is still vacant.

- Website:
  - Annual meeting: created registration page, meeting webpages, Google Form for merchandise pre-orders
  - Other: uploaded Board meeting minutes, added job opportunities upon request, sent general election emails to membership, updated Committee webpage



- Website use May 2022-May 2023: 21.5K page views (versus 25.4K views in 2021-22), mostly viewing the jobs/internships and annual meeting pages
- Migrated analytics for website from Universal Analytics to Google Analytics 4, all historic website usage data lives in UA environment and GA4 collects data as of May 2, 2023.
- Listserv: forwarded announcements and messages from the SFA email account
- Social media:
  - Facebook has 268 members and 8 admins (Tomaro Taylor Vela, Laura Douglass Marion Tibbetts, Mary Rubin [stayed aboard through meeting], Rhia Rae, David Benjamin, Krystal Thomas, Rachel C.S. Duke, and Ali Vargas-Minor)
  - LinkedIn: 155 members
  - Twitter and Flickr: not used

### **Newsletter Editor (Patricia Fiorillo)**

*The board recognizes Patricia's fantastic work on the recent newsletters and thanks her for her efforts.*

*One last newsletter will be produced for June/July.*

### **SFA Journal (Rachel Walton)**

The Journal is undergoing a period of restructuring since last Fall, as many members are on leave or have left the profession. Several book reviews are in progress.

In an effort to provide content to readers as quickly as possible, single articles are published and announced online as they are ready throughout the year. Individual articles are then compiled by the Editorial team into a complete issue on an annual basis. The Journal accepts new content submissions on an ongoing basis and makes a call for contributions yearly, following the SFA annual meeting.

If you are interested in supporting the editorial team, contact Hannah Davis (FSU).

## **Committee Reports**

### **Archives Month (Rhia Rae)**

Thank you to all of the institutions that participated in Archives Month by sending in submissions. I'd like to recognize and thank Mary Rubin for her work helping me get the posts on the SFA webpage. For Archives Month, October 2022, we had contributions from 10 different archives across the state. These posts were sent to the SFA listserv and posted on the SFA Facebook page as well as the SFA webpage.

### **Annual Meeting Committee (Beth Golding and Katie McCormick)**



- Programming & Marketing subcommittee thanks Rachel Duke for setting us up for success with the Call for Proposals, and wishes her well on leave.
- Local Arrangements Committee thanks everyone for your patience as we tried to find a suitable home for this year's meeting, and thanks to Sarah and the Board for approving and signing everything we put in front of you.
- Thank you to all of the members of the Annual Meeting Committee for their efforts at planning a wonderful 40th anniversary meeting. They did the lion's share of the work and the conference would not be happening without their time, dedication, and expertise. I'd like to ask all of the members of the Annual Meeting Committee to stand and remain standing when I say their name: Katie McCormick, Beth Golding, Bethanie Telesz, Thomas Robinson, Cheryl Spicer, Monica Toth, Drew Walton, Kassandra Reguera, Keila Zayas Ruiz, Rachel Duke, Haley McGuyre, Cara DeSimone and if we could give them a round of applause for all of their hardwork.

### **Audit Committee (Joe Gentilli)**

*Update pending.*

### **Membership Committee Chair (Susan Swiatosz)**

- The membership committee consists of the Chair along with the director(s), and this year I had the pleasure of working with Ali Vargas-Minor. I would like to thank her for all her help this year. I would also like to thank Ali, along with David Benjamin, Beth Golding, and Drew Walton for their help with this year's registration table.
- SFA's current membership - total 163. There are 3 corporate members, 28 institutional members, and 132 regular members.
- Susan will be rotating off of the membership committee this year at the end of the Annual Meeting. David Benjamin has volunteered to Chair from 2023-2027.

### **College University Archives Sections (Andy Huse)**

*Nothing to report this year.*

### **Nominating Committee Chair (Annia Gonzalez)**

*Elections closed May 5 - Results to be announced.*

- The nominating committee consisted of Annia Gonzalez, (Chair), Monica Toth, and David Benjamin.
- Thanks to the members of the Nominating Committee, our Web Communications Manager, Alexandra (Ali) Vargas-Minor and Mary Rubin for their assistance during the Election process.
- The committee sent the Ballot for the SFA General Elections and the College and University Archives Section on April 4 and closed the Elections on May 5, 2023.
- The results of the SFA General Elections and the College and University Archives Section Elections will be announced during the SFA Business meeting. The Committee will send an email to the SFA members to announce the results of the elections.



### **Judith Beale Scholarship Committee (Joe Gentili)**

Congratulations to all of this year's SIX scholarship recipients! We're happy you're here!



### **Award Committee (John Nemmers)**

The committee received one nomination for the Award of Excellence. The nomination was approved by the committee and forwarded to the Board, which also voted to approve.

## **Business**

### **Old Business**

### **New Business**

*We are pleased to announce the 2024 SFA Annual Meeting location! Thanks to Michael Zaidman for hosting us in Deerfield Beach!*

*Any questions or comments about this year's activities or ideas for next year?*

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Carady DeSimone, Secretary

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Sarah Coates, outgoing President

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Rhia Rae, incoming President