

Minutes  
Society of Florida Archivists Board Meeting  
February 26, 2020 @ 1:30 pm

SFA Members present: Georgen Charnes, Annia Gonzalez, Katharine Labuda, Tyeler McLean, Laura Marion, LuAnn Mims, Mary Rubin, Gerri Schaad, Susan Swiatosz, Jay Sylvestre, Krystal Thomas, Doris Van Kampen-Breit, Rachel Walton

Call to Order: Mary Rubin – President, called meeting to order @ 1:33pm

Call for Approval of Minutes: LuAnn Mims – Secretary, Gerri Schaad made motion to approve, with Mary Rubin second, minutes are approved and will be filed to portal

Board Reports:

- President's Report – Mary Rubin

Appointments for the following committee have been finalized as follows for 2020:

Awards Committee - Sara Coates, chair with Bebe Chang and Mindy Berg,

Audit Committee - Katharine Labuda, chair with Carady de Simone

Nominating Committee - Britt Farley, chair with Kelly Grant Larsen

Judith Beale Scholarship - Rachel Walton, chair, with Beth Golding, Bart Delcamp and David Benjamin

Future SFA annual meetings 2021 will be in Orlando, primarily at UCF.

2022 is planned as a joint meeting with Florida Historical Society. They met in January (2020) to discuss their annual meetings going forward. They noticed that affordability for students had dropped attendance so they are splitting the meeting into two different meetings. The May meeting will become a public history forum similar to SFA single session format which will take place in various locations across the state. Beginning in 2021 they will also hold an October meeting as an academic symposium which will be held in the same location (Orlando) each year. 2020 is still a cruise pending any difficulty. May 2021 is planned for Lakeland, October is Orlando, with May 2022 in Gainesville as a joint meeting with SFA. In 2021 FHS will be recognizing an Outstanding Archivist Award annually.

SSDN reached out to SFA to seeking potential archival training and expertise through a referral list, tool kits or resources placed online as an expert bank through us. Keila also thought the state archives might be working on doing this.

Tyeler: The state archives is putting trainings online going forward, though it's not official. Things are in the works, not for SSDN needs, however. We have webinars on the website geared towards the needs of researchers. Part of our mission is creating resources for archivists, provide training for those that need it.

Mary: SFA could offer a referral list of volunteer members willing to help smaller institutions that do not have trained archivists, facilities that want to digitize their materials to an online catalog. SSDN's outreach includes a variety of institutions, some do not know what they have yet with unprocessed

collections. So they need basic archival training prior to digitizing. I will pull together a list of current needs so SFA will know where they can help.

Next on my list is the 2020 History Day, best use of primary resources. The award ceremony is on May 6th, I am reaching out to determine if we need to have someone present. Since this occurs during our annual meeting so it would need to be someone who isn't planning on attending SFA. All this entails is to present the certificate to the selected recipient, it's not complicated. I have someone in mind and will follow-up. Does the Board want to continue to support this effort in the form of a \$250 scholarship? (all vote aye)

- Past President's Report – Britt Farley (not present - read by Mary)  
in 2018 Baptist College representative reached out to SFA following hurricane Michael. The library and archives sustained damaged which incurred mold damage. Ruth reached out to update - she has resigned her position there, moving to Tennessee. She did not indicate the current status of the Bible College collection which is still operating out of a temporary location.

- Vice President's Report – Tyeler McLean, no report in this capacity, I will have more under annual meeting.

- Treasurer's Report – Jay Sylvestre  
Update on SFA account balances.  
Savings \$35,078.40  
Checking \$ 5,597.79

SFA is caught up in Quickbooks online, all of the balances are current and up to date. I have provided printouts statements and the reconciliations reports for 2019 of these accounts for the audit committee.

When we file the 2019 taxes we can complete the change of fiscal year.

- Secretary's Report – LuAnn Mims, all of the previously approved minutes have been updated on the SFA website.
- Directors Report –  
Gerri Schaad, no report  
Annia Gonzalez, no report

Board Affiliates:

- Web Communications – Krystal Thomas, Georgen Charnes, Chuck McFarland (not present)  
Georgen- we fixed a minor problem on the site, now members can search the membership list. Our private emails are not searchable.

Krystal - I have turned over everything to Georgen and Chuck, we will do the official turn over at the annual meeting this year. To clarify their duties Georgen will be the communications manager, she will take the lead, while Chuck will fill the assistant role, a position that has been vacant.

- Newsletter – Jessica Orozco, not present, report read by Mary

The drop box materials are all up to date, she is trying out a new online publisher. She is also reviewing the website to ensure the newsletters are all up to date.

- Journal – Rachel Walton, the editorial board met to plan our next edition. Since our last meeting we have had another change in our membership. Taylor stepped down as peer review editor, a few people have reached out with their interest in this capacity. When we have someone new going into that role, changes will be updated on SFA website.

At this time, we are putting out a call for reviewers for articles and tools via newsletter and social media outlets. We also have plans to do training on the open journal peer review system since we have added new people to the group and also serve as a refresher to those returning.

We have plans to do another table at the annual meeting reception, will work with the planning committee again for logistics.

- CUA Section – Doris Van Kampen-Briet, Chair

Since the last meeting we have finished up the survey. I have just finished compiling the list of college and university archivists emails and sent it out. The survey was sent out to CU&A members and non-members using institutional emails located from websites.

Mary: Where did you get the list? and did it only go out to university archivists? I did not receive one, as did several others. We can come back to this later.

- RAAC – Mary Rubin, Chair

RAAC is undergoing a reorganization so I will have more news at the next meeting.

Committees:

- Membership Committee – Susan Swiatosz, Chair

We have 11 new members since December bringing our total membership to 157; corporate 3, institutional 32, and 122 regular. The renewals went pretty smoothly; we still have 55 memberships that are overdue or lapsed. Gerri and Annia have been personally contacting these people. The plan is to archive the lapsed memberships in Wild Apricot, then delete those members from the listservs if we don't hear from them by the end of the month. I just want to make sure that is ok?

Mary: I am fine with archiving and removing from listserv.

Susan: Who has the badges and other materials we have at the registration tables for annual meeting?

Annia: I have the and can send them to you.

Mary: John Nemmers may have some as well. We need to get an inventory of what we have to know what we need for the template.

- Revision Committee – Mary Rubin, Chair

We are officially done. The draft document is now the official document

- Disaster Ad Hoc Committee - Gerrienne Schaad, Chair, no report

- Audit Committee - Katharine Labuda

We have received all the documents from the treasurer. This year we only have two members of the committee, in the past we have had three or more so this might take a little bit longer. We will both be looking at everything to double check. We plan to be finished by mid-March.

- Judith Beale Scholarship Committee - Rachel Walton, Chair

The committee members are returning from last year's so we will use the same procedures as before. We are meeting early next week to finalize our timeline. March 9th is the date to release the announcement, with a final closing on March 30th. We will make a decision rather quickly to notify recipients by April 6th. They will have a full month to make arrangements which is important for logistics. We will reach out to membership committee to make sure they are a member in good standing. We will also reach out to the treasurer to determine how much we can award this year. We will also update the SFA website's information.

Jay: I would need to review what we brought in from the silent auction last year. I will pull that total together for you in an email. The combined total is \$948, do we want to round that up?

Mary: \$950, seconded by Gerri. Please email to Rachel.

- Nominating Committee - Brittney Farley, Chair, not present, report read by Mary

The committee recently sent out candidate nominations for SFA Executive Board. As of today there has been one nomination for vice-president/president elect and one self nomination for director. There has been no nominations for the CUA section chair. She will reach out again to secure nominations for the other positions. The deadline is this Friday, February 28th. She is planning on having the ballots out by next month. If anyone has someone to nominate please reach out to encourage participation.

- Awards Committee - Sarah Coates, Chair (not present, report read by Mary)

The Committee has formed and seeking nominations for the Award of Excellence. She has submitted an article to the SFA newsletter, and periodic calls out to the listserv in hopes of getting nominations. She is asking the Board to talk to colleagues to submit a nomination or letter of support. Nominations are due April 1, 2020.

- Annual Meeting Committee – Laura Marion, Chair

The main things to report are the contract has been signed and the check has been cashed. I get nonverbal confirmation by telephone. We have been getting proposals for sessions. The deadline is

this Friday. Tyler is working to get all the receptions and tours set and confirmed. The pre conference workshop details will be finalized tomorrow. We will reach out via email for board approval once everything is in place.

One of the receptions will be held at the Governor's House, incurring a charge of \$35 per hour, anticipating total of \$140 for 4 hours. Aramark is the selected caterer vendor per contract.

Mary: call for approval (all say aye)

Old Business: none

New Business: none

Adjourned at 2:22pm by Mary Rubin