

Society of Florida Archivists

Annual Business Meeting, 2022

Held at
the Society of Florida Archivists' Annual Meeting,
May 12, 2022 at 11 am (EST);
UCF DoubleTree East, 12125 High Tech Avenue, Orlando, FL 32817

Call to Order

11:03 am EST, David Benjamin, President

Executive Board Reports

President's Report (David Benjamin):

I want to thank all the officers, committee chairs and members, and board affiliates for their hard work over the past year. It was a pleasure working with everyone. I know everyone is busy – it seems we are all busier than usual – and I appreciate them taking time for SFA.

Florida History Day sponsorship: SFA again sponsored the Junior and Senior Best Use of Primary Sources award for the 2022 Florida History Day (\$250.00). What a great way to illustrate the importance of what we do and the collections in our care.

Ad Hoc Disaster Committee: The Board discussed the Ad Hoc Disaster Committee and what should happen with this committee going forward. We had many great discussions and ideas about how SFA can support members and organizations after a disaster. However, the logistics of support are tricky and complicated. For example, many of our members are at academic institutions where accepting outside funding for something like disaster aid is, to say the least, "difficult" – if not downright impossible. In addition, when we think of disasters in Florida, we usually think of natural disasters, such as hurricanes. Is there a specific type of disaster that should be covered, or is it all disasters? Also, how fast could we react to a need? As an all-volunteer organization, our membership is not always available at a moment's notice. Therefore, I have asked the committee members to prepare a summary of their work and suggestions for the Board. I would like to have this to the Board by early fall.

Professional Development Committee: The Board discussed creating a Professional Development Committee for SFA. While we all agree this is a great idea, there is concern that not enough SFA members are willing to serve on this committee. I wonder

how much interest there is in a professional development committee and what our membership wants from the committee.

SFA Newsletter: We have a newsletter editor. Thank you to Patricia Fiorillo from the Boca Raton Historical Society for taking on the newsletter. I am sure Patricia could use help with this. If you are interested in helping her, please reach out to Patricia. Also, if you have an idea or want to write something for the newsletter, please work with Patricia.

The Board spent time over the past year talking about the newsletter. Specifically, how does a newsletter fit in with SFA? What do members want to see in the newsletter? Do they read it? We have several ways of communicating with members – the Journal, the Newsletter, the listserv, the Facebook page, Twitter, and the webpage. How do all these work with each other, and how are they different? How are we using each of these? Is there overlap? All questions that we should look at going forward.

Finally, I want to stress the importance of volunteering for SFA. I would love to see some new names on the Board and committees. Please, please consider giving time to SFA. I will soon start looking for a slate of officers next year. I would love to see multiple names on the ballot for positions.

Vice President (Sarah Coates):

- Created the SFA member survey for communication and professional development that will be coming out along with the conference survey after this conference is concluded.
- Served as Co-Chair, along with Mary Rubin, of the fabulous SFA Annual Meeting Committee. Assisted in planning the conference, and worked closely with members of the committee to solicit sponsors for the conference.
- Looking forward to leading SFA in the next year, and learning more about how we can best serve our members.

Past President (Tyeler McLean):

We regret that Tyeler cannot join us, but we wish her the best in her new role!

Treasurer (Jay Sylvestre):

SFA's official Fiscal Year has transitioned to coincide more closely with the financial cycles surrounding the annual meeting. The new organizational Fiscal Year will start July 1, 2022, through June 30, 2023. The Short Year forms will be filed by the incoming treasurer, Nick Iwanicki.

As a reminder, SunTrust and BB&T have merged to become Truist. Account numbers have not been affected by this change.

July 1, 2021 – May 6, 2022

Statements for 2022-2022 were received and reconciled to date.

Balances as of May 6, 2022

Checking account balance:	\$20,931.23
Savings account balance:	\$33,868.61
PayPal account balance:	\$2,976.13

Total funds at end of April 15, 2021: \$57,775.97

Income from July 1, 2021 – May 06, 2022

Membership dues:	\$4,060.00
Judith Beale Scholarship donation:	\$210.00
Investments (Interest):	\$2.84
Annual Meeting Registration (2022):	\$4,910.00
Annual Meeting Sponsorship (2022):	\$6,815.00
Workshop Registration	\$210.00

Total Income: \$16,207.84

Expenditures from January 1, 2021 – April 15, 2021

Business Expenses Bank Fees	\$494.12
Business Registration Fees	\$151.25
Quickbooks Fee	\$490.00
Listserv Fee	\$200.00
History Day Sponsorship	\$250.00
Website & Web services	\$503.88
Mailing and supplies	\$0.00

Program Expense

Annual Meeting (2022) Reception Venue	\$900
Annual Meeting (2022) Catering (Pending)	\$8,341.26
Annual Meeting (2022) Supplies	\$335.07
Annual Meeting (2022) Internet	\$450.00
Refunds	\$260.00
Scholarships (Pending)	\$0.00
Speaker Fees	\$0.00

Total Expense \$12,375.58

Net Ordinary Income: \$3,832.26

Secretary (Cara DeSimone):

Previous meeting minutes are available at the [Society of Florida Archivists - Board Meeting Minutes \(wildapricot.org\)](https://wildapricot.org).

Going forward, minutes will be emailed to the board for approval prior to posting to the site. This task has been performed inconsistently in the past.

Directors' Reports (Andy Huse and Rhia Rae):

- Participated in board meetings
- Participated in CUA online video sessions and presentations
- As members of the Membership Committee, we assisted the committee chair in contacting lapsed members through email and helping the ones that had issues with the payment process.
- Assist with in-person registration during SFA Annual Meeting.
- Wrote short article for newsletter on lone arrangers in large institutions.

Committee Reports

Membership Committee Chair (Susan Swiatosz):

The membership committee consists of the Chair along with our two directors, and this year I had the pleasure of working with Andy Huse and Rhia Rae. I would like to thank them for all their help this year, particularly during renewal season. I would also like to thank them along with Adam Hunt for their help with this year's registration table.

SFA's current membership totals 161. There are 2 corporate members, 26 institutional members, and 133 regular members.

A gentle reminder, Susan will be entering the last year of her term as Chair.

Audit Committee (Gerrienne Schaad):

We, the members of the Audit Committee, are pleased to submit the annual report of the internal audit of the Society of Florida Archivists (SFA) financial statements covering the period January 1, 2021 to December 31, 2021. In keeping with established procedures, this report provides a quality assurance review of the 2021 accounts. The 2021 Audit Committee has found no discrepancies for the 2021 calendar year concerning the Checking, Savings, or PayPal accounts.

Archives Month (Sarah Coates):

In conjunction with Georgen Charnes, organized the Archives Month posts. 16 posts highlighting materials from 11 different archives across the state were sent to the SFA listserv, the SFA Facebook page, and the SFA Twitter page.

Ad Hoc Disaster Committee (Gerrienne Schaad):

Members of the ad hoc committee met several times over the course of the year virtually to discuss the future of the committee. The chair had several discussions with the SFA president, then the board. The president requested a final report from the group about the future of the ad hoc committee which will be written in June 2022.

Annual Meeting Committee (Mary Rubin and Sarah Coates):

- Thanks to the committee members for all of their hard work in planning this conference and making it a success! Members this year: Sarah Coates, Mary Rubin, Whitney Broadway, Rachel Walton, Erin Mahaney, Laura Marion, and David Benjamin.
- Be on the lookout for a post-conference survey, and please fill it out!

College University Archives Sections (Sarah Coates):

- CUA meeting deferred from 2021 annual meeting for lack of business.
- Andy Huse will be the incoming Section Chair and will coordinate with Board on the future of the Section.

Nominating Committee (Tyeler McLean):

- David reporting on behalf of Tyeler
- Thanks to Tyeler and Mary Rubin for taking this with some help from me.
- Announcement of election winners: Adam Hunt (director), Nick Iwanicki (treasurer), and Rhia Rae (incoming VP). Rhia's remaining term as director will be filled following the meeting through appointment by the incoming President, Sarah Coates.
- As voting was held online, we have no ballots to destroy.

Judith Beale Scholarship Committee (Joe Gentili):

This year's Scholarship winners are John Clark from USF and Amelia Dixon from UNF.

Award Committee (Annia Gonzalez):

- I would like to thank the members of the SFA Awards Committee for their contributions and support during this year. Thank you Andy Huse, Amanda Levasser, and Rachel Walton!
- The committee selected Mary Rubin as the recipient of the 2022 SFA Award of Excellence.

Board Affiliates

Web Communications (Georgen Charnes):

- This conference marks the end of my service as Web Communications Manager
- The Assistant Web Manager is still vacant
- Website:
 - Website content: Posted jobs, archives month content, newsletter, page under “Resources” for “Florida Regional Archivist Groups.”
 - Website use May 2021 - May 2022: Visit numbers are up from 22K page views (17K unique) 2020-2021 to 25K page views (19.5 unique), chiefly for the jobs and annual meeting information.
- Listserv:
 - Having successfully moved the listserv to groups.io, the old FSU list archives were exported and the files were uploaded to the SFA dropbox. However, a request was made to continue to make the archives available in the FSU interface so that they can be searched and displayed, so that listserv is still unofficially active, and new members will have to have a login there as well as the groups.io listserv. Anyone posting does receive a note stating that the listserv has moved and gives the address.
- Social media:
 - Facebook group: 240 members, 8 administrators (David Benjamin, Tyeler McLean, Laura Douglass Marion Tibbetts, Mary Rubin, Krystal Thomas, Tomaro Taylor Vela, Chuck McFarland, Georgen Charnes)
 - LinkedIn: added posts for archives month
 - Twitter: There is no manager and only gets used for Archives Month
 - Flickr: (used for 2014 and 2015 archives month)

Newsletter Editor (Patricia Fiorillo):

- All sponsors received notable mention in the Spring issue of the newsletter.
- The upcoming Summer issue will feature summaries of the 2022 Annual Meeting.
- The Summer Issue is planned for July 1st.

Regional Archive Associations Consortium (RAAC) (Rory Grennan):

In November 2021, I was appointed to a two-year term as SFA RAAC Representative by SFA President David Benjamin.

In January 2022, the RAAC Steering Committee established a directory of archival speakers. Through the SFA email list and quarterly Board meetings, I encouraged interested SFA members to self-submit contact information, and I'm pleased to report that some did.

Summer projects from RAAC will include spotlights on regional associations, shared through email and social media, and I will work to see SFA included. RAAC has also begun partnering with SAA's Committee on Public Policy to train regional associations to advocate to their US Representatives and Senators for increased funding and support for NEH, IMLS, NARA, and NHPRC (and thus for the archival profession). More to come on implications for SFA.

I look forward to reporting on these efforts and more at future SFA Board meetings, and to representing SFA at the RAAC Annual Meeting in July. Thank you for having me as your RAAC representative.

SFA Journal (Rachel Walton):

The Society of Florida Archivists Journal (SFAJ) Editorial Board met virtually, one time on October 13, 2021, to briefly orient new members and host a discussion about roles, responsibilities, and possible improvements to workflows and web spaces. All other Board communication and processes happened through Open Journal Systems (OJS) and/or via email in the months following the October meeting.

Vol. 3 of SFAJ was published on 5/6/22 with two full length articles. An announcement to the listserv went out but further announcements will be forthcoming during and after the week of the Annual Meeting. In addition, more content will be added to this issue in the coming months as submissions continue to come in. Announcements will be made when new articles and reviews are live online, but readers can always locate the latest and archived issues of the Journal on the SFAJ website or on the SFAJ page of the SFA website.

At the time this report was submitted, the Editorial Board has one submission that is being prepared for peer review and another one finishing up copy editing.

Rachel hosted a "Meet the Editors" table at SFA's Annual Meeting reception on Wednesday May 11th at UCF Libraries, to allow for informal conversation about future

submissions from membership. Recruitment emails and a call for book reviewers will come out via the listserv in the coming months as well.

Goals for the Editorial Board in the coming year include -- offering new board members a more thorough onboarding and in-depth education on editorial workflows; updating our documentation online and internally to reflect changes/tweaks to our editorial process; and scheduling regular monthly meetings for the rest of the year so we can stay on track and in better communication as a group. We are also interested in making further improvements to the Journal's website.

Business

Old Business

All of our old business was covered in the previous reports. Bravo, team!

New Business (David Benjamin)

- Web Communications Manager
 - This is Georgen's last meeting as Head of Web Communications. I want to thank Georgen for all her amazing work. She went above and beyond and took on much doing the work of several positions all by herself.
 - We have a stop-gap measure in place for the next few months until we can find someone to take over as Web Communications Manager. Mary Rubin has agreed to take this on through the end of 2022. We need volunteers for this position and to help with social media and the listserv. Please, if you have an interest in this area or want to help SFA, please consider volunteering for one of these positions.
- Sponsorship and Communications: Some sponsors have requested a conference attendee list as part of their marketing and outreach. The board feels that this action would defeat the security checks built into Wild Apricot (opt-in for messages) and may violate membership privacy. Instead, the President will forward these advertisements to the listserv as a whole, clearly labeled as Sponsored Content. We remind members to review the privacy settings for their account.
- 2023 Annual Meeting: This meeting will also stand as SFA's 40th Anniversary. The Board has often discussed "How can we [SFA] serve better?" and open this time for member comments. Considerations so far have included hybrid meetings, alternating virtual and in-person events, and substantial changes to the conference program format.

- o Gerrienne Schaad asks the membership to consider if we “really need” a two-and-a-half-day conference, or if we might also view alternating virtual and in-person meetings; also notes that hybrid formats incur a much higher operating cost.
- o Florence Turcotte inquires about the attendance of pre-conference activities
 - *Attendance for CCAHA workshops was 5 and 7; the limits were 40 and 20, respectively.*
- o Dean DeBolt suggests reaching out to adjacent institutions that may be hosting Lone Arrangers and investigating if they are SFA members, and if not, why not. He suggests Zoom as an effective alternate format as not all archivists have a travel budget to attend meetings.
- o [Unclear] reports that as a new member it is easier to connect face-to-face than over Zoom. Additionally, a full day of travel to attend the meeting is a scheduling issue that students and recent graduates may not be able to justify.
- o Hannah Davis reports seeing a similar trend in other regional archival organizations.
- o Emily Halevy mentions that MARAC/MAC and SGA have been trending towards hybrid options and suggests SFA consider offering an Opening Night Mixer and concurrent sessions.
- o Andy Huse suggests a pre-conference “warm-up” to be held a week prior, online, to promote inclusiveness for those who cannot attend the in-person meetings.
- o Wenxian Zhang reminds us that the Florida Historical Society meeting roughly coincides with SFA’s meeting, and we have held joint meetings in the past. FHS regularly holds the meeting on a cruise, which is enticing but expensive. He also suggests considering dividing the conference into two separate events, one that is more casual and one that is more academic.
- o Rhia Rae suggests shorter workshops (half-day?) interspersed with other conference programming.
- o Andy recommends streaming from outside of the hotel (from the host university perhaps) as a way to avoid the AV conference fees.
- o Florence reports that the FHS hosts a Public History Forum annually in May and a graduate/academic event in the fall. This allows for more field trips, tours, and activities such as an awards banquet and keynote speaker.

- 12:02 Gerrienne Schaad moves to adjourn;
 - o Seconded by Annia Gonzalez

Carady DeSimone, Secretary

David Benjamin, outgoing President

Sarah Coates, incoming President