



Society of Florida Archivists

Quarterly Board and Affiliates Meeting

Thursday, February 29, 2024

2PM - Zoom [host: Rhia]

<https://fiu.zoom.us/j/85919617499?pwd=NXNQemNNWDBoL2lIQ0NIWDBkQS9EQT09>

Meeting Agenda

In Attendance:

Regrets: Rachel Walton, Sarah Coates, David Benjamin

★ *Call to Order:*

★ *Quorum met?*

Board Reports:

- President, Rhia Rae
 - Update Bylaws (amended May 2023) on website. Remove CUA Bylaws. Do we need to take a vote to remove the wording “newsletter” and “CUA” from Administrative Manual and Timelines?
 - Sarah’s opinion-no-I just missed them when I was writing the bylaws updates for the vote we did to remove the CUA and newsletter. Sorry! They can just be removed.
 - Review the Administrative Manual last updates 2017 or 2013. Ask each committee to review the duties and responsibilities and timeline for their corresponding committee and make recommendations to the Board.
- Past President, Sarah Coates
 - Nothing for this-see Nominating committee report
- Vice President, Arianne Johnson Quinn
 - Archives Month was a success, with roughly the same number of submissions as last year. We had wonderful submissions and I could not have done it without Ali’s expert help!
- Treasurer, Nick Iwanicki
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- Secretary, Cara DeSimone
 - Review [December 2023 Board Meeting Minutes](#)
 - Call for approval?
 - Drive vs. Dropbox (vs. Wild Apricot?)
 - Met December 20. Requested container list from State Archives. Krystal Thomas transferred all files to dropbox on January 4, 2024 in a folder called SFA-Archive-Drive, 2.5 GB, and delivered physical harddrive to Carady.
 - Volunteers to review/create records schedule for retention and disposition of the Society's records including a process of transfer to the State Archives.
 - Web Communications team will share a link with Committee chairs to share final reports
 - Deadline for reports?
- Directors, Ali Vargas-Minor & Hannah Davis
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Board Affiliates:

- Web Communications, Ali Vargas-Minor
 - Website: Working on full website review with Paola, AM registration + pages are running, sending weekly headcounts to AM Committee, Paola is going to take over job postings and social media
 - Listserv: Forwarding messages as normal
 - Groups.io re-authenticated some users because they were declared a spam platform (2 affected, 1 is no longer affiliated)
 - FSU reached out about deleting the old listserv since it hasn't been used since 10/2022, unless we reach out it will automatically be deleted on 3/27/24. The archive on Dropbox is almost fully up to date except for between 9/2021-10/2022. Thoughts on keeping it there or removing it after full archiving?
 - Social media: Paola is working on semi-regular posts, does the Board want to discuss this further?
 - Ideas: public FB page, expanding to other platforms
 - Dropbox vs. Drive: Proposal to adjust our subscription to allow more access
 - Current usage: 16.8 GB of 2 TB
 - Current account (Plus): 1 user, 2 TB, \$119.88/year
 - Family plan: up to 6 users, 2 TB, same benefits as Plus and gives everyone their own contributing accounts, \$203.88/year
 - Google Drive/Google One:
 - Premium Plan: 2TB, share storage with up to 5 users (but can add contributors to files as necessary like Dropbox), gives unlimited/un-timed video calls on Teams + YouTube live streaming, and calendar/meeting features, \$99.99/year (\$7.49 for first 3 months)

- Otherwise WCM can do annual review of Dropbox and invite incoming Board members to appropriate folders
- **SFA Journal**, Rachel Walton (*Unable to attend, reporting via email*)
 - The Society of Florida Archivists Journal (SFAJ) published a new issue in December 2023. Find the entire issue online here: <https://journals.flvc.org/sfaj/announcement/view/167>.
 - The SFAJ Editorial Board is scheduling its first 2024 meeting in March at which the group will consider future possible articles and other publications for a 2024 issue.
 - A Call for Papers will come out later in March. SFAJ will also be setting up a table at the annual meeting to help with recruiting new content.
- **RAAC**, Katherine Labuda
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- **SAA Liaison**, Gerri Schaad
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- **Membership Committee**, David Benjamin (*Unable to attend, reporting via email*)

Current membership:


 - 160 active members
 - 131 individual members
 - 2 corporate
 - 26 institutional

The above includes 14 new individual members and one new institutional member who joined after January 1, 2024.

We had 46 memberships that lapsed, including two corporate and five institutional memberships. I am still working through this list, removing people I know who have moved out of state or retired. Also, there are a few lapsed members who are also listed as still active. I assume they joined as a new member instead of renewing. I am working on those.

Thanks to Ali for her help with several issues, including one with active members not being able to register for the annual meeting.

- **Annual Meeting Committee**, Michael Zaidman
 - Wed night event at the Boca Raton Historical Society, catering would be \$15 per person - is this OK?
 - Tue night event at Deerfield Beach Historical Society, we would like to try a Photo Booth to add some fun to the evening, the Photo Bros contract would be \$290 for 2 hours with props and unlimited prints - is this OK?

- Swag - We would order koozies with SFA logo, \$140 for 100, we can add one to each registration bag
- Registration launched Feb 7, 16 sessions scheduled.
- 17 people registered so far - please sign up and book your hotel room.
- 9 sponsors worth \$4,550 so far.
- Thanks to Ali Vargas-Minor for updating the SFA website for the meeting and all our changes.
- Awards Committee, Kacee Reguera
 -  2024 SFA Award of Excellence Call for Nominations Draft
 - Send out call on Monday, March 4; second call March 18; deadline April 4
- Audit Committee, Keila Zaya-Ruiz
 - Treasurer has been contacted for financial review documents.
- Judith Beale Scholarship, Joe Gentili
 - Update
- Nominating Committee, Sarah Coates
 - Have one nominee for Director. If Cara is still willing to run for Secretary, she is the only candidate so far. We do not have anyone for VP-please shake your networks and make a plug. I will send out an email to the listserv again next week to beg for more folks to volunteer for these positions.

Old Business

- Ad Hoc Committee Adam Hunt Internship Scholarship
 - **TO DO:** Add Adam Hunt donation wording to the Registration form. Work with Ali - Judith Beale/Adam Hunt
- Ad Hoc Committee Professional Development - Sarah Coates, Keila Zayas-Ruiz?
 - Speaker Cara DeSimone - USA Jobs and How to Hack it.
 - Suggested Programming: professional development quarterly workshops; e.g. short targeted presentation (from someone in the field - University, Government, Corporate, etc) with resume peer-review session following. Are there certain times of year where recruitment is more active?
 - Put out a Call for Volunteers

New Business

- 2024 Annual Meeting Committee
- Adam Hunt Internship Stipend Ad Hoc Committee - fundraising campaign update
 - Official kickoff will be at Annual Meeting
 - Fundraising Goal?

★ **Adjourn:**