

Minutes  
Society of Florida Archivists Board Meeting  
May 21, 2020 @ 1:00 pm  
Via Zoom

SFA Members present: Georgen Charnes, Sarah Coates, Britt Farley, Annia Gonzalez, Tyeler McLean, LuAnn Mims, Jessica Orozco, Mary Rubin, Gerri Schaad, Susan Swiatosz, Jay Sylvestre, Rachel Walton

Call to Order: Mary Rubin – President, called meeting to order @ 1:02pm

Call for Approval of Minutes: LuAnn Mims – Secretary, Mary Rubin made motion to approve, with 2<sup>nd</sup> by Gerri Schaad, minutes are approved and will be filed to portal

Board Reports:

- **President's Report – Mary Rubin - 2020 Florida History Day** occurred digitally this year. SFA sponsored the Best Use of Primary Sources Award. Thank you to Jay for making sure they received our \$250 sponsorship. The winner of the Junior Division of the Best Use of Primary Sources was Eva Serebrova for Breaking Barriers: Russia's New Regime from Eustis Middle School in Lake County. The winners of the Senior Division of the Best Use of Primary Sources was Angela Li, Krish Asknani, and Serena Bhaskar for Ping Pong Diplomacy: Breaking Barriers of Belief. They are from Palm Harbor University High School in Pinellas County.

**SFA Zoom Lounge Sessions.** I have facilitated 5 zoom sessions over April and May to help bring our members across the state together to share and discuss topics around the ongoing pandemic. Two sessions were general and had questions to steer the conversation. Two sessions had the topic of reopening and one session had the topic of ideas and actions for students and job hunters. At most, there have been 12 attendees at once. The majority of attendees work at academic institutions, which makes me wonder about the state of the historical societies and smaller archives across Florida. In the emails about the zoom lounges, I've asked that people that can't make it but would like to attend to email me but I haven't heard from anyone.

**State of Archival Jobs in Florida.** I also haven't heard of any furloughs or lay offs for archivists, although I am personally dealing with a hiring freeze and a loss of budget for student employees. Has anyone heard about any furloughs or lay offs for archivists in Florida? SFA has an emergency fund of \$500, which has rolled over to \$1500 by 2020. I move to establish an Emergency Fund Committee to develop a way to connect these funds with people that might need them due to the COVID closing. Motion opened by Mary, 2<sup>nd</sup> by Susan S. with vote approved by board. Members of the Committee will be Gerri, Jay, Sarah and Mary.

**Future Annual Meeting.** Normally we'd announce the next Annual Meeting location at this time; however, I want our Annual Meeting Committee discussion for this year to occur before we make any adjustments to future meetings.

2021 Annual Meeting in Orlando???  
 2022 Joint Meeting w/ FHS???

**Business Meeting & Transitions.** Another aspect that I want to discuss during the Annual Meeting Committee discussion is the business meeting. This is also part of the New Business on our agenda. The business meeting usually functions as our turnover with elections. Depending on the results of our Annual Meeting discussion, we may want to consider holding a virtual Business Meeting. Regarding transitions, \*\*\*\*Brittney will cover the results of the election shortly but I also wanted to bring the topic up. We will have a new Vice President and Director as well as new CUA Chair and Secretary. If you are currently in these positions and are rolling off, I encourage you to reach out to the person in your position to facilitate the transition. So Tyeler, Gerri, and Doris, please make a note to reach out to your successor. I'll reach out to Paige, who is not on this call. Part of transition also includes that outgoing members transfer current records to the incoming Board members; and any non-current records being transferred to the President for transfer to State Archives. So any records that need to be transferred to the state archives, please send those to me. So with all of this said, I do consider this meeting to be my last meeting as President. I want to thank you all for your service in the last year. As one of my last tasks as President, I will send formal thank you letters shortly. But I sincerely thank you all for volunteering your time.

- Past President's Report – Britt Farley (no report)
- Vice President's Report – Tyeler McLean (no report)
- Treasurer's Report – Jay Sylvestre

Account Balances:

Checking: \$3,969.05

Savings: \$35,081.73

PayPal: \$4,081.64

Total: \$43,132.42

Judith Beale Scholarship Balance

Silent Auction: \$647

SFA: \$500

Donations: \$41

Total: \$1188

Annual Meeting Refunds

Registration: 5 (\$575)

Workshop: 2 (\$40)

Recently Paid: PO Box renewal. WildApricot Renewal. Filed IRS 990-N form. Still need to updated the Sunbiz profile and file with the Department of Agriculture. History day sponsorship \$250.

- Secretary's Report – LuAnn Mims, please send notes via email for minutes
- Directors Report –  
Gerri Schaad, has been supporting membership activities  
Annia Gonzalez, no report

#### Board Affiliates:

- Web Communications – Georgen Charnes, Chuck McFarland (not present)  
Domain name is expiring, will work with Treasurer to extend this. Working with Annual meeting group to go forward with registration decision
- Newsletter – Jessica Orozco, working on Spring edition. Possibly going to offer a special Quarantine Edition to round up how libraries and museums across the state have adjusted services given these new restrictions. Response request could be sent out via the listserv.
- Journal – Rachel Walton, the editorial board will meet next week. We are offering training on Open Journal for those coming in new to the committee. We have three committed articles for the next issue, looking for someone to do tech reviews. Will be reaching out via the listserv.
- CUA Section – Doris Van Kampen-Briet, Chair (not present, no report)
- RAAC – Mary Rubin, Chair - RAAC is working on a webinar and resources for regional organizations to hold virtual annual meetings. I responded to their call about our Annual Meeting status as TBD by today

#### Committees:

- Membership Committee – Susan Swiatosz, Chair  
Since last SFA meeting we have gained 2 new member and 3 returning which brings membership to 165 (though 3 are duplicated in their institutional bundle). The breakdown is; 4 corporates, 31 institutional and 130 regular.
- Disaster Ad Hoc Committee - Gerriane Schaad, Chair, the committee is in the process of creating a form
- Audit Committee - Katharine Labuda (not present, no report) a final report was sent via email
- Judith Beale Scholarship Committee - Rachel Walton, Chair – this is all relevant to the postponement of the Annual Meeting. We have extended the deadline and sent reminders on the listserv. We have two student applicants, they may be time limited and not available or meet criteria when we do host the meeting.  
Can we carry over funds from this year's budget to next year?  
Jay: the silent auction at the Annual meeting drives the funding for the scholarship. It covers registration costs and some travel.

Maybe we could offer as an alternative a monetary award that would cover SAA approved course to encourage their professional development. Board approved alternate award of \$159 per recipient.

- Nominating Committee - Brittney Farley, Chair, the general election was completed on May 5. I will send out announcements via listserv. Incoming Vice President is David Benjamin, new Director is Andy Huse, CUA Chair is Alejandro Barbon
- Awards Committee - Sarah Coates, Chair – to date we have received zero nominations for Awards. COVID 19 might be partially responsible since many places have shuttered or going to work for home scenario. Nominations will be encouraged via listserv emails and newsletter.
- Annual Meeting Committee – Tyeler McLean

Everyone has been updated to changes due to postponing the May meeting via email. We have several options on the horizon: 1- hold a virtual meeting, 2- Hold a Sept/October meeting at the same venue. A note here is that school will be back in session and the session would move to the hotel. Or 3-cancel for 2020 altogether, plan for 2021. Many groups have travel restrictions and budget limitations due to current climb.

The hotel in St. Augustine is agreeable to renegotiated terms for May of 2021.  
Board votes to go with option 3, Mary will send out an email to SFA listserv.

Old Business: none

New Business: An annual business meeting will need to be held, scheduled for Tuesday, July 14<sup>th</sup> @11am

Adjourned at 2:12pm by Mary Rubin