

**Society of Florida Archivists Board and Committee Members**  
**Quarterly Meeting Minutes**  
**Mar 02, 2022, 10 AM EST - Zoom**

- ★ *Call to Order: 10:02 am (EST), David Benjamin, Pres.*
- ★ *Call for approval of previous minutes: Jay Sylvestre, Treas.*
  - *Second: Cara DeSimone, Sec.*
- ★ *Attending: David Benjamin, Mary Rubin, Gerianne Schaad, Susan Swiatosz, Hannah Davis, Rhia Rae, Jay Sylvestre, Andy Huse, Sarah Coates, Tyeler McLean*

**Board Reports:**

- **President, David Benjamin**
  - **Annual Meeting Board Meeting:** On Thursday, May 12, there is Directors Meeting from 8:30 – 9:15 at the annual meeting.
  - **Annual Meeting Business Meeting:** We have scheduled a business meeting for Thursday, May 12, from 11:00 – noon. This meeting serves as a quasi-annual report for SFA." (M. Rubin, email 2022) Every board member, affiliate, and committee chair must report on the previous year's work (June 2021 – May 2022). If you cannot attend, please find someone to give your report. Also, everyone must supply Carady with a **written copy of their report by Friday, May 6, 2022.**
- **Past President, Tyeler McLean**
- **Vice President, Sarah Coates**
  - Have been contacted by a company who manages association websites:

I work with AMO, a user-friendly association management system. We help hundreds of organizations automate membership dues, set up and run online events and launch beautiful, member-focused websites.

Here is some of what AMO provides:

- Timely support
- Flexible dues automation
- Plugin for WordPress websites
- Website management
- Event management
- Integrations with Quickbooks and Mailchimp
- Feel free to check out our introductory video to AMO.
- If you would like to discuss the AMO platform, schedule a time for a quick demo.

*Q: Would SFA be interested in contracting out this type of work? Or to have a company run the website (like the ACA has?)*

The board discussed the pros and cons of such an arrangement, including past experiences and rates, and determined that at this time, the cost incurred would not be worth the staff duties this service would cover.

- **Treasurer, Jay Sylvestre**
  - **ICYMI:** as a result of a recent merger with BB&T, Sun Trust is now Truist. All account numbers remain the same, but statements and documents will reflect the change.
  - **Balances:**
    - Checking: 33,868.04
    - Savings: 13,471.35
    - Pay Pal 2,976.13
    - **Total 50,315.52**
  - **Standby:** IRS short-year form to move FY date: will be triggered upon filing of this year's taxes and state registration.
  
- **Secretary, Carady DeSimone**
  - Agendas and minutes will be available in the SFA dropbox and through the SFA website going forward. With the exception of the Sept. 2021 agenda, all documents have been uploaded.
  
- **Director, Andy Huse**
  - Nothing to Report
  
- **Director, Rhia Rae**
  - Much thanks to Andy and Susan for making easy work of the membership renewal drive.
  - Suggests a Meet & Greet mini-session for the annual meeting, perhaps as a closing to the Business Meeting, to encourage participation in volunteer roles [recruitment efforts!]
    - GC recommends RBMS's info sessions for committees, which are sometimes held at their conference.

## **Board Affiliates:**

- **Web Communications, Georgen Charnes**
  - **Website:**
    - Annual meeting.
      - Added registration for annual meeting. Events with no guest limit are included on the main registration form. Events with a guest/attendance limit have to have their own registration form.
      - Added sponsorship registration. Handled significantly differently this year. Sponsors are to fill out a Google form which leads to an unlinked registration form. As of 2/28/2022, we have two "item level" (\$350) sponsorships and one "folder level" (\$600) sponsorships, but I need to know what was promised in terms of advertising on the website, and logos.



- o This is fairly consistent with this time last year – we always lose some people during the renewal time, but the total membership usually starts creeping up again as the Annual Meeting approaches. We are still getting some renewals in and since December 4 we have 9 new members. At the end of February, I archived all of the lapsed members and removed them from the listserv.
- **Ad Hoc Disaster Committee, Gerri Schaad**
  - o DB & GS discuss the options (realistically and otherwise) of maintaining this effort as a standing committee, and how that may look in terms of raising and disbursing funds.
    - RR suggests a resources page for small institutions, and DB touches on the alternate issues of control and funding within larger institutions [remember: “it depends...”!]
    - GS and CD share the pitfalls of AWEF/SAAF and the financial and legal reasons for the sunset/dissolution of the former mutual aid partnership (largely due to tax and legal regulations).
    - JS believes it is still important to respond and support our members and their institutions, and to be helpful when and where we can. SC recalls a previous suggestion of providing lunch for volunteer cleanup crews.
  - o *The President requests a final report, with recommendations, from the committee in preparation for the sunset of the ad hoc Disaster Committee with the conclusion of the 2022 Annual Meeting.*
- **ArchivesSpace Group, Hannah Davis**
  - o Monthly meetings have been suspended in lieu of using the listserv for communicating about ASpace issues; plans to enhance the ASpace page and schedule trainings for SFA ASpace users
- **Annual Meeting Committee, Mary Rubin**

**2022 Meeting: “Moving Forward: Where do we go from here?”**

  - o \$3900 in sponsorship money so far (5 sponsors total for paid sponsors, several other will be credited as sponsors as they are providing a service)
  - o As you may have seen, David continues to email encouraging registration. As of yesterday afternoon, we have 14 registrants and 5 sponsors.
  - o If anyone knows of sponsors that want to be involved, please email Sarah Coates.
  - o Over email, there was unanimous approval to add “retiree” to the student rates of \$30 (member) and \$50 (nonmember).
  - o As the board may have seen, the Orange County Regional History Center (OCRHC) has asked us to pay for their spaces. Because of that, we have moved two pre-conference workshops to UCF but we are going to go ahead and continue planning the Thursday reception at OCRHC. The total for the space is \$900 and does not include catering. The catering will be expensive but the Annual Meeting Committee is hopeful that the conference will be a net positive for the organization.
    - DB: Do we need alcohol at both receptions?
    - *Board Conclusion: Not a necessity.*

- o SFA 2023: DB wonders if it is already time to start preparing for AM 2023, and if it will be in Tallahassee as anticipated. MR reminds us that next year will be SFA's 40th anniversary (!!). Aside from this major event, the board considers the option of alternating between virtual and live annual events going forward, as rapid-fire planning is becoming unwieldy (and likely unsustainable) for board staff. SS suggests an alternative for virtual/off years could include a collaboration or coordination between SFA and related organizations (FHS or FLA, for example) - to "cross-pollinate between adjacent fields" and encourage outreach by our membership in order to represent archives in other network circles.
  - MR also suggests transitioning to a two-day conference schedule in the future.
  - Current events include speed networking prior to reception on Wednesday and tours on Thursday.
  - GS recommends checking the bylaws for details regarding meetings. If all checks out, we could announce changes at this year's Business Meeting.
  - RR wonders about options for professional development commitments (e.g. tenure, leadership, etc.) on potential off/virtual years.
  - SS clarifies that such a decision may be embraced not because of financial issues within SFA, but more accurately due to the lack of staffing resources.
  - SC reminds us that planning for a two-year events cycle may result in higher discounts or net savings in the overall costs.

### **Old Business:**

- **Update on Board Position Audit:** Tyeler
  - o Standby: conduct a bylaws review in 2022
  - o *Recommendation:* Consider an ad hoc Professional Development Committee; develop into a standing committee in accordance with procedures.
    - Consider implementing a "charge of task" versus amending bylaws to account for standing committees?

### **New Business:**

- The SFA Youtube channel currently includes 7 videos supporting professional development. Use them, share them, make some new ones!
- Per MR & JS, Wild Apricot (web hosting platform) will be increasing their rates. The increase will be manageable financially.
- **Reminder:** Georgen will be rolling off of Web Communications at the conclusion of this year's annual meeting. We will all miss Georgen and value her assistance in this role! Please pardon any web hiccups during the changing of the guard. Those interested in filling this position should contact David, Sarah, or Tyeler.
- JS was contacted by an ALA candidate that wants to reach out to our membership for networking. GS wonders how many individuals would be a cross section of SFA-ALA-FLA membership.
  - o **Conclusion:** We are happy to share links to events, but do not feel it is within our scope to serve as a platform or host campaign events outside of SFA.

- TM: The Museum of Florida History requests to sponsor the Jr/Sr Best Use of Primary Sources award for the 2022 Florida History Day. Quorum passes to sponsor the \$250 award.
    - **Congrats** to Thomas Robinson!
  - DB: **Reminder:** Don't forget about elections! To submit your self nomination, please contact David, Sarah, or Tyeler. We will need the following officers for next year (in addition to Georgen's position):
    - VP/President-Elect
    - Director(s)
    - Treasurer
  - MR adds that we will need a Ballot presented to members 45 days before the Annual Meeting
    - Even if these are write-in ballots due to lack of nominations
    - DB: time to make these announcements!
- ★ *Adjourn: 11:29 am (EST)*

**POST-Script:**

- **Audit Committee**
  - Chair: Gerrienne Schaad
- **Awards Committee**
  - *Nominations for the 2022 Excellence Award are due by **April 15, 2022**, and should be emailed to [Annia Gonzalez](#), Chair of the Awards Committee.*
- **Nominating Committee**
  - Chair: Tyeler McLean
- **Judith Beale Scholarship**
  - *Deadline for applications is **April 8, 2022**, and should be emailed to [Joseph Gentili](#) at [jgentili@archbold-station.org](mailto:jgentili@archbold-station.org), Chair of the Judith Beale Scholarship Committee. More details available on the SFA website.*