



Society of Florida Archivists

Quarterly Board and Affiliates Meeting

9/25/23 11:00 am (EST) - Zoom [host]

Meeting Minutes

In Attendance: *Cara DeSimone, Rhia Rae, David Benjamin, Sarah Coates, Ali Vargas Minor, Gerri Schaad, Hannah Davis, Rory Grennan, SC*

Regrets:

Rachel Walton

- ★ *Call to Order: 11:04, RR*
- ★ *Quorum met? 5*

Board Reports:

- President, Rhia Rae
 - SFA newsletter last issue in production. Patricia Fiorillo has left the archive profession but has agreed to help us with the editing and formatting of the final newsletter.
 - Patricia needs list of new members for newsletter
 - Board voted by email on June 28, 2023 on the selection of 2024 Annual Meeting Committee for the selection of the Wyndham Deerfield Beach Resort, 2096 NE 2nd Street, Deerfield Beach, FL 33441. Unanimously approved and Nick sent down payment.
 - Congratulations to Hannah Davis-Wiatt on receiving the FSU ***Fred Standley Award*** *To recognize a librarian who has demonstrated exceptional service and accomplishments. It is named for the late Dr. Fred Standley, longtime member of the English Faculty and exemplary supporter and advocate of the Libraries.*
 - Planning on sending out Call for Volunteers for Committee Assignments in November
- Past President, Sarah Coates
 - has names of folks who have approached or were arm-twisted into serving on committees. will send to RR.
 - Congrats to Hannah and thanks to Patricia!

- Vice President, Arianne Johnson Quinn
 - o not present, may come later/send updates
 - o Archives month call is posted
- Treasurer, Nick Iwanicki
 - o no updates, not present
- Secretary, Cara DeSimone
 - o end of term is next Annual Meeting - open to running again, or transitioning to another role
- Directors, Ali Vargas-Minor & Hannah Davis
 - o No updates for directors

Board Affiliates:

- **Membership Committee, David Benjamin**
 - o *DB added in Agenda doc*
 - o *12 new members since annual meeting; 176 total*
 - o *Renewals are upcoming (Dec). -*
 - *discussion: overlapping renewal - 3 months/last quarter? cutoff date for recent renewals.*
 - *chat w/Susan - how handled previously*
 - *SC says should apply only to new members, not rollover renewals.*
 - *DB will send out direct emails to anyone who joins in the last quarter, they will be exempt from first renewal.*
- **Web Communications**
 - o Website: Ali Vargas-Minor
 - Annual Meeting 2024: Info page, save the date and CFP live
 - Archives Month: page created, should it go live with the first post or earlier? [will coordinate with Arianne on postings, will be in training around that time]
 - o Listserv: forwarding emails from Gmail
 - o Social media: scheduling posts for archives month on FB; linkedin?
 - o call for Web assist/social media w/other volunteers
- **SFA Journal**
 - o Journal: Rachel Walton [unable to attend, update sent in advance]
 - The current members of the SFAJ Editorial Board met on 9/7 for 1 hour to talk about jump starting the journal editorial workflows again, now that we have folks filling in for our missing positions of: Co-editor, Book Reviews Editor, and Copyeditor.

- We have two new board members - Joe Gentili (Book Review Editor) and Monica Toth (Copyeditor).
 - One Editorial Board member is on parental leave and will return later this year in her same role as Communications Coordinator.
 - Rachel Simmons is going to serve as Co-Editor for a temporary amount of time until we recruit someone who can work more full time with the journal.
 - We've decided to hold off on active recruitment of new Board Members so that we can devote our energies to getting the next issue out.
 - We are currently preparing three articles (one research article and two book reviews) for a Fall 2023 issue. We are in touch with authors and reviewers so that we can make that happen.
 - We are also working to update the website with these board personnel changes.
- **RAAC, Rory Grennan**
 - My term as RAAC representative will end in November 2023. I was approached at the Annual Meeting by an SFA member interested in taking over. President makes the final appointment.
 - RAAC has been quiet this quarter
 - **SAA Liaison, Gerri Schaad**
 - Forward emails as usual

Old Business

- Ad Hoc Committee Adam Hunt Internship Scholarship -
 - Vision to create a standing committee by the 2024 Annual Meeting
 - Charge - Fundraising Campaign
 - Volunteers: Gerri (chair), Carady, Hannah, Joe, Beth [Nick advises as Treas.]
 - [Adam Hunt Internship Stipend Proposal \(clean\)](#)
 - Met 9/15 for kickoff
 - Long term goal: increase total fund to 50k while interest rates are in our favor - eventually annual interest accrued (est. \$600) plus 1k in matching will cover stipends
 - future meetings to develop web presence and solicit donations.
 - tentative goal to award first position in 2025 (annual meeting)
 - Prepare financial details w/Nick, Board will vote?
 - would take 5-10 years to double the 20k
 - Could SFA supplement the awards for first few years?
 - Sustainability! contingent on fundraising?
 - Board can donate/match (with a vote) but we need goals

- Anticipate funds-matching campaigns and auction type events; particularly in the fall so as not to compete with the Judith Beale fund
 - First 6 months goal: \$5000 matching
- SC clarifies from setting up account with NI. Generally do not touch principle at first, higher rate of return when adding to principle. discussed board in pre-annual meet meeting, many in favor of SFA putting up some money, whether annual budgeting or lump sum donations. but still need money in accounts, so don't want to overspend. all in board supported donations.
 - grow principle before siphoning off.
 - 2 years sounds like an achievable goal, particularly for one recipient
 - strong fundraising drive - event night at AM? specific, targeted donations.
 - RR for 2025 date, suggest a caveat/backup plan, e.g. for shortages, can board step in? GS: ideally 60-70k to create 1500/yr. eventually achievable, but will require maintenance.
 - RR board vote annually may be a solution. Make big plans and we'll figure out contingencies to make informed decisions.
 - RR Can also vote to raise cost of annual meeting, e.g. with a built-in donation to fund
 - SC: annual meeting or membership cost increase vs accessibility w/additional donations always an option. e.g. \$30 to membership, w/\$5 to fund. Board would have to vote, membership likely a positive response with the reason for increase
 - RR if larger institutions, maybe they can also match - vs. smaller institutions who lack funding.
 - GS leadership/mentorship also a debate - should
 - Univ. Business office booo
 - Stack funding w/institution or no?
- RR requests set up info page, fundraising campaign page (Nick & Ali)
- Matching through March, make time for meeting, add campaigns to choose funding
- AVM to create adHoc Committee page
- Connect not compete w/JB

New Business

- 2024 Annual Meeting Committee - MZ not in attendance, sent update in advance
 - Call for Proposals was sent August 23, 2023. **Deadline for submissions Jan 17, 2024.** We hope to everything ready to go by Feb 1.
 - One event night has been secured, first night (Tues) at the **Deerfield Beach Historical Society (need a \$300 check for a deposit)**, it will be catered.

The society is 2 miles away (7 min drive). The society has an exhibit, historic house tour and space for an art project with curator.

- *Q: What is total cost for the event vs. 300/deposit*
- *Q: Need to see contract even if it's not finalized*
 - *can vote via email afterwards*
- Second event night not confirmed yet, but hopeful for confirmation soon.
- We hope to have a pre-conference workshop on Tues morning, still in works.
- **Tomaro Taylor** has confirmed as the keynote speaker.
- South Florida style SFA Logo approved and will be used for promotion.
- Tours will be scheduled at local organizations on Thurs afternoon.
- The committee has been meeting monthly to stay on track.
- Any questions, please let me know.
 - Beach Towel Swag!
 - 1000 SPF Archives Strength sunscreen

★ *Adjourn: 11:56, HD motion, SC second*