



Society of Florida Archivists

Quarterly Board and Affiliates Meeting

Monday 12/4/2023, 11 AM (EST) - Zoom [host: Rhia]

<https://fiu.zoom.us/j/95910098550?pwd=TG0vWTdFY25Fd0JXR XV5amlkcEp0QT09>

Meeting Minutes

In Attendance: Rhia Rae, Cara DeSimone, Hannah Davis, Katherine Labuda, Nick Iwanicki, Michael Zaidman, Sarah Coates, Arianne Johnson-Quinn

Regrets: David Benjamin, Gerri Schaad, Rachel Walton

- ★ Call to Order: 11:02 RR
- ★ Quorum met? 5 of Board = yes

Board Reports:

- President, Rhia Rae
 - Thank you Arianne for all of your work to make Archives Month a success. Thank you to everyone who submitted a post and to Ali for her work on the website.
 - Committee Volunteers - Call for Volunteers sent November 7 and November 15. Follow up with thank you letters. Will send out a group email to each committee in the following week. Update the website list in the new year.

2024 Committees

Membership

David Benjamin (Chair), University of Central Florida

Nina Kostic, Jacksonville Public Library

Kayleigh Howald, Delray Beach Historical Society

Bethanie Telesz, State Archives of Florida

Alexandra (Ali) Vargas-Minor, University of South Florida, St. Petersburg campus

Hannah Wiatt Davis, Florida State University

Awards

Mindy Berg, University of South Florida Health Libraries

Elizabeth Maycumber, Stetson University

Kacee Reguera, Florida State University

Jeffrey Zines, Florida International University

Audit

Keila Zaya-Ruiz, Florida State University
Jamie Rogers, Florida International University

Judith Beale Scholarship

Joe Gentili, Archbold Biological Station
Kayleigh Howald, Delray Beach Historical Society
Victoria (Vic) Jones, Florida Gulf Coast University
Bethanie Telesz, State Archives of Florida

Nominating Committee

Sarah Coates (Chair), University of Florida
John Nemmers, University of Florida
Annia Gonzalez, Florida International University

- Past President, Sarah Coates
 - call for exec board nominations to be sent this week.
 - SC rolling off, may run for director
 - CD rolling off, may re-run for Secretary, director
- Vice President, Arianne Johnson Quinn
 - Thanks to Ali - particularly for assistance over impromptu gallbladder surgery!
 - Working on Annual Meeting
- Treasurer, Nick Iwanicki
 - Still Solvent
 - 20.3k - 3497 - scholarship fund
 - 34.7k - 8199 - memberships
 - 10.28 - 8173 - expenses
 - hotel deposit paid
 - Q [RR]: financial documentation for Scholarship fund - for audit committee?
 - will add an extra step to existing workflow
- Secretary, Cara DeSimone
 - Review [September 2023 Board Meeting Minutes](#)
 - Call for approval? - HD - SC 2nd - approved
 - will pdf and send to Ali
 - Drive vs. Dropbox (vs. Wild Apricot?)
 - Request a meeting [January?] with Ali, Rhia, and Arianne to discuss online access, workflows, etc.
- Directors, Ali Vargas-Minor & Hannah Davis
 - No updates

Board Affiliates:

- **Web Communications, Ali Vargas-Minor [not in attendance]**
 - Website: Going to conduct a review of the website
 - timeline TBD
 - Listserv: forwarding emails from Gmail
 - Social media:
 - Welcome! Welcome Paola Grimes as our Assistant Web Communications Manager
 - X/Twitter...?
 - instagram?
 - Discussing ideas for maintaining social media presence, does the Board want to discuss this further or should we bring ideas?
 - Journal has been considering a blog... combine efforts?
 - Roll to next agenda so Ali is present
 - especially since newsletter has discontinued
 - Instagram?
- **SFA Journal, Rachel Walton [not in attendance]**
 - The journal is scheduled to publish three book reviews and one research article in the 2024 calendar year.
 - The announcement about the new issue will be posted on the SFA Listserv, in Social Media, on the Journal webpages, and in any other online spaces for archivists.
 - Recruitment for new articles will begin January 2024.
- **RAAC, Katherine Labuda**
 - Welcome [back]!
 - Nothing to report
- **SAA Liaison, Gerri Schaad**
 - Not able to attend. Forward emails as usual.
- **Membership Committee, David Benjamin**
 - Not able to attend. Starting membership renewal process.
- **Annual Meeting Committee, Michael Zaidman**
 - 2024 Annual Meeting Committee
 - Vote - Board approval needed
 - Annual Meeting Event Contract - Deerfield Beach Historical Society, Tuesday, May 14, 2024. 2 miles from hotel
 - Boca Raton History Museum, Wednesday, May 15, 2024. May cover fees through sponsorship-in-kind, TBD. 4 miles from hotel
 - Repository level sponsor - Michael's company (JM Family Enterprises) \$1500. other leads pending.
 - Q: Same cost as last year?

- RR we have had conversations before about raising the cost - does the committee thing there needs to be an adjustment in costs, would need to be a board vote.
- Speaker costs over \$300 need to be approved by Board
- Usually expenses do not exceed costs.
- Zaidman thinks it will be ok and foresees more sponsorships.
- NI can draft a report of historic in/out of conferences; last year was less expensive than usual. Consider inflation
- est. \$10 increase in last 5 years.
- Cover registration for speaker, hotel OR speaker fees. SC in Orlando did a small honorarium. Tally honorarium + registration
- SC historical society - should we make a donation in response
- Tues AM preconference workshop is also by BRHS - "they're fine," pls do purchase from their store. Deerfield could use.
- o Q: alcohol policy? traditionally have had one with, one without due to logistics and fees, but there is no
 - beer & wine free, cocktails cash bar.
 - Drink tickets?
- o **VOTE** to approve Deerfield Beach Historical Society contract
 - was shared via email, insurance is
 - Catering is included - we will pay full 275 now and the catering pp in accordance with the contract
 - ***unanimously approved***

Old Business

- Ad Hoc Committee Adam Hunt Internship Scholarship -
 - o Vision to create a standing committee by the 2024 Annual Meeting
 - Charge - Fundraising Campaign
 - Volunteers: Gerri, Carady, Hannah, Joe, Beth [Nick advises as Treas.]
 - [Adam Hunt Internship Stipend Proposal \(clean\)](#)
 - o 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
 - Anticipate funds-matching campaigns and auction type events; particularly in the fall so as not to compete with the Judith Beale fund
 - Add donation to registration? - coordinate with Ali & NI
 - o general give to SFA - how to differentiate transactions?
 - o make sure we do not get donation wires crossed - function
 - RE: Annual meeting
 - JB will have silent auction; networking luncheon
 - Consider proposals for announcing program - when/how?

- Communicate events/fundraising with MZ

New Business

- **Website Resources** - Would like to add to our website the SSDN presentation, Archives 101 : Demystifying Archival & Manuscript Collections, Thursday, November 9, 2023. Presenters : Gerri Schaad, David Benjamin, and Krystal Thomas. Great resource. Ali add link to youtube?
- **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 hiring is more active? [maybe tie in with Internship team?]
 - SC- Throughout the year, not just at annual meeting
 - RR- Thinks we should keep them two separate efforts/committees at this time; such a big lift to get both started - scholarship = fundraising, PD = resources
 - Consider SSDN as a partner?
 - SC volunteers to form ad Hoc Pro Dev. f/u w/Keila also; RR approves.
 - journal may be an option also - questions in publishing - academic/research
- **Summer Paid Internship** - MZ Still looking - SC may have a student eligible
- Send Jobs to Ali to add to website in addition to posting on listserv!

★ Adjourn: 11:48