



Society of Florida Archivists

Board and Affiliates

Quarterly Board Meeting

3/15/23 1:00 pm (EST) - Zoom

Quarterly Meeting Agenda

In Attendance: Sarah, Carady, Hannah, Rhia, Nick, Gerrienne, Andy

Regrets: Susan Swaitosz is on break this week. David Benjamin unable to attend. Unable to schedule: Rory, Rachel, & the journal team are unavailable at the scheduled time.

★ *Quorum: 4 members*

★ *Call to Order: SC 1:06*

Board Reports:

- President, Sarah Coates
 - Nominees for SFA elections:
 - Arianne Johnson Quinn (FSU): VP
 - 2 other nominees declined to run
 - Hannah Davis (FSU): Director
 - Arianne Johnson Quinn (FSU): CUA Chair
 - Ali Vargas-Minor appointed to fill Adam Hunt's Director position-she will serve until 2024.
 - Ali has the list of committee members and will be adding to SFA website
 - I have emailed all committees and all committees have a Chair (except for Audit, which does not have a Chair per admin manual). I will email Nominating committee this afternoon with names of candidates
 - Keep an eye on your emails as I may be sending around a yes/no vote email for the SFA Award of Excellence nominee
 - **Vote** to approve Deerfield Beach as SFA 2024 meeting site
 - Michael Zaidman has already gotten a hotel quote; institutional backing and tours likely to follow
 - *Approved unanimously - exact dates TBD*
 - Add vote to election slate to update bylaws to sunset CUA section? And the newsletter?
 - SC will write up language
 - GS: update bylaws - give dates for sunset - folks vote to update

- o Thank you to Rory for putting together the RAAC spotlight for SFA and to all those who helped him write up the sections!
 - o April meeting will be scheduled so we can meet as a Board one more time, this time with allll of the committee chairs that can make it
 - Transitions, questions, annual meeting prep
 - will schedule with Carady
- Past President, David Benjamin
 - o no updates
- Vice President, Rhia Rae
 - o Updates under Annual Meeting Committee.
- Treasurer, Nick Iwanicki
 - o Balances:
 - [x8199]: 34,111.45
 - [x8173]: 15,665.95
 - IRS does not yet recognize our fiscal year change. Nick is working on sorting out details. We may be eligible for a three year grace period for NPO's if necessary, but trying to avoid it if possible.
- Secretary, Carady DeSimone
 - o Last call for corrections or updates to [December 2022 minutes](#)
 - Call for Final Approval: [2022-12-Minutes.docx](#)
 - [Second: RR](#)
 - Will provide pdf's to Ali for website
- Director, Ali Vargas-Minor
 - o Thanks again for extending!
 - o nothing to report

Board Affiliates:

- **Web Communications**
 - o Website: Mary Rubin, Acting
 - If you have any website needs before the Annual Meeting, please email both me and Ali.
 - Other:
 - **Action Item:** Minutes from the Board Meeting at the Annual Meeting. (Carady?)
 - **Project:** Mary started 2 pages with the hope to have them completed by ~~December~~ May.
 - o Previous Executive Boards Page
 - o Previous Committees Page

- o Listserv: Susan adds new members, Mary & Ali also admins
- o Social media: David Benjamin, Acting
- **SFA Journal - not present**
 - o Journal: Rachel Walton
 - o Newsletter: Patricia Fiorillo
- **CUA Section, Andy Huse**
 - o nothing to report
- **RAAC, Rory Grennan**
 - o Spotlight has been uploaded and run!
- **SAA Liaison, Gerri Schaad**
 - o Rolling updates are posted to listserv as received.

Committees:

- **Membership Committee, Susan Swiatosz**
 - o **Special Note:** Susan will be **cycling off** this role at the 2023 Annual Meeting.
 - o David Benjamin has kindly and bravely volunteered to be the new Membership Chair.
 - o We have 3 new members since our last meeting in January, bringing our total membership to 144 members. In that total there are 114 regular members, 2 corporate members, 27 institutional members, and 1 other (not sure why they registered as other, but they are out-of-state).
- **ArchivesSpace Group, Hannah Davis**
 - o No update
 - o Should this committee stay on, or is it time to sunset as well? Meetings have been ad hoc at best. Hannah is happy to keep the resources page updated, but no meetings in over 1 year.
 - *Will be addressed with bylaws revision*

Old Business:

- **Scholarship in honor of Adam Hunt**
 - o Nick is working with donor and Truist on possible endowment. May require a special vote or meeting for Board approvals to enact. **Details TBD.**
 - o meeting pending with funder's financial planner to define scholarship and how it will operate. May need SC or RR also to visit Truist to set up accounting.
 - o announce at annual meeting, or wait?
 - *check with donor for their opinion.*

- “Getting Started with Environmental Marketing.” Carmen at Florida Assoc. of Museums is working with Conserv. Waiting to hear if there is a cost from Conserv to put on this webinar or if it’s free. She is thinking of offering in Jan./Feb.
 - Note from Sarah, Dec: have not heard anything at all about this-will follow up with Carmen.
 - Still haven’t heard anything about this?
 - *radio silence - moving on*
- Review survey responses - retiring the CUAS would require a bylaws revision. Consider revision in May/General Meeting?

New Business:

- **J. Nemmers - MIA area**
 - In memory of Esperanza - consider a speaker? and/or add to program
 - Do we also want to do something in memory of Adam? (UCF, FSU - Hannah?)
 - *Consensus: include in the slide deck - and mention both in business meeting* (make it official) - Open call for brief comments?
 - include in Final newsletter as well
 - Send stuff to Carady for programming/media
- **2023 Annual Meeting Committee Updates, Katie McCormick**
 - Katie will be joining the meeting late due to prior commitments, and asks to report at the end of the meeting.
 - General update, hotel, conference center, reception and tours
 - hotel contract signed and acknowledged
 - registration link for hotel is up
 - cap for hotel registration; can open more rooms at conference rate if needed
 - Turnbull Center - FSU sponsorship
 - Joy Banks has agreed to be our Keynote speaker and has the following questions - the first which I assume and Board needs to decide on (I hope we can offer assistance to our keynote speaker), and the second which needs to go to Programming, I assume:
 - Will the association offer any support for travel, hotel, or an honorarium as I think through my options?
 - Needs to be run through programming/budget - \$300 max - more needs vote from Board
 - always waive registration
 - Will there be an expectation for me to provide slides or an outline of my remarks, and if so, by when?
 - TBD - Carady is contact
 - Masks, stickers, pencils folders fishbowl - leftover materials from orlando
 - Livestream: Turnbull has capability - can we look into it? reduced rate for link? Zoom free for SFA members? chat moderators - a lot to consider. Additional costs? Would web availability hinder attendance? Record for later distribution? [don’t we have an SFA youtube acct?]

- Katie will fwd bill to SFA, half price discount. live stream does have cost, will provide estimate for that. Room 108 for conference, Rm 101 for board meeting.
- Setup for vendors? during workshop? Food tables are set up by catering/conference staff
- Turnbull can receive vendor materials for us! parameters TBD (contact Katie) - pamphlets can also be sent to State Archives % Beth
- Estimate includes reserved parking - check on this? Can SFA eat the cost since registrants already have to pay for parking at hotel?
 - *consensus: this parking fee to be included in registration*
- invite Katie & Beth to April meeting

★ Adjourn: 2:07