

**University of Florida's Historic St. Augustine
Education Committee Meeting
November 9, 2018
Start Time: 3:02pm End Time: 3:50pm**

Attendees In Person: Roy Hunt (Chair), Linda Dixon and Lora Smith

Attendees By Phone: Matt Armstrong, Buff Gordon, Herschel Shepard, and Laura Marion

Matt Armstrong – Summary and overview, complete deaccession report:

- Education Collection holds items that are reproduction or ones that are not used, but have educational values. Because they are handled more often, they are more likely to breakdown quicker. They won't be kept in perpetuity. Also, they are easier to deaccession since they are not in the permanent collection. Chair Hunt asked for a motion to deaccession the Butter Station, runner. Buff Gordon motioned, 2nd by Herschel Shepard, approved unanimously.
- Review the collection management policy. The education collection is located in the coquina warehouse. Items located on the left and right side need formal deaccession. Chair Hunt asked for a motion to allow him to go before the UFHSA full board and request formal deaccession of these items. Linda Dixon reminds the board that the UFHSA full board has given this committee authorization to formalize regulations. Herschel Shepard motions for Chair Hunt to talk to the UFHSA full board, 2nd by Buff Gordon, approved unanimously.
- Ribera House:
It is recommended to the committee that the doors, shutters and bolts on the Ribera House are deaccessioned. Buff Gordon motioned for the approval of deaccession, 2nd by Herschel Shepard and approved unanimously.
- Maps:
Matt Armstrong reminds the committee that the maps are originally from the library collection and he suggest deaccession of the maps from the artifact collection and return them to the library. Matt informs the committee that the maps were never deaccessioned from the library collection and they will always be o file there. Chair Hunt asks for a motion to deaccession the maps from UFHSA's collection and transfer them back to the library. Motion made by Herschel Shepard, 2nd by Buff Gordon, approved unanimously.
- Pan American Center:
It is suggested to the committee to deaccession these religious items due to the fact they are not from St. Augustine. They will be disposed to appropriate institutions that will use them for public display. Motion made by Herschel Shepard, 2nd by Buff Gordon, approved unanimously.

- Other Items:
There are 20 artifacts that were deaccessioned and transferred to another institution. That institution has not been identified yet. They are not local to St. Augustine, but they are also not pieces from periods of significance.

- Intern for UFHSA:
Matt Armstrong wanted to recognize all of the great work the intern, Laura, has done with the collection and he thanked the committee for all of their help. He also notified the committee that attic space in the coquina warehouse has been reserved for the artifacts and they have an inventory list that was inherited from the City of St. Augustine. There are several items on the list that have not been accounted for or located. Chair Hunt suggest creating a separate list for these items. He also suggests making a note that these items will no longer be taken care of by UFHSA.

- Duplicate Items:
There are several items that are duplicated of maps and drawings. A master list of these items has been created of the maps and map numbers. Matt Armstrong will send the list to the Education Committee for their review.

- The next committee meeting will take place on Wednesday, December 19th at 3:00pm.

Motion to adjourn the committee meeting made by Herschel Shepard, 2nd by Buff Gordon, approved unanimously.

Approved December 19, 2018