

**Society of American Archivists  
Council Meeting Minutes  
August 6, 2012  
San Diego, California**

*Agendas and background materials for SAA Council meetings are available  
via the SAA website at: <http://www2.archivists.org/governance/reports>.*

President Gregor Trinkaus-Randall called the meeting to order at 8:34 a.m. on Monday, August 6. Present were Vice President Jackie Dooley; Treasurer Aimee Felker; Executive Committee Member Scott Cline; Council members Terry Baxter, Tom Frusciano, Beth Kaplan, Bill Landis, Donna McCrea, Dennis Meissner, Debora Richardson, and Kate Theimer; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Member and Technical Services Director Brian Doyle, Finance and Administration Director Tom Jurczak, and Program Coordinator René Mueller. Danna Bell-Russel, Michelle Light, and Tanya Zanish-Belcher, who would become Council members on August 11, 2012, also attended the meeting. Newly elected Treasurer Mark Duffy, newly elected Council member Geof Huth, and Education Director Solveig De Sutter were unable to attend.

Guests in attendance for all or a portion of the meeting were SAA members Matt Kasprzak and Rachel Vagts; National Historical Publications and Records Commission Executive Director Kathleen Williams; John Fleckner, SAA's representative to NHPRC's Working Group on the Report to the President; and Conference & Logistics Consultants team members Paul Henning and Allison Perrelli.

## **I. COUNCIL BUSINESS**

### **A. Adoption of the Agenda**

Trinkaus-Randall introduced the agenda and the Council adopted it as written.

Move: McCrea  
Second: Cline  
PASSED (unanimous).

### **B. June 2012 Minutes**

Trinkaus-Randall noted that the June 2012 meeting minutes were adopted by online vote of the Council in July 2012 and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In the Loop* and the website.

### **C. June 2012 "To Do" List**

Council members reviewed the June 2012 "To Do" List and agreed that, once it is updated with the August action items, the list will be distributed to the Council with a call for an "up or down"

vote on the action items listed, many of which pre-date 2012. Upon completion of the January 2013 strategic planning session, Council members will review the list again to ensure that it focuses on activities that are both important in light of SAA's strategic priorities and feasible.

## II. ACTION ITEMS

### A. Standards Committee: Endorsement of ISO 16363

Brought forward to the SAA Standards Committee from the SAA Preservation Section, *ISO 16363:2012 – Space Data and Information Transfer Systems—Audit and Certification of Trustworthy Digital Repositories* provides guidelines intended to establish a basis for assessing the trustworthiness of a digital repository. The Council discussed what endorsement would mean for SAA, the cost of developing educational and auditing programs related to the standard, and the demand for certified auditors.

#### **MOTION 1**

**THAT *ISO 16363:2012—Space Data and Information Transfer Systems—Audit and Certification of Trustworthy Digital Repositories* be endorsed as an external standard.**

**Support Statement:** The standard provides guidelines intended to provide the basis for assessing the trustworthiness of a digital repository. Endorsement demonstrates support for the development of trustworthy digital libraries and positions SAA to develop educational and auditing programs related to the standard.

**Impact on Strategic Priorities:** Endorsement of the standard fulfills Strategic Priority 1, Technology, Desired Outcome 2, Activity a, and will allow for the completion of the associated activities in that section of the Strategic Plan.

**Fiscal Impact:** Expenses related to updates in the Standards Portal are negligible.

Move: Landis  
Second: Frusciano  
PASSED (unanimous).

### B. Revision of Award and Scholarship Descriptions

Since 2003 the selection subcommittees of SAA's Awards Committee have reviewed their respective award descriptions annually after each awards cycle and offered recommendations for revision to support the efficient and effective operation of this program. The Council reviewed and discussed proposed revisions to the Waldo Gifford Leland Award, Harold T. Pinkett Minority Student Award, Diversity Award, and Theodore Calvin Pease Award.

#### **MOTION 2**

**THAT the eligibility requirements for the Waldo Gifford Leland Award be revised by deleting “North America” and inserting “English” [underline = addition, strikethrough = deletion]:**

**Eligibility:**

The author(s) of a monograph, finding aid, or documentary publication published in ~~North America~~ English during the previous calendar year. Periodicals are not eligible.

**Support Statement:** Given that SAA includes international participation and that the archives field has become even more global because of the Internet, broadening the scope of the literature considered for the Leland Award to include books or finding aids published *outside* of North America (in English) also recognizes the international impact on our literature. At the time that the Leland Award was established, no donor stipulations required that the award be confined geographically to North America.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.

Move: McCrea

Second: Theimer

PASSED (Yes: Baxter, Cline, Dooley, Felker, Frusciano, Kaplan, Landis, McCrea, Meissner, Theimer.

Abstain: Richardson.)

**MOTION 3**

**THAT the Harold T. Pinkett Minority Student Award description be revised as follows to include new Application Requirements and Selection Criteria sections and to modify the Application Deadline and Nomination Form section [underline = addition, strikethrough = deletion]:**

**Application Requirements:**

Applications must include the following documents:

- Completed application form (see link below).
- Photocopy of official transcript or grade report with applicant’s current GPA listed.
- At least one letter of recommendation.
- Essay of no more than 500 words, outlining the applicant’s goals and benefits of attendance, as well as her/his commitment to the profession.

**Selection Criteria:**

Recipients will be selected based on their submission of a complete application and the strength of their letter of recommendation and personal statement. Personal statements will be evaluated based on:

- Overall clarity;
- Understanding of professional goals;
- Description of benefits of attending the SAA Annual Meeting; and
- Explanation of commitment to SAA and the profession.

**Application Deadline and Nomination Form:**

**All nominations shall be submitted to the Pinkett Award Committee by February 28 of each year.** Download the Pinkett nomination form as a [PDF](#). Supplemental documents must include photocopies of transcripts or grade reports and a 500-word essay, and may also include ~~nominee's~~ applicant's CV or resume, and any relevant publications. ~~copies of transcripts or grade reports; any relevant publications; and a 250-word personal statement from the nominee.~~ Send completed form and any supplementary documentation to:

Chair, Harold T. Pinkett Minority Student Award Committee  
Society of American Archivists  
17 North State Street, Suite 1425  
Chicago, IL 60602-3315

Electronic submissions also are acceptable and should be sent to awards[at]archivists.org. Please indicate "Harold T. Pinkett Minority Student Award" in the email subject line. Use standard file applications such as Word, Excel, or Adobe; attachments should not exceed 5MB.

**Support Statement:** The revisions clarify and systematize applications and provide a solid basis for evaluation. The Archives and Archivists of Color Roundtable, which developed this award, supports these revisions.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.

Move: Landis

Second: Felker

PASSED (Yes: Baxter, Cline, Dooley, Felker, Frusciano, Kaplan, Landis, McCrea, Meissner, Theimer.

Abstain: Richardson.)

#### **MOTION 4**

**THAT the Diversity Award description be revised as follows to reflect that up to two awards may be given [underline = addition, strikethrough = deletion]:**

##### **Prize**

Up to two awards may be given each year. The prize will include a certificate and one complimentary registration for the per awardee. ~~(one individual or one representative of the group or one representative of the group or institution if)~~ to the SAA Annual Meeting occurring in the year in which the award is presented.

**Support Statement:** The revision provides for an expansion of the number of annual awards in support of SAA's Diversity strategic priority.

**Impact on Strategic Priorities:** Because creation and promotion of a Diversity Award was included in SAA's Diversity strategic priority, broadening recognition associated with the award may have a positive impact on SAA's diversity goals.

**Fiscal Impact:** Up to two complimentary registrations for the SAA Annual Meeting each year.

Move: Landis

Second: McCrea

PASSED (Yes: Baxter, Cline, Frusciano, Landis, McCrea, Meissner, Richardson, Theimer. No: Dooley, Felker, Kaplan.)

### **MOTION 5**

**THAT the Awards Committee be charged to consult with the Archival Educators Roundtable on the advisability of revising the eligibility requirements for the Theodore Calvin Pease Award to limit to one per award cycle the number of entries that may be submitted by a faculty member or instructor, with a report to the Council no later than January 2013.**

**Support Statement:** The Awards Committee submitted a recommendation that the description of the Pease Award be revised under “Eligibility” to limit to one the number of student papers that a faculty member or instructor may submit per award cycle. The Council was not comfortable proceeding with a decision about this recommendation until the input of the Archival Educators Roundtable could be considered.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.

Move: Meissner

Second: Dooley

PASSED. (Yes: Baxter, Dooley, Felker, Frusciano, Kaplan, Landis, McCrea, Meissner, Richardson, Theimer. No: Cline.)

### **C. Criteria for Appointment of Representatives to External Groups**

Following a June 2012 discussion (Agenda Item IV.E.) of the usefulness of having official representatives to external organizations, Baxter and Theimer agreed to draft criteria for SAA representatives to external groups for discussion at the Council’s August 6 meeting. The Council reviewed and adopted the proposed criteria and a small group of Council members (Dooley, Landis, and McCrea) agreed to develop a process for reviewing all existing representative appointments for discussion at the Council’s January 2013 meeting.

### **MOTION 6**

**THAT the following criteria for selecting representatives to external groups be adopted and incorporated into the Governance Manual, Section XI:**

1. The external group’s mission must relate to SAA’s mission as stated in SAA’s governance documents.
2. The external group must be a government agency or a nonprofit organization.

3. Representation on the group must not require any funding except for staff and member time, unless specifically allowed by the Council.
4. A formal request for representation must be made from either the external group or an SAA body. The request must include the following information:
  - a. Group name
  - b. Group mission
  - c. Number of representatives and length of their terms
  - d. Duties of representatives
  - e. Reporting requirements
  - f. Group mechanics (number of meetings, locations, etc.)
  - g. Relationship to standing SAA bodies
  - h. Group contact information
  - i. A sunset review date not to exceed five years

Requests for representation must be approved by the Council before representation begins.

5. The Council will review sunsetting groups annually and recommend whether to renew representation.

**Support Statement:** Representation to external groups should be transparent, efficient, and adaptable and should promote the mission and objectives of SAA.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** No direct fiscal impact. Requires both startup and ongoing staff time.

Move: Cline  
Second: Frusciano  
PASSED (unanimous).

#### **D. SAA Representative to the Academy of Certified Archivists**

SAA and the Academy of Certified Archivists share an interest in strengthening the archival profession, especially in the areas of education, standards, and professionalization. A proposed revision to the description of SAA's Representative to ACA is intended to ensure that the representative has both the requisite experience in SAA governance and the depth of knowledge of SAA policies to represent SAA's best interests in relations with ACA. The Council discussed the need for the representative to be a Council member, the relative importance of having a certified archivist as the representative, and how this description could affect other representative relationships.

#### **MOTION 7**

**THAT the following changes to the Governance Manual, Section XI: Official Representatives and Coalitions, Representative(s) to the Academy of Certified Archivists (ACA), be adopted [underline = addition, strikethrough = deletion]:**

## Representative(s) to Academy of Certified Archivists (ACA)

**Group Web Page:** <http://www.certifiedarchivists.org/>

### **Official Charge:**

The Academy of Certified Archivists, founded at the 1989 Annual Meeting of the Society of American Archivists, is an independent not-for-profit organization for certifying professional archivists.

### **II. Number and Length of Appointments**

A. SAA is represented by the Executive Director *ex officio* on a continuing basis and by a Council member selected by the Council for a two-year term.

B. The SAA vice president shall appoint the Council member to serve as representative from among the incoming second-year Council members.

C. If possible, the appointed Council representative should be a Certified Archivist.

### **III. Duties**

A. The Executive Director is responsible for financial issues.

B. The Council member represents the Society on issues of archival policy, such as education, publications, and standards, in which SAA and ACA have a mutual interest; and on issues where coordination of efforts is desirable, such as the work of the nominating committees.

### **IV. Reporting Procedures**

The Council member prepares an annual report to the Council in accordance with established procedures and reports to the Council when necessary throughout the year.

### **V. Meetings**

The SAA Council member meets with ACA at the SAA Annual Meeting and at special meetings called by the ACA when appropriate. The Executive Director may also attend ACA meetings as appropriate.

### **VI. Related SAA Bodies**

A. Committee on Education

B. Archival Educators Roundtable

C. Standards Committee

**Support Statement:** SAA and ACA share an interest in strengthening the archival profession, especially in the areas of education, standards, and professionalization. The revision is intended to ensure that the SAA representative to ACA has both the requisite experience in SAA governance and the depth of knowledge of SAA policies to represent SAA's best interests in relations with ACA.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None, unless the SAA Council directs the representative to attend the mid-year ACA meeting, for which the cost would be approximately \$800 for travel, lodging, and per diem.

Move: Dooley

Second: Felker

PASSED (unanimous).

## E. Other Action Items from Council Members

The Council discussed Dooley's request that the Glossary Working Group charge be amended to include a sixth member. Dooley indicated that there is no fiscal impact from adding another member.

### **MOTION 8**

**THAT the Glossary Working Group's charge be amended to add a sixth member.**  
[underline = addition, strikethrough = deletion]:

#### **Glossary Working Group**

The Glossary Working Group maintains and updates *A Glossary of Archival and Records Terminology* (Richard Pearce-Moses, 2005) on a permanent basis.

##### **I. Purpose:**

The Working Group's purpose is to establish and maintain mechanisms and procedures for allowing periodic updates and contributions of new content to the *Glossary* and to ensure that this important resource adheres to the highest quality professional standards.

##### **II. Working Group Selection, Size, and Length of Term**

The Working Group consists of ~~five~~ six members, including one representative from the Publications Board and one from the Standards Committee. Working Group members serve staggered four-year terms with the possibility of reappointment. The Vice President, on behalf of the Council and with the recommendation of the Working Group, makes new appointments and appoints the chair.

##### **III. Duties and Responsibilities:**

The Working Group has the following duties and responsibilities:

- Develop and implement effective mechanisms and procedures for soliciting contributions of new content to the *Glossary*.
- Develop and implement effective mechanisms and procedures to ensure periodic review and update of *Glossary* content as appropriate.
- Vet content for accuracy and consistency before addition to the *Glossary*.

##### **IV. Reporting:**

The Working Group reports to the Council annually and upon request.

**Support Statement:** Appointment of a sixth member of the Working Group will help to distribute the workload and ensure broad representation of expertise.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None, unless the Working Group is approved for a mid-year meeting.

Move: Dooley

Second: Landis

PASSED. (Yes: Baxter, Cline, Dooley, Felker, Frusciano, Kaplan, Landis, McCrea, Meissner, Theimer.

Abstain: Richardson.)

### III. DISCUSSION ITEMS

#### A. Member Survey: Plan for Review, Analysis, and Communication of Results

The Council discussed a proposed plan for moving forward with Council review and analysis of results of the 2012 Member Needs and Satisfaction Survey. Each group of two Council members (including newly elected Council members) will review an assigned area and produce a two- to three-page analysis that includes a summary of the questions and responses, suggestions regarding which areas are of greatest importance in terms of responding to them, and a list of possible action items as well as a “rough analysis of anticipated impact on other areas (pro and con) of making these changes.” Theimer agreed to solicit volunteers for each area and propose an assignments roster at the August 11 Council meeting.

#### B. Possible Changes in Policies for Dues and Registration Fees to Benefit Students and New Professionals

The Council considered a set of suggestions about SAA dues and registration fees brought forward by the steering committee of the Students and New Archives Professionals Roundtable. Because of the nature of the suggestions, and given that one responsibility of the Finance Committee is to “annually review SAA dues and dues revenue to assure SAA's long-term financial stability,” the Council charged that committee to review and comment on the suggestions.

#### **MOTION 9**

**THAT the Finance Committee be charged to explore possible changes in policies for dues and registration fees (see below), involve appropriate groups in that exploration, and report its findings to the Council at its January 2013 meeting. The Committee’s review and analysis should address the following suggestions:**

##### **From Council Agenda Item 0812-1-III-B-SNAPFees:**

*Allow members to renew their memberships at the bridge rate whenever they are unemployed.*

**Rationale:** As specified in Section VI of the Governance Manual, the bridge rate is “a one-time benefit for full members who are unemployed.” Some new archivists, particularly those moving between temporary positions, find themselves unemployed more than once.

*Allow members to spread out their dues payments over the course of a year.*

**Rationale:** Many students and new archivists are living from paycheck to paycheck and paying the full membership rate at one time can be difficult.

*Allow members to renew their membership less than annually, i.e., for periods of less than one full year.*

**Rationale:** Many professionals are employed in grant-funded or temporary positions with no guarantee for continued future income. Allowing members to renew for less than a full year allows those members or affiliated institutions to pay for membership during the contracted period of work.

**Institute tiered pricing for conferences and workshops.**

**Rationale:** For membership dues SAA has tiered levels tied to a member's income. This system benefits members at lower income levels and extending this model to other SAA activities would similarly benefit students and new archives professionals with low incomes.

**Support Statement:** It is appropriate that the Finance Committee, in consultation with other appropriate groups, review and prepare an analysis of the SNAP Roundtable's suggestions so that SAA can be responsive to the needs, interests, and ideas of this important member group.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** Unknown at this time, but potentially significant.

Move: Landis  
Second: Frusciano  
PASSED (unanimous).

### **C. Assessing and Addressing SAA Student Members' Needs**

In a written report summarizing data points and conversations concerning SAA's student members, Baxter, Felker, Landis, and Theimer presented several issues and questions about understanding the needs of student members and representing student viewpoints and concerns. The Council discussed whether it would be appropriate to appoint a task force to explore these issues further or whether such issues might be examined by one or more existing groups (e.g., the Membership Committee as part of its ongoing work, the Finance Committee in light of Motion 9, or the Council itself as it analyzes more deeply the results of the 2012 Member Needs and Satisfaction Survey). The Council determined that existing mechanisms for soliciting student feedback and analyzing currently available information appear to be appropriate.

### **D. Annual Meeting Activities/Assignments**

The Council discussed a variety of Annual Meeting activities and assignments, including the Leadership Orientation and Forum, the SAA/Regional Summit, the New Member/First Timer Orientation and Forum, component group meetings, exhibit hall assignments, the Annual Membership Meeting, and Council awards being presented at the 2012 Annual Meeting. *See Appendixes A, B, and C for text of the three 2012 Council Exemplary Service Award winners.*

### **E. Nominating Committee Guidelines**

Council members reviewed and provided feedback on "Responsibilities of SAA Elected Positions and Guidelines for Selection of Candidates," a document developed based on existing policies, the observations of Council members on the 2011-2012 Nominating Committee, and

input from all Council members in online discussions conducted in June and July 2012. The document will be conveyed to the Nominating Committee with a suggestion that it be posted on the Committee's microsite.

## **F. Other Discussion Items from Council Members**

The Council briefly discussed the need for more information about how SAA is involved with the "SAA Displaced Archives Project" via the Issues and Advocacy Roundtable and the Latin American and Caribbean Cultural Heritage Archives Roundtable.

## **IV. STRATEGIC PLANNING**

### **A. Current Strategic Plan (Reference)**

SAA's current Strategic Plan was provided as a reference for the Council and was not discussed.

### **B. Status of Strategic Plan Activities (Reference)**

This document was provided as a reference for the Council and was not discussed. The document will be updated and reviewed by the Council annually at its winter meeting as part of the strategic planning process. Any feedback from the Council or SAA members should be sent to the executive director for compilation.

### **C. Activities Associated with Strategic Priorities, FY 2006-2012 (Reference)**

This document, which details activities associated with SAA's strategic priorities from 2006 to 2012, was provided as a reference to the Council and was not discussed.

## **V. REPORTS**

### **A. Executive Committee**

*Report available at: <http://www2.archivists.org/governance/reports>*

In a written report, Executive Committee Member Scott Cline reviewed the Executive Committee's and Council's actions since the June 8–10, 2012, Council meeting:

- Considered and signed on to an OpenTheGovernment.org letter to leaders of the Senate and House Intelligence Committees requesting that they not pass any legislation to deal with leaks of classified national security information "before Congress can give careful consideration, with the widest public input, to the complex set of issues involved." (June 11, 2012)

- Approved the executive director's request for end-of-fiscal-year payroll adjustments. (July 6, 2012)
- SAA Treasurer Aimee Felker reported to the Committee on the annual conference call with the auditors. The audit went well and we expect no management points. (July 9, 2012)
- Approved (unanimously) a recommendation by Treasurer Aimee Felker that \$10,000 of the \$14,812.44 operating net gain from FY 12 be designated for the Council-directed Technology Fund. SAA's association management software system (member database) is aging and the Technology Fund currently is depleted. The Executive Committee took this action to ensure that funds are set aside to replace the current system.

### **Council Interim Actions and Discussions**

- Discussed and developed additional orientation materials for incoming Council members. (June 2012)
- Periodically reviewed and submitted updates to the Council's To Do list. (June – July 2012)
- Reviewed a draft support statement for disbanding the Fellows Steering Committee and a template for Roundtable Bylaws to be included in the June 8-10, 2012, minutes. (June 2012)
- Received periodic updates on and discussed the status of the Government Affairs Working Group. (June 2012)
- Continued development of a communication strategy and further analysis and discussion with the membership of the results of the member survey. (June – July 2012)
- Developed guidelines for the selection of SAA candidates, to be shared with the 2012-2013 Nominating Committee. (June – July 2012)
- Adopted the minutes of the June 8–10, 2012, Council meeting. (Passed unanimously on July 18, 2012.)
- Developed a tip sheet for free web conferencing options to be shared with SAA component groups. (July 2012)
- Adopted a revised Section E of the *Uniform Guidelines for SAA Website and Online Communications*. (Passed July 24, 2012. Yes: Baxter, Cline, Dooley, Felker, Frusciano, Landis, McCrea, Meissner, Richardson. Abstain: Kaplan, Theimer.) (See below.)

### **Uniform Guidelines for SAA Website and Online Communications**

#### **E. ~~Guidelines~~ for SAA Component Group Use of Social Media and External Websites (Auxiliary Sites)**

SAA component groups may create accounts on social networks (such as Facebook and Twitter) and use social media tools (such as wikis, blogs and document-sharing sites) ~~as they see fit~~. When considering establishing a new resource, component groups should be aware of the alternatives available to them and the associated roles and responsibilities.

SAA's goals in establishing component group microsites within the Drupal content management system were ~~as follows:~~ ↪

- ~~To provide component groups with a standardized and easily maintained system that would ensure continuity of the record through leadership changes. and 2)~~
- ~~To provide SAA members with a highly informative, easy-to-use, and comprehensive website for the Society as a whole.~~

SAA recognizes, however, that component groups may have needs that cannot be met within the Drupal microsite environment. When this is the case, a component group may make use of other social media tools to accomplish its communication objectives.

~~If a component group chooses~~ Component groups wishing to create or populate an external web resource (including a social media account) ~~it must adhere to the following guidelines:~~

1. Notify the group's ~~its~~ Council liaison of each social media account or external resource that it creates.
2. Have a clear understanding of the group's ~~its~~ purpose in establishing the resource and develop a plan for how the resource will be used and what types of material will be shared via the resource.
3. Maintain on the group's SAA microsite active links to all external resources used by the group.
4. On the microsite list of links to external social media and website resources, identify the active group member ~~to~~ serving as the administrator of each account.
5. Ensure that access privileges (user accounts and passwords) are transferred to new leaders in a timely manner.
6. Be aware that SAA staff cannot provide support (such as maintenance, training, permissions, or archiving) for resources published on a third-party server.  
~~maintain on its SAA microsite active links to all external resources used by the group;~~
7. Maintain key group governance information (such as bylaws and minutes) on its SAA microsite where it can be maintained and preserved by SAA.
8. Be aware that content published on external sites or using social media accounts may be subject to the records retention provisions outlined in [Article VII of the SAA Constitution](#).
9. Display on external sites a prominent link to the component group's SAA microsite;
10. Display on external sites an appropriate disclaimer stating that SAA does not assume responsibility for the opinions and views published on the external site or social media account.

Use of the SAA logo is encouraged but not mandatory on component social media sites or external websites. If the SAA logo is to be used, the component group must display the uniform logo in accordance with the policies articulated in [Guidelines for Use of the SAA Logo](#).

These guidelines apply to both new and existing social media accounts and external websites. Component groups should review all existing accounts and websites and discuss them with their Council liaisons to ensure that they comply with these guidelines.

*Adopted by the SAA Council: June 8, 1997; Revised: March 2007, February 2010, July 2012*

## **B. President**

Report available at: <http://www2.archivists.org/governance/reports>

## **C. Vice President / President-Elect**

Report available at: <http://www2.archivists.org/governance/reports>

### **D.1. Treasurer: YTD Financials**

Report available at: <http://www2.archivists.org/governance/reports>

### **D.2. Treasurer: FY 12 Auditor's Report**

Report available on request to SAA Executive Director.

## **E. Staff**

Staff reports, including those of the Executive Director, Membership, Education, Publications, Annual Meeting, and SAA Website Development, available at: <http://www2.archivists.org/governance/reports>.

Staff provided verbal updates on progress in preparing a grant proposal for funding to expand the Mosaic program, on student membership trends, on co-publication and distribution opportunities with the American Library Association, and on pre-registration numbers for the 2012 Annual Meeting.

## **F. American Archivist Editor**

Report available at: <http://www2.archivists.org/governance/reports>

## **G. Publications Editor**

Report available at: <http://www2.archivists.org/governance/reports>

## **H. 2012 Nominating Committee**

Report available at: <http://www2.archivists.org/governance/reports>

## **I. Annual Meeting Task Force**

Report available at: <http://www2.archivists.org/governance/reports>

## **J. Mosaic Program: SAA/ARL Collaboration**

Report available at: <http://www2.archivists.org/governance/reports>

## **K. Mosaic Scholar Reports (2010 and 2011)**

Report available at: <http://www2.archivists.org/governance/reports>

## **L. Other Reports from Council Members / What Are You Hearing from Members?**

The Council briefly discussed how to resolve the occasional problem of lack of new leadership within roundtables, including suggesting that roundtable bylaws be strengthened and that roundtables are active throughout the year rather than just at the Annual Meeting. Meissner noted that the Metadata and Digital Object Roundtable is still debating whether to petition to become a section. This led to brief discussion about groups with overlapping missions and the potential for new roundtables. The group also reviewed the status of the roundtable audiovisual request process that was piloted for the 2012 Annual Meeting.

## **I. COUNCIL BUSINESS (Continued)**

### **D. Review of August 6, 2012, “To Do” List**

Council members reviewed the draft list of action items stemming from the meeting.

### **E. Review of August 6, 2012, Talking Points**

Council members reviewed the decisions made at the meeting.

### **F. Adjournment**

The Council meeting was adjourned by general consent at 4:57 p.m.

**MOTION**

**THAT the Native American Protocols Forum Working Group be awarded the 2012 Council Exemplary Service Award:**

**Support Statement:** Given that the Native American Protocols Forum Working Group has forwarded professional discourse on a sensitive topic and helped to keep a focus on diversity as a strategic priority, it is a most worthy recipient of the 2012 Council Exemplary Service Award.

**Fiscal Impact:** None.

Move: Felker

Second: Dooley

PASSED (unanimously on April 13, 2012).

**Council Exemplary Service Award Honoring  
The Native American Protocols Forum Working Group**

*Whereas* the Native American Protocols Forum Working Group has furthered professional discourse on the *Protocols for Native American Archival Materials*; and

*Whereas* the Working Group created a mechanism for educating SAA members about the *Protocols* and fostered discussion of that document through Forums held during the 2009, 2010, and 2011 SAA Annual Meetings; and

*Whereas* the Working Group applied the philosophy of dialog, collaboration, and respect inherent in the *Protocols* to highlight their critical importance; and

*Whereas* the Working Group reinforced the identification of best professional practices for culturally responsive care and use of Native American archival material held by non-tribal organizations; and

*Whereas* the Working Group coordinated with regional archival organizations to promote the use of the *Protocols* throughout the profession;

**Now, Therefore, Be It Resolved** that the Society of American Archivists recognizes the members of the Native American Protocols Forum Working Group for advancing professional discourse and raising awareness about opportunities for collecting organizations to cooperate with Native communities.

**MOTION**

**THAT Michael J. Fox be awarded the 2012 Council Exemplary Service Award.**

**Support Statement:** For his many contributions to the Society and the archival profession during his distinguished career, particularly in the development of descriptive standards, Michael J. Fox is a most worthy recipient of the 2012 Council Exemplary Service Award.

**Fiscal Impact:** None.

Move: Meissner

Second: Cline

PASSED (unanimously on May 24, 2012).

**Council Exemplary Service Award Honoring  
Michael J. Fox**

*Whereas* Michael was present not only at the birth of Encoded Archival Description, but almost from its conception as a member of the team of description experts who met in Ann Arbor in 1995 to define the scope and parameters of what would become EAD. Since that time, he has served as a preeminent leader and thinker within SAA's EAD Working Group. Michael has contributed a good deal of the sober thinking and administrative expertise that helped ensure EAD's success as a practical and forward-thinking tool to structure, encode, and communicate archival description. He remains in that service today; and

*Whereas* More than most of the EAD promoters over the past dozen years, Michael has helped to bootstrap and support a rapidly expanding community of EAD practitioners. He has been, and remains, an active participant on the EAD Listserv, always jumping in quickly to offer sound practical advice to practitioners wrestling with encoding problems, and also to help shape further thinking about the standard within the practitioner community; and

*Whereas* Going well beyond this level of continuing support, Michael has devoted tremendous energy to creating the very extensive *EAD Cookbook*, which continues to serve as a user's manual for newbies and more seasoned EAD encoders alike in applying the standard in their own repositories; and

*Whereas* Michael has co-taught more than 60 two-day EAD workshops with his sidekick Kris Kiesling. Together they have developed perhaps the most popular SAA workshop that has ever been presented. In doing so, Michael has helped to train the first generation of EAD users, a community numbering in the thousands. They include not only North American archivists, but hundreds of EAD users throughout Europe and in other nations that have adopted the standard. In carrying these workshops abroad, Michael has performed an important role in binding together an international community of archivists by helping them to speak a common language. In this work, he also has helped SAA become the preeminent leader in building that international community; and

*Whereas* During the past several years, Michael has leveraged the value of the EAD workshops by also developing and teaching (again, in partnership with Kris) an equally popular and helpful series of

workshops focused on creating XSL stylesheets to render and present the content of EAD-encoded finding aids; and

**Whereas** Although EAD is perhaps the capstone in a career devoted to archival description, Michael has worked as a developer, promoter, and teacher of many of the standards that are shared by archivists today. These include MARC21 (going back to MARC-AMC in the late 1980s), APPM and, most recently, DACS. It is no exaggeration to say that Michael has been at the forefront of these developments, has resolutely stayed engaged with them over the course of their adoption, and has been a strong and unwavering voice promoting their adoption and routine use by all of us in the community of American archivists. In every SAA Annual Meeting session focused on descriptive standards for the past 30 years, Michael's red head could be seen gracing the audience and often peppering the discussion that followed the presentations (assuming that he was not making one the presentations himself); and

**Whereas** Michael has been an ambassador for more than a decade for both SAA and the U.S. archival community to the International Council on Archives, tirelessly representing, often at his own expense, a U.S. perspective on description issues. His yearly reports to the Description Section on ICA standards developments helped to educate a generation of U.S. archivists about a broader framework for our professional practice. His service on ICA's Committee on Descriptive Standards during the revision of the *General International Standard Archival Description*, which led to publication of its 2<sup>nd</sup> edition, produced a standard that could comfortably serve as the conceptual framework for the development of DACS; and

**Whereas** Whether the medium might be EAD workshops, discussions regarding particular descriptive standards, or formative meetings addressing emerging or future practice, Michael has continually been one of a fairly small group of SAA members who have served with distinction as a cadre of *de facto* diplomats who built relationships with archivists overseas, represented SAA in formal discussions, and bolted together approaches to archival practice that could be adopted in an international setting; and

**Whereas** Michael has performed with great distinction his role as an SAA representative to the American Library Association, its component groups, and the library communities that address cataloging, technical services, and descriptive standards. Michael always went far beyond offering SAA a set of ears at the table; he contributed an effective voice in those forums;

**Now, Therefore, Be It Resolved That** Michael J. Fox be awarded the Society of American Archivists Council Exemplary Service Award for his many contributions to SAA and to the archival community throughout his distinguished career.

**MOTION**

**THAT Nancy Perkin Beaumont be awarded the 2012 Council Exemplary Service Award.**

**Support Statement:** For her professional, enlightened, and dynamic leadership of the Society and of the archival profession during the past nine years as SAA's Executive Director, Nancy Perkin Beaumont is a most worthy recipient of the 2012 Council Exemplary Service Award.

**Fiscal Impact:** None.

PASSED (unanimously on August 6, 2012, in executive session).

**Council Exemplary Service Award Honoring  
Nancy Perkin Beaumont**

*Whereas* Executive Director Nancy Perkin Beaumont has provided the Society of American Archivists professional, enlightened, and dynamic leadership during the past nine years; and

*Whereas* she has provided staff leadership at a time of significant growth in the Society's membership and has managed to incorporate this impressive growth into the day-to-day activities of the Society without unduly burdening the staff and while maintaining a very high level of member services; and

*Whereas* she has accomplished this with only a modest increase in staffing levels; and

*Whereas* she has developed, encouraged, and fostered a member-focused and results-oriented staff and has created a strong team philosophy among the staff that has resulted in a much more efficient and comprehensive functioning of the Society's headquarters; and

*Whereas* this work place culture has resulted in superior products and services for SAA members; and

*Whereas* Nancy has worked with the staff to ensure that member services were not diminished in the face of severe economic concerns during the past several years; and

*Whereas* Nancy has continually encouraged the steps needed to ensure the currency and relevance of the Society's publications and has supported the redesign of the periodical offerings in the face of increasing, changing, and diversifying member needs and has developed a strong publishing program, both in print and online, that is highly regarded by the membership; and

*Whereas* Nancy, recognizing the dramatic evolution of the archival profession and the national information environment during the past nine years, has encouraged the research into and the development of an education curriculum that meets the changing needs of the membership, especially in the field of electronic media and curation; and

**Whereas** Nancy has demonstrated her understanding of the crucial need for educational offerings in the realm of digitization, digital records management, digital preservation, curation, and access, as exemplified in the new Digital Archives Specialist curriculum; and

**Whereas** Nancy has remained current regarding threats to archival organizations and funding sources, has ensured that the Council and the membership are made aware of these issues, has worked with the Council to develop the Society's position and responses, and has emphasized the need for the Society and its members to act on these challenges; and

**Whereas** Nancy has recognized the value of strategic thinking and planning, has facilitated the development of the Society's Strategic Priorities and has ensured that Council revisit these Priorities on an annual basis to determine whether they are still relevant or need to be revised/changed; and

**Whereas** Nancy has undertaken to develop an advocacy program geared to the goals of the Strategic Priority that emphasizes the Society's support for funding agencies and responses to threats to archival programs through strong letters of support for these programs; and

**Whereas** Nancy, recognizing the need to stabilize, increase, and diversify the Society's funding base, has spearheaded the formation and incorporation of the SAA Foundation to stimulate and channel member giving;

**Now, Therefore, Be It Resolved** that Nancy Perkin Beaumont be awarded the Society of American Archivists Council Exemplary Service Award for her many contributions to SAA and to the archival community throughout her tenure as Executive Director.

**Society of American Archivists  
Council Meeting Minutes  
August 11, 2012  
San Diego, California**

*Agendas and background materials for SAA Council meetings are available  
via the SAA website at: <http://www2.archivists.org/governance/reports>.*

President Jackie Dooley called the meeting to order at 11:25 a.m. on Saturday, August 11. Present were Vice President Danna Bell-Russel; Treasurer Mark Duffy; Executive Committee Member Donna McCrea; Council members Terry Baxter, Geof Huth, Beth Kaplan, Bill Landis, Michelle Light, Dennis Meissner, Kate Theimer, and Tanya Zanish-Belcher; and SAA Executive Director Nancy Beaumont and Program Coordinator René Mueller. Not in attendance: Publications Director Teresa Brinati, Education Director Solveig De Sutter, Member and Technical Services Director Brian Doyle, and Finance and Administration Director Tom Jurczak.

**I. COUNCIL BUSINESS**

**A. Adoption of the Agenda**

Dooley introduced the agenda, adding discussion item II.A. Revisit Member Survey: Plan for Review, Analysis, and Communication of Results.

Move: McCrea

Second: Huth

PASSED (Yes: Bell-Russel, Duffy, Huth, Kaplan, Landis, Light, McCrea, Meissner, Theimer, Zanish-Belcher. Abstain: Baxter.)

**B. Introduction of New Council Members**

Dooley welcomed the newly elected Council members and invited them to share a brief summary of why they were particularly interested in serving on the Council and what they hoped to achieve during their tenure. She then asked the Council members who had been serving to share the same information.

**C. Dates of 2013 Council Meetings**

Dooley thanked the group for working online in advance to establish the following tentative dates for the January and May 2012 Council meetings, which will be held at SAA headquarters in Chicago:

January 23 (evening):	Executive Committee meeting and Council working dinner.
January 24:	Council Strategic Planning session.

January 25– 26 (noon):	Council meeting.
May 15 (evening):	Executive Committee meeting and Council working dinner.
May 16-17 (noon):	Council meeting.

The Foundation Board of Directors (on which the SAA Executive Committee members serve) will hold its annual meeting at SAA headquarters from 2:00 p.m. on January 26 through noon on January 27.

The August 2012 Council meetings will be held on Monday, August 12, and Saturday, August 17, in conjunction with the SAA Annual Meeting in New Orleans.

#### **D. Conflict-of-Interest Statements**

Staff distributed conflict-of-interest statements, which all seated Council members are required to complete.

### **II. STRATEGIC PLANNING**

#### **A. Strategic Plan Monitoring**

As one means of ensuring that SAA is continually aware of its progress toward the priorities outlined in the Strategic Plan, Council members previously had committed to monitoring assigned sections of the Plan. With the retirement of several Council members, reassignments were made. In light of the Council's plan to conduct a full-day strategic planning session in conjunction with its January 2013 meeting, Dooley encouraged all Council members to become familiar with the full Strategic Plan, with special emphasis on their assigned areas.

### **III. ACTION ITEMS**

No actions were required based on the outcome of the Annual Membership (Business) Meeting, and no additional action items were brought forward for Council consideration.

### **IV. DISCUSSION ITEMS**

#### **A. Revisit Member Survey: Plan for Review, Analysis, and Communication of Results**

Per a discussion at the August 6 Council meeting (Agenda Item 0812-1-III-A), Theimer collected from Council members their preferences for task assignments related to review and analysis of results of the 2012 Member Needs and Satisfaction Survey. Council members agreed on a process and timeline to keep the project moving forward.

#### **B. Feedback During the Annual Meeting**

Council members discussed feedback that they had received from members and other attendees throughout the Annual Meeting. Actionable items will be developed and presented to the Council for discussion online or at an upcoming meeting.

**I. COUNCIL BUSINESS (Continued)**

**A. August 11, 2012, “To Do” List**

Due to lack of time, the Council did not review the To Do List.

**B. Review of August 11, 2012, Talking Points**

No talking points were developed.

**C. Adjournment**

Huth moved and Bell-Russel seconded the motion that the Council meeting be adjourned at 12:51 p.m. PASSED (unanimous).