

**Society of American Archivists
Council Meeting
May 16–17, 2017
Chicago, Illinois**

**Executive Director’s Report
(Prepared by Executive Director Nancy Beaumont)**

Reports on Membership, Education, Publications, the Annual Meeting, and Technology appear elsewhere in the staff reports for this Council meeting (0517-VI-E). This report summarizes other Headquarters activities since November 2016.

STRATEGIC PRIORITIES

See the Strategic Plan Dashboard (0517-III-B) for a status update on the priorities outlined there. A portion of the Council’s November 2017 meeting will be devoted to strategic planning and the next iteration of SAA’s Plan.

GOVERNANCE

- Governance Coordinator Felicia Owens drafted the minutes of the 1116 Council meeting and the 0117 Council conference call, which were adopted by the Council and [posted online](#).
- Felicia worked with Member Affinity Group working group members Pam Hackbart-Dean, Erin Lawrimore, Rachel Vagts, and me to complete Governance Manual revisions required by the Council’s November 2016 approval of the [member affinity group transition plan](#). In addition she worked with a professional graphic designer to create consistent logos for all of SAA’s 45 sections.
- The staff (and particularly Peter) invested significant time in working with each other and the Treasurer and Finance Committee to prepare the Proposed FY 2018 budget (0517-IV-A).
- Felicia prepared materials to assist the Appointments Committee and Vice President Tanya Zanish-Belcher in their work. We received 172 applications in response to the Call for Volunteers and Tanya has completed appointments for 93 volunteer positions.
- Pending discussion at this Council meeting (0517-V-E-Internships), we have not yet released a broad call for interns to support SAA appointed groups. (See the 2016 [Call for Interns to Support SAA Appointed Groups](#), which carried the following note: “Because SAA is committed to enhancing the diversity of the organization, the profession, and the historical record, individuals who are members of historically underrepresented groups are especially

encouraged to apply for an SAA appointed group internship.”) Seventy individuals submitted applications in 2016. Felicia worked with appointed group chairs to make their selections from among the volunteers. She then extended to section and roundtable chairs and vice chairs the option of bringing on board an intern to assist in the work of their steering committees. We would propose a similar procedure in 2017.

- Felicia oversaw the work of VoteNet Solutions for conduct of the 2017 SAA elections. The online ballot was live from March 13 to March 31 and the election was certified remotely by three SAA members. Just 19% of eligible members participated in the vote, compared with 23% in 2016.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- As previously announced Kara Adams joined the staff as Education Director on January 18. You will note from the FY18 Proposed Budget for Education, Program 105, that she has many good ideas for enhancing SAA’s professional development activities—and she has hit the ground running!
- We will conduct staff performance appraisals in June. Every staff member completes a written self-appraisal and meets with her or his supervisor to discuss performance, set goals for the coming year, and review job descriptions. As in the past, all salary increases in FY18 will be merit-based.

SAA FOUNDATION

- As reported in the [January/February](#) issue of *Archival Outlook*, contributions to the Foundation in Calendar Year 2016 totaled \$72,648 from a record 413 donors! This is an increase of nearly \$18,000 from CY 2015.
- Staff assisted the Foundation Grant Review Committee in evaluating the three grant proposals received in the 2017 cycle.
- Per the SAAF Development Plan, staff implemented a day of giving on May 1 (in conjunction with SAA’s MayDay initiative) to benefit the National Disaster Recovery Fund for Archives. Implementation was coordinated with SAA’s Preservation Section, which boosted the appeal via its discussion list and social media. As in 2016, we will be implementing a Day of Giving on June 20, the summer solstice, to benefit the Strategic Growth Fund.
- The Foundation Board will meet for two hours in conjunction with *ARCHIVES 2017* in Portland and will schedule its annual meeting in Chicago in November to coordinate with the timing of the Council meeting.

As always, I’m happy to respond to any questions or comments.