Society of American Archivists
Foundation Board Meeting Minutes
January 27, 2012
SAA Headquarters
Chicago, Illinois

SAA Foundation President Gregor Trinkaus-Randall called to order the meeting of the Foundation Board of Directors at 2:08 pm on Friday, January 27. Present were SAAF Board members Scott Cline, Cassie Cramer (via speaker phone for a portion of the meeting), Jackie Dooley, Fynnette Eaton, Aimee Felker, Chuck Martin (via speaker phone for a portion of the meeting), Ben Primer, and Helen Tibbo; and Executive Director Nancy Beaumont, SAA Finance/ Administration Director Tom Jurczak, and SAA Program Coordinator René Mueller.

I. BOARD BUSINESS

A. Adoption of the Agenda

Trinkaus-Randall introduced the agenda. Eaton moved and Felker seconded adoption, and the agenda was adopted unanimously.

B. May 2011 Minutes (Approved July 2011)

Trinkaus-Randall noted that the May 2011 meeting minutes were adopted by online vote of the Foundation Board in July 2011 and posted on the SAA website immediately. (Note: Because the SAA Council served as the Foundation Board until July 2011, Foundation Board minutes were posted in combination with SAA Council minutes until that time.) SAA members were notified of availability of the minutes via *In the Loop* and the SAA website.

C. Reference: Past Actions

Trinkaus-Randall noted that a written summary of all Foundation Board actions had been updated and would be included with the Board's materials at each meeting.

D. Reference: Articles of Incorporation and Bylaws

The Foundation Articles of Incorporation and Bylaws were included in Board materials for the reference of all new Board members.

II. ACTION ITEMS

A. Election of Officers (President, Vice President, Treasurer)

Per the SAA Foundation Bylaws, Article VI. Officers, "The officers of the Corporation shall be elected by the Board of Directors at the Annual Meeting of the Board of Directors (in January)."

Although one Board appointment was still pending, the group determined that it was appropriate to proceed with election of officers.

MOTION 1

THAT Fynnette Eaton be elected to serve a one-year term as President of the Society of American Archivists Foundation; and

THAT Ben Primer be elected to serve a one-year term as Vice President of the Society of American Archivists Foundation; and

THAT Aimee Felker be elected to serve a one-year term as Treasurer of the Society of American Archivists Foundation.

Support Statement: Eaton, Primer, and Felker are well qualified to serve in these important capacities.

Fiscal Impact: None.

Move: Tibbo
Second: Dooley
PASSED (Yes: Cline, Cramer, Dooley, Eaton, Martin, Primer, Tibbo. Abstain: Felker)

III. DISCUSSION ITEMS

A. Development Activities

The Board received an update on recent SAAF fundraising efforts, including annual appeal letters sent in November 2011, the "75 for 75" campaign in conjunction with the Society's 75th Anniversary, and establishment of a Strategic Growth Fund. Beaumont reviewed the Foundation's 2011-2014 funding priorities (adopted in January 2011) and Jurczak summarized the structure and investment of funds. Board members discussed fundraising ideas covering a range of both bricks-and-mortar campaigns and spontaneously occurring and region-specific campaigns.

B. Foundation Committees

The Board briefly discussed ideas for possible committees (Development, Finance) and determined that it would have a fuller discussion online between meetings.

C. Other Discussion Items from Board Members

No other discussion items were brought forward.

IV. REPORTS

A. Year-To-Date Financials

For the six months ending December 31, 2011, the SAA Foundation posted a net loss. With unrealized losses on investments, the operational net gain for the six months ending December 31, 2011, was $824. In prior years, unrealized gains/losses were posted to SAA Operations.

B. 2011 Summary of Funds

The Board reviewed current fund balances.

C. 2011 Summary of Donors

The Board reviewed the list of 2011 donors.

D. Grant Report: SAA "Fundamental Change" Project

The Board reviewed an interim report from SAA Director of Publications Teresa Brinati summarizing year-to-date expenditure of grant funds for the "Fundamental Change" project, which involves research and development of the next iteration of SAA's best-selling Archival Fundamental Series. Going forward, the "Fundamentals" will be updated via modules made available both in print and online. A final report on this project—funded at $20,000—will be submitted in late June.

E. Grant Report: SAA Digital Archives Specialist Program

With a $10,100 grant from the SAA Foundation, SAA has made significant progress on launching the Digital Archives Specialist (DAS) Curriculum and Certificate Program, including development of 11 course examinations and eight new courses (in varying stages of development). Expenditures to date total $4,900. A final report on this project will be available in late June.

F. SAAF Interim Actions

Per a June 27, 2011, online discussion and vote of the Foundation Board, the following description of the Strategic Growth Fund was adopted: "Established in 2011 in honor of the Society of American Archivists' 75th Anniversary, the Strategic Growth Fund holds and manages donated funds for the purpose of supporting the strategic priorities of the SAA Foundation, including professional and public education, publications, and research."

Per a July 25, 2011, discussion and vote of the Foundation Board, the minutes of the May 2011 SAAF Board of Directors meeting were adopted (see Agenda Item 0112-I-B).

BOARD BUSINESS (Continued)

A. Adjournment

The Foundation Board meeting was adjourned by general consent at 5:18 pm.