

**Society of American Archivists  
Council Meeting  
August 17, 2013  
Hilton New Orleans Riverside  
New Orleans, Louisiana**

*Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda comprises Action Items, Discussion Items, and Reports and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee and Council), but provide a wealth of information about the work of appointed and component groups and the staff. To view the reports – and all other background materials – see the SAA website.*

President Danna Bell called the meeting to order at 1:20 p.m. on Saturday, August 17. Present were Vice President Kathleen Roe; Treasurer Mark Duffy; Executive Committee Member Bill Landis; Council members Terry Baxter, Geof Huth, Elisabeth Kaplan (for a portion of the meeting), Michelle Light (for a portion of the meeting), Lisa Mangiafico, Tim Pyatt, Helen Wong Smith, and Tanya Zanish-Belcher; and SAA Executive Director Nancy Beaumont and Program Coordinator René Mueller. SAA member Laura Whitmore (Texas A&M University) attended as a guest.

## **I. COUNCIL BUSINESS**

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

No formal agenda was presented.

### **B. Introduction of New Council Members**

Bell welcomed the newly elected Council members and introductions were made around the table.

### **C. Dates of 2014 Council Meetings**

The Council discussed a preferred meeting pattern and narrowed options for both the January and May Council meeting dates.

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

The Council was reminded to complete the conflict-of-interest statements distributed previously and provide them to the staff office.

## II. ACTION ITEMS

### Finance Committee: Replenishing SAA's Technology Reserves

In its June 2012 discussion of the proposed FY 2013 budget, the Council expressed its desire to replenish one or more of the Council-designated funds. A decision regarding allocation of any net gain for FY 2013 was not made in June 2012 and was postponed at the May 2013 Council meeting due to an extended discussion of the FY 2014 proposed budget. In light of the Council's clear indication in the Strategic Plan 2013-2018 of the importance of strengthening SAA's technology infrastructure (Goal 4), the Finance Committee recommended allocation of the FY 2013 net gain to the Technology Fund.

### **MOTION**

**THAT \$60,000 of the total FY 2013 net gain of \$62,287 be allocated to the Council-designated Technology Fund.**

**Support Statement:** Council members expressed their desire to replenish one or more of the Council-designated funds in June 2012. The scheduled vote at the May 2013 Council meeting was delayed in the course of an extended budget discussion. This motion completes that action. The Finance Committee considered the matter at some length but agreed to recommend that the FY 2013 net gain be allocated to the Technology Fund because it is an expense area that can advance all aspects of SAA's program and strategic priorities.

**Impact on Strategic Plan:** Goal 4 (Meeting members' needs), Strategy 4.1. (Facilitate effective communication with and among members).

**Fiscal Impact:** None provided.

Move: Duffy on behalf of the Finance Committee

Second: None needed.

PASSED (Yes: Baxter, Duffy, Huth, Kaplan, Landis, Mangiafico, Pyatt, Roe, Smith, Zanish-Belcher. No: None. Abstain: None. Light not present.)

## III. DISCUSSION ITEMS

### Feedback Received at the Annual Meeting

Council members briefly reviewed and discussed those aspects of the Annual Meeting that, based on member feedback and their own experiences, worked well (new app, New Member/First Timer event, Leadership Orientation and Forum) and those aspects that could be improved. The Council also addressed "housekeeping" issues related to its own meetings and work flow.

## I. COUNCIL BUSINESS (Continued)

## **Adjournment**

Huth moved and Landis seconded adjournment. The meeting was adjourned at 2:04 p.m. by unanimous consent.