

**Society of American Archivists Foundation
Board Meeting Minutes
August 13, 2013
New Orleans, Louisiana**

Agendas and background materials as well as meeting minutes for SAA Foundation Board meetings are available via the SAA website at: <http://www2.archivists.org/governance/reports>.

Fynnette Eaton called the meeting to order at 6:09 pm. Present were Class A members Danna Bell-Russel (SAA Vice President/President-Elect), Jackie Dooley (SAA President), Mark Duffy (SAA Treasurer), Donna McCrea (SAA Executive Committee Member), and Gregor Trinkaus-Randall (SAA Immediate Past President); Class B members Fynnette Eaton, Becky Haglund Tousey, Charles Martin, Ben Primer, Ann Russell, and Carla Summers; and Executive Director Nancy Beaumont, Finance/Administration Director Tom Jurczak, and Program Coordinator René Mueller. Incoming SAA Vice President/President-Elect Kathleen Roe and incoming Executive Committee Member William Landis also attended. Martin, Primer, Russell, and Trinkaus-Randall participated via speaker phone.

Eaton noted, and the group agreed to, three agenda items for discussion and action as appropriate:

- Elect officers to serve until the Foundation annual meeting in January 2014.
- Discuss possible appointees to the Development Committee and Finance Committee.
- Discuss current staff capacity to meet Foundation development needs.

ELECTION OF OFFICERS

MOTION

THAT Fynnette Eaton be elected to serve as Foundation Board Chair, Ben Primer be elected to serve as Foundation Board Vice Chair, and Mark Duffy be elected to serve as Foundation Board Treasurer until the time of the next election at the Foundation Board's annual meeting in January 2014.

Move: McCrea

Second: Trinkaus-Randall

PASSED (unanimous).

Support Statement: Eaton, Primer, and Duffy are well-qualified to serve in these important roles. Each has consented to serve.

Fiscal Impact: None.

DISCUSSION: DEVELOPMENT COMMITTEE APPOINTMENTS

On June 25, the Board of Directors adopted by online vote a revised description for the Foundation Development Committee (Appendix A).

Board members discussed at some length their ideas for appointees to the Foundation Development Committee, whose purpose is to develop and implement plans to raise funds to support the long-term viability of the SAA Foundation and its priorities.

The Development Committee consists of five members: the Foundation Vice Chair (who serves as the chair), the Executive Director, and three individuals appointed by the Board Chair based on recommendations from the Board members and others and subject to the approval of the Board. The three appointed members of the Committee serve for staggered three-year terms so that one individual is appointed each year. Committee members are selected on the basis of one or more of the following: fundraising experience, ties with the corporate community, and/or expertise in obtaining grant funding. (For the full description of the Committee, see http://saa.archivists.org/4DCGI/committees/SAAC-FUND.html?Action=Show_Comm_Detail&CommCode=SAA**C-FUND&)

Eaton will contact prospective Development Committee appointees to determine their level of interest in serving. In addition, Primer and Dooley will contact individuals whose names were put forward as potential Class B Board members.

DISCUSSION: STAFF CAPACITY

Beaumont noted that her time and that of several staff members for the past year has been overcommitted to SAA governance and annual meeting priorities, to the detriment of the SAA Foundation. Duffy suggested that the Board consider bringing in a consultant to work with Beaumont to propose a manageable plan for expanding the Foundation's fundraising capacity. Duffy agreed to draft a motion for the Board's consideration during the week of August 13.

[Note: During the week of August 13, the Foundation Board reviewed and discussed the motion, drafted and moved by Mark Duffy on August 14 (Appendix B). It was adopted unanimously as of August 22, 2013.]

The Board then briefly discussed the idea of submitting a session proposal for the 2014 Joint Annual Meeting that might focus on planned giving and/or developing a culture of giving. Summers agreed to draft some ideas for online discussion.

The meeting was adjourned by acclamation at 7:08 p.m.

MOTION

THAT the description of the SAA Foundation Development Committee be revised as follows (strikethrough = deletion, underline = addition):

SAA Foundation Development Committee

Established: May 7, 2006

I. Purpose

The ~~SAA Foundation~~ Development Committee ~~reports to the Foundation Board of Directors and~~ is responsible for developing and implementing plans to raise funds to support the long-term viability of the SAA Foundation and its priorities.

II. Committee Selection, Size, and Length of Term

~~The committee consists of the following members: SAA President, Foundation Board chair, SAA Executive Director, and two individuals to be appointed by the Board chair. If the SAA President and the Board chair is the same person, an additional individual will be appointed to the Committee. The~~ Development Committee consists of five members: the Foundation Vice Chair (who serves as the chair), the Executive Director, and three individuals appointed by the Board Chair based on recommendations from the Board members and others and subject to the approval of the Board. The three appointed members of the Committee serve for staggered three-year terms, so that one individual is appointed each year.

Committee members are selected on the basis of one or more of the following: fundraising experience, ties with the corporate community, and/or expertise in obtaining grant funding. Individuals who are appointed to the Committee will serve a three-year term.

III. Reporting Procedures

~~The Committee reports to the SAA Foundation Board at each of the Board's meetings. The Development~~ Committee reports to each full meeting of the Foundation Board of Directors and at other times as requested by the Board.

IV. Duties and Responsibilities

- Adhere to all laws and to Foundation policies and procedures as established by the Board of Directors.
- Working with the Foundation Board of Directors and staff, define and periodically review the short-term and long-term funding needs of the organization.
- Develop and implement short-term and long-term communication plans that identify and rank potential donors (both inside and outside of the archives profession), messages, tactics, and strategies.
- Consider the full range of development opportunities, including (but not limited to) annual giving campaigns, special campaigns (e.g., associated with a special anniversary or event), grant funding, major gifts (i.e., outright gifts from income, such as cash or securities), and planned giving (i.e., gifts

of assets), provided that opportunities are consistent with adopted gift acceptance policies and procedures.

- ~~Review and report on progress made toward fundraising goals. Propose specific fundraising goals and strategies for the Board's adoption, and review and report annually on the progress of actions taken to achieve them.~~
- Inspire the full Board of Directors to participate in fundraising efforts and to make personal financial donations.
- Consider how and when to involve external fundraising experts, and make recommendations as appropriate to the Foundation Board.

V. Meetings

The Committee meets annually in conjunction with the SAA Annual Meeting and at other times, as needed, ~~with Foundation Board approval.~~ via conference call or other electronic means.

*Approved by SAA Special Funds (Foundation) Board of Directors: May 7, 2006. Revised: May 26, 2010.
Revised by the SAA Foundation Board of Directors: June 2013.*

Support Statement: The revision reflects the governance structure approved via the Foundation bylaws in May 2011 and provides a simple but effective framework for the work of this important group.

Fiscal Impact: Re-establishment of a committee whose members provide both expertise and commitment to fundraising will have a positive impact on the Foundation's development activities.

Move: Martin

Second: Trinkaus-Randall

PASSED (Unanimous)

Request to Designate Funds to Expand the Foundation's Fund Raising Capacity

(Proposed on August 14, 2013)

Motion: That the SAA Foundation Board approves an appropriation of \$15,000 from the unrestricted funds available from the Foundation's investments for the purpose of developing the Board's fundraising capacity. The Executive Director is hereby authorized to use the funds to employ one or more consultants in order to create planning options, implementation strategies, and administrative procedures that will enable the Board to pursue the Foundation's mission vigorously. The Executive Director will report progress on the use of these funds at each meeting of the Foundation Board.

Support Statement. The Board has been keenly aware in the past year of its difficulty to move our fundraising agenda beyond the early challenges of establishing a separate investment portfolio, incorporating as a nonprofit, and setting up governance structures. The Board is eager to move to the next stage of the Foundation's work. The Board desires to begin raising new monies and investing those funds in the profession in ways that will make a difference for archives and archivists. The Board is also very conscious of the demands this work will place on executive management staff that must be involved in shepherding this administrative assignment. This resolution provides funding for the Executive Director to utilize at times and in a manner that she deems necessary the input of qualified development consultants who can assist the Foundation in reaching its development objectives.

Financial Impact: \$15,000 from the Foundation's unrestricted funds and the costs of senior staff to work with consultants on a development plan and supporting framework in matters of governance and administration. Staff costs will be reimbursed by the Foundation to SAA [the 501(c)(6) entity] as customary.

Move: Duffy

Second: Martin

PASSED (Unanimous).