

**Society of American Archivists
Council Conference Call
January 16, 2015
2:00 pm – 4:00 pm EST**

Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. This Council conference call agenda comprises 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, 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 Kathleen Roe called the conference call to order at 2:00 p.m. (ET) on Friday, January 16. Present were Vice President Dennis Meissner; Executive Committee Member Tanya Zanish-Belcher; Council members Pam Hackbart-Dean, Geof Huth, Michelle Light, Lisa Mangiafico, Tim Pyatt, James Roth, Helen Wong Smith, and Rachel Vagts; SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Solveig De Sutter, Web and Information Systems Administrator Matt Black, and Program Coordinator René Craig. Treasurer Mark Duffy joined the call at 3:31 pm.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Roe introduced the agenda, adding to Reports a verbal update on the 2015 Leadership Orientation and Forum and moving the Executive Session to the last order of business. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.) Huth moved adoption of the agenda as revised, Meissner seconded, and the agenda was adopted unanimously. **(MOTION 1)**

B. Status of Council Action List

Council members briefly reviewed and provided updates on the status of actions listed in this internal working document.

II. DISCUSSION ITEMS

A. Review of Section and Roundtable Annual Reports

The Council spent considerable time reviewing this 132-page compiled report, paying particular attention to those matters highlighted for Council consideration. Council members also received verbal updates on activities and concerns as appropriate from the Council liaisons to groups that did not submit reports. Council liaisons will be responding to their assigned groups and soliciting missing reports. Late component group reports will be collected and posted as appropriate.

B. Other Discussion Items from Council Members

No other discussion items were brought forward.

C. Executive Session (as needed)

Huth moved, Pyatt seconded, and the Council voted unanimously to hold an Executive Session. **(MOTION 2)** Beaumont provided an update from SAA's representative to the World Intellectual Property Organization. She also provided background and set a deadline for Council Exemplary Service Award nominees. The Executive Session was adjourned based on a motion by Meissner, a second by Huth, and a unanimous vote of the Council. **(MOTION 3)**

III. REPORTS

Reports are discussed by the Council only as needed and generally are not summarized in the minutes. They do, however, 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 <http://www2.archivists.org/groups/saa-council>.

A. Executive Committee (Verbal Update)

Zanish-Belcher summarized Executive Committee interim actions and discussions since last reported at the November 2014 Council meeting. Interim actions of both the Council and Executive Committee will be ratified at the May 2015 Council meeting via the Consent Agenda.

B. President (Verbal Update)

Roe provided an update on the “Year of Living Dangerously for Archives” initiative, noting that she is coordinating this work with the Committee on Public Awareness. A report from SAA's representatives to the Coalition to Advance Learning in Archives, Libraries, and Museums is projected for May. Roe also outlined a communication plan for SAA's response to several members' requests for a statement on the University of Texas at Austin's decision not to reveal the purchase price following its acquisition of the Gabriel García Márquez archive, and indicated that the statement would be shared first with the two component groups that were asked to provide recommendations (the Committee on Ethics and Professional Conduct and the Committee on Advocacy and Public Policy) and then publicized via *Off the Record*.

C. Vice President / President-Elect (Verbal Update)

Meissner indicated that the two newly created Council internal working groups, one on diversity and the other on SAA affinity groups, had been populated and were working on drafting work plans. SAA's proposal for a planning grant to become a more data-informed and -guided profession was in process and would be submitted to the Institute of Museum and Library Services well before the February 2 deadline.

D. Treasurer (Verbal Update)

On behalf of Duffy, who joined the call later, Carlson provided an update on SAA's financial standing, anticipated a second quarter report in early February, and summarized work done to simplify reporting on SAA's 501(c)(3) and 501(c)(6) organizations. The Council agreed to participate in a budget tutorial in February or March.

E. Executive Director (Verbal Update)

Beaumont summarized the status of current headquarters projects, including plans to field an employment survey in late January, Annual Meeting preparation and promotion, and website redevelopment. Completed projects included a successful Foundation Annual Appeal and completed contract negotiations with Allen Press for transition of the Online Journal to a new hosting service. Membership numbers remained high, and a retooled staff performance process was scheduled for the spring.

F. Membership Committee (Annual Report)

The Council reviewed, but did not discuss, this report.

G. Committee on Ethics and Professional Conduct (Annual Report)

The Council reviewed, but did not discuss, this report.

H. Awards Committee (Annual Report)

The Council reviewed, but did not discuss, this report.

I. Dictionary Working Group (Annual Report)

The Council reviewed, but did not discuss, this report.

J. 2015 Program Committee (Interim Report)

Because this interim report recommended that the endorsement process for Annual Meeting session proposals should not be resumed and one section requested that the process be reinstated, the Council agreed to discuss the endorsement process and make a decision about reinstatement at its May 2015 meeting.

K. International Council on Archives/Section on Professional Associations Representative

The Council agreed to add to its May 2015 agenda discussion of the potential for future joint annual meetings with ICA (including the World Congress in 2020), based on the Council-adopted "Principles and Priorities for Planning Joint Meetings with Other Professional Organizations."

L. World Intellectual Property Organization/SCCR Representative (Verbal)

This agenda item was discussed in Executive Session.

M. Other Reports from Council Members / What Are You Hearing from Members?

Hackbart-Dean, Roth, and Vagts updated the Council on their plans for structuring the 2015 Leadership Orientation and Forum.

IV. COUNCIL BUSINESS

A. Review of January 2015 Action List / Talking Points

The Council agreed to review the Action List via email following the conference call.

B. Meeting Debriefing

Council members discussed the flow of the meeting and agenda and agreed that the conference call format is appropriate for conduct of transactional business.

C. Adjournment

Huth moved adjournment, Roth seconded, and the meeting was adjourned by unanimous consent at 3:44 pm. **(MOTION 4)**