

**Society of American Archivists
Council Conference Call
January 20, 2016
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 a Consent Agenda, Discussion Items, and Reports only, 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 Dennis Meissner called the meeting to order at 2:04 p.m. on Wednesday, January 20. Present were Vice President Nancy McGovern; Treasurer Cheryl Stadel-Bevans; Executive Committee Member Lisa Mangiafico; Council members Amy Cooper Cary, Pam Hackbart-Dean, Bergis Jules, Kris Kiesling, Tim Pyatt, Rachel Vagts, and Helen Wong Smith; and 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 Governance Program Coordinator Felicia Owens.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Meissner introduced the agenda with a proposed change: That item IV.D. Council Resolutions be moved to executive session so that the resolutions may remain confidential until awarded. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.) Hackbart-Dean moved adoption of the agenda as revised, Cary seconded, and the agenda was adopted unanimously (**MOTION 1**).

Move: Hackbart-Dean

Second: Cooper Cary

Vote: PASSED (unanimous)

B. Status of Council Action List

The Council reviewed this internal working document and provided verbal updates on tasks that had been completed since the November meeting.

II. CONSENT AGENDA

Items II.A. Executive Committee Interim Actions and II.B. Council Interim Actions were adopted by consent.

Move: Lisa Mangiafico

Second: Pam Hackbart-Dean

Vote: PASSED (unanimous)

III. ACTION ITEM

A. Committee on Selection of Fellows

Each year the Council elects three individuals to serve on the Committee on the Selection of SAA Fellows, along with the five most recent past presidents of the Society. Council members put forth names from a list of those eligible to serve and elected three Fellows to serve on the committee.

MOTION 2

THAT Daniel Pitti, Scott Schwartz, and Kenneth Thibodeau be elected to serve on the 2016 Committee on the Selection of SAA Fellows.

Move: Stadel-Bevans

Second: Mangiafico

Vote: PASSED (unanimous)

IV. DISCUSSION ITEMS

A. Review of Section and Roundtable Annual Reports

Each year the Council reviews the actions and activities of all sections and roundtables. The staff compiled all reports into one [162-page document](#). All comments and questions directed to the Council within the section and roundtable annual reports were discussed and will be followed up by Council liaisons and/or staff as appropriate.

B. Constitutional Amendment: Council Vacancies

Concerned with the process required to fill the recent Council vacancy, SAA member Bill Landis emailed Meissner, McGovern, and Beaumont to discuss amending the SAA constitution to simplify the process. Council members reviewed his suggestions and agreed it would be best to continue discussion of this issue in May. Mangiafico and Stadel-Bevans will prepare information for discussion of constitution and bylaws revisions at the May 2016 Council meeting.

C. Publications Editor Contract

Christopher Prom's current three-year term as Publications Editor will expire in February 2016. He has indicated his interest in serving a second term. The Council discussed his performance and agreed wholeheartedly to offer him a three-year renewal.

MOTION 3

THAT Christopher Prom be offered a second three-year term (February 2016 to January 2019) as SAA Publications Editor.

Move: Kiesling

Second: Cooper Cary

Vote: PASSED (unanimous)

D. Council Resolutions (Confidential)

Council members continued their discussion from the November 2015 meeting about which individuals and/or groups they would like to honor in 2016 with Council resolutions. Given the confidential nature of this item, discussion was held in executive session (IV.G.).

E. Schedule for 0816-1 Council Meeting

McGovern requested that the first August Council meeting be an all-day meeting on Monday, August 1, 2016, so as not to interfere with the 10th Annual Research Forum, scheduled all day on Tuesday, August 2. The Council agreed that this would be a welcome change to the schedule, as it would permit Council members to attend the Research Forum, the Mosaic Leadership Forum, and/or other events they typically miss and will also provide additional time for new Council member orientation.

F. Other Discussion Items from Council Members

No other items were discussed.

G. Executive Session (as needed)

Executive session was held to discuss agenda item IV.D. Council Resolutions.

V. 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>.

The following reports were reviewed in advance by Council members but were not discussed at the meeting:

- F. Committee on Ethics and Professional Conduct (Annual Report)
- G. Committee on Public Awareness (Annual Report)
- H. Host Committee (Annual Report)
- I. Membership Committee (Annual Report)
- J. Standards Committee (Annual Report)
- K. Intellectual Property Working Group (Annual Report)
- L. Academy of Certified Archivists Representative
- M. Coalition to Advance Learning in Archives, Libraries, and Museums Representative
- N. WIPO Representative (Annual Report)
- O. Dictionary Working Group (Annual Report)
- P. Other Reports from Council Members/What Are You Hearing from Members?

A. Executive Committee (Verbal Update)

Mangiafico summarized Executive Committee interim actions and discussions since last reported at the November 2015 Council meeting. Interim actions will be ratified via the May Council meeting Consent Agenda.

B. President (Verbal Update)

Meissner attended a November 2015 leadership symposium with McGovern and Beaumont and found great benefit in having the time and structure to discuss SAA strategic priorities and leadership and management issues. He also attended the Openlab Experimental meeting to represent and support archives' and archivists' interests at the gathering. He worked with the Diversity Committee on the 2016 call for interns and assisted the Committee on Advocacy and Public Policy with a number of issue briefs. In addition he co-authored the letter for the SAA Foundation Annual Appeal.

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

McGovern also found great value in attending the leadership symposium with Meissner and Beaumont. She is setting up a conference call with the Council Working Group on Diversity to continue discussions from the November Council meeting, and she is preparing for appointments duties as the call for volunteers closes on January 20.

D. Treasurer (Verbal Update)

Stadel-Bevans noted that the all-member referendum on the Council-proposed dues increase passed with more than 20% of the membership voting, and 70% of those voting accepting the increase. Year-to-date financial information indicates that the 2015 Annual Meeting showed a healthy net gain. Carlson is preparing a request for proposal to seek bids from auditing firms, as SAA has been with the same firm for more than 10 years.

E. Executive Director (Verbal Update)

Beaumont noted that the 2016 Program Committee had met in Chicago from January 14 to 16 to select 70 education sessions for the 2016 Joint Annual Meeting. Looking ahead, she is narrowing down city options for the 2019 Annual Meeting and is in discussion with the International Council on Archives about submitting a bid to host the ICA's 2020 Congress in the United States in conjunction with the SAA Annual Meeting. She also noted that:

- She had worked with Mark Puente of the Association of Research Libraries to submit (on January 15) a grant proposal to IMLS for funding of "Mosaic II."
- Progress on the new SAA website is substantial, and we hope to launch the site in the early spring.
- The Foundation Annual Appeal was implemented successfully in mid-December.
- The deadline for volunteers for appointed groups is January 20 and the pool of candidates is very healthy. She and the staff will be preparing materials to aid the Appointments Committee and the Vice President in the selection process.

I. COUNCIL BUSINESS (Continued)

C. Review of January 2016 Action List / Talking Points

Council members reviewed the decisions made during the conference call.

D. Meeting Debriefing

E. Adjournment

Stadel-Bevans moved adjournment, Mangiafico seconded, and the Council meeting was adjourned by unanimous consent at 3:56 p.m. on Wednesday, January 20, 2016.