

**Society of American Archivists  
Council Conference Call Minutes  
January 17, 2018  
2:00 – 3:00 pm ET**

*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 Consent Items, 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, 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 Tanya Zanish-Belcher called the meeting to order at 2:04 p.m. (ET) on Wednesday, January 17. Present were Vice President Meredith Evans; Treasurer Cheryl Stadel-Bevans; Executive Committee Member Kris Kiesling; Council members Steven Booth, Courtney Chartier, Amy Cooper Cary, Brenda Gunn, Bergis Jules, Erin Lawrimore, Bertram Lyons, and Audra Eagle Yun; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzmann, Information Systems Administrator Matt Black, and Governance Program Coordinator Felicia Owens.

## **I. COUNCIL BUSINESS**

### **A. Adoption of the [Agenda](#)**

Zanish-Belcher introduced the agenda; no changes were proposed. Chartier moved adoption of the agenda, Kiesling 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. CONSENT AGENDA**

The following items were adopted by consent (**MOTION 2**).

**Move Consent Items:** Gunn

**Second Consent Items:** Cooper Cary

**Vote:** PASSED (unanimous)

## **A. Ratify Council Interim Actions**

**THAT the following interim action taken by the Council between November 27, 2017, and January 2, 2018, be ratified:**

- Reviewed a report from SAA’s Representative to the National Historical Publications and Records Commission, Dennis Meissner, covering the Commission’s most recent meeting. (Appendix A) (November 27, 2017)
- Approved a [letter](#), drafted by the Committee on Public Policy and signed by SAA President Tanya Zanish-Belcher, to FCC Commissioner Ajit Pai to “express our alarm at the Federal Communications Commission’s plan to dismantle network neutrality regulations on Internet service providers.” The letter was also sent to the chair and ranking member of the Senate Committee on Commerce, Science and Transportation and the chair and ranking member of the House of Representatives Energy and Commerce Committee. (December 4, 2017)
- Approved the November 5-7, 2017, Council [meeting minutes](#). (December 13, 2017)
- Adopted a resolution to honor Greg Hunter for his six years of service as Editor of *The American Archivist*. (Appendix B) (December 14, 2017)
- Received the report of SAA’s representative to the International Council on Archives Section on Professional Associations, Becky Haglund Tousey. (Appendix C) (December 19, 2017)

Received the report of SAA’s representative to the World Intellectual Property Organization (WIPO) Standing Committee on Copyright and Related Rights (SCCR), William Maher. This confidential report was shared with the Council via email. (January 2, 2017)

## **B. Ratify Executive Committee Interim Actions**

No actions were taken by the Executive Committee between November 7, 2017, and January 11, 2018.

## **C. Approve “Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries”**

**THAT “Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries” be approved.**

**Support Statement:** This standard is evidence of a thorough and well-executed effort made by the task force members to fulfill their charge to define appropriate statistical measures and performance metrics that govern the collection and analysis of statistical data for describing public services provided by archival repositories and special collections libraries. The standard contributes to the ability of repositories to assess activities, articulate impact, and demonstrate value. The task force acted intentionally to make the standard as universally applicable as possible, allowing repositories of all kinds to implement it in a consistent way. Enabling individual repositories to articulate impact and demonstrate value will have profession-wide benefits and could allow for interinstitutional aggregation and comparison of data for use in advocacy efforts at a local, regional, or national scale.

It should be noted that the work of the task force exemplified the kind of accountability to this process that is ideal for the successful development of a standard. From soliciting community feedback to considering the utility of the standard to diverse institutions, the task force impressed the Standards Committee with its efforts. The documentation in the submission packet demonstrates the task force's activities well.

**Impact on Strategic Priorities:** Approval of this standard will have a direct and positive impact on SAA Strategic Goal 3 (*Advancing the Field*), given that this standard was developed in a collaboration with allied professionals and will have national reach. The standard will also contribute to Goal 1 (*Advocating for Archives and Archivists*) by strengthening the ability of those who manage and use archival material to articulate the value of archives.

**Fiscal Impact:** None.

#### **D. Extension Request: Joint Task Force on Holdings Metrics**

**THAT the term of the SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries be extended through August 31, 2018.**

**Support Statement:** Task force members have continued to meet after the 2017 SAA Annual Meeting per the direction of the Standards Committee and ACRL/RBMS. The Guidelines have been revised significantly based on feedback from the professional community. The extension will enable the task force to distribute the revised guidelines in advance of the 2018 Joint Annual Meeting, per the appended timeline.

**Impact on Strategic Priorities:** The task force's work supports Strategic Priorities 3.1 (identify the need for new standards, guidelines, and best practices and lead or participate in their development) and 3.3 (participate actively in relevant partnerships and collaborations to enhance professional knowledge).

**Fiscal Impact:** None.

### **III. ACTION ITEMS**

#### **A. Committee on Public Policy: Legislative Agenda**

The Committee on Public Policy developed a Legislative Agenda and Action Plan to 1) supplement SAA's more wide-ranging Public Policy Agenda, 2) provide focus and direction to SAA's advocacy efforts, and 3) encourage members to take individual action in support of archives and archivists. The Council agreed that the Agenda provides a framework for many SAA groups and individual members to be involved in advocacy efforts that benefit archives and archivists.

#### **MOTION 3**

**THAT the following 2018 Legislative Agenda and Action Plan be approved.**

## **Society of American Archivists’ 2018 Legislative Agenda and Action Plan**

The SAA 2018 Legislative Agenda lists objectives for legislative action at the national level on issues that affect archives and archival programs in the United States. The agenda identifies three high-priority issues for which legislative or regulatory action is already underway, has been scheduled to take place, or is anticipated to emerge this year. This is an organic document; the list may be amended or reprioritized as legislative and regulatory developments take place during the year.

In addition to the priorities for advocacy, issues are identified here for monitoring and potential action. First are those issues at the national level that will be monitored for unanticipated developments that may need immediate response. Second are issues that may emerge at the state, regional, or local level and for which the most effective advocacy will be through actions by individual members, institutions, and regional archival organizations.

The following public policy priorities are issues on which SAA will advocate or take other action, either separately or in collaboration with other organizations.

### **-----2018 LEGISLATIVE PRIORITIES-----**

#### **Public Policy Priority:**

#### **Ensure robust federal funding for archives.**

**Legislative Action:** Advocate for robust federal funding for archival projects, including electronic records preservation initiatives and cultural heritage disaster recovery efforts. Support legislation reauthorizing the National Historical Publications and Records Commission (NHPRC), the National Endowment for the Humanities (NEH), and the Institute of Library and Museum Services (IMLS). Advocate for the following federal budget funding levels:

NHPRC:	\$10 million
NEH:	\$150 million (2017 funding level)
IMLS:	\$231 million (2017 funding level)

**Background:** Federal funding for the NHPRC, the NEH, and the IMLS must be sustained to ensure that the historical record of our collective human experience is preserved and accessible for use by the American public, including teachers and students, scholars, scientists, family historians, the business community, and governments themselves.

#### **SAA Statements/Issue Briefs on This Topic:**

- Federal Grant Funding for Archives (2017) <https://www2.archivists.org/statements/issue-brief-federal-grant-funding-for-archives>
- Adequate Funding of Government Archives and Archival Programs (2014) <https://www2.archivists.org/statements/issue-brief-adequate-funding-of-government-archives-and-archival-programs>

- Backgrounder: Funding for the National Historical Publications and Records Commission (2017)  
<https://www2.archivists.org/statements/backgrounder-funding-for-the-national-historical-publications-and-records-commission>
- Backgrounder: Funding for the National Endowment for the Humanities (2017)  
<https://www2.archivists.org/statements/backgrounder-funding-for-the-national-endowment-for-the-humanities>

**Public Policy Priority:**

**Support Network neutrality.**

**Legislative Action:** Support the maintenance of Net neutrality in the United States and legislative proposals that would ensure that Internet providers are designated as common carriers under Title II of the Communications Act of 1934.

**Background:** Net neutrality is the principle that Internet service providers must treat all data on the Internet in the same way, and not discriminate or charge differently by user, content, website, platform, application, type of attached equipment, or method of communication.<sup>1</sup> For instance, under these principles, Internet service providers are unable to intentionally block, slow down, or charge money for specific websites and online content.

Access to essential documentation of our government and society is made available ubiquitously to a wide array of users through the Internet. Archival institutions use the Internet to provide access to finding aids and discovery tools as well as to digitized collections to efficiently reach audiences, including governments and policy researchers, K-12 teachers and students, college/university students and academic researchers, as well as family historians, legal and medical researchers, and a wide range of other users. The principles of Network neutrality are indispensable for the transparent and democratic distribution of information available online from tens of thousands of archival repositories throughout the country.

Our nation and the mission of our profession will be best served if government regulations ensure the ability of archives to provide equitable and unfettered access to our shared cultural heritage and support access for users of archival information from many research communities, including attorneys, genealogical researchers, K-12 teachers and students, historians, scientists and medical researchers, college professors, and undergraduate and graduate students.

**SAA Statements/Issue Briefs on This Topic:**

- SAA Letter to the FCC Commissioner, December 2017:  
<https://www2.archivists.org/news/2017/saa-urges-fcc-to-preserve-existing-net-neutrality-provisions>
- SAA Issue Brief under development by COPP.

**Public Policy Priority:**

**Address inadequacies in intellectual property law and regulations.**

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<sup>1</sup>Gilroy, Angele A. (March 11, 2011). Access to Broadband Networks: The Net Neutrality Debate (Report). DIANE Publishing. p. 1. [ISBN 978-1437984545](https://www2.archivists.org/news/2017/saa-urges-fcc-to-preserve-existing-net-neutrality-provisions).

**Legislative Action:** Oppose any legislation or regulatory actions related to intellectual property rights that reduce or impede the ability of archives and libraries to preserve and provide access to archival materials, including extending the duration of copyright or changes to Section 108 of the U.S. Copyright Act that are not made specifically to expand permitted uses by archives and libraries.

**Background:** Overlong terms of copyright protection inhibit the growth of the public domain to the detriment of the public interest. Section 108 of the U.S. Copyright Act is one of several provisions in the law that ensures a balance between the important interests of rights holders and the equally important interests of the public—a balance that is critical to archives’ missions. By granting institutions exemptions to make use of copyrighted works under clearly defined circumstances, Section 108 in particular plays an important part in incentivizing the vital part that archives and libraries play in our society. Although aspects of Section 108 might be updated, the statute is remarkably resilient and is used every day by practicing archivists. Combined with other important provisions in the Act, in particular the Fair Use doctrine as codified in Section 107, Section 108 has proven to be an invaluable tool for archivists in conducting their collective mission to preserve the historical record.

**SAA Statements/Issue Briefs on This Topic:**

- Archivists and the Term of Copyright (2016)  
<https://www2.archivists.org/statements/issue-brief-archivists-and-the-term-of-copyright>
- Statement on Draft Revision of Section 108 (2016)  
<https://www2.archivists.org/statements/saa-statement-on-draft-revision-of-section-108>
- Archivists and the Trans-Pacific Partnership Agreement Provisions (2015)  
<https://www2.archivists.org/statements/saa-opposes-trans-pacific-partnership-agreement-provisions>

-----**ACTION PLAN FOR 2018 LEGISLATIVE PRIORITIES**-----

In support of this Legislative Agenda, the Society of American Archivists will undertake the following actions:

1. Advocate with Members of Congress to support SAA’s legislative priorities by collaborating with the Council of State Archivists and the National Association of Government Archives and Records Administrators to sponsor an “Archives on the Hill” event in conjunction with the three organizations’ Joint Annual Meeting in Washington, DC, in August 2018. SAA will collaborate with our partners to:

- Identify a cadre of SAA/CoSA/NAGARA/RAAC members to meet with Congress members who have critical roles and influence on priority areas.
- Provide SAA/CoSA/NAGARA members with training for Hill visits.
- Prepare fact sheets/informational materials on the priority issues for use during and after the Hill visits.
- Provide training and support materials for additional SAA members who wish to visit their Members of Congress members who are not on the priority list.

- Conduct a debriefing on Hill visits and identify and plan further strategies.
2. In collaboration with CoSA, NAGARA, and RAAC, develop for discussion a white paper on federal funding that addresses the essential nature of additional and stable funding for archives programs. The discussion paper will serve as the basis for profession-wide conversations on identifying high-priority funding needs in such areas as management and preservation of born-digital and digitized records; disaster response and recovery support for archives; online access initiatives; and other issues recommended by the archives community.
  3. Raise awareness of legislative priorities via SAA's media. SAA will:
    - Prepare templated letters to the editor on issues of urgency and importance for use by SAA leaders and members with national, regional, and local news media.
    - Prepare op-ed columns for key media outlets and seek influential individuals/supporters to author and submit these columns.
    - Circulate information on legislative priorities via regular/periodic social media postings.
  4. Monitor actions in the Congress and Executive branch for issues that affect or involve archival records and programs and/or the archives profession. SAA will issue statements and action alerts in response to these issues.
  5. Solicit supporters. SAA will:
    - Identify and recruit ten "grass top" individuals with name recognition who are interested in, and willing to speak in support of, SAA's legislative priorities.
    - Work with at least three individuals to provide op-ed pieces or letters to the editor on key priorities in 2018.

-----**NATIONAL ISSUES TO BE MONITORED IN 2018**-----

**Public Policy Issue:**

**Address weaknesses in classification of federal records.**

**Legislative Action:** Collaborate with interested organizations to support efforts to improve classification and declassification and avoid over-classification of federal records. Actions to support include simplification of classification categories and provision of additional funding for training and technology to assist and improve the classification process.

**Background:** The core values of archivists as defined by the Society of American Archivists and the profession include accountability and access and use. There is a demonstrated need to reform the federal classification process, reduce over-classification, and ensure that the controlled unclassified information system does not become yet another system of "classification" in order to ensure a more open and transparent government. In particular, the federal government should strive for the greatest possible openness when declassifying national security information.

### **SAA Statements/Issue Briefs on This Topic:**

- Issue Brief: Declassification of Federal Records (2017)  
<https://www2.archivists.org/statements/issue-brief-declassification-of-federal-records>
- Issue Brief: Federal Classified Information and Controlled Unclassified Information (2017)  
<https://www2.archivists.org/statements/issue-brief-federal-classified-information-and-controlled-unclassified-information>

### **Public Policy Issue:**

#### **Support efforts to strengthen open government data and transparency.**

**Legislative Action:** Support efforts to develop open government information for all federal agencies. Support legislation that enhances federal electronic records management, such as H.R.745, the Federal Records Modernization Act of 2017.

**Background:** SAA promotes the protection and accessibility of records found in governments, organizations, and archives repositories. Records ensure the protection of individuals' rights, the accountability of governments and organizations, and the accessibility of historical information. To ensure that records can serve these purposes, the National Archives and Records Administration (NARA) should be granted the statutory authority that will allow it to carry out its crucial responsibility for the proper management of federal records.

SAA firmly believes that the critical nature of information in a democracy places the burden to prove the need for confidentiality, or the legitimacy of excluding information from the public domain, on those asserting such claims. Therefore, SAA strongly opposes any effort by presidential administrations to deny U.S. citizens access to government information found in archives and records.

### **SAA Statements/Issue Briefs on This Topic:**

- Statement on the Value and Importance of Transparency in Government (2017)  
<https://www2.archivists.org/statements/saa-statement-on-the-value-and-importance-of-transparency-in-government>

### **Public Policy Issue:**

#### **Promote effective management of federal records.**

**Legislative Action:** Advocate for pertinent legislation and the development of appropriate agency regulations, and support the National Archives and Records Administration (NARA) in pursuit of these goals.

**Background:** The Congress should pass, and the President should sign, legislation that gives NARA the authority and resources to investigate violations of records management laws and policies. Such legislation should also set appropriate penalties – levied according to the degree of authority and responsibility granted to the offender – for noncompliance with existing records management laws and policies. Cases in which violation of records management law are suspected should be referred to the Department of Justice for adjudication.



NARA should be provided the necessary additional resources to carry out a system of robust, regular audits of the records management practices of federal agencies to determine their level of compliance with existing laws and regulations. Agencies should be audited at least once every five years to ensure compliance.

**SAA Statements/Issue Briefs on This Topic:**

- Issue Brief on Strengthening of Federal Records Authority (2015)  
<https://www2.archivists.org/statements/issue-brief-strengthening-of-federal-records-authority>

**Public Policy Issue:**

**Improve the Freedom of Information Act.**

**Legislative Action:** Support strengthening of FOIA implementation, especially through expansion to all federal agencies of the “Release Once Release to All” pilot project.

**Background:** Many agencies across the federal government have backlogs in responding to FOIA requests from citizens, with average response time increasing.

**SAA Statements/Issue Briefs on This Topic:**

- Issue Brief on Freedom of Information Act (2014, updated 2016)  
<https://www2.archivists.org/statements/issue-brief-freedom-of-information-act>

-----**STATE / REGIONAL / LOCAL POLICY ISSUES**-----  
**TO BE MONITORED IN 2018**

**Public Policy Issue:**

**Support efforts to define police mobile camera footage as a public record.**

**Legislative Action:** Encourage members to advocate for and support efforts to define police mobile camera footage as a public record under existing public records laws according to local, state, and federal statutes; advocate for standardized practices and policies to ensure effective management, preservation, and access.

**Background:** Police mobile camera video—recorded in the course of operations and preserved as evidence—falls under the professionally accepted definition of public records, i.e., any documentary materials, regardless of physical form or characteristics, made or received by a government entity in the conduct of public business and preserved (or appropriate for preservation) as evidence of the entity's organization, functions, policies, decisions, procedures, operations, or other activities, or because of the information contained therein. However, state laws diverge widely on the treatment of body camera recordings as public or open records. Effective management of these records needs to be addressed, as well as the complex issues involved in balancing the public right to know versus personal privacy.

**SAA Statements/Issue Briefs on This Topic:**

- Issue Brief: Police Mobile Camera Footage as a Public Record (2017)  
<https://www2.archivists.org/statements/issue-brief-police-mobile-camera-footage-as-a-public-record>

**Public Policy Priority:**

**Promote improvements in state Freedom of Information laws.**

**Legislative Action:** Closely monitor state legislation pertaining to state records laws, work with other organizations that are interested in FOIA, and encourage members in respective states to advocate for strengthening state FOI laws.

**Background:** To ensure the public's right to equal and equitable access to government information found in archives, SAA supports state government efforts to examine all freedom of information laws and strengthen all pertinent legislation. All state records laws should include specific language to prevent restrictions and exemptions for records of public officials and other government employees, other than those that are explicitly required by law.

**SAA Statements/Issue Briefs on This Topic:**

- Issue Brief on State Freedom of Information Laws <https://www2.archivists.org/statements/issue-brief-state-freedom-of-information-laws>

**Support Statement:** The 2018 Legislative Agenda and Action Plan will provide SAA members and other prospective audiences with an understanding of SAA's priorities related to federal legislation that has an impact on archivists, archives, the archives profession, and the communities we serve.

**Impact on Strategic Priorities:** Addresses Goal 1: Advocating for Archives and Archivists, Strategy 1.1. Provide leadership in promoting the value of archives and archivists to institutions, communities, and society; Strategy 1.2. Educate and influence decision makers about the importance of archives and archivists; Strategy 1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record, and Strategy 1.4. Strengthen the ability of those who manage and use archival material to articulate the value of archives.

**Fiscal Impact:** Implementation of the Legislative Agenda and Action Plan will require SAA to expend funds (some of which are included in the FY18 Budget) on specific advocacy efforts. In addition, implementation will require a significant time commitment from SAA staff and volunteers.

**Move:** Chartier

**Second:** Yun

**Vote:** PASSED (unanimous)

## **B. Select Fellows for SAA Fellows Selection Committee**

Each year the Council elects three individuals to serve on the Committee on the Selection of SAA Fellows. The Committee comprises the five most recent past presidents of the Society and three Fellows who are elected by the Council.

The Council reviewed the list of eligible Fellows and put forward three nominees. Following the conference call, Beaumont contacted each nominee to obtain consent to serve and, once obtained, put forward a motion via email to formally elect the three individuals to the Committee.

### **INTERIM ACTION (Friday, January 19, 2018)**

**THAT Robin Chandler, John Slate, and Helen Wong Smith be elected to serve on the 2018 Committee on the Selection of SAA Fellows.**

**Motion:** Kiesling

**Second:** Booth

**Vote:** PASSED (unanimous)

**Support Statement:** These three individuals are well qualified to serve in this important capacity.

**Relation to Strategic Plan:** None.

**Fiscal Impact:** None.

## **C. Other Action Items from Council Members**

No additional action items were brought forward.

## **IV. DISCUSSION ITEMS**

### **A. Strategic Plan: Key Performance Indicators and Activities**

At the November 2017 meeting, the Council reviewed and revised the goal statements associated with the SAA Strategic Plan, ultimately putting forward a proposed 2018-2020 Strategic Plan. As the next steps in this process, the Council agreed to review the key performance indicators and activities associated with each goal. Zanish-Belcher suggested several minor revisions in the KPIs to clarify and strengthen the language. Council members had no further revisions to put forward.

### **B. Criteria for Section Funding Pilot Test**

At the November 2017 Council meeting, Chartier, Lawrimore, Stadel-Bevans, and Yun agreed to develop simple criteria to guide a pilot test in FY2019 that would make a small annual budget

available to all sections. The group proposed language for the criteria, which included mention of all funding resources available to SAA sections. The Council discussed minor revisions to clarify language and the staff expressed concerns about the feasibility of administering a reimbursement-only process. The group will discuss with the staff their ideas for ensuring an efficient procedure and will present a revised proposal to the Council via email as soon as possible.

### **C. Draft of Diversity and Inclusion Toolkit**

Chartier noted that the working group had not yet finalized the draft of the Diversity and Inclusion Toolkit. They plan to share a draft for discussion with the Council via email as soon as possible.

### **D. Archivists to the Rescue! Project**

Gunn informed the Council that the Lone Arrangers Section, working in tandem with the Reference, Access and Outreach Section and the Issues and Advocacy Section, is developing a pilot for low- or no-cost “archival fundamentals” workshop offerings for non-professional archivists and cultural heritage professionals who cannot afford to travel to attend SAA’s typical course offerings. The project leaders have strong connections in New Jersey, where they hope to run the pilot in various locations this year. The leaders plan to leverage their connections for free or low-cost meeting space and intend to reach out to vendors to donate supplies for hands-on experience in the workshops. The goal of this pilot is to develop and refine resources that can be repurposed by others going forward to make these offerings available in many other communities.

The Executive Committee, with Gunn, will remain in close contact with this group to ensure that the program complements, rather than competes with, SAA’s education offerings; to coordinate contact with vendors; and to consider the sustainability of the program.

### **E. Update on Current Standards Revision Practices**

Kiesling and Lyons noted that their work is ongoing and they will provide a report to the Council for the May 2018 meeting.

### **F. Online Archival Policies Resource**

Zanish-Belcher reminded the Council of a recent discussion on the SAA Leader List about creating an online resource of policies and procedures used within archival institutions. Black noted that the discussion did not reach any conclusion about what form was desired for this resource, but assured the Council that there are a number of viable possibilities. Council members agreed that a small task force of interested SAA leaders might be formed to discuss function and format for this resource. Stadel-Bevans volunteered to assist with this effort.

## **G. Update on A&A List Survey by External Group**

Zanish-Belcher noted that an external group of Archives and Archivists Listserv subscribers recently conducted a survey regarding the list, which was decommissioned on December 31, 2017. The initial results (based on 637 responses, a 10% response rate) was shared with the Council via email. The external group intends to submit a full report for the May 2018 Council meeting.

## **H. Other Discussion Items from Council Members**

No additional discussion items were brought forward.

## **V. REPORTS**

*Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee). 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/governance/reports>.*

### **A. Executive Committee (Verbal Update)**

Kiesling had no additional report on the Executive Committee.

### **B. President (Verbal Update)**

Zanish-Belcher noted that she attended the International Council on Archives Annual Meeting in Mexico in November 2017 and will be writing an *Off the Record* blog post on this topic.

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

Evans reported that she is in the midst of contacting appointees for the Tragedy Response Initiative Task Force and will have appointments finalized soon.

### **D. [Treasurer: FY 18 YTD Financials](#)**

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

### **E. [Executive Director](#)**

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

### **F. [Annual Report: Standards Committee](#)**

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

## **F. Other Reports from Council Members/What Are You Hearing from Members?**

No additional reports were brought forward.

## **I. COUNCIL BUSINESS (continued)**

### **A. Review of January 2018 Action List / Talking Points**

Council members reviewed the draft list of action items stemming from the meeting.

### **B. Adjournment**

Chartier moved adjournment, Gunn seconded, and the Council meeting was adjourned by unanimous consent at 3:06 p.m. on Wednesday, January 17.