

**Society of American Archivists
Council Conference Call
February 6, 2017
2:00 – 3:30 pm EST**

**Executive Director's Report
(Prepared by Nancy Beaumont)**

This report summarizes Headquarters activities between November 16, 2016, and January 30, 2017.

STRATEGIC PRIORITIES

Goal 1: Advocating for Archives and Archivists

- Worked with the Committee on Public Policy to revise the issue brief on “Confidentiality of Private Information Held in Records Created by the Federal Government’s Executive Agencies” (see 0217-CC-III-A-IssueBrief-Privacy). Participated in a COPP conference call to discuss the work plan for the coming year, which includes development of an issue brief on federal grant funding and one on police mobile cameras as public records.
- Participated in a Committee on Public Awareness conference call to discuss revisions to the COPA work plan and areas in which Committee members wish to focus their individual volunteer efforts. Although COPA is budgeted to meet face-to-face in FY17, it is likely that it will not meet until September 2017 (pending approval of a meeting in the FY18 budget). Please see COPA’s [ArchivesAWARE!](#) blog for excellent work being done by the Committee and guest authors to inform and inspire SAA members to participate in advocacy initiatives.
- The Education staff implemented Session 2 of SAA’s new [“Advocacy Café” webinar series](#), featuring Kathleen Roe and guest David Carmicheal, on December 6. The four-part series of 30-minute webinars is “designed to inspire ideas and stimulate discussion about advocacy.” The sessions are offered at no cost to members and \$39 for nonmembers and are made available “online, on demand” soon after the live sessions take place. Both sessions drew attendees from more than 100 locations. Session 3 is scheduled for February 7 at 2:00 pm ET.
- On December 7, submitted to the Trump Transition Team [“Recommendations on Federal Archives and Records Management Issues.”](#) prepared by the CoSA/NAGARA/SAA/RAAC Joint Working Group on Issues and Awareness. The Group currently is working on internal procedures to streamline the process for review and approval of joint statements by the four organizations’ boards.

- Worked with the Intellectual Property Working Group to prepare a response to the Librarian of Congress’s solicitation regarding the qualities she should consider as she selects the next Register of Copyrights. (See Executive Committee Interim Actions at 0217-CC-II-A.) SAA’s comment was filed on January 27.
- Worked with NCH Executive Director Lee White and others to understand the status of NHPRC, NEH, and NEA funding and to prepare messaging for action when these agencies’ budgets are under discussion by Congress.

Goal 2: Enhancing Professional Growth

- Greg Hunter’s second and final term as Editor of *The American Archivist* ends on December 31 and we have issued a call for volunteers for this Council-appointed position. The Search Committee, comprising Nance McGovern (as SAA President), Erin Lawrimore (Council liaison to the Editorial Board), Chris Prom (Publications Editor), an Editorial Board member to be named, Teresa Brinati, and me, hopes to make a recommendation to the Council in May or soon thereafter so that the next editor may meet with the Editorial Board in July and so that there is ample time for a smooth transition before the end of the calendar year.
- The Publications Board will meet in Chicago from January 29 to 31 to discuss the status of the book publishing program’s projects and to strategize about areas for future growth. Based on both sales to date and member feedback, it appears that the move to electronic (and away from print) publications is not sustainable. More to come from Publications Editor Chris Prom and staff following the meeting.
- At its January 9-11 meeting in Chicago, the 2017 Annual Meeting Program Committee accepted 50 sessions and 7 alternates for presentation at the July 23-29 conference in Portland. In addition, the Committee discussed preliminary plans for the July 29 full-day forum on community archiving (“The Liberated Archive”) and suggested topics that might be included in a call for proposals for the forum that will be issued during the first week in February. A third call for proposals—for Pop-Up sessions—will be issued in the spring to fill four reserved Pop-Up slots. All proposers were notified of the outcome of Program Committee deliberations on Thursday, January 19.
- As you know, the conference schedule has undergone some revision from our “traditional” approach and will be in final(ish) form this week. Thank you for your input! We currently are outlining a marketing plan for the conference that will emphasize the schedule changes (“alike/different,” after all!) and the opportunity for four days of learning—in addition to the pre-conference courses.
- I have participated in three conference calls with the Portland Host Committee, which is assisting affiliate groups in finding space for their functions and organizing itself to create content for the Host Committee blog. Watch the [conference website](#) for launch of the blog.

Goal 3: Advancing the Field

- The Call for Participants/Presentations for the 2017 SAA Research Forum has been publicized broadly and closes on May 1, 2017.

Goal 4: Meeting Members' Needs

- Although this goal encompasses many aspects of our day-to-day operations, I would point out that Peter Carlson, Matt Black, and I have met to outline a strategy and timeline for selection and implementation of a new association management software (AMS) system. We tentatively plan a “go-live” date of February-end 2018.
- We hope to move ahead as soon as possible with issuing a call for interns to support SAA appointed groups and sections. Many current leaders have expressed a need for intern support of worthy projects on their dockets.

GOVERNANCE

- Felicia Owens and I drafted the minutes and action lists for the 1116 Council meeting.
- Felicia prepared the volunteers and vacancies spreadsheets for 2017 so that Tanya Zanish-Belcher and her Appointments Committee have the information needed to do their work. More than 170 members volunteered to serve SAA in this appointments cycle.
- Felicia worked with the Nominating Committee and candidates to obtain candidates' bios and statements for posting on the SAA website. The 2017 election will be conducted from March 13 to March 31.
- Staff prepared materials and made logistics arrangements for the February 2017 Council conference call.

SAA FOUNDATION

- Felicia drafted the minutes of the 1116 Foundation Board meeting. Highlights of that meeting were 1) election to one-year terms of officers Fynnette Eaton (President), Margery Sly (Vice President), and Cheryl Stadel-Bevans (Treasurer); 2) approval of a formal description for the Foundation Grant Review Committee and appointment of four individuals to serve on that group (Scott Cline, Brenda Gunn, Gina Minks, and Wilda Logan), joining Eaton as chair and me as an *ex officio* member; and 3) minor modifications in the grant application process and guidelines to stimulate applications. Three letters of inquiry were received by the December 15 deadline; grant applications are due on February 1.
- Per the Foundation's Development Plan, staff implemented a more robust Annual Appeal campaign than in past years, highlighted by launch on #GivingTuesday (November 29), targeted letters to six audiences, and publicity to all members via our “standard” electronic media. I'm delighted to report that we set new records in both fundraising (a very GRAND total of \$72,648) and number of donors (413). View the [list of donors](#) in the January/February issue of *Archival Outlook*, pages 24 and 25. And thank you to all who contributed!

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- Hired Kara Adams, M.Ed., CAE, to serve as SAA's Education Director, effective January 18. Kara's orientation is ongoing. Solveig's last day as a full-time employee will be January 31; henceforth (for a period to be determined) she will work with SAA one day per week as an independent contractor, focusing on content development.
- On a Tuesday, January 31, conference call, the Finance Committee will meet with our benefits advisor to discuss SAA's employer-sponsored health care coverage for staff. The Committee (on which Peter and I both serve) has initiated discussions about strategies to keep SAA competitive within the employment environment. Items to be addressed on the call are trends in the health care industry, how SAA's current strategy fits into the larger landscape, what we should consider regarding the near future, and how new factors might influence our strategic approach going forward.
- Peter solicited updated proposals from audit firms for review by the Finance Committee in the coming weeks. We have worked with the same audit firm for many years and are simply exploring our options at this time. Should we find that a change is in order, we would hope to implement that change in June/July.

As always, I'm happy to respond to any questions or concerns that you may have.