

**Society of American Archivists
Council Conference Call Minutes
February 11, 2019
1:00 – 2:00 pm EST**

Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. 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 component groups and the staff. To view the reports—and all other background materials—see the SAA website.

President Meredith Evans called the meeting to order at 1:05 p.m. on Monday, February 11. Present were Vice President Michelle Light; Treasurer Amy Fitch; Executive Committee Member Erin Lawrimore; Council members Steven Booth, Courtney Chartier, Melissa Gonzales, Brenda Gunn, Petrina Jackson, 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, and Governance Program Manager Felicia Owens.

Absent was Council member Ricardo Punzalan.

I. COUNCIL BUSINESS

A. Adoption of the [Agenda](#)

Evans introduced the agenda with changes proposed by the Executive Committee: Add to III.C. Other Action Items a request from the Technical Subcommittee on Archival Facilities Guidelines (TS-AFG) and to V.F. Other Reports an update from the Diversity Committee.

Fitch moved adoption of the agenda as revised, Gunn 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: Chartier
Second Consent Items: Gonzales
Vote: PASSED

A. Ratify Council Interim Actions

THAT the following interim actions taken by the Council between November 28, 2018, and December 28, 2018, be ratified:

- Confirmed the following SAA Fellows to serve on the 2019 [Committee on the Selection of SAA Fellows](#): Amy Cooper Cary, Ann Gilliland, and Rachel Vagts. (November 28, 2018)
- Approved the November 2-3, 2018, Council [meeting minutes](#). (November 29, 2018)
- 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) (December 28, 2018)

B. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee between December 3, 2018, and January 21, 2019, be ratified:

- Approved a letter to the editor of *The Washington Post*, drafted by the SAA Committee on Public Policy (COPP), in response to the article, "Ivanka Trump used a personal email account to send hundreds of emails about government business last year," and reissued a statement on "[Use of Non-government Email Accounts for the Conduct of Public Business](#)." (Appendix) (December 3, 2018)
- Approved a statement, drafted by COPP, "[Government Shutdown Compromises Work of Federal Archivists](#)." (January 21, 2019)

C. Approve "Code of Best Practices in Fair Use for Software Preservation"

THAT the SAA Council endorse the *Code of Best Practices in Fair Use for Software Preservation*, a collaborative effort of the Association of Research Libraries, the Center for Media and Social Impact of American University, and the Program on Information Justice and Intellectual Property at American University Washington College of Law.

Support Statement: The Standards Committee had unanimously recommended endorsement of this standard for a number of reasons: the specialized expertise of its authors, the collaborative nature of its development, the recommendation for endorsement by SAA's Intellectual Property Working Group as well as the Preservation and Electronic Records sections, and the awareness of SAA leaders in its development.

D. Approve "Guidelines for Accessible Archives for People with Disabilities"

THAT the SAA Council approve *Guidelines for Accessible Archives for People with Disabilities, and*

THAT the SAA Council assign maintenance of the Guidelines to the Reference, Access, and Outreach Section.

Support Statement: Acknowledging the Council's interest in enhancing archives professionals' use of resources in the area of accessibility, the Standards Committee unanimously supported the approval of these guidelines and recommended that a group be assigned to maintain it.

Guidelines for Accessible Archives for People with Disabilities brings important enhancements to guidelines for archives accessibility, allowing for information regarding invisible disabilities to be integrated with the already established best practices related to physical disabilities.

E. Revise Description of Josephine Forman Scholarship Subcommittee

THAT the description of the Josephine Forman Scholarship Subcommittee be revised as follows: (underline=addition; ~~strikethrough=deletion~~)

Josephine Forman Scholarship

Purpose and Criteria for Selection:

The Josephine Forman Scholarship provides financial support to minority students pursuing graduate education in archival science, encourages students to pursue a career as an archivist, and promotes the diversification of the American archives profession. The scholarship is given to applicants who demonstrate excellent potential for scholastic and personal achievement and who manifest a commitment both to the archives profession and to advancing diversity concerns within it.

Established in October 2010 by the General Commission on Archives and History of The United Methodist Church and named for Josephine Forman, archivist for 18 years of the Southwest Texas Conference of the United Methodist Church and author of *We Finish to Begin: A History of Travis Park United Methodist Church, 1846–1991*.

Eligibility:

- The applicant must be a citizen or permanent resident of the United States.
- The applicant must be of American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, or Native Hawaiian/Other Pacific Islander descent.
- The applicant must be currently enrolled in a graduate program or a multi-course program in archival administration, or have applied to such a program for the next academic year.*
- The applicant shall have completed no more than half of the credit requirements toward her/his graduate degree at the time of the award (i.e., June 1).
- The applicant must be enrolled in a graduate program and begin school no later than September 1 or the fall semester/quarter immediately following the award. Otherwise the award will be rescinded.
- Applicants may have full-time or part-time status.

**The graduate program must offer at least three courses in archival science or be listed in the current SAA Directory of Archival Education. If the program is not listed in the SAA Directory of Archival Education, the applicant must provide proof of the three-course standard by submitting copies of course descriptions from the institution's current course catalog.*

Sponsor and Funding:

The General Commission on Archives and History (GCAH) of The United Methodist Church, in cooperation with the Society of American Archivists and the SAA Foundation.

Selection Committee:

The Forman Scholarship Subcommittee of the SAA Awards Committee consists of three members of the Society of American Archivists (one of whom must be a past Forman Scholarship recipient), one GCAH staff member, and one of the co-chairs of the Awards Committee (*ex officio*). The SAA President-elect shall appoint one of the SAA members on the subcommittee each year for a term of three years; the senior member of this cohort in years of service shall serve as chair and present the award.

Prize:

One scholarship of \$10,000. Awardees also may be invited to attend the annual meeting of the General Commission on Archives and History and/or the Quadrennial Historical Convocation, with funding provided by GCAH. Also included is complimentary registration to the SAA Annual Meeting in the year in which the scholarship is received.

First Awarded:

2011

Application Deadline and Requirements:

Click [here](#) to preview the application and/or to apply. All applications must be submitted by **February 28** of each year and include the following:

- A cover letter stating interest in the scholarship, accompanied by an essay of not more than 500 words outlining the applicant's future goals in the archives profession.
- Official transcripts from the applicant's most recent academic program. *NOTE: Allow enough time to get transcripts by application deadline.*
- Two letters of recommendation from teachers/professors and/or professional archivists. *NOTE: Please notify your references ahead of time. Your references will need to upload their letters of recommendation to your online form by the application deadline.*

Upon Receipt of the Award:

- The award will be disbursed by the GCAH directly to the applicant's academic program.
- The recipient must submit a 500-word report to the GCAH and to the SAA Council upon completion of her/his second semester.
- Awardees may be invited to attend the annual meeting of the General Commission on Archives and History and/or the Quadrennial Historical Convocation, with funding provided by GCAH.

In the event that certain conditions arise, the following shall apply: 1) if the award exceeds tuition fees for one semester, the balance may be carried over to the next semester; 2) if the recipient drops out of the archival administration program, all unused fees shall be returned to GCAH; and 3) if the recipient's tuition is paid in full by another scholarship or award, the recipient shall decline the Forman Scholarship.

Support Statement: Inclusion of a past Forman Scholarship recipient on the award subcommittee provides a professional development opportunity to these new professionals and ensure that a more diverse panel of reviewers manage the awarding this scholarship each year.

III. ACTION ITEMS

A. Petition: Professional Writing Section

A member petition was put forward to form a new Professional Writing Section to mentor new and aspiring writers within the profession. The Council discussed questions about the logistics of the section and how to ensure continuity of strong mentors to “staff” the section. Evans and Beaumont were charged to contact the petitioners with questions and recommendations. The Council will consider a revised petition at its May 2019 meeting.

B. A*CENSUS II Partnership

Evans informed the Council that she has appointed the following individuals to serve on the Task Force on A*CENSUS II Work Plan: Bridget Burke (University of Oklahoma), Bergis Jules (Shift Design), Michelle Light (SAA Vice President/President-Elect), Dennis Meissner (Past President, CODA representative), Elizabeth Yakel (University of Michigan), and Evans (SAA President). SAA Executive Director Nancy Beaumont serves *ex officio*.

Evans noted that she had researched potential partners for preparing and implementing A*CENSUS II, and that the task force members agreed that Ithaka S+R rose to the top as a “natural” partner for the project. The Council discussed and agreed with the task force’s recommendation.

MOTION 3

THAT the A*CENSUS II Task Force and staff proceed with development of a partnership agreement with Ithaka S+R to pursue funding opportunities for A*CENSUS II, with an understanding that the Council will provide feedback on a draft partnership agreement.

Support Statement: Ithaka S+R is a natural partner for SAA in preparing for and implementing A*CENSUS II, as the group brings to the table grant writing capacity, awareness of the challenges that cultural heritage professionals and institutions face, and strong connections to major funders of cultural heritage projects.

Move: Gunn

Second: Gonzales

Vote: PASSED

C. Other Action Items from Council Members

The Technical Subcommittee on Archival Facilities Guidelines (TS-AFG) contacted the Standards Committee co-chairs and Owens upon realizing that the subcommittee members’ terms had expired in August 2018. Through discussion by email, co-chair Michelle Pacifico requested that the current members’ terms be extended through August 2020 to complete their review of the standard.

MOTION 4

THAT the terms of the current members of the Technical Subcommittee on Archival Facilities Guidelines be extended through August 2020.

Support Statement: Extending the term of the current technical subcommittee will maintain critical continuity and ensure that appropriate revisions are completed.

Move: Lyons

Second: Jackson

Vote: PASSED

IV. DISCUSSION ITEMS

A. Strategic Plan Dashboard

Beaumont introduced a new iteration of the Strategic Plan 2020-2022 dashboard, as prepared by the staff, which focuses on establishing year-by-year priorities and maximizing available resources to accomplish greater key initiatives. The Council will review and comment on the new dashboard in the coming weeks as they continue their broader work on strategic planning.

B. 2019 SAA Election Update

Owens reported that three candidates slated for the 2019 SAA election have stepped down for personal reasons: Janet Bishop and Andrea Jackson for the Council and Ashley Stevens for the 2020 Nominating Committee. Thanks to the quick work of the 2019 Nominating Committee, Nicole Saylor and Meg Tuomala have been slated for the Council and Florence Turcotte has been slated for the 2020 Nominating Committee.

Due to these unforeseen changes to the ballot, the Executive Committee decided to delay the election to ensure that the new candidates had adequate time to prepare their statements. The ballot will now launch on Tuesday, February 26, by email to all members, and will close on Tuesday, March 19.

C. Section Funding Pilot

The Council reviewed the report of section funding requests in Fiscal Year 2019 and agreed that the pilot should be extended by one year to determine the impact of the program. Staff will include funding in the FY 2020 draft budget, which the Council will review in May.

D. Review: Code of Conduct, Equal Opportunity/Non-Discrimination Policy, and Statement on Diversity and Inclusion

Booth, Gunn, and Yun shared their current draft revisions of the SAA Code of Conduct and the Equal Opportunity/Non-Discrimination Policy, requesting feedback from the Council before the proposed revisions are put forward for broader member comment. They also recommended, and

the Council agreed, to direct the SAA Statement on Diversity and Inclusion to the Diversity Committee to review. Final revisions will be put forward to the Council in May for approval.

E. Other Discussion Items from Council Members

No other discussion items were brought forward.

F. Executive Session (as needed)

Light brought forward a confidential matter. The Council agreed to continue discussion online; once the matter is resolved, information will be shared with the membership via the *Off the Record* blog.

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

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

B. President (Verbal Update)

Due to time constraints, no report was given.

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

Due to time constraints, no report was given.

D. Treasurer: Year-to-Date Financials

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

E. Executive Director (Verbal Update)

Due to time constraints, no report was given.

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

Following the conference call, Chartier reported by email that she has been in discussions with Diversity Committee Chair Harrison Inefuku and committee members about the best ways to move forward with diversity and inclusion initiatives. The Diversity Committee agreed to submit suggestions to the D&I Toolkit and will be planning a new D&I discussion board with facilitated discussions and virtual listening sessions.

I. COUNCIL BUSINESS (continued)

A. Review of February 2019 Action List / Talking Points

Staff agreed to send out the draft list of action items stemming from the conference call.

B. Adjournment

Jackson moved adjournment, Lyons seconded, and the Council meeting was adjourned by unanimous consent at 2:12 p.m. on Monday, February 11.