

1                                   **Society of American Archivists Foundation**  
2                                   **Board of Directors Meeting**  
3                                   **February 15, 2024**  
4                                   **Chicago, IL (Virtual)**

5  
6 *Agendas and background materials for SAA Foundation Board meetings are publicly*  
7 *available via the SAA website at: [http://www2.archivists.org/groups/saa-foundation-board-of-](http://www2.archivists.org/groups/saa-foundation-board-of-directors)*  
8 *[directors](http://www2.archivists.org/groups/saa-foundation-board-of-directors).*  
9

10 Foundation Board President **Lisa Mangiafico** called the meeting to order at 11:36 a.m. CT on  
11 Thursday, February 15, 2024.

12 Present for the entire meeting were:

13 Class A Directors: **Helen Wong Smith** (SAA President), **Tomaro Taylor** (SAA Vice President),  
14 **Sharmila Bhatia** (SAA/SAAF Treasurer), **Jasmine Jones** (SAA Executive Member);

15 Class B Directors: **Elizabeth Myers** (Board Vice President), **Robert Clark** (Board Executive  
16 Committee Member), **Carli Lowe**, **Elizabeth Joffrion**, **Hope Dunbar**, **Nicolette Lodico**,  
17 **Karen Meyer-Roux**, **Gerrienne Schaad**; **Terry Baxter** (SAA Immediate Past President). and  
18 **Jack Schmitt** (SAA Foundation Early-Career Member). and Chief Executive Officer  
19 **Jacqueline Price Osafo**, Chief Operating Officer **Cherie Newell**, Assistant Director,  
20 **Foundation Astoria Edwards**.

21  
22 Guest: Gayle Schechter (Foundation Committee Member)

23 Absent: Natalie Baur, Jessica Chapel (Class B Directors);  
24

## 25 **I. BOARD BUSINESS**

### 26 27 **A. Adoption of the [Agenda](#)**

28  
29 Mangiafico introduced the agenda. The Board agreed to re-order several agenda items to  
30 accommodate and enhance the efficiency of the meeting. (Agenda items are presented in these  
31 minutes based on the original sequencing to minimize confusion.).  
32

33 **Lodico** moved for adoption as presented, **Schaad** seconded, and the Board adopted the agenda  
34 unanimously. **MOTION 1**  
35

### 36 **B. Board Meeting Minutes**

37  
38 Mangiafico noted that the November 2023 meeting minutes will be adopted via the consent  
39 agenda of this meeting. The minutes will be posted to the SAA website, and SAA members will  
40 be notified of the availability via *In The Loop*, the website, and social media.  
41

### 42 **C. [Bylaws](#)**

43  
44 Mangiafico noted that the Bylaws were included in the meeting materials for reference purposes.  
45

46 **D. Acknowledge Conflicts of Interest**

47  
48 There were no conflicts of interest among the Board of Directors.  
49

50 **II. CONSENT**

51  
52 The following items were adopted by consent (**MOTION 2**).  
53

54 **A. Approve November 2023 Meeting Minutes**

55  
56 Following this meeting, the November 2023 meeting minutes were available on the SAA website  
57 at [https://www2.archivists.org/groups/16869/group\\_minutes](https://www2.archivists.org/groups/16869/group_minutes).  
58

59 **Move Consent Items:** Dunbar  
60 **Second Consent Items:** Bhatia  
61 **Vote:** PASSED  
62

63 **III. DISCUSSION**

64  
65 **A. Governance Working Group: Comprehensive SAA Foundation Bylaws Review**

66  
67 The Foundation Board reviewed and offered feedback regarding the Foundation Bylaws to the  
68 Governance Working Group (GWG), which will present recommendations at the May 2024  
69 meeting.  
70

71 **B. Nominating Committee Report Update**

72  
73 Clark presented the Board with a progress report on the applications received for the Foundation  
74 Board of Director and Committee positions. The Foundation Nominating Committee will assess  
75 the applicants and present their recommendations for the Foundation Board of Director positions  
76 at the May 2024 meeting.  
77

78 **D. Other discussion items from Board Member**

79  
80 No other discussion items were brought forward.  
81

82 **IV. ACTIONS**

83  
84 **A. Development Committee: Rebranding Strategic Growth Fund**

85  
86 The Foundation Board deliberated and approved the change of the current name of the fund they  
87 endorse, shifting from "Strategic Growth Fund" to "Catalyst Fund."  
88

89 **MOTION 3**

90  
91 **THAT the SAA Foundation Board approved the name change of the Strategic Growth**  
92 **Fund to the Catalyst Fund.**

93  
94 Moved: Myers  
95 Second: Lodico  
96 Vote: Passed

97  
98 **B. Other Action Items**

99  
100 No other discussion items were brought forward.

101  
102 **I. BOARD BUSINESS**

103  
104 **D. Adjournment (continued)**

105  
106 The Foundation Board meeting was adjourned at 1:11 pm CST.  
107

108 **Society of American Archivists Foundation**  
109 **Board of Directors Meeting**  
110 **February 16, 2024**  
111 **Chicago, IL (Virtual)**  
112

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115 *[directors](http://www2.archivists.org/groups/saa-foundation-board-of-directors).*  
116

117 Foundation Board President **Lisa Mangiafico** called the meeting to order at 11:00 a.m. CT on  
118 Thursday, February 16, 2024.

119 Present for the entire meeting were:

120 Class A Directors: **Helen Wong Smith** (SAA President), **Tomaro Taylor** (SAA Vice President),  
121 **Sharmila Bhatia** (SAA/SAAF Treasurer),

122 Class B Directors: **Elizabeth Myers** (Board Vice President), **Jessica Chapel**, **Elizabeth**  
123 **Joffrion**, **Hope Dunbar**, **Natalie Baur**, **Nicolette Lodico**, **Karen Meyer-Roux**, **Gerriane**  
124 **Schaad**; **Terry Baxter** (SAA Immediate Past President). and **Jack Schmitt** (SAA Foundation  
125 Early-Career Member). and Chief Executive Officer **Jacqueline Price Osafo**, Chief Operating  
126 Officer **Cherie Newell**, Assistant Director, Foundation Astoria Edwards.  
127

128 Guest: Emily Lapworth, Chris Mariono

129 Absent: Jasmine Jones (SAA Executive Member); Robert Clark, Jessica Chapel (Class B  
130 Director);  
131

## 132 **V. STRATEGIC INITIATIVES**

### 133 **A. (1.1.D) Advancing the Profession: CORDA & SAA Foundation Discussion**

134  
135  
136 Emily Lapworth and Chris Marino, co-chairs of CORDA presented a summary of CORDA's  
137 initiatives and explored potential collaborations with the SAA Foundation in alignment with the  
138 SAA Foundation Strategic Plan for 2022-2025.  
139

### 140 **B. Review: SAA Foundation Strategic Plan**

141  
142 The Board of Directors engaged in a discussion about the strategic plan. It was decided that  
143 Mangiafico, Myers, Price Osafo, and Edwards would assess the Strategic Plan 2022-2025. They  
144 are tasked with proposing priority focus areas for the next 2-3 years, with plans to present their  
145 findings to the Board for review and discussion during the May 2024 meeting.  
146

147 [SAA Foundation Strategic Plan](#)

148 SAA Foundation Strategic Plan Dashboard ([0224-SAAF-V-B-StratPlan](#))  
149

## 150 **VI. Reports**

### 151 **A. President**

152

153  
154 The SAA Foundation President Mangiafico provided a verbal report regarding the planning and  
155 initiatives of the SAA Foundation during the 2<sup>nd</sup> quarter of FY24. Mangiafico attended recent  
156 SAA council meetings, highlighting ongoing discussions on topics covered in the Foundation's  
157 November meeting.

## 158 159 **B. Development Committee**

160  
161 Foundation VP Myers updated the Board on the Development committee's initiatives throughout  
162 the second quarter, with a particular emphasis on enhancing donor stewardship and refining  
163 appeal strategies.

### 164 165 **B.1. Donor Report**

166  
167 Myers delivered a summary of the donor report, and the Foundation examined and discussed the  
168 report, analyzing the trends in donor behavior.

## 169 170 **A. Chief Executive Officer**

171  
172 CEO Price Osafo delivered a spoken update regarding the recent additions to the staff within the  
173 publication, governance, and finance departments at SAA.

## 174 175 **B. Financials**

176  
177 Treasurer Bhatia presented a financial update for the Foundation, acknowledging efforts to  
178 modernize SAA's financial systems, which included migrating data to a new platform and  
179 streamlining reimbursement processes. FY25 Proposed budget requests are due to committees by  
180 March 1<sup>st</sup>.

## 181 182 **C. Grant Review Committee**

183  
184 Joffrion delivered a report on the progress of the 2024 Strategic Growth program. After receiving  
185 60 letters of inquiry for strategic growth grants, 14 applicants were extended invitations to  
186 submit complete proposals. The deadline for the full proposal is March 1.

## 187 188 **D. SAA Foundation Annual Report**

189  
190 Mangiafico discussed the possibility of the SAA Foundation Board of Directors crafting an  
191 annual report to underscore the significance of donations and highlight the contributions  
192 supported by funds from the SAA Foundation. The conversation will persist with the Board and  
193 committees associated with the Foundation.

## 194 195 **E. Annual Meeting Award Committee**

196  
197 Edwards delivered a committee update, noting that the inaugural meeting for planning the annual  
198 award meeting has taken place. The committee will scrutinize language and communication

199 strategies for dissemination before the launch of the Annual Meeting Awards in March 2024.  
200 The committee is scheduled to review and select recipients in May.

201

## 202 **F. NDRFA Review Committee**

203

204 Treasurer Bhatia reported that the National Disaster Recovery Fund for Archives (NDRFA)  
205 received two funding requests in recent months. While one request was declined, the committee  
206 did grant approval for a \$5,000 fund to assist the Newport Historical Society in Rhode Island  
207 with recovery efforts following substantial flooding in early January 2024. Notably, this approval  
208 represented the first NDRFA grant issued since the preceding summer.

209

## 210 **I. BOARD BUSINESS (Continued)**

211

### 212 **E. Meeting Debriefing / Next Board Meeting**

213

214 The Foundation Board briefly reflected on the highlights from the meeting and made suggestions  
215 for improving future virtual Board meetings.

216

### 217 **F. Adjournment**

218

219 Bhatia moved, and Schaad seconded a motion for adjournment. The meeting was adjourned at  
220 1:04 p.m. CST.