

1 **Society of American Archivists**
2 **Council Meeting**
3 **February 5-6, 2024**
4 **Virtual Meeting-Chicago, IL**
5
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7 *Agendas and background materials for SAA Council meetings are publicly available via the*
8 *SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda*
9 *comprises Consent Items, Action Items, Discussion Items, and Reports, and the number/letter*
10 *in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes*
11 *summarize actions taken and the outcomes of discussions. Reports generally are not*
12 *summarized in the minutes, but provide a wealth of information about the work of appointed*
13 *and component groups and the staff. To view the reports—and all other background materials—*
14 *see the SAA website.*
15

16 **February 5, 2024**
17

18 President Helen Wong Smith called the meeting to order at 12:02 p.m.CST on February 5, 2024.
19 Present were Vice President Tomaro Taylor; Treasurer Sharmila Bhatia; Jasmine Jones,
20 Executive Committee Member; Council members: Krystal Appiah, Conor Casey, Alison
21 Clemens, Joyce Gabiola, Michelle Ganz, and Lydia Tang; Foundation Board President Lisa
22 Mangiafico; and SAA Chief Executive Officer Jacqueline Price Osafo, Chief Operations Officer,
23 Cherie Newell, Chief of Training & Organizational Development, Rana Hutchinson Salzmann,
24 Assistant Director Foundation Astoria Edwards, Savannah Tiffany, Assistant Director of
25 Publication.
26

27 Guests included Deb Eschweiler, Sophia `Phillips, Jennifer Henderson, Jennifer Follen, Meghan
28 Turney, Kailyn Slater, Jane Gorjevsky, Grace Musgrave, Becca Smith, Rita Johnston, Will
29 Dunn, Mary Samouelian, Lauren Harris, Patricia Glowinski, Amy Cary, Weatherly Stephan,
30 Karin Bredenberg
31

32 Absent: Dominique Luster and Selena Ortega-Chiolero (Council Members)
33 Late: Jasmine Jones (Executive Committee Member)
34

35 **I. COUNCIL BUSINESS**
36

37 **A. Adoption of the Agenda**
38

39 SAA President Wong Smith introduced the agenda. The Council further agreed to re-order
40 several agenda items to accommodate guests and enhance the efficiency of the meeting.
41 (Agenda items are presented in these minutes based on the original sequencing to minimize
42 confusion.) Taylor moved adoption of the agenda as revised, Bhatia seconded, and the agenda
43 was adopted unanimously (**MOTION 1**).
44
45

46 **B. Status of Council To-Do List**

47
48 Council members briefly reviewed and provided updates on the status of actions listed in this
49 internal working document.

50
51 **C. Declare Conflicts of Interest**

52
53 No conflicts of interest were brought forth.

54
55 **II. CONSENT AGENDA**

56
57 The following items were adopted by consent (**MOTION 2**).

58
59 **Move Consent Items:** Ganz

60 **Second Consent Items:** Gabiola

61 **Vote:** PASSED

62
63 **A. Approve Oct. 31 & Nov 1, 2024, Council Meeting Minutes [CONFIDENTIAL]**

64
65 **THAT the October 31 & November 1, 2023 Council meeting minutes, as drafted, be**
66 **approved.**

67
68 Following this meeting, the October 31 & November 1, 2023 meeting minutes were made
69 available on the SAA website at: [https://www2.archivists.org/sites/all/files/1123-Council-](https://www2.archivists.org/sites/all/files/1123-Council-Minutes_Approved.pdf)
70 [Minutes_Approved.pdf](https://www2.archivists.org/sites/all/files/1123-Council-Minutes_Approved.pdf)

71
72 **Move into Executive Session**

73
74 **MOTION 9**

75
76 **Move:** Bhatia

77 **Second:** Appiah

78 **Vote:** PASSED

79
80 **III. Executive Session**

81
82 The Council went into executive session to discuss confidential information.

83
84 **Move out of Executive Session**

85
86 **MOTION 10**

87
88 **Move:** Bhatia

89 **Second:** Gabiola

90 **Vote:** PASSED

91

92 The SAA Council ratified the recommendation by NAAS to provide funding to support 1-year
93 membership and attendance at the annual Meeting 2024 for five individuals.

94
95 **MOTION 11**

96 Vote: Passed

97
98 **IV. ACTION Items**

99
100 **A. Standards Committee: Records in Context (RiC) ([0224-IV-A-Stands](#)) #**

101
102 The SAA Council discussed and approved the recommendation from the Standards Committee to
103 delay integration with RiC until its application guidelines were fully considered and released.

104
105 **MOTION 3**

106
107 **THAT the SAA Council approves the recommendation by the Standards Committee and**
108 **its component groups (TS-EAS and TS-DACS) to delay any integration of RiC into its**
109 **standards apparatus until the full release of the Application Guidelines and opportunities**
110 **to fully consider the substance and impacts of RiC.**

111
112 **Move:** Gabiola

113 **Second:** Tang

114 **Vote:** PASSED

115
116 **Support Statement:** Adoption of this recommendation and taking action to communicate with
117 ICA at its highest levels, is consistent with Strategic Priorities 3.1, 4.1, and 4.3.:

- 118
119 – 3.1. Identify the need for new standards, guidelines, and best practices and lead or
120 participate in their development.
121 – 4.1. Facilitate effective communication with and among members.
122 – 4.3. Foster an inclusive association and profession through educational and leadership
123 opportunities.

124
125 It also reflects SAA’s Core Value of openness and inclusion.

126
127 **Fiscal Impact:** There is no fiscal impact of Council’s endorsement of the three
128 recommendations above.

129
130- **A.1. Technical Subcommittee on Encoded Archival Standards (EAS) ([0224-IV-A.1-TSEAS](#))**

131
132 The Standards Alignment statement, as reviewed and endorsed by the SAA Council, will be
133 publish the statement on the SAA's website at the recommendation of the Technical
134 Subcommittee on Encoded Archival Standards (TS-EAS).

135
136 **MOTION 4**

137

138 **THAT the SAA Council approves the recommendation by the TS-EAS to endorse the draft**
139 **Statement on Standards Alignment, and publish the on the SAA’s website.**

140
141 **Move:** Ganz
142 **Second:** Tang
143 **Vote:** PASSED

144
145 **Support Statement:**

146 Endorsement of the *Statement on Standards* aligns with Goal 3: Advancing the Field in the SAA
147 Strategic plan. In addition, it aligns with the following specific goals areas:

- 148
- 149 ▪ 3.1. Identify the need for new standards, guidelines, and best practices and lead or
- 150 participate in their development.
- 151 ▪ 4.1. Facilitate effective communication with and among members.
- 152 ▪ 4.3. Foster an inclusive association and profession through educational and leadership
- 153 opportunities.

154
155 **Fiscal Impact:** There is no fiscal impact from the Statement on Standards Alignment.

156
157 **A.2. Technical Subcommittee on Describing Archives: A Content Standard (DACS) ([0224-](#)**
158 **[IV-A.2-TSDACS](#))**

159
160 The SAA Council deliberated on and approved the statements regarding RiC, which will be
161 made available on the SAA's website as advised by the Technical Subcommittee on Describing
162 Archives: A Content Standard (TS-DACS).

163
164 **MOTION 5**

165
166 **THAT the SAA Council approves the recommendation by the TS-DACS to endorse the**
167 **statements on RiC, and publish them on the SAA’s website.**

168
169 **Move:** Taylor
170 **Second:** Clemens
171 **Vote:** PASSED

172
173 **Support Statement:**

174 Action on this item is consistent with the following items from the Strategic Priorities:

- 175
- 176 ▪ 3.1. Identify the need for new standards, guidelines, and best practices and lead or
- 177 participate in their development.
- 178 ▪ 4.1. Facilitate effective communication with and among members.
- 179 ▪ 4.3. Foster an inclusive association and profession through educational and leadership
- 180 opportunities.

181

182 **Fiscal Impact:** No fiscal impact

183

184 **B. Standards Committee: BIBFRAME-ARM Extension ([0224-IV-B-Stands](#))**

185

186 The SAA Council reviewed and approved the recommendation from the Standards Committee to
187 initiate a new ARM revision cycle and for the subcommittee to reach out to ARLIS and RBMS
188 to seek their support and participation.

189

190 **MOTION 6**

191

192 **THAT the SAA Council approves the recommendation by the Standards Committee to**
193 **initiate a new ARM revision cycle; establish a cross-institutional task force with the Art**
194 **Libraries Society of North America’s Cataloging Advisory Committee (ARLIS) and the**
195 **Association of College and Research Library’s Rare Books and Manuscript Section’s**
196 **Bibliographic Standards Committee (RBMS).**

197

198 **Move:** Clemens

199 **Second:** Tang

200 **Vote:** PASSED

201

202 **Support Statement:**

203 This item is consistent with the following strategic priority:

204

- 205 • 3.1. Identify the need for new standards, guidelines, and best practices and lead or
206 participate in their development.

207

208 **Fiscal Impact:**

209 There is no fiscal impact as the task force will carry out its work under the usual all-volunteer
210 parameters.

211

212 **C. Technical Subcommittee Describing Archives: A Content Standard (DACS) -**
213 **Standing Rules ([0224-IV-D-CUAS](#))**

214

215 The Council deliberated on and approved the standing rules of the Technical Subcommittee on
216 Describing Archives: A Content Standard (DACS).

217

218 **MOTION 7**

219

220 **THAT the SAA Council approves the recommendation by the Standards Committee and**
221 **TS-DACS to update the standing rules of TS-DACS.**

222

223 **Move:** Gabiola

224 **Second:** Appiah

225 **Vote:** PASSED

226

227 **Support Statement:**

228 Action on this item is consistent with the following items from the Strategic Priorities:
229

- 230 • 1.4. Strengthen the ability of those who manage and use archival materials to
231 articulate the value of archives.
- 232 • 2.2. Provide content, via education and publications, that reflects the latest thinking
233 and best practices in the field.
- 234 • 3.1. Identify the need for new standards, guidelines, and best practices and lead or
235 participate in their development.
- 236 • 3.2. Foster and disseminate research in and about the field.
- 237 • 4.1. Facilitate effective communication with and among members.
238

239 **Fiscal Impact:** No fiscal impact
240

241 **D. College & University Archives Section: Statement Approval ([0224-IV-D-CUAS](#))** 242

243 The Council examined and deliberated on the statement proposed by the College & University
244 Archives Section and provided feedback to their Council Liaison during the discussion.
245

246 **E. Crisis, Disaster, and Tragedy Response Working Group: Membership Expansion and** 247 **Appointment Structure Request ([0224-IV-E-CDTRWG](#))** 248

249 The Council carefully considered the standing rules of CDTRWG, ultimately deciding to increase
250 the membership to a maximum of 11 members. Furthermore, the Council approved adding an
251 extra member, exceeding the original recommendation, and made adjustments to the
252 appointment term for the co-chairs.
253

254 **MOTION 8** 255

256 **THAT the SAA Council approve the addition of one (1) member position to the Crisis,**
257 **Disaster, and Tragedy Response Working Group increasing the group's size to ten (10)**
258 **members, effective for appointments beginning Summer/Fall 2024.**
259

260 **THAT the SAA Council formalize the appointment of Crisis, Disaster, and Tragedy**
261 **Response Working Group Co-Chairs for one (1) term of appointment only, with the**
262 **final year of their term served at the member level.**
263

264 **Move:** Ganz

265 **Second:** Appiah

266 **Vote:** PASSED
267

268 **Support Statement:** 269

270 In order to better fulfill its charge, provide more comprehensive support to colleagues
271 documenting crises, and distribute labor more equitably, the CDTRWG seeks approval for the
272 addition of one (1) member position to its roster. Further, to ensure continuity while providing

273 for fresh perspectives, the CDTRWG seeks approval for a formalization of the appointment cycle
274 of Co-Chairs for one (1) term, with the final year of their term served at the member level.

275

276 **Impact on Strategic Priorities:**

277 These changes to the size and structure of the CDTRWG will position the working group to
278 better support aspects of Goals 1-4 of SAA’s Strategic Plan, particularly Goal 3. With an
279 expanded membership and formalization of the leadership structure, the working group will be
280 better equipped to fulfill each portion of its charge and continue identifying the need for
281 guidelines and best practices, delivering resources and education, and fostering communities of
282 practice and engagement around rapid-response and crisis collecting (Goals 2 and 3). These
283 changes to the group’s structure will also provide greater opportunities for promoting the value
284 of archives and archivists in crisis response and creating opportunities for members to participate
285 in leadership opportunities within the association (Goals 1 and 4).

286

287 **Fiscal Impact:**

288 These proposed changes to the membership size and governance structure of the CDTRWG
289 should not result in any fiscal impact upon the organization.

290

291 **F. Other Action Items from Council Members**

292

293 No other action items were brought forth.

294

295 **V. DISCUSSION ITEMS**

296

297 **A. Annual Meeting**

298

299 The Council briefly discussed the Annual Meeting and the Council Exemplary Service &
300 Resolution Award.

301 **A. ARCHIVES*RECORDS**

302

1. Keynote Speaker

303

2. Exemplary Service & Council Resolutions

304

3. Joint Orientation (hybrid) 2-3 pm

305

4. Conference Discussion (in-person, hybrid, site location)

306

5. Revenue Generation ideas (annual meeting)

307

308 **B.1. Intellectual Property Working Group (IPWG) Access to Knowledge Coalition**
309 **Membership ([0224-V-B.1-IPWG](#))**

310

311 The SAA Council deliberated and granted approval for the Intellectual Property Working Group
312 to become part of the Access to Knowledge Coalition, serving as SAA's representative.

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314 **MOTION 12**

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316 Motion: Appiah

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Second: Jones

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Vote: PASSED

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B.2. Intellectual Property Working Group (IPWG) WIPO 2024 ([0224-V-B.2-IPWG](#))

The Council deliberated and approved the allocation of \$3,000 from SAA's FY24 budget to cover the operational expenses of the IPWG for their involvement in the copyright meeting scheduled to take place in Geneva in April 2024.

MOTION 13

Motion: Appiah
Second: Tang
Oppose: Jones, Gabiola
Vote: PASSED

C. Business Archives Section (BAS): Colloquium at Annual Meeting ([0224-V-C-BAS](#))

The Council deliberated on and approved hosting the Business Archives Section colloquium in person at the 2024 SAA annual meeting and in subsequent years. This decision assumes that the Business Archives Section will organize and oversee the colloquium as part of its responsibilities and that SAA will provide access to the room and audiovisual equipment to support it.

MOTION 14

Move: Bhatia
Second: Appiah
Vote: Passed

D. Native American Archives Section (NAAS): Tribal Scholarships ([0224-V-D-NAAS](#))

The SAA Council reviewed the Native American Archives Section's (NAAS) request for yearly submission, discussed it, and offered suggestions to present the request as part of the component funding request, with a deadline of March 1, 2024, for inclusion in the proposed budget for fiscal year 2025.

E. Graduate Archival Education Subcommittee (GAES): Feedback DEIA Work Plan Assignments ([0224-V-E-GAES](#))

The Council examined and deliberated on the statement presented by the Graduate Archival Education Subcommittee, offering feedback to the Council Liaison for additional discussion and collaboration.

F. Support of DEI Work by Archives Worker Statement ([0224-V-F-CM](#))

The Council reviewed and discussed the DEI Work statement presented by Council Members Appiah and Clemens, providing input to the Council member leads for further conversation and partnership.

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G. American Archivist Editor: Generative AI in Academic Publishing (0224-V-G-AAE)

Cooper Cary updated the Council on the *American Archivist* Editor Board's decision to develop guidelines for publishing AI-generated content in SAA's *American Archivists*.

H. Membership Funding and Pathways for Diverse Archives Workers Task Force

Wong Smith discussed the present status of the Membership Funding and Pathways for Diverse Archives Worker Task Force and requested feedback on the standing rules from the Council members.

I. Archival Labor Worker Task Force

Wong Smith discussed the present status of the Archival Labor Work Task Force and requested recommendations from the Council members.

J. Honorarium Discussion

The Council examined and deliberated on the honorariums or other volunteer acknowledgment or compensation presented by Council Member Clemens and VP-President-Elect Taylor, who are exploring the possibility of implementing honorariums for SAA.

K. Section Health Assessment Update

The Council received an update from the Section Health Assessment Working Group (SHAWG) regarding their upcoming actions. SHAWG plans include conducting a town hall in March to address and discuss the Section Health Assessment Report.

L. Other Discussion Items from Council Members

No other discussion items were brought forth.

I. COUNCIL BUSINESS (continued)

D. Adjournment

Ganz moved adjournment, Gabiola seconded, and the Council meeting was adjourned by unanimous consent at 4 p.m. CST on Monday, February 5, 2024.

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409

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414 *in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes*
415 *summarize actions taken and the outcomes of discussions. Reports generally are not*
416 *summarized in the minutes, but provide a wealth of information about the work of appointed*
417 *and component groups and the staff. To view the reports—and all other background materials—*
418 *see the SAA website.*
419

420 **February 6, 2024**
421

422 President Helen Wong Smith called the meeting to order at 12:00 p.m. CST on February 6, 2024.
423 Present were Vice President Tomaro Taylor; Treasurer Sharmila Bhatia; Jasmine Jones,
424 Executive Committee Member; Council members: Krystal Appiah, Conor Casey, Alison
425 Clemens, Joyce Gabiola, Michelle Ganz, and Lydia Tang; Foundation Board President Lisa
426 Mangiafico; and SAA Chief Executive Officer Jacqueline Price Osafo, Chief Operations Officer
427 Cherie Newell, Chief of Training & Organizational Development, Rana Hutchinson Salzmann,
428 Assistant Director Foundation Astoria Edwards, Savannah Tiffany, Assistant Director of
429 Publication.
430

431 **Guests:** Patricia Glowinski, Grace Musgrave, Jane Gorjevsky, Chrystal Carpenter, Becca Smith,
432 Lauren Harris, Deb Eschweiler, Weatherly Stephan, Brad Houston, Michele Combs, Jennifer
433 Head, Lauren Goodley, Amy Cooper Cary

434 **Absent:** Dominique Luster, Selena Ortega-Chiolero (Council Members)
435

436 **III. STRATEGIC PLANNING**
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438 **A. 2023-2025 Strategic Plan Actions and Timelines (Reference, Adopted April 2022)**
439 **([0224-VI-A-StratPlanDashboard](#)) ***

- 440 a. SAA Strategic Plan, FY 23-25 ([Reference, Adopted April 2022](#))
441 b. Work Plan on Diversity, Equity, Inclusion, and Accessibility ([Reference, Adopted](#)
442 [November 2021](#))
443

444 **VI. REPORTS**
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446 *Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the*
447 *exception of the Executive Committee report, which details interim actions of the Executive Committee). They do,*
448 *however, provide a wealth of information about the work of appointed and component groups and the staff. To*
449 *view the reports—and all other background materials—see <http://www2.archivists.org/governance/reports>.*
450

451 The Council reviewed, but did not all discuss reports:
452

- A. President ([0224-VII-A-Prez](#)) *
- B. Vice President / President-Elect ([0224-VII-B-VP](#)) *
- C. Finance Report
- D. SAA Staff
 - 1. Chief Executive Officer ([0224-VII-D-1-CEO](#)) *
 - 2. Membership ([0224-VII-D-2-Memb](#)) *
 - 3. Education ([0224-VII-D-3-Edu](#)) *
 - 4. Publications ([0224-VII-D-4-Pubs](#)) *
 - 5. Operations ([0224-VII-D-5-Ops](#)) *
- E. SAA Foundation President
- F. Publications Editor ([0224-VII-F-PubsEditor](#)) *
- G. *American Archivists Editor* ([0224-VII-G-AAEditor](#))
- H. Committee on Public Policy (Annual Report 2023) ([0224-VII-H-COPP](#)) #
- I. SAA Representative: National Historical & Publications Records Commission (NHPRC) December 2023 Report ([0224-VII-I-RepNHPRC](#))

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C. Finance

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Bhatia provided updates on the upcoming financial reporting deadlines and budget request process for the new fiscal year.

E. SAA Foundation President

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SAA Foundation President Mangiafico discussed the ongoing financial system transitions directed toward improving donor reports and data profiles within the SAA Foundation. Concurrently, there is a review of the foundation's bylaws to ensure alignment with its evolution, emphasizing the engagement of a diverse range of stakeholders for broader support.

I. COUNCIL BUSINESS Continued

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D. Review of To-Do List and Talking Points

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Council members will review the to-do list and talking points via the Council listserv.

E. Meeting Debrief/Next Meeting Update

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The next Council Meeting will be held virtually on May 1st & 2nd.

D. Adjournment

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The Council meeting was adjourned by unanimous consent at 4:10 p.m. on Tuesday, Feb 6, 2023.