Society of American Archivists Foundation  
Board of Directors Meeting  
March 13 – 14, 2015  
SAA Headquarters, Chicago, Illinois

# Written background report for discussion and possible action.  
* Written report, with discussion and clarification only as needed.  

* PLEASE READ ALL MATERIALS IN ADVANCE OF THE MEETING*

<table>
<thead>
<tr>
<th>FRIDAY, MARCH 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 5:00 pm</td>
</tr>
<tr>
<td>17 North State Street, Room 820</td>
</tr>
<tr>
<td>(Breakfast: 8:30 am – 9:00 am)</td>
</tr>
<tr>
<td>(Group Dinner: 6:00 pm – 8:00 pm, Sweetwater Tavern, 225 North Michigan Avenue)</td>
</tr>
</tbody>
</table>

I. BOARD BUSINESS

A. Adoption of the Agenda  (0315-SAAF-I-A-Agenda) #  
B. Reference:  
   1. August 2014 Minutes  (Approved September 19, 2014)  
      (0315-SAAF-I-B-1-Minutes0814) *  
   2. Pre-2013 Actions  (0315-SAAF-I-B-2-PastActions) *  
   3. Articles of Incorporation  (0315-SAAF-I-B-3-Incorp) *  
   4. Bylaws  (0315-SAAF-I-B-4-Bylaws) *  

II. ACTION

A. Grant Funding Policy / Application Process and Guidelines  
   (0315-SAAF-II-A-GrantPolicy) #  
B. Other Action Items from Board Members  

III. DISCUSSION

A. Development Priorities  (0315-SAAF-III-A-DevelopPriorities) #  
B. Annual Appeal Stewardship  (0315-SAAF-III-B-AnnualAppeal) #  
C. Development of SAAF Annual Timeline/Calendar  
   (0315-SAAF-III-C-AnnualTimeline) #  

Agenda Item I.A.
### D. Tools for Donor Tracking (0315-SAAF-III-D-DonorTracking) #
- **Summers**

### E. Foundation Website Development (0315-SAAF-III-E-Website) #
- **Lowell**

### F. 2015 SAA Annual Meeting Activities
- **Eaton**

### G. Other Discussion Items from Board Members
- **Eaton**

<table>
<thead>
<tr>
<th>SATURDAY, MARCH 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 11:00 am</td>
</tr>
<tr>
<td>(Working Breakfast: University Club of Chicago, Charter Room, 76 East Monroe Street)</td>
</tr>
</tbody>
</table>

### IV. REPORTS

#### A. President (0315-SAAF-IV-A-Prez) *
- **Eaton**

#### B. Treasurer
1. **FY 14 Year-End Financials** (0315-SAAF-IV-B-1-FinRevFY14) *
2. **FY 15 YTD Financials** (0315-SAAF-IV-B-2-FinRevFY15) *
3. **2014 Summary of Funds** (0315-SAAF-IV-B-3-2014Funds) *
4. **2014 Summary of Donors** (0315-SAAF-IV-B-4-2014Donors) *
5. **2014 Annual Appeal Donors by Fund** (0315-SAAF-IV-B-5-AnnualAppeal) *
- **Duffy/Carlson**

#### C. Development Committee (0315-SAAF-IV-C-DevelopComm) *
- **Summers**

#### D. Executive Director (0315-SAAF-IV-D-ExecDir)
- **Beaumont**

### I. BOARD BUSINESS (Continued)

#### C. Recommendations for Foundation Board Members
- **Eaton**

#### D. Election of 2015 Officers (President, Vice President, Treasurer)
- **Roe**

#### E. Adjournment
- **President**