

Society of American Archivists Foundation
Board of Directors Meeting
March 23, 2022
Virtual Meeting

Agendas and background materials for SAA Foundation Board meetings are publicly available via the SAA website at: <http://www2.archivists.org/groups/saa-foundation-board-of-directors>.

Foundation Board President Margery Sly called the meeting to order at 1:04 pm CT on Wednesday, March 23. Present for the entire meeting were Class A members Courtney Chartier (SAA President), Terry Baxter (SAA Vice President), Sharmila Bhatia (SAA and SAAF Treasurer), Meg Tuomala (SAA Executive Committee Member), and Rachel Vagts (SAA Immediate Past President); Class B members Robert Clark, Scott Cline, Elizabeth Joffrion, Wilda Logan, Lisa Mangiafico (SAAF Vice President), Dennis Meissner (SAAF Executive Committee Member), Elizabeth Myers, Gina Minks, Michele Pacifico, and Gerrienne Schaad; and Executive Director Jacqueline Price Osafo, Finance/Administration Director Peter Carlson, and Governance Manager Felicia Owens.

Absent was Kristy Martin (early career member).

I. BOARD BUSINESS

A. Adoption of the Agenda

Sly introduced the agenda. Bhatia moved for adoption as presented, Pacifico seconded, and the Board adopted the agenda unanimously. **(MOTION 1)**

B.1. Board Meeting Minutes

Sly noted that the November 2021 and January 2022 minutes would be shared soon for review and approval. The collected past Board minutes were shared for reference.

B.2. Bylaws

Sly noted that the Bylaws were included in the meeting materials for reference purposes.

C. Review Board To Do List

Board members briefly reviewed and provided updates on the status of actions listed in this internal working document.

II. ACTION

A. Approve 2022 Strategic Growth Grants [CONFIDENTIAL]

Sly introduced recommendations from the Grant Review Committee to fund four proposals for projects to be conducted in the 2022 cycle. The Board-approved budget for grants in FY22 is \$30,000, and the Review Committee recommended expending \$18,500 to support the four following proposals. The Review Committee is considering a fifth proposal, pending additional information from the proposers. The Board reviewed and agreed with the Review Committee's recommendations.

MOTION 2

THAT the proposal entitled "Growing Across Generations," as submitted by the Pueblo of Isleta for grant funding in the 2022 cycle, be funded in the amount of \$5,000.

Support Statement: The proposal aligns with the SAA Foundation's mission and goals, is consistent with SAA strategic priorities, and reflects a worthy project of potential benefit to the profession.

Fiscal Impact: \$5,000.

MOTION 3

THAT the proposal entitled "Arizona Museum-Archives Collaboration," as submitted by the Museum Association of Arizona for grant funding in the 2022 cycle, be funded in the amount of \$3,500.

Support Statement: The proposal aligns with the SAA Foundation's mission and goals, is consistent with SAA's strategic priorities, and reflects a worthy project of potential benefit to the profession.

Fiscal Impact: \$3,500.

MOTION 4

THAT the proposal entitled "Community Collections and Collaborations," as submitted by the Maryland Center for History and Culture for funding in the 2022 cycle, be funded in the amount of \$5,000.

Support Statement: The proposal aligns with the SAA Foundation's mission and goals, is consistent with SAA's strategic priorities, and reflects a worthy project of potential benefit to the profession.

Fiscal Impact: \$5,000.

MOTION 5

THAT the proposal entitled “The Importance of Caring in Nursing: Providing online access to the Archives of Caring,” as submitted by Florida Atlantic University for grant funding in the 2022 cycle, be funded in the amount of \$5,000.

Support Statement: The proposal aligns with the SAA Foundation’s mission and goals, is consistent with SAA’s strategic priorities, and reflects a worthy project of potential benefit to the profession.

Fiscal Impact: \$5,000.

Move: Cline

Second: Clark

Vote: PASSED (unanimous)

B. 2022 Annual Meeting Awards

The Board discussed how the Annual Meeting Awards should be adjusted to best accommodate the 2022 Annual Meeting, SAA’s first fully hybrid meeting. The Board agreed to designate the full \$12,000 allocated for Annual Meeting Awards to support 10 in-person registrations for the 2022 conference, at \$1,200 per award.

The Board discussed reallocating any remaining funds from FY22 Strategic Growth Grants to support as many virtual registrations as possible. Once the pending grant application is decided, the Board will vote on the final reallocation amount.

MOTION 6

THAT \$12,000 be allocated for ten in person Annual Meeting Awards to support attendance at the 2022 SAA Annual Meeting.

Move: Schaad

Second: Cline

Vote: PASSED (unanimous)

Support Statement: The Foundation Annual Meeting Award provides important and necessary support for individuals who may not be able to attend the SAA Annual Meeting without it, particularly given the toll taken on archives workers by the COVID-19 pandemic. The amount allocated for attendance at the 2022 Annual Meeting will provide \$1,200 for 10 in-person attendees.

Fiscal Impact: No additional expenses beyond the \$12,000 already allocated in the FY22 budget for Annual Meeting Awards.

C. Revise Nominating Committee Description

Meissner introduced proposed revisions to the Nominating Committee description, to clarify that Board members in the final year of their term may not serve on the committee to avoid conflicts of interest. The Board agreed to this change and noted that a full governance review will be conducted in the coming months, once a Foundation development manager is hired on staff.

MOTION 8

THAT the SAA Foundation Nominating Committee description be revised as follows:

Section II. Committee Selection, Size, and Length of Term

The Nominating Committee is an appointed body of the SAA Foundation Board. The Committee consists of the SAAF Executive Committee member (who serves as Chair) and ~~two~~ three additional members of the Board, selected by the Board no later than the close of the Board's annual meeting. Foundation Board members in the last year of their current term are not eligible to serve on the Nominating Committee. The Executive Director serves *ex officio* with voice, but without vote.

Move: Meissner

Second: Minks

Vote: PASSED (unanimous)

Support Statement: Revising the Nominating Committee description in these two particulars removes an impediment to the effective functioning of the committee and brings the committee description in line with current practice.

Fiscal Impact: None.

D. Other Action Items from Board Members

No other action items were brought forward.

III. DISCUSSION

A. SAA Foundation Strategic Plan (Internal Working Doc)

The Board conducted a final review of the SAA Foundation's first strategic plan, reconciling various comments and questions. The draft strategic plan will be shared publicly for an open comment period in April, and a final version will be presented to the Board at its next meeting for approval.

B. Non-Board Member Positions on SAAF Committees

Meissner shared a recent discussion from the Nominating Committee regarding processes for filling non-Board member positions on Foundation committees. The Board agreed that a formal application process should be established this year and tasked the Nominating Committee with managing the process. As previously discussed, when the Board conducts a full governance

review in coming months, they will consider expanding the number of non-Board member positions available across all committees.

C. Update on Development Consultant and Staffing

Price Osafo shared that she has discussed with Sly and Mangiafico contracting consultants to help with development work in the short term, ideally to develop assets for upcoming giving campaigns while staff focusing on hiring a full-time development manager.

D. 2022 Annual Meeting Activities

The Board discussed various ideas for promoting the SAA Foundation throughout the upcoming 2022 SAA Annual Meeting, including the Foundation's first reception. The Board will coordinate with staff to plan and prepare for various activities ahead of the meeting in August.

E. Other Discussion Items from Board Members

No other discussion items were brought forward.

IV. Reports

A. President

The Board reviewed, but did not discuss this report.

B. Vice President / Development Committee

The Board reviewed, but did not discuss this report.

C. Treasurer (Financial Report)

The Board reviewed, but did not discuss this report.

D. Executive Director

Price Osafo shared brief updates on happenings around SAA, including planning for the Annual Meeting, the new 2023-2025 SAA Strategic Plan, the SAA election, and upcoming programming related to the National Day of Racial Healing.

E. SAA Foundation Nominating Committee

Meissner noted that the application form for Board member positions is now open through April 20. The Nominating Committee will review the applications and provide a recommendation to the Board in May.

I. BOARD BUSINESS (Continued)

C. Date of Next Board Meeting

Sly noted that the next Board meeting is scheduled on June 15. Staff will send more information about preparing materials and deadlines for the meeting.

D. Meeting Debriefing

The Board discussed what went well and what could be improved in holding a virtual Board meeting.

E. Adjournment

Minks moved and Schaad seconded a motion for adjournment, and the meeting was adjourned at 3:48 pm CT.