Society of American Archivists  
Council Meeting, February 26 – 28, 2009  
SAA Foundation Board Meeting, February 28, 2009  
Marriott Wardman Park  
Washington, DC

SAA Council members present for the entire meeting from Thursday, February 26, to Saturday, February 28, 2009, were the following: President Frank Boles; Vice President/President-Elect Peter Gottlieb; Treasurer Ann Russell; Executive Committee member Leon Miller; Council members Bruce Ambacher, Rebecca Hankins, Sue Hodson, Tom Hyry, Nancy Lenoil, Margery Sly, Rosalye Settles, and Diane Vogt-O’Connor. In addition, SAA Executive Director Nancy Beaumont and Project Assistant René Mueller attended the entire meeting. Publishing Director Teresa Brinati, Education Director Solveig De Sutter, Member and Technical Services Director Brian Doyle, and Finance/Administration Director Tom Jurczak joined the meeting on Thursday afternoon.

Present for the Thursday morning session only were Council of State Archivists President David Haury, Vice President/President-Elect Patricia Michaelis, and Secretary-Treasurer Chris LaPlante; Board members Jodie Foley, David Joens, Wayne Moore, Melanie Sturgeon, Barbara Teague, Julia Marks Young, and Conley Edwards III; Executive Director Victoria Irons Walch and Program Officer Jenifer Burlis-Freilich; and Kathleen Roe (New York State Archives), David Carmicheal (The Georgia Archives), Mike Gill (Crowell & Moring), John Hamilton (National Archives and Records Administration), and Lee White (National Coalition for History).

In addition, strategic planning facilitator Jody Gandy, National Historical Publications and Records Commission Executive Director Kathleen Williams, National Endowment for the Humanities Program Officer Joel Wurl, and SAA member Jennifer O’Neal attended portions of the Council meeting.

**THURSDAY, FEBRUARY 26, 2009**

The SAA Council met with the Council of State Archivists’ (CoSA’s) Board of Directors to discuss the status of the Preserving America’s Historical Record (PAHR) legislation and the 2009 and 2010 Joint Annual Meetings.

Three individuals with broad expertise in advocacy as well as specific interests in archives-related issues – Mike Gill (Crowell & Moring), John Hamilton (National Archives and Records Administration), and Lee White (National Coalition for History) – then updated the Council and CoSA Board on the 111th Congress, the status of PAHR legislation, and funding for NARA and the National Historical Publications and Records Commission. In addition, each provided tips on effective advocacy techniques for professional associations.
Following a joint luncheon and informal conversation, the CoSA Board members departed and the SAA Council meeting was convened at 1:00 pm.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Sly moved and Vogt-O’Connor seconded adoption of the agenda. PASSED.

B. August 2008 Minutes

Boles noted that the minutes were adopted by the Council in October 2008 and posted immediately. SAA members were notified of availability of the minutes via *In the Loop* and the website.

C. Review of August 2008 “To Do” List

Council members reviewed the items listed on the August 2008 “To-Do List” and provided updates on completed, incomplete, and pending items.

II. STRATEGIC PLANNING

Jody Gandy, PT, DPT, PhD, facilitated a five-hour strategic planning session with SAA Council members and staff, during which the group reviewed and refined the issue statements related to the highest-priority issues of Technology, Diversity, and Public Awareness/Advocacy; drafted measurable outcomes related to each priority; and began the process of developing activities that may lead to the outcomes over the course of the next three years (FY 2010 – FY 2013).

The Council adjourned for the evening at 5:30 p.m.

FRIDAY, FEBRUARY 27, 2009

President Frank Boles called the meeting to order at 8:05 am on Friday, February 27. Present were Vice President/President-Elect Peter Gottlieb; Treasurer Ann Russell; Executive Committee member Leon Miller; Council members Bruce Ambacher, Rebecca Hankins, Sue Hodson, Tom Hyry, Nancy Lenoil, Margery Sly, Rosalye Settles, and Diane Vogt-O’Connor; Executive Director Nancy Beaumont, Publishing Director Teresa Brinati, Education Director Solveig DeSutter, Member and Technical Services Director Brian Doyle, Finance/Administration Director Tom Jurczak, and Project Assistant René Mueller. Kathleen Williams (Executive Director of the National Historical Publication and Records Commission) and Joel Wurl (Senior Program Officer, National Endowment for the Humanities) addressed the group over lunch. In addition, SAA member Jennifer O’Neal (Head Archivist, Smithsonian Institution’s National Museum of the American Indian) attended a portion of the meeting to discuss Agenda Item IV.I.
III. ACTION ITEMS

A. Technology Best Practices Task Force

In submitting its final report, the Task Force: 1) indicated that it has gone as far as it can, given the breadth of its charge and the current state of best practices for technologies related to archives; 2) noted that it adopted a definition of best practices and criteria for recognizing them and does not believe that there is yet a body of best practices that would meet those criteria; and 3) called to the Council’s attention that, as potential best practices emerge, specialists will be needed to evaluate whether there is empirical evidence that the practices provide innovative solutions to common problems. During its work, the Task Force discovered that the term “best practices” “means very different things to different constituencies within SAA (including, initially, within the Task Force).”

MOTION 1

THAT the SAA Council disband the Technology Best Practices Task Force with thanks.

Support Statement: The Council appreciates the considerable work of the task force. Although it recognizes the group’s recommendation that the Standards Committee form specialized working groups as permanent bodies reporting to the Standards Committee in order to “institutionalize” a process, the Council prefers to consider such a recommendation in the broader context of the ongoing review of the Standards Committee’s mission and charge.

Fiscal Impact: None.

Moved by Miller; seconded by Ambacher. PASSED.

B. ALA/SAA Joint Statement on Access

SAA representatives to the ALA/SAA Joint Statement on Access Review Task Force were appointed in October 2007 to “prepare a statement for the Council’s consideration that addresses as comprehensively as possible the issues and policies related to researcher access to archives and manuscripts collections … owned or maintained by a clearly defined set of repository types….” The Task Force prepared a final report for submission to both the SAA Council and the American Library Association’s Rare Books and Manuscripts Section (RBMS) and Standards and Accreditation Committee. The Task Force report noted that the group had made minor revisions to the 2006 RBMS draft of the “Joint Statement on Access to Research Materials in Archives and Special Collections,” publicizing it widely within SAA (via discussions with appropriate component groups, an open forum at the 2008 Annual Meeting, and the SAA website) during the past year. It noted also that, given that SAA members offered only minor editorial comments, the Task Force believes that there is a broad consensus among SAA members in favor of the approach that they have taken.
MOTION 2

THAT consideration of the ACRL/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries, as submitted by the ALA/SAA Joint Statement on Access Review Task Force, be postponed indefinitely until the next round of reviews are complete and a final document is presented that reflects the Council’s comments.

Support Statement: Although there was general consensus that the Joint Statement is important, that it values archives, and that it demonstrates appropriate collaboration with the American Library Association, several Council members felt that it requires editing to accommodate the range of materials and concerns in archives.

Moved by Hankins; seconded by Hodson. PASSED (with Hyry abstaining).

C. Task Force on Developing SAA Values Statement

As charged, the Task Force members reviewed values statements and similar documents from related professional associations and, following discussion of the merits and potential uses of such statements, concluded unanimously that developing a values statement for the archives profession would be an important step in further clarifying the identity and purposes of the profession. In order to proceed with the recommendation of creating a “Statement of Core Values for Archivists,” the Task Force recommended reconstituting itself by adding two members to the existing group and adopting a new charge.

MOTION 3

THAT the SAA Vice President be charged to appoint a five-person task force to prepare a “Statement of Core Values for Archivists” for consideration by the SAA Council at its summer 2010 meeting. The Task Force shall be composed of one Council member, one senior member of the profession, one junior member of the profession, and two additional members representing diverse constituencies. The “Core Values” statement shall be developed with full consultation and participation by SAA members and other archival associations.

Support Statement: Defining a set of “core values” for the archives profession will substantially clarify and communicate the identity and purpose of archivists. It will supplement and further clarify the SAA Code of Ethics for Archivists and other statements regarding the benefits and purposes of archival institutions and the professional and social contributions of archivists. The Archival Values Task Force should invite SAA members to contribute ideas, recommendations, and concerns through reports in Archival Outlook, the SAA website, broad e-mail distribution, and possibly an open membership meeting at the 2009 Annual Meeting (if it can be accommodated). Specific requests for input should be sent to the chairs of all SAA committees, boards,
sections, and roundtables, and to the leaders of regional, state, and local archival associations.

**Fiscal Impact:** None, provided that the Task Force conducts its business via online resources and conference calls rather than in-person meetings.

Moved by Miller; seconded by Hankins. PASSED.

**D. Archival Facilities Guidelines**

The Standards Committee completed its review of the development process for *Archival and Special Collections Facilities Guidelines for Archivists, Librarians, Architects, and Engineers* and recommended unanimously that the Council adopt the guidelines as an official SAA standard. The Committee also noted that ongoing maintenance and support of this standard will be necessary.

**MOTION 4**

THAT the *Archival and Special Collections Facilities Guidelines for Archivists, Librarians, Architects, and Engineers* be approved as an official standard of the Society of American Archivists.

**Support Statement:** The Standards Committee reviewed the guidelines and supporting documentation and reported that the Task Force on Archival Facilities Guidelines “has tirelessly worked to create this comprehensive document and, as evidenced from the documentation of their consultation process, they have gone to great lengths to involve all constituencies in a true collaborative effort.” As stated in the “Procedures for Review and Approval of a SAA-Developed Standard,” “The Standards Board will assign the standard to a permanent SAA subgroup for maintenance and review. In most cases, the subgroup will be one that has been actively involved in its development” (section V.C.1.). Permanent assignment of this task will await the Council’s consideration of the Standards Committee’s “re-missioning” proposal(s).

**Fiscal Impact:** Development and publication of the *Facilities Guidelines* was supported by a grant from SpaceSaver Corporation. The costs of maintaining the standard over time cannot be calculated at this time.

Moved by Vogt-O’Connor; seconded by Ambacher. PASSED (unanimously).

**E. Standards Committee Restructuring**

According to a report prepared by Standards Committee Chair Polly Reynolds and Technical Subcommittee on Descriptive Standards Chair Michael Rush, during the past year the Standards Committee has considered its mission and procedures by gathering feedback via an online survey of the SAA Leader List, collecting information about other organizations’ standards committees; and conducting discussions via conference calls,
email messages, and one face-to-face meeting at the 2009 Annual Meeting. The consensus among Standards Committee members is that the Committee should play a more active role in standards-related activities, including identifying areas that require standards development and taking action, rather than waiting for proposals to come forward. An active Standards Committee might also better support and promote the use of standards and their importance to archival work, move toward a more collaborative interaction with other standards-producing bodies, and act as a clearinghouse for reviewing and providing guidance on all SAA-initiated projects, not just standards.

The Council deferred consideration of the Standards Committee’s proposed “active” and “reactive” alternative mission statements, and asked that the Committee bring forward to the May/June Council meeting an interim report and to the August 2009 Council meeting a final report that incorporates 1) definitions of “standard,” “guideline,” “best practice,” and other terms that would inform the Committee’s mission and purpose; 2) a proposed structure of the Committee and its working groups; 3) a process to maintain any SAA-adopted standard; 4) the financial implications of an expanded mission and/or maintenance of all SAA-adopted standards; 5) an appropriate name/designation for the group (e.g., “committee” or “board”); and 6) other issues as appropriate.

F. Petition to Form Archivists’ Toolkit ™ Roundtable

A petition to form an Archivists’ Toolkit ™ Roundtable was submitted via e-mail by SAA member Genie Guerard on September 15, 2008. Council members were notified of the petition via e-mail for an online discussion beginning on October 20, but chose to delay discussion until the February 26 – 28 meeting.

MOTION 5

THAT the petition to form an Archivists’ Toolkit™ Roundtable, with the following Statement of Intent and Goals, be adopted.

Statement of Intent

The Archivists’ Toolkit ™ Roundtable of the Society of American Archivists provides a forum for archivists from all types of repositories to identify and discuss key issues relevant to the Archivists’ Toolkit ™ (AT) software tool for:

- Recording archival description;
- Managing the life cycle of archival collections in a broad spectrum of archival functions;
- Promoting efficient processing and description, minimizing backlogs, and;
- Facilitating access to archival collections through EAD finding aids and collection-level MARC records.

Goals of the Archivists’ Toolkit ™ Roundtable
• Organize and participate in activities that increase the utility and availability of the Archivists’ Toolkit™ to the archival profession.
• Identify and document the features and functions needed to manage archival collections and output products to support access, use, and preservation of archival materials.
• Share knowledge and expertise among its members to achieve the ability to utilize Archivists’ Toolkit’s™ features and functions to its full potential.

Support Statement: The roundtable petition meets all submission requirements for Council consideration in approving a new SAA roundtable.

Fiscal Impact: None.

Moved by Hyry; seconded by Vogt-O’Connor. PASSED (with Ambacher, Hankins, Russell, and Sly abstaining).

G. Petition to Change Minimum Membership Requirement for Roundtables

In response to a petition from 16 roundtable chairs and co-chairs, the Council adopted the following motion.

MOTION 6

THAT the Council Handbook, Section X, III.D. Roundtables, be amended as follows:

Roundtables that do not maintain an official membership level of at least 50 25 members and meet annual reporting requirements may be dissolved as an official SAA Roundtable after due notice and an opportunity for Roundtable officers to appeal.

Support Statement: Roundtables play a crucial role in introducing individuals to SAA, in facilitating communication among members with like interests, and in contributing expertise to the larger organization. Although only one roundtable currently does not meet the 50-member minimum, Council members agreed with petitioners’ concern that smaller roundtables might have to set aside their larger goals in order to focus on membership recruitment. The Council stressed, however, that not every roundtable may be given discreet meeting space at the Annual Meeting and reminded roundtables that certain requirements (timely and complete submission of conveners’ information and annual reports) must be met to maintain good standing.

Fiscal Impact: None.

Moved by Vogt-O’Connor; seconded by Hodson. PASSED (with Ambacher opposing).

H. Time Limit on Student Membership Rate
In researching a request from two SAA members to reconsider the time limit on the student membership rate, staff discovered that SAA’s governance manual, the Council Handbook, was not updated appropriately following a 1999 action of the SAA Council to remove any time limitation. Council members took action to ensure that the Council Handbook is updated. In addition, they confirmed the staff’s current operational procedure of automatically converting students to full membership after the completion of the second year of student membership and requiring students to verify their continuing status as students each year after the two-year mark.

MOTION 7

THAT the Council Handbook, Section VI., Membership Categories, A. Individual Membership, be amended as follows:

Student membership is open for a two-year period to individuals in degree-conferring programs.

Moved by Miller; seconded by Vogt-O’Connor. PASSED.

I. Subunit Publications Copyright and Reproduction Policies

Records Management Roundtable Chair Russell James submitted a report and request for Council consideration, noting that on three occasions the RMRT had been asked by a private entity to allow that entity to “strip an article from the PDF version of the RMRT newsletter and place the article on the entity’s website.” In each case the article had been written by an employee of the entity. In light of his concern that SAA components may be in jeopardy of copyright infringement because SAA has no policies in place for the copyright and reproduction of component publications, he recommended Council action.

MOTION 8

THAT the Intellectual Property Working Group be charged to draft appropriate policies for copyright and reproduction of component publications that will a) mirror similar SAA policies for Society-wide publications in regard to whether the author of an article retains copyright or copyright is transferred to SAA, and b) cover SAA components as appropriate in regard to copyright and reproduction of their publications.

Support Statement: Adoption of policies covering the copyright and reproduction of component publications will tighten SAA copyright policies and protect component publications from being unfairly “stripped” of content.

Fiscal Impact: None.

Moved by Ambacher; seconded by Vogt-O’Connor. PASSED.
J. Records Management Roundtable: Annual Meeting Travel Grant

In a report and recommendation submitted by Records Management Roundtable Chair Russell James, Vice Chair Debra Kimok, and Council Liaison Bruce Ambacher, the Roundtable requested Council approval to sell items through an online retailer in order to raise funds to support awarding of a travel grant to the SAA Annual Meeting.

MOTION 9

THAT the SAA Council approve the Records Management Roundtable’s request to 1) establish a travel grant to fund attendance at the RMRT annual meeting and 2) fund the travel grant via the sale of t-shirts and other items (coffee mugs, bumper stickers) through an online retailer, with sales to be deposited in an earmarked SAA account.

Support Statement: The requestors indicated that travel grants for members, non-members, and students to attend the RMRT meeting at the SAA Annual Meeting may help to increase awareness of and membership in SAA and RMRT. In addition, they hope that sale of t-shirts and other items via an online retailer may increase awareness of the records management profession and the SAA.

Fiscal Impact: No fiscal impact beyond the SAA staff time necessary to manage earmarked funds. Only monies gathered through online item sales will be used for travel grant awards.

Moved by Ambacher; seconded by Settles. PASSED. (Miller and Sly opposed; Hodson abstained.)

K. Special Fee Structure for Committee/Roundtable Meeting Attendance

SAA member Russell James recommended via a report to the Council that SAA consider charging a one-day fee for those days of the Annual Meeting (typically Tuesday and Wednesday) during which committees and other appointed groups and roundtables may meet. He noted that in the past individuals may have attended these meetings without registering for the Annual Meeting, and thus SAA “has received no compensation for the attendance.” The Council considered James’s recommendation in crafting its motion.

MOTION 10

THAT the one-day registration rate be extended to cover all days of the Annual Meeting.

Support Statement: Extension of the one-day rate to members and nonmembers who attend only the Roundtable meetings that precede the educational portion of the SAA Annual Meeting provides attendees with an option for not attending the entire meeting
while also ensuring that SAA is able to issue a name badge and receives some fees for providing services on that meeting day. Exempted from the one-day rate are members of committees, task forces, working groups, and other volunteer groups that are doing work for the Society but who can attend only that appointed group meeting.

**Fiscal Impact:** Some positive fiscal impact from increased Annual Meeting registrations.

Moved by Ambacher; seconded by Vogt-O’Connor. PASSED (with Gottlieb and Lenoil abstaining).

**L. Committee on Ethics and Professional Conduct: Request for Ethics and Justice Forum**

The Committee on Ethics and Professional Conduct proposed that the Council provide for a series of three forums, separate from the education sessions, to be held at the 2009, 2010, and 2011 annual meetings for the purpose of providing opportunities for the profession to discuss archives ethics and social justice. The Council determined that the forums should be proposed to the respective Program Committees in response to the annual call for program proposals.

**M. Diversity/Membership Committee Appointments**

In order to provide a more structured mechanism to encourage collaboration between the Diversity and Membership committees, Diversity Committee Chair Terry Baxter and Membership Committee Chair James Roth proposed that the chair of each committee serve as an *ex officio* member of the other committee.

**MOTION 11**

*THAT the Council Handbook be amended as follows to make the Diversity Committee chair an *ex officio* member of the Membership Committee and the Membership Committee chair an *ex officio* member of the Diversity Committee.*

Council Handbook, Section VII., Diversity Committee, Section II.  
(Committee Selection, Size, and Length of Terms)

*The committee consists of six* seven members. *Six members*, including the chair, who are appointed by the SAA vice president / president-elect. *The chair of the Membership Committee serves as an *ex officio* member. The chair serves a two-year term. Committee members serve staggered three-year terms, with two appointments occurring annually.*

Council Handbook, Section VII, Membership Committee, Section II  
(Committee Selection, Size, and Length of Terms)
The Membership Committee shall be composed of one representative from each key contact district; three additional representatives to coordinate SAA’s mentoring, membership diversity (in conjunction with the Diversity Committee), and career development initiatives; a vice chair/chair-elect (hereafter referred to as the vice chair) to manage SAA’s Key Contact Program; and a chair. The chair of the Diversity Committee serves as an ex officio member. Standing sub-committees shall be appointed as needed. […]

Support Statement: Diversification of the profession is a top priority for the Society and requires strategic collaboration between the Diversity and Membership committees. In past years, there has been some confusion about the role of the “diversity representative” to the Membership Committee, who has not always been a member of the Diversity Committee itself. This change institutionalizes the collaborative nature of the work already being done in the area of diversity and further ensures that the chairs of the two committees are fully aware of activities that relate to their own group’s work.

Fiscal Impact: None.

Moved by Sly; seconded by Hyry. PASSED.

N. Committee on the Selection of Fellows

MOTION 12

THAT Terry Cook, Anne Diffendal, and Jane Kenamore be elected to serve on the 2009 Committee on the Selection of SAA Fellows.

Support Statement: Terry Cook, Anne Diffendal, and Jane Kenamore are well qualified to serve in this important capacity.

Fiscal Impact: None.

Moved and seconded by the Executive Committee. PASSED.

O. Trusted Archival Preservation Repository Task Force

A report prepared by Education Director Solveig De Sutter described the history of the Task Force’s formation, deliberations, and accomplishments.

MOTION 13

THAT the Trusted Archival Preservation Repository Task Force be disbanded with thanks.
Support Statement: The Council appreciates the considerable work of the task force. Given the availability of self-assessment checklists, the Council believes that further development of this project is not warranted at this time.

Moved by Ambacher; seconded by Sly. PASSED.

P. Resolution Honoring Charles R. Schultz

MOTION 14

THAT the SAA Council adopt the following resolution honoring Dr. Charles R. Schultz in recognition of his outstanding contributions to the archives profession and to the cultural record:

Whereas Dr. Charles R. Schultz was the first full-time University Archivist at Texas A&M University and established the University Archives in 1971; and

Whereas Dr. Charles R. Schultz has been a member of the Society of American Archivists since 1963; and

Whereas Dr. Charles R. Schultz was Keeper of Manuscripts at Mystic Seaport Museum, Inc., in Mystic, Connecticut, from 1963 to 1967 and was responsible for collection, processing, and providing reference service for a major collection on American maritime history; and

Whereas Dr. Charles R. Schultz was Manuscripts Processor at the Ohio Historical Society, Columbus, Ohio, from 1960 to 1963; and

Whereas Dr. Charles R. Schultz has served as a reviewer for the National Endowment for the Humanities and the National Historical Publications and Records Commission since the 1980s; and

Whereas Dr. Charles R. Schultz served as editor of The American Archivist from 1982 to 1985; and

Whereas Dr. Charles R. Schultz has served the Society of Southwest Archivists as Vice President (1976-1978), as President, (1978-1980), and on the Executive Board (1975-1976 and 1980-1982); and

Whereas Dr. Charles R. Schultz was a member of the Texas Historical Records Advisory Board from 1977 to 1981; and

Whereas Dr. Charles R. Schultz served as Vice President, President, and Regent of Nominations for the Academy of Certified Archivists from 1996 to 1999; and
Whereas Dr. Charles R. Schultz was inducted as a Fellow of the Society of American Archivists in 1984; and

Whereas Dr. Charles R. Schultz has authored seven monographs, including *Forty-Niners ‘Round the Horn*, the recipient of the North American Society of Oceanic History’s John Lyman Book Award in 1999; and

Whereas Dr. Charles R. Schultz has written more than 100 journal articles, bibliographies, reviews, and essays; and

Whereas Dr. Charles R. Schultz has presented at numerous international, national, regional, and local professional and community associations, workshops, and organizations; and

Whereas Texas A&M University’s alumni group in 2003 awarded Dr. Charles R. Schultz The Association of Former Students’ Distinguished Achievement Award in Librarianship, made to a faculty librarian for outstanding service to the University Libraries and to the profession; and

Whereas Dr. Charles R. Schultz has been a mentor and advisor for many new archivists to the field; and

Whereas Dr. Charles R. Schultz, Clements Professor, Clements Archivist, and Director of Records Management, Cushing Library, Texas A & M University, College Station, Texas, has announced his retirement, official as of January 31, 2009;

NOW, THEREFORE, BE IT RESOLVED THAT the Council of the Society of American Archivists recognizes and thanks Dr. Charles R. Schultz for his outstanding contributions to the archives profession and to the cultural record.

Support Statement: Charles R. Schultz’s contributions to the archives profession and to preservation of the cultural record are many and varied over his distinguished career, and he is a most fitting recipient of a Council resolution in his honor.

Fiscal Impact: None.

Moved by Gottlieb; seconded by Vogt-O’Connor. PASSED (unanimously).

Q. Other Action Items from Council Members

Working Lunch with Kathleen Williams (Executive Director, National Historical Publications and Records Commission) and Joel F. Wurl (Senior Program Officer, National Endowment for the Humanities)
Williams and Wurl provided updates on NHPRC and NEH funding priorities as they relate to the archives community.

IV. DISCUSSION ITEMS

A. Diversity Committee / Lesbian and Gay Archives Roundtable: SAA Action on California’s Proposition 8

Terry Baxter, chair of the Diversity Committee, with the support of the Lesbian and Gay Archives Roundtable, submitted a discussion item recommending “that the SAA Council formally and publicly advocate for the equal application of all civil rights, including marriage.” After careful consideration, the Council adopted Motions 15 and 16.

MOTION 15

THAT the Society’s “Equal Opportunity/Non-Discrimination Policy” be revised as follows:

The Society of American Archivists is a professional organization established to serve the education and information needs of its members. SAA promotes cooperation, research, standards, public awareness, and relations with allied professions and thereby advances the identification, preservation, and use of records of enduring value. Because discrimination and unequal treatment are inimical to the Society’s goals, SAA hereby declares that discrimination on the grounds of age, color, creed, disability, family relationship, gender identity/expression, individual life style, marital status, national origin, race, religion, sex, sexual orientation, or veteran status race, color, creed, gender, national origin, age, marital status, family relationship, individual life style, and disability is prohibited within the Society. SAA will vigorously pursue a policy of non-discrimination and equal opportunity through its programs, activities, services, operations, employment, and business contracts.

Adopted by the SAA Council: January 1992; revised February 2009

Support Statement: SAA’s Equal Opportunity/Non-Discrimination Policy has not been updated since 1992. These additions address threats of unfair treatment that have been widely recognized in the past two decades and express the Society’s commitment to fair treatment and respect for its members. This revision adds gender identity/expression, sexual orientation, and veteran status to the categories, substitutes “sex” for “gender,” and lists the categories in alphabetical order.

Fiscal Impact: None.

Moved by Sly; seconded by Ambacher. PASSED (unanimously).

MOTION 16
THAT the following resolution be adopted:

WHEREAS, in 1992 SAA adopted an Equal Opportunity/Non-Discrimination policy that rejected discrimination and unequal treatment based on race, color, creed, gender, national origin, age, marital status, family relationship, individual life style, and disability; and

WHEREAS, in February 2005 the SAA Council identified diversity as a high strategic priority for the Society; and

WHEREAS, in June 2006 the SAA Council adopted diversity as one of the Society’s strategic priorities and each year thereafter reaffirmed diversity as a principal strategic goal of the Society; and

WHEREAS, in February 2009 the SAA Council expanded the Society’s Equal Opportunity/Non-Discrimination Policy specifically to include discrimination on the basis of gender identity/expression, sexual orientation, and veteran status;

NOW THEREFORE, be it resolved

THAT the SAA Council reaffirms its commitment to the principle that human and civil rights are immutable and inherent in each individual and should not be abridged by political manipulation, social attitudes, or prevailing opinion; and

THAT the SAA Council condemns the exploitation of prejudice for political, promotional, or financial purposes; and

THAT the SAA Council reaffirms its commitment to equal opportunity, non-discrimination, and human and civil rights of all of its members.

Support Statement: In August 2008, SAA met in San Francisco during a historically significant period in the ongoing movement for gay and lesbian rights, when same-sex marriage was legal. Several SAA members took advantage of this right to marry, and SAA celebrated these marriages by publishing a member-written article in Archival Outlook that profiled some of these weddings.

Within the context of the passage of California’s Proposition 8 in November 2008, SAA’s Diversity Committee, with the support of the Lesbian and Gay Archives Roundtable, requested that the Council discuss and consider steps that the Society could take to support actively the needs of its gay and lesbian members. Inclusion of this matter on the Council agenda engendered a great deal of discussion, with varied opinions expressed on the Archives and Archivists List, blogs, and social networking sites. Many members contacted SAA directly to express support for gay and lesbian members of the Society.
In revising the “Equal Opportunity/Non-Discrimination Policy” statement and adopting this resolution, the SAA Council clearly asserts the principle that all of our members, including our gay and lesbian members, deserve full human and civil rights, and commits itself to working toward the realization of those rights by whatever practical means are appropriate to a professional organization. We encourage ongoing dialogue and suggestions for further activities that will make SAA as inclusive an organization as possible.

**Fiscal Impact:** Minimal to none.

Moved by Ambacher; seconded by Sly. PASSED (with Hankins opposing).

**B. SAA Participation in Sunshine Week**

Beaumont summarized SAA’s past participation in Sunshine Week (an initiative sponsored by the American Society of Newspaper Editors to stimulate conversation about open government) and queried the Council about ideas and materials to enhance archivists’ and SAA’s involvement in Sunshine Week in 2009, 2010, and beyond. Several ideas were put forward for consideration and implementation.

**C. Seeking Outreach Funding from Gates Foundation**

Vogt-O’Connor presented information about the types of initiatives that the Gates Foundation has supported that may be in line with SAA’s mission, noting that the Foundation might be approached for funding of distribution of key archives resources to tribal archivists via its public education section (which lists Education, Libraries, Pacific Northwest, and Special Initiatives as priority areas). She also noted that SAA should consider setting up a mechanism (perhaps an appointed group) for requesting grant funding in a coordinated manner.

**D. Timing on Voting Privileges of Members**

Executive Committee member Leon Miller reminded Council members that the Executive Committee had made a decision for the 2009 election that members must have active membership on February 28 to vote in the election that commences on March 11, 2009, and that members who join in March 2009 will not be eligible to vote until the 2010 election. He asked for Council discussion of whether this timeline should be applied to future years. Council members agreed that it is a fair and reasonable timeline that should be applied in the future.

**E. Roundtable Membership Issues**

Doyle enumerated several technical and administrative considerations identified by SAA staff to aid the Council’s deliberations regarding the minimum membership requirement for SAA Roundtables (Agenda Item III.G.). Council members then briefly discussed other aspects of the “new” (i.e., 2007) requirements and benefits associated with
Roundtables that have raised issues among members and/or administrative concerns by staff. A small Council working group (Ambacher, Hyry, and Doyle) was asked to review the 2007 revisions and bring forward to the Council any appropriate items for reconsideration.

F. Standards Committee: Activities Report

Standards Committee Chair Polly Reynolds and Technical Subcommittee for Descriptive Standards (TSDS) Chair Michael Rush provided a written update on recent activities of the Committee and TSDS, noting that several of the groups that have submitted “guidelines” or “best practices” have questioned the necessity of Standards Committee involvement because they do not consider their projects to be “standards.” As noted in Agenda Item III.E., the Council asked the Standards Committee to report back to the May/June and August 2009 Council meetings with specific information that would inform a decision about the way forward with regard to the Committee’s mission and functions.

The Council also noted that the TSDS revision of a charge to its subgroup, the EAC Working Group, requires Council approval.

G. Business Model for SAA Online Education Directory

Beaumont provided background for a discussion about online directories, specifically the Education Directory, noting that the existing application has many technical shortcomings that impinge on the sustainability of the Education Directory. She suggested three alternative business models for moving forward with a Drupal-based Education Directory and, following discussion, Council members indicated that the staff should proceed with developing an online directory that offers basic listings at no fee and enhanced listings for a fee.

H. Vendors and SAA

Sly noted that the issue of vendor involvement in SAA activities has come up with what appears to be increasing frequency during the past year. She led a discussion about when the desire to integrate vendor information and financial support into SAA programs crosses the line into product endorsement and violates the comfort level of members, program presenters, and workshop instructors, and suggested that the Council may wish to consider moving toward a more comprehensive policy on this topic. Boles asked Hankins, Sly, Settles, and Vogt-O’Connor to develop a draft policy regarding vendors for future Council consideration.

I. Charge for the Cultural Property Task Force

Gottlieb reported that establishing this task force has been hindered by the vagueness of the Council’s original charge and asked that the goals and objectives for the task force be clarified. Vogt-O’Connor provided an outline as a tool for pinpointing the different
dimensions of the project. SAA member Jennifer O’Neal, head archivist at the National Museum of the American Indian Cultural Center, addressed the group regarding work currently being done by the American Library Association within a program entitled “Traditional Cultural Expressions and Libraries.” Council members discussed the feasibility of collaborating with the ALA via either existing groups (ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums) or a newly appointed group. Gottlieb will follow up with the ALA to explore opportunities for collaboration.

J. 2010 Joint Annual Meeting Schedule and Planning

Gottlieb and Beaumont provided verbal updates on early planning for the 2010 Joint Annual Meeting in Washington, DC. Agreements have been reached with both the Council of State Archivists and the National Association of Government Archives and Records Administrators for participation in the joint meeting.

K. Implications of When the SAA Council Meets at the SAA Annual Meeting

Ambacher noted that movement of the Council meeting from Tuesday to Monday during the Annual Meeting has never been formally discussed by the Council, despite the fact that this change has resulted in an increase in both the time commitment and cost for Council members and their supporting institutions. Following a discussion of the need for the Council to participate in these sorts of decisions, the importance of removing barriers to participation on the Council, and the challenges associated with scheduling the Council meeting within a very full Annual Meeting schedule, Council members asked Beaumont to include funding for one day of hotel and per diem for each Council member in the draft FY 2010 budget on the “B” List (i.e., as a separate item that is not included in the bottom line, but that is expressed fully so that the Council can determine whether to substitute it for another funded item).

L. Council Exemplary Service Award Ideas

The Council discussed potential recipients.

M. Release of Council Meeting Materials

Council members had a lively discussion of the benefits and potential liabilities of releasing all Council meeting materials to the SAA membership in advance of or following Council meetings. Boles said that he would prepare a draft motion for the Council’s consideration in May/June 2009.

N. Executive Session (As Needed)

The Council met in executive session to discuss Beaumont’s employment contract, which is up for review.

V. REPORTS
A. Executive Committee

Miller reported on the actions taken by the Executive Committee between September 2008 and February 2009, including a decision to maintain Annual Meeting registration rates at the 2008 level, discussion of “Qualities of a Successful Candidate for Archivist of the United States,” and establishing a membership cutoff date for participation in the 2009 SAA election.

B. President

Boles reported that his most visible activities since August focused on the search for a new Archivist of the United States, including drafting of a public position (agreed upon by SAA, CoSA, NAGARA, the Academy of Certified Archivists, ARMA International, the National Coalition for History, and several other groups) on the recommended qualifications of a new Archivist. Copies of the December 19 statement were distributed widely and to several members of President Obama’s transition team. A member of the transition team with responsibility for evaluating the National Archives and Records Administration met with representatives of SAA, CoSA, NAGARA, and NCH to discuss both NARA and the AUS position.

Boles reported on his communications during the past few months with researcher Anthony Clark and NARA staff (most recently, Acting Archivist of the United States Adrienne Thomas) about Clark’s alleged difficulties in gaining access to material from the Office of Presidential Libraries. He noted that Thomas was aware of the background of Clark’s requests and claims and that she assured Boles that she and her staff intend to work quickly – and directly with Clark – to resolve the matter.

Following the inauguration, Boles was interviewed by the Chronicle of Higher Education and Federal Times about President Obama’s revocation of Executive Order 13233 and his broader statements about the Freedom of Information Act.

C. Vice President / President-Elect

Gottlieb provided an update on the status of his appointments to committees, task forces, working groups, and representatives, focusing on recently formed component groups or those that had a critical need to fill vacant seats and deferring appointments for existing groups to the spring and summer of this year. The significant exception to this focus for appointments was the Cultural Property Task Force (see Agenda Item IV.I.), whose charge as drafted was somewhat unclear. To inform the Appointments Committee’s process, a call for volunteers was issued to the membership with encouragement to complete an online form. Approximately 200 members submitted a volunteer form. Fulfilling the Council Handbook requirement that the Vice President conduct an annual review of all representation by the Society in order to evaluate the effectiveness and the strategic importance of Representatives to the goals of the Society, Gottlieb listed groups on which SAA has representation, identified the current representative (or indicated a
vacancy), and noted that evaluation of these positions and required recommendations will appear in a later report.

D. Treasurer

Russell presented a financial review of SAA’s performance from July 1 through December 31 (first two quarters) as well as through January 31. She reported that although the balance sheet strengthened during the month of January, it remains weaker than at the same time last year. Investments posted the first increase since July, and deferred revenues for Membership and Education remain robust. In terms of SAA’s income statement, the operational deficit to budget, although behind both FY 2008 results and FY 2009 budget, is a target on which SAA management can focus in its day-to-day operations. The unfavorable variance to budget is the result of a combination of procedural, operational, and external economic issues.

In order to meet budget, SAA must exceed operational budget expectations by more than $5,000 during each of the remaining six months of the fiscal year and hope that losses on investments incurred during the first six months reverse themselves during the final six. This is not an impossible task, but it seems highly improbable and may necessitate delaying some projects until next year. SAA must remain frugal with respect to variable expenses that can be controlled (supplies, business meals, travel, etc). Management has already taken steps to scale back or eliminate future expenses in order to minimize operational losses.

E. Staff Reports

1. Executive Director: Beaumont reported on Headquarters activities since August 2008, including drafting of the “Summary of Activities Associated with SAA’s Strategic Priorities, 2006-2009” (Agenda Item II.A.); work with the Joint Task Force on Advocacy for PAHR; tasks associated with the development, posting, and follow-up of the “A New Archivist of the United States: Qualities of a Successful Candidate” document; promotion of the newly established Mosaic Scholarship; the premier of SAA’s first Spanish-language brochure; preliminary work on the fourth annual American Archives Month Public Relations Kit and Poster; and preparation for the February 2009 Council meeting. She noted significant efforts on the part of the staff to contain costs (ranging from bidding out all insurance provider contracts to achieve cost savings to changing telecommunications providers and overhauling all common-use office equipment via leasing with maintenance contracts included) as well as efforts to assist members during this period of economic downturn (including surveying members about the impact of the recession on their work and reporting results in Archival Outlook; discussing options for enhancing the Online Employment Bulletin to make it more useful to members; developing Web seminars that deliver important information and education to members without requiring them to travel; promoting SAA’s bridge rate for membership; and adding a toll-free phone number for member use when contacting SAA).
2. Membership: Doyle reported a strong growth in membership (from 5,079 in January 2008 to 5,548 in January 2009) but a decrease in the average dues collected per individual given the remarkable increase in student membership. (Student members now total 1,280, or 25% of individual SAA members.) The Membership Committee met at the 2008 Annual Meeting to discuss reports on the Career Center, the Key Contact Program, and the Mentoring Program and how the Membership Committee might support SAA’s diversity initiatives. The Committee established two task forces, one to examine the mentoring and navigation programs and the other to study outreach to students and chapters and retention of student members after graduation.

3. Education: De Sutter’s report provided a year-to-date update on workshops (39 face-to-face programs with 905 attendees, 11 new program topics, 18 new co-sponsors) as well as plans for professional development offerings through Fall 2009. The popular Electronic Records Summer Camp will move from the University of California at San Diego to the University of North Carolina at Chapel Hill and will be held in July 2009.

4. Publications: Brinati noted in a written report that for the first half of FY 2009, publication revenues fell short of budget projections. Although not yet a revenue stream, e-Publications and e-Proceedings continue to proliferate on the SAA website. During the first year of its existence, users accessed *American Archivist Online* more than 45,000 times. FY 2009 book sales to date are under budget, possibly reflecting a need to refresh top sellers. The mid-year meeting of the Publications Board in March will focus on developing a business plan that addresses changing economics and the changing expectations of members.

5. Annual Meeting: Beaumont reported on the program development for *Sustainable Archives: AUSTIN 2009*, the conference schedule, exhibit and sponsorship sales, and changes in conference promotion. Working with the Program Committee co-chairs, Doyle developed a new submission process that allowed groups to collaborate in creating and editing proposals offline rather than composing the entire document in one online session and that allowed compilation of Program Committee rankings and comments via a master Excel workbook. Because the online program is driven by the SAA database, the staff took on (rather than outsourcing) development and maintenance of the program database. The exhibitor/sponsor prospectus was mailed a full two months earlier than in the past in anticipation of a declining economy. The full preliminary program will be posted online by April 15. In keeping with the conference theme of “sustainability,” we will not print and mail the full Preliminary Program, but will post it as a PDF on the conference website (to enhance the online listing) and print and mail one or more promotional flyers emphasizing the online program.

6. SAA Website Development: Doyle provided background, a status update, and a preliminary analysis of vendor responses to a request for proposals for a Drupal site developer to deploy a new Web content management system (CMS). The next steps are to review the proposals in greater detail with staff and Website Working Group members, conduct telephone interviews with the vendors in early March, and select a vendor by March 20. Execution of a vendor agreement is to immediately follow so that the project
can commence in early April. Delivery of the initial Drupal website is planned for late July 2009.

F. American Archivist Editor

In a written report, Editor Mary Jo Pugh summarized activities associated with the *American Archivist* from August 1, 2008, to February 4, 2009, including meetings and sessions attended at the Annual Meeting, status of the paper review process, and the publication status of two issues of the journal.

G. Editor, Print and Electronic Publications

In a written report, Publications Editor Peter Wosh summarized the activities of the Publications Board during the past quarter, indicating that the Board has considered several new proposals, worked to implement a number of ongoing projects, sought to promote SAA’s products more effectively, and tried to take a more systematic approach to planning.

H. Diversity Committee / Native American Archives Roundtable: Forum on Protocols for Native American Archival Materials

In a written report, Diversity Committee Chair Terry Baxter reported on progress made during a December 18 conference call with representatives of the Diversity Committee, the Native American Archives Roundtable, and the SAA staff in planning for both the 2009 – 2011 series of Forums to discuss the Protocols document and the 2009 Forum in Austin. The group determined that the “staging of the Forum over three years should follow an arc along past-present-future lines.” The 2009 Forum will focus on the Protocols document itself, what has been done to date, and individuals’ views of it. The 2010 Forum will focus on what is actually happening with regard to the use of the Protocols (highlighting what is working, what has not worked, variations in approach, etc.). The 2011 Forum will focus on how to proceed in the future.

I. Joint Task Force on Partnership for the American Historical Record

Sue Hodson reported on the activities of the Task Force, noting that the “Preserving America’s Historical Record” legislation will be reintroduced in the 111th Congress in March or April; that PAHR materials are being reviewed and will soon be distributed via the SAA website; and that the focus of the Task Force’s efforts will be on getting House sponsors, finding two Senate lead sponsors, and reminding members to contact the 2008 co-sponsors to encourage them to sign on again.

J. Education Committee: Interim Report on Accreditation Project

In a written report, Donna McCrea, Amy Cooper Cary, Patricia Galloway, Katie Salzmann, and Education Director Solveig De Sutter presented background and an update on the Committee’s accreditation project. The Committee had been charged by the
Council in August 2008 to “explore the desirability and feasibility of developing and implementing an accreditation program in graduate archival education, … conduct a broad-based survey to obtain member input into the question, … and provide a preliminary report with recommendations to the Council at its May/June 2009 meeting.” The report summarized activities and findings to date, including “arguments” in favor of and opposed to accreditation, and detailed the Committee’s next steps in completing the project. There will be an open forum to discuss graduate education and accreditation issues at the 2009 Annual Meeting in Austin.

K. Committee on Ethics and Professional Conduct

The Committee’s 2008 annual report, prepared by Chair Randall Jimerson, noted that, “At the August 2008 CEPC annual meeting in San Francisco, committee members in attendance unanimously expressed dissatisfaction with the Code of Ethics, and voted to examine options for revising the Code to address some of its perceived weaknesses. Although some SAA members would prefer a Code of Ethics with some ‘bite’ – something that could be used in resolving ethical disputes – CEPC does not recommend such changes, which would entail significant administrative and legal obligations, expenses, and liabilities. CEPC members support an aspirational Code of Ethics, but one that more clearly reflects recent scholarship and professional discourse regarding archival ethics and the profession’s goals and identity.” CEPC plans to engage in further review of the SAA Code of Ethics and to make recommendations to the Council and to the SAA membership regarding revising the Code.

L. Intellectual Property Working Group

The Working Group’s 2008 annual report, submitted by Heather Briston and Peter Hirtle, summarized the group’s activities from 2006 to 2008 and included minutes of its annual meetings. The report highlighted such activities as development of an IPWG web page on the SAA website that includes updates on intellectual property issues of interest to archivists and the drafting of “Best Practices for Orphaned Works,” which is awaiting final review and distribution.

M. Government Affairs Working Group

The Government Affairs Working Group report, prepared by Chair Herb Hartsook, summarized progress to date toward developing a draft advocacy agenda for the Council’s review at its May/June 2009 meeting.

N. Representatives’ Annual Reports (Compiled)

Per Section XI. of the Council Handbook, official representatives are expected to complete an annual report. Council members reviewed reports received from SAA’s official representatives to the following groups: ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums (Deborra Richardson); ALA Committee on Cataloging: Description and Access (Lisa Carter); Heritage Emergency National Task
Force (Tom Connors); International Council on Archives Section on Professional Associations (Trudy Huskamp Peterson); National Historical Publications and Records Commission (Lee Stout); National Information Standards Organization (Kathleen Dow).

O. Section / Roundtable Annual Reports (Compiled)

Per Sections IX. and X. of the Council Handbook, Sections and Roundtables are required to complete annual reports. Council members reviewed the compiled reports, which also are available on the SAA website at http://www.archivists.org/governance/annualreports/Component.asp.

P. A&A List Terms of Participation Task Force Report

The task force was created in June 2008 to: “Review, and recommend revisions to, the Archives and Archivists (A&A) List Terms of Participation, including developing a definition of ‘inappropriate content’ and a schedule for periodic review of the Terms.” A survey of A&A List subscribers in December 2008/January 2009 yielded 218 responses. Due to a number of changes in task force membership, the group has not yet completed analysis of the survey responses or preparation of recommendations to the Council. It hopes to have a final report with recommendations available for Council consideration at its May/June 2009 meeting.

The Council adjourned for the evening at 5:00 pm.

SATURDAY, FEBRUARY 28

The Council resumed its meeting at 8:45 am on Saturday, February 28.

VI. COUNCIL BUSINESS

A. Review of February 2009 “To Do” List

Council members reviewed the draft list of action items stemming from the meeting.

B. Review of February 2009 Actions

Council members reviewed the group’s decisions taken at the meeting.

C. Adjournment

Sly moved and Vogt-O’Connor seconded a motion to adjourn. PASSED. The Council meeting was adjourned at 10:25 a.m.
President Frank Boles called to order the meeting of the Society of American Archivists Foundation Board of Directors at 10:40 a.m. on Saturday, February 28, 2009. Present were Vice President/President-Elect Peter Gottlieb; Treasurer Ann Russell; Executive Committee member Leon Miller; Board members Bruce Ambacher, Rebecca Hankins, Sue Hodson, Tom Hyry, Nancy Lenoil, Margery Sly, and Diane Vogt-O’Connor; Executive Director Nancy Beaumont, SAA Publishing Director Teresa Brinati, SAA Education Director Solveig DeSutter, SAA Member and Technical Services Director Brian Doyle, SAA Finance/Administration Director Tom Jurczak, and Project Assistant René Mueller. Council member Rosalye Settles was absent.

The agenda was adopted by unanimous consent.

A. Executive Director’s Report

In a verbal report, Beaumont and Jurczak updated the Board on the current balances in the Special Funds. Beaumont noted that the paperwork needed to convert the Special Funds to the SAA Foundation is not yet complete and that the staff will keep the Board apprised of progress. The Development Committee had issued a request for proposals for a consultant to assist the Committee in drafting a development plan, but the two proposals received exceeded the budgeted $10,000 by several magnitudes. Development Committee Chair Elizabeth Adkins and Beaumont currently are discussing alternatives for moving forward with a development plan for Board review.

B. Scope of the National Disaster Recovery Fund for Archives: Expand to International?

The Board discussed the possibility of expanding the scope of the NDRFA to international distribution and concluded that, although the Board is open to the idea, further consideration would have to await significant development of the fund.

C. SAAF Board Member Contributions to Special Funds

Board members revisited the question of whether it is appropriate to expect that each Board member would contribute annually to the Special Funds. The general consensus was that this is appropriate as an important demonstration of support and leadership, and particularly in light of the fact that there is no minimum contribution requirement.

D. Other Items
Miller moved and Russell seconded a motion to adjourn. PASSED. The meeting was adjourned at 11:05 a.m.