

**Society of American Archivists  
Council Meeting Minutes  
May 15 – 17, 2013  
Chicago, Illinois**

*Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda comprises Action Items, Discussion Items, and Reports and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee and Council), but provide a wealth of information about the work of appointed and component groups and the staff. To view the reports – and all other background materials – see the SAA website.*

President Jackie Dooley called the meeting to order at 5:47 p.m. on Wednesday, May 15. Present were Vice President Danna Bell-Russel; Treasurer Mark Duffy; Executive Committee Member Donna McCrea; Council members Terry Baxter, Geof Huth, Elisabeth Kaplan, Bill Landis, Michelle Light, Dennis Meissner, Kate Theimer, and Tanya Zanish-Belcher; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Education Director Solveig De Sutter, Finance and Administration Director Tom Jurczak, and Program Coordinator René Mueller. SAA Web and Information Systems Administrator Matt Black joined the meeting on May 16.

## **I. COUNCIL BUSINESS**

### **A. Adoption of the Agenda**

Dooley introduced the agenda, and the Council agreed to rearrange the sequence of several agenda items in order to use the meeting time most efficiently. Huth moved for adoption, McCrea seconded, and the Council adopted the agenda unanimously.

### **B. January 2013 Minutes**

Dooley noted that the January 2013 meeting minutes were adopted by online vote of the Council in March 2013 and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In the Loop* and the website.

### **C. Review of January 2013 Council Action List**

This internal working document was distributed to Council members but was not discussed.

## II. STRATEGIC PLANNING

### A. Status of Strategic Plan Activities

This document was provided as a reference for the Council and was not discussed.

### B. Activities Associated with Strategic Priorities, FY 2006–2013

This document was provided as a reference for the Council and was not discussed.

### C. Draft Strategic Plan 2013 – 2018: Review of Member Comments on “High-Level” Plan

Member comments on SAA’s draft Vision, Mission, Goals, and Strategies were solicited and collected between April 9 and April 23, 2013; were compiled for the Council in a written report; and were incorporated into the Council’s online, conference-call, and in-person discussions of the draft Strategic Plan. The Council reviewed, discussed, and revised its previous work to generate SAA’s new Strategic Plan for 2013-2018.

### **MOTION 1**

**THAT the following Vision, Mission, Core Organizational Values, Goals, and Strategies be adopted as SAA’s Strategic Plan 2013-2018.**

**Strategic Plan 2013 – 2018**  
**Vision, Mission, Values, Goals, and Strategies**  
**(As Adopted by the SAA Council, May 16, 2013)**

**VISION:** The Society of American Archivists enables archivists to achieve professional excellence and foster innovation to ensure the identification, preservation, and use of records of enduring value.

**MISSION:** SAA promotes the value and diversity of archives and archivists. We are the preeminent source of professional resources and the principal communication hub for American archivists.

**CORE ORGANIZATIONAL VALUES:**

The Society of American Archivists is committed to:

- Advancing the public standing of archivists.
- Ensuring the diversity of its membership and leaders, the profession, and the archival record.
- Fostering a culture of creativity and experimentation across the association.
- Providing an open, inclusive, and collaborative environment.
- Providing excellent member service.
- Social responsibility and the public good.
- Transparency, accountability, integrity, and professionalism in conducting its activities.

The following Goals and Strategies represent areas of focus for the next three to five years. The Goals articulate the outcomes that SAA would like to achieve and answer the question, “What will constitute future success?” The Goals are not necessarily identified in priority order, but are numbered to enable easy reference.

### **GOAL 1: ADVOCATING FOR ARCHIVISTS AND ARCHIVES**

**Society values the vital role of archivists and archives.**

*SAA will*

- 1.1. Provide leadership in promoting the value of archives and archivists to institutions, communities, and society.
- 1.2. Educate and influence decision makers about the importance of archives and archivists.
- 1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.
- 1.4. Strengthen the ability of those who manage and use archival material to articulate the value of archives.

### **GOAL 2: ENHANCING PROFESSIONAL GROWTH**

**Archivists have access to the professional resources they need to be successful and effective in their careers.**

*SAA will*

- 2.1. Provide content, via education and publications, that reflects the latest thinking and best practices in the field.
- 2.2. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.
- 2.3. Support the career development of members to assist them in achieving their goals.

### **GOAL 3: ADVANCING THE FIELD**

**Professional knowledge expands to keep pace with an increasingly diverse archival record.**

*SAA will*

- 3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.
- 3.2. Foster and disseminate research in and about the field.
- 3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge.

### **GOAL 4: MEETING MEMBERS’ NEEDS**

**SAA is an agile association that delivers outstanding service and fosters a culture of inclusiveness and participation.**

## **SAA will**

- 4.1. Facilitate effective communication with and among members.
- 4.2. Create opportunities for members to participate fully in the association.
- 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

**Support Statement:** The Strategic Plan 2013-2018 takes a fresh approach to addressing the major opportunities and challenges that SAA and the archives profession will face in the coming years. Building on the core elements of the Plan, the Council and staff will, with member input, develop and continuously monitor key performance indicators, actions, assignments, and timelines that will allow us to measure progress toward meeting SAA's goals.

**Impact on Strategic Priorities:** The Strategic Plan 2013-2018 outlines new priorities for SAA.

**Fiscal Impact:** Actions associated with the Strategic Plan will likely have a significant impact on SAA's annual budget.

Move: Huth

Second: Zanish-Belcher

PASSED (unanimous).

## **D. Development of Actions**

Given the pressures of time, the Council was not able to review the draft "Actions" document in detail. This will be accomplished online by mid-July. The group did, however, discuss and refine Key Performance Indicators (KPIs), which are measures that will help SAA determine its progress toward achievement of Goals and Strategies. The Council will distribute the KPIs and draft Actions for member comment beginning on or about July 15 and continuing through the Strategic Planning Forum at the Joint Annual Meeting in New Orleans in August.

## **III. CONSENT AGENDA**

### **A. Standards Committee: Recommendation to Endorse *ACRL/RBMS Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials***

The *ACRL/RBMS Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials* offers a set of principles and general guidelines for institutions to consider in formulating local policies and practices, whether those include lending physical materials under certain conditions or providing digital or other surrogates in lieu of physical lending. It also outlines the responsibilities of borrowing institutions in ensuring the security and preservation of loaned materials. Per the Standards Committee's approved procedures for SAA endorsement of an external standard, the *Guidelines* were submitted to the Standards Committee by the SAA Reference, Access, and Outreach Section and forwarded to the Council for endorsement as an external standard that is beneficial to the SAA community.

## **MOTION 2**

**THAT the ACRL/RBMS Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials (as appended to the report) be endorsed as an external standard.**

**Support Statement:** The standard offers a set of principles and general guidelines for institutions to consider in formulating their own local policies and practices, whether those include lending physical materials under certain conditions or providing digital or other surrogates in lieu of physical lending. It also outlines the responsibilities of borrowing institutions in ensuring the security and preservation of loaned materials.

**Impact on Strategic Priorities:** Endorsement of the Guidelines facilitates responsible lending and borrowing of archival materials for exhibition and research use, which has the potential to promote archives to diverse communities (Diversity) and build public awareness of archives (Public Awareness/Advocacy).

**Fiscal Impact:** None.

Move Consent Agenda: McCrea  
Second: Huth  
PASSED (unanimous).

## **IV. ACTION ITEMS**

### **A. Proposed FY 2014 Budget**

Duffy and Jurczak provided an overview of the budget development process, including review by the Finance Committee prior to the Council's consideration. The staff had prepared a draft based on activities outlined in the current Strategic Plan, actions discussed while developing the Strategic Plan 2013 – 2018, and operational needs and trends, with an overall goal of achieving a net gain sufficient to allow the organization to begin planning for transition to a more robust association management software system in the next three to four years.

The Council and staff discussed specific proposed activities and considered both operational and budgetary effects. During the course of these discussions, the group voted to allocate funds for some Council travel to the 2013 Annual Meeting and unanimously approved the FY 2014 budget as proposed.

## **MOTION 3**

**THAT \$2,500 be allocated in the FY 2014 budget to provide financial support for those Council members who must arrive on Sunday, August 11, in order to attend the Council meeting scheduled for Monday, August 12.**

**Support Statement:** The allocation is intended to help support the travel of those Council members who live in areas of the country that require extra travel time to arrive in New Orleans

in time for the August 12 Council meeting and who do not receive institutional support for their Council activities.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** \$2,500.

Move: McCrea

Second: Bell-Russel

PASSED (Yes: Bell-Russel, Baxter, Duffy, Kaplan, Landis, Light, McCrea, Meissner, Theimer, Zanish-Belcher. No: None. Abstain: Huth.)

#### **MOTION 4**

**THAT the FY 2014 Budget of \$2,501,478 in revenues, \$2,468,424 in expenses, and a net gain of \$33,054 be adopted, and**

**THAT any net gain realized in FY 2014 be used to fund a Council-designated reserve for technology.**

**Support Statement:** The FY 2014 budget represents a realistic work plan for the Society that places appropriate emphasis on maintaining operations at a sustainable level while addressing SAA's strategic priorities. The organization's ability to succeed in key areas of advocacy, education, knowledge dissemination, and member services is highly dependent on staying current with communication technology and information management systems. Unlike most other strategic priorities, large technology investments cannot be accommodated within normal operating budgets. The FY14 budget projects a respectable net gain that allows staff to plan appropriately to meet member service expectations.

**Impact on Strategic Priorities:** Planning for a contribution to a Council-designated reserve for technology will enable SAA to address a critical component of the new Strategic Plan (Goal 4: Meeting Members' Needs).

Move: Duffy

Second: Bell-Russel

PASSED (unanimous).

#### **B. Proposed Constitutional Amendment: Filling Vacated Council Positions**

Council members discussed the advantages, cost, and timing of proposing a constitutional amendment to address how best to fill Council positions that are vacated during a Council member's term. The proposal was not submitted in time to give the required 100 days' notice to the SAA membership prior to the Annual Business Meeting. The Council agreed to defer further discussion of this item until the winter 2014 Council meeting.

#### **C. Create Task Force to Study Member Affinity Groups**

Based on ongoing Council discussions about the role of component groups (i.e., sections and roundtables) within the organization, several Council members proposed the creation of a Task Force to Study Member Affinity Groups to examine two major areas related to these groups: 1) current policies regarding the “rules” that govern them and 2) alternative structures and methods that SAA might implement to more effectively support members, encourage flexibility and inclusivity, and broaden opportunities for participation.

## **MOTION 5**

**THAT a Task Force on Member Affinity Groups with the following purpose and description be appointed:**

### **Task Force on Member Affinity Groups**

#### **I. Purpose**

The Task Force on Member Affinity Groups is charged to consider the most effective structures to encourage flexible, inclusive, and participatory opportunities for the membership. This should include an evaluation of the effectiveness of current affinity groups (i.e., sections and roundtables) and consideration of whether a different structure would better serve SAA’s members. The group is also charged with identifying what kinds of support and resources are needed to allow current and potential affinity groups to work most effectively.

#### **II. Task Force Selection, Size, and Length of Term**

Following an open call for participation, the SAA Vice President / President-Elect shall appoint five members of varying lengths of membership in SAA, including some members with past leadership experience with active sections or roundtables. One of those members shall serve as the chair. All appointments are effective from July 1, 2013, through September 1, 2014.

#### **III. Reporting Procedures**

The Task Force will submit a progress report in January 2014, preliminary recommendations in May 2014, and final recommendations in August 2014.

#### **IV. Duties and Responsibilities**

The Task Force will deliver to the Council a final report with recommendations as to whether SAA’s policies regarding the structure and support of member groups such as sections and roundtables should be modified in order to make more effective use of SAA’s resources and best meet member needs. The group should evaluate whether the current requirements for section and roundtable activity are effective, and if they are not, recommend new requirements. The Task Force should also evaluate what kinds of resources and administrative structures are best suited for encouraging member participation in SAA-sponsored affinity groups.

In addition to other research and activities the Task Force deems necessary to meet its charge, the Task Force will endeavor to obtain the input of the members on what they most value in their current affinity groups, where their groups have been most challenged, and what expectations they have for networking in SAA. The Task Force will also examine current and historical data on section and roundtable activities.

The Task Force will consider such general issues as:

- Role of affinity groups in facilitating member communication and participation in the organization;
- Opportunities and threats associated with structural change;
- Estimated cost to SAA, including staff time, of supporting an affinity group;
- Estimated administrative time required of Council members for liaison responsibilities;
- Results from any surveys that sections/roundtables have conducted of their memberships; and
- Interviews with leaders of sections and roundtables.

## V. Meetings

The Task Force will accomplish its work primarily via email, conference call, Skype, Google+ hangout, and perhaps an in-person meeting at the 2013 Annual Meeting.

**Support Statement:** The time seems ripe to conduct a serious study of this large and growing issue because: 1) there seems to be member interest in forming new roundtables, 2) at least one roundtable is contemplating petitioning to change its status to a section, 3) the need for considering this issue has consistently come up in Council discussions, and 4) the need to be more responsive to member needs and more creative in the ways in which SAA supports them fits squarely into Strategic Goals 4.3 and 4.4.

**Fiscal Impact:** The task force may require research assistance from SAA staff and SAA may need to fund multiple conference calls or web meetings. It is likely that no in-person meetings outside of the 2013 Joint Annual Meeting will be required.

Move: McCrea

Second: Meissner

PASSED (unanimous).

## D. Representatives to External Groups

In response to an ongoing Council discussion about SAA's engagement with external groups, a subgroup of the Council (and Mueller) was asked to review all current representative positions and suggest a way forward for evaluation of the positions. The Council agreed on which representative roles are necessary and have satisfactory charges (SAA representatives to the Academy of Certified Archivists, National Historical Publications and Records Commission, and U.S. State Department Advisory Committee on Historical Diplomatic Documentation); which are necessary and satisfactory with minor changes applied to a charge or term (National Coalition for History); which should be assigned for further review (Association of Canadian Archivists, ALA Committee on Cataloging: Description and Access, ARMA International Standards Development Committee, Association of Information and Image Management, International Council on Archives Committee on Best Practices and Standards, National Information Standards Organization, and US MARC Advisory Board / ALA MARBI); which should be discontinued (ALA ACRL/RBMS Task Force on Metrics and Assessment, Heritage Emergency National Task Force, International Council on Archives Photographic and Audiovisual Working Group, U.S. Committee of the Blue Shield); and which should be

discussed further in August 2013 (International Council on Archives Section on Professional Associations, International Council on Archives North American Archival Network).

In addition, the Council revised SAA's Governance Manual to reflect that it will implement an ongoing review cycle for external representatives that pairs it with the appointments process.

## **MOTION 6**

**THAT the following revision to the SAA Governance Manual, Section XI. Official Representatives, be adopted (see the report attached to Agenda Item IV.D. for tracked changes):**

### **XI. Official Representatives to External Groups**

#### **A. Purpose and Criteria for Representation**

1. As part of the effort to serve its members, the archival profession, and users and creators of archival records, the Society of American Archivists maintains formal communications with a wide variety of groups engaged in archival, library, curatorial, research, and other educational work. These formal ties play a critical role in enabling SAA to generate action, to determine policy and standards, to provide information and counsel on archival matters to related groups, and to keep abreast of developments in fields relevant to the archival community.
2. The following criteria provide the rationale for SAA's appointment of a formal representative to an external group:
  - a. The external group's mission must relate to SAA's mission as stated in SAA's governance, policy, and/or planning documents.
  - b. The external group must be a government agency or a nonprofit organization.
  - c. Representation on the group is not funded unless specifically indicated in the Council-approved charge.
3. The process for requesting a representative to an external group comprises the following:
  - a. A formal request for representation must be made from either the external group or an SAA body. The request should use the Council Report Template and must include the following information formulated as a charge for the representative:
    - External group name.
    - External group mission.
    - Number of representatives and length of terms.
    - Duties of representatives.
    - Specific areas of expertise that representative(s) should have.
    - Reporting requirements to the external group. SAA reporting requirements are specified in this Governance Manual section.
    - Group mechanics (number of meetings, locations, etc.).

- Relationship to standing SAA bodies, including the reporting relationship of the representative to Council or a specified Council-appointed group.
- Group contact information.

- b. Requests for representation must include a charge and must be approved by the Council before a representative can be appointed and representation initiated.

## **B. Appointment and Expectations for Representatives**

1. The SAA Vice President/President-Elect appoints representatives, who must be SAA members in good standing, to external groups as part of the annual appointments process, unless otherwise specified in the representative's charge.
2. The Vice President/President-Elect, acting in consultation with the Executive Committee as appropriate, appoints replacement external representatives outside of the normal appointments process when necessary.
3. Official SAA representatives to external groups report to the Council, or to Council-appointed groups, as specified in their charge.
4. The following expectations must be met by external representatives:
  - a. Attend meetings of the external committee/body if feasible.
  - b. If unable to attend a meeting, inform the chair(s) of the SAA group to whom the representative reports, as specified in her/his charge, and discuss whether a substitute attendee should be designated
  - c. In all cases the appointed SAA representative is responsible for obtaining information about the meetings of the external group on which she/he represents SAA and including that information in any reports compiled and submitted.
  - d. Representatives typically are expected to fund expenses relating to representation. Exceptions to this are noted in the charge of the specific representative.

## **C. Consultation and Reporting**

1. All reporting requirements here specified are the responsibility of the appointed SAA representative, regardless of whether she/he is able to attend meetings of the external group.
2. Appointed SAA representatives to external groups must complete an annual report, using the Council Report Template provided on the SAA website, and file it with the group to which the representative reports by the specified deadline each year.
3. From time to time issues may arise that will have a long-range impact on SAA policy or a significant portion of the profession, or about which SAA will be asked to take a position. In such cases, representatives will seek the advice of the SAA President and/or the Executive Director prior to any anticipated action on the issue. Representatives whose charge specifies reporting to a Council-appointed group (e.g., Standards Committee) should include the chair(s) of that group in any communications with the SAA President or Executive Director. The President and/or Executive

Director may in turn wish to bring such issues before the Executive Committee or the full Council for consideration and advice or direction to the representatives.

#### **D. Council Review of Representatives and Charges**

1. The success and continued benefits of each external representation are reviewed at the end of each appointment cycle prior to making a new or renewed appointment of the representative.
2. The review process draws on assessment of the annual reports submitted by the representative under review, input from relevant SAA component groups, and input from the incumbent representative. The review includes a review of the official charge for the representative and recommendations to the Council for necessary changes.
3. The Vice President/President-Elect may conduct the review her- or himself, or involve the Executive Committee.
4. Each year the Vice President prepares a list of external organizations whose representatives' terms are expiring, including those with representatives who report directly to SAA groups. That list, along with the Vice President's recommendations, developed in consultation with relevant SAA groups where appropriate, will be presented to the Council before the call for volunteers opens. The Council will determine whether new appointments should be made or the representation should be discontinued.
5. New appointments or reappointments are made by the Vice President/President-Elect as part of the normal appointments process.

*Approved by the Council: June 1988*

*Revised: January 1991, August 2012, May 2013*

**Support Statement:** Information about SAA's external representations, the incumbents in these positions, and charges for their work that specify such details as term lengths and duties is difficult to locate. If the work of SAA representatives to external organizations remains important to the Society, the Council must devote more attention to monitoring the work and maintaining the transparency of SAA representative roles.

**Impact on Strategic Priorities:** To best leverage collaborative relationships with a range of external organizations in service of its strategic priorities, SAA must be more active in monitoring and directing the work of its representatives to those organizations. The proposed revisions in the Governance Manual, Section XI., outline a process that ensures more active monitoring of these important roles.

**Fiscal Impact:** There is no fiscal impact beyond the staff time required to update and maintain on the website information about SAA's representations to external organizations.

Move: Huth

Second: Duffy

PASSED (unanimous).

#### **E. Elect Executive Committee Member**

By tradition the Council has agreed that the two Council members who are in their second year of Council service and who are not elected to serve on the Executive Committee become members of the Nominating Committee. In the interest of governance transparency, the Council amended SAA's bylaws to reflect this practice.

By ballot of those Council members who do not serve as officers, Landis was elected to serve on the Executive Committee in 2013-2014. Baxter and Kaplan, also second-year Council members, will serve on the 2013-2014 SAA Nominating Committee.

## **MOTION 7**

**THAT the SAA bylaws be amended as follows [underline = addition, strikethrough = deletion]:**

### **4. EXECUTIVE COMMITTEE**

The Executive Committee of the Council shall be composed of the President, the Vice President, the Treasurer, and one councilor who shall be elected from among the councilors in their second year of service for a term of one (1) year by the nine (9) councilors at the spring meeting of the Council...

### **5. ELECTION OF OFFICERS AND COUNCILORS**

A. There shall be a Nominating Committee composed of five (5) members, two (2) of whom are selected ~~by lot~~ at the spring meeting of the Council from among the councilors in their second year of service and three (3) of whom have been elected by the membership.

**Support Statement:** These changes reflect a long-standing and effective process that should be made transparent via SAA's governance documents.

**Fiscal Impact:** None.

Move: Zanish-Belcher

Second: Huth

PASSED. (Yes: Baxter, Bell-Russel, Duffy, Huth, Kaplan, Landis, Light, Meissner, Theimer, Zanish-Belcher. No: None. Abstain: McCrea.)

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

No other action items were submitted for consideration.

## **V. DISCUSSION ITEMS**

### **A. Committee on Education: Creation of Arrangement and Description Curriculum**

The Committee on Education had proposed creation of new certificate programs (based in part on SAA's experience with the Digital Archives Specialist Curriculum and Certificate Program), beginning with development of an Arrangement and Description certificate to be offered in FY 2015. The Council applauded the Committee's initiative, encouraged the group to continue

refreshing SAA's Arrangement and Description course offerings, and requested for the January 2014 Council meeting a more in-depth report that consults literature, articulates measures of success of a certificate program beyond numbers and statistics, and analyzes SAA's development and implementation capacity.

### **B. Annual Meeting Task Force (Final Report)**

Council members had an extensive discussion of the final report of the Annual Meeting Task Force, beginning with reviewing each subcommittee's recommendations (via a summary report) and then drilling down into individual reports. Using a ranking exercise, the Council discussed priorities rising to the top of the list (providing Wi-Fi throughout the meeting facility, meeting in a second-tier city, virtual conferencing, transparency and fair labor preferences, concurrent sessions/sections/roundtables, structured sharing, and meeting structure). A subgroup of the Council was assigned to prepare a summary of the recommendations in a format that would allow the Council to continue its analysis and discussion online and/or via conference call, and the group agreed to conduct an annual review of this report (and the status of implementing or testing each recommended item) as part of its winter meeting agenda.

### **C. Communications Task Force (Preliminary Report)**

The Council provided comments on the Communications Task Force's excellent work to date and encouraged the group to propose priorities and timelines for implementation of its final recommendations. The final report is due at the Council's August 2013 meeting.

### **D. Annual Meeting Site Selection (2015 – 2017)**

Beaumont provided a verbal update on the status of possible host cities for the 2015, 2016, and 2017 Annual Meetings based on the priorities expressed by the Council at previous meetings and in light of the Annual Meeting Task Force's work. She will proceed with contract negotiations based on the Council's preferences, noting that SAA will be in "experimental" mode in those three years.

### **E. Review of A&A List Terms of Participation**

At its August 2009 meeting the Council adopted a motion that included its intent to review the A&A List Terms of Participation on a regular three-year cycle." Beaumont proposed one minor editorial change in the terms (i.e., that the A&A List Coordinator reports to SAA's Executive Director rather than to the Director of Member and Technical Services, a staff position that no longer exists). Noting that this item should be considered via a "Consent Agenda" in the future, the Council adopted the revised document "by consent."

### **F.1. Annual Meeting Planning: Meeting of Regional Archival Organizations**

McCrea updated the Council on discussions among regional archival organization representatives (via a discussion list hosted by SAA) about what sort of governance structure

might best suit the group's needs. The group will meet at the Joint Annual Meeting in New Orleans in August 2013 and will update the Council following its meeting.

## **F.2. Annual Meeting Planning: Leadership Orientation and Forum**

First-year Council members Huth, Light, and Zanish-Belcher, who are responsible for planning the Leadership Orientation and Forum, noted that the Forum agenda has been drafted and will include brief topical presentations and time for questions and answers. The room will be set in rounds to facilitate discussion and invitations will include the suggestion that attendees form lunch groups to continue the conversation after the Forum adjourns.

## **F.3. New Member/First-Timer Orientation and Forum**

As Council liaison to the Membership Committee, Baxter noted that planning for the 2013 Forum had begun and is being informed by feedback from the 2012 event.

## **G. Other Discussion Items**

Given the pressures of time, the Council agreed to take up any other discussion items online. (Note: A summary of Council actions and discussions taken between in-person meetings is included in the Executive Committee report presented at each Council meeting.)

## **VI. REPORTS**

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

### **A. Executive Committee**

In a written report, Executive Committee Member Donna McCrea reviewed the Executive Committee's and Council's actions since the January 23-26, 2013, Council meeting. Executive Committee action, Council action, and all appended items were included below for capture in the minutes. The Council reviewed, but did not discuss, this report.

#### ***Executive Committee Actions and Discussions***

- Unanimously approved and submitted the Intellectual Property Working Group's draft response to the Questions Raised in the Notice of Inquiry Concerning Orphan Works and Mass Digitization, 77 FR 64555 (22 October 2012) (January 2013).
- Signed on to a letter thanking the House Oversight and Government Reform Committee for its February 4 letter to the Office of Information Policy (OIP) at the Department of Justice posing important questions regarding OIP's role in government-wide FOIA policy implementation, compliance, and enforcement (February 2013).

- Agreed to co-sponsor HistoryPin/Google initiative related to Hurricane Sandy. (February 2013)
- Approved revised “Nominating Committee Procedures,” which were posted on the Committee’s microsite and will be shared with future Nominating Committees (February 2013).
- Signed on to a letter asking President Obama to bring renewed attention to issues that continue to plague government-wide implementation, compliance, and enforcement of the FOIA (February 2013).
- Signed on to a letter urging the House Permanent Select Committee on Intelligence to fix a provision in the Cyber Intelligence Sharing and Protection Act (CISPA) that cuts off all public access to cyber threat information before the public and Congress have the chance to understand the types of information that are withheld under the bill, thus undermining the right to know under FOIA (March 2013).
- Signed on to a letter in support of a petition to the Food and Drug Administration (FDA) filed by Public Citizen regarding the FDA’s FOIA deletions policy (March 2013).
- Signed on to a letter in support of reintroducing legislation, the Congressionally Mandated Reports Act, that would require the Government Printing Office to maintain a website that the public can use to search, sort and download all congressionally mandated reports for free (March 2013).
- Signed on to a letter urging President Obama to appoint a White House-led steering committee to spearhead classification reform, as recommended by the Public Interest Declassification Board (April 2013).
- Signed on to a letter in support of HR 1133, the Presidential Library Donation Reform Act, which was recently passed by the House Committee on Oversight and Government Reform and would require quarterly reporting of entities that have contributed large sums toward a presidential library (April 2013).
- Signed on to a letter thanking the Department of Justice for providing data from its recently released report on FOIA cases filed and decided in the previous year in an open, machine-readable format, which is viewed as a major step toward more openness and accountability (April 2013).

### ***Council Interim Actions and Discussions***

- Discussed the review cycle of the DACS revised standard. Given that the Council agreed that the revised DACS would be a freely available resource on the SAA website, the Council discussed how to implement an open-ended, ongoing maintenance cycle for this, and possibly other, SAA-maintained standards. (January – March 2013)
- Approved the bylaws of the Public Library Archives and Special Collections Roundtable. (Passed unanimously on February 6, 2013.) (Appendix)
- Reviewed the Annual Meeting schedule and discussed experimental changes being implemented based on early feedback from the Annual Meeting Task Force. (February 2013)
- Continued work online and via conference calls on the draft Strategic Plan vision and mission statements, goals, strategies, tactics, and key performance indicators. (February – May, 2013).
- Received an informal report from the Glossary Working Group. (February 2013)

- Discussed the Council Action List that resulted from the January 2013 Council meeting. (February 2013)
- Continued discussions with the Issues and Advocacy Roundtable on the mechanism that SAA uses to respond to advocacy-related activities and endeavors. (February 2013)
- Along with CoSA and NAGARA, sent a letter to the Board of Regents of the University System of Georgia regarding the transfer of the Georgia Archives to the University System. (February 2013)
- Approved the charter of the University of Alabama SAA Student Chapter. (Passed unanimously February 20, 2013.)
- Discussed Huth's report on the midyear meetings of the Committee on Education and the DAS Subcommittee, the DAS certificate program, SAA's tools and staff resources, and the Council's communication with the Committee on Education. (March 2013)
- Unanimously adopted the minutes of the January 23-26, 2013, Council meeting. (March 22, 2013)
- Reviewed and gave feedback on a joint statement to NARA from CoSA, NAGARA, and SAA about how it might consider setting priorities for NHPRC. (April 2013)
- Unanimously approved the recommendation for the Council Exemplary Service Award. (April 11, 2013)
- Received updates on and discussed the status of roundtable bylaws. (April 2013)
- Collected member input on the draft Strategic Plan utilizing a variety of communication tools. Publicized the call via the Leaders list (which includes chairs, vice chairs, and steering committee members of all sections and roundtables plus all committee, board, working group, and task force members), individual messages from Council liaisons to their component groups, *In The Loop*, Twitter, and Facebook; and collected input via the comments feature on the SAA website, SAA Headquarters inbox, an online form, comments posted to *Off the Record*, Twitter, etc. (April 9-23, 2013)
- Considered member comments in a series of conference calls and online discussions refining the draft Strategic Plan for further discussion in person May 15-17. (April – May 2013)

## **B. President**

The Council reviewed, but did not discuss, this report.

## **C. Vice President / President-Elect**

The Council reviewed, but did not discuss, this report.

## **D. Treasurer: YTD Financials**

The Council reviewed, but did not discuss, this report.

### **E.1. Staff: Executive Director**

The Council reviewed, but did not discuss, this report.

### **E.2. Staff: Membership**

The Council reviewed, but did not discuss, this report.

### **E.3. Staff: Education**

The Council reviewed, but did not discuss, this report.

### **E.4. Staff: Publications**

The Council reviewed, but did not discuss, this report.

### **E.5. Staff: Annual Meeting**

The Council reviewed, but did not discuss, this report.

### **F. *The American Archivist* Editor**

The Council reviewed, but did not discuss, this report.

### **G. Publications Editor**

The Council reviewed, but did not discuss, this report.

### **H. Committee on Education Annual Report**

The Council reviewed, but did not discuss, this report.

### **I. Update on SAA Born-Digital Records and Records Generally**

The Council reviewed, but did not discuss, this report. Kaplan indicated that an update would be submitted for the August 2013 meeting.

### **J. Representative to ICA Section on Professional Associations**

The Council reviewed, but did not discuss, this report.

### **K. Assessment of *I Found It In The Archives!* Campaign**

Brinati summarized the status of the campaign and proposed ideas for reframing this public awareness initiative for high school and junior high school participants. Council members gave feedback on how the campaign could be more effective for the current audience.

### **L. Other Reports from Council Members / What Are You Hearing from Members?**

Given the pressures of time, the Council agreed to take up any other Reports online.

## **VII. COUNCIL BUSINESS**

### **A. Review of May 2013 Action Items**

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

### **B. Review of May 2013 Talking Points**

Council members reviewed the decisions made at the meeting.

### **C. Adjournment**

The Council meeting was adjourned by general consent at 3:48 p.m.

## **Appendix**

### **Bylaws of the Public Library Archives/Special Collections Roundtable of the Society of American Archivists**

*(Adopted by the PLASC membership, January 7, 2013)*

**I. NAME.** The name of the roundtable shall be the Public Library Archives/Special Collections Roundtable (PLASC) of the Society of American Archivists (SAA).

**II. MISSION.** The Public Library Archives/Special Collections Roundtable serves to encourage advocacy for and education about archival, manuscript, local history, genealogy, and other historic and special collections within public libraries of all sizes.

The Roundtable provides an arena for discussion and dissemination of best practices of the archives, library, museum, and history fields. It works to support the informational, historical, and cultural interests that converge in public library archives and special collections.

**III. MEMBERS.** Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

#### **IV. GOVERNANCE.**

##### **A. Officers.**

The officers of the roundtable shall be a Chair, Vice Chair, and Secretary. The Vice Chair shall be elected annually for a two-year term, serving in year one as Vice Chair and in year two as Chair. The Secretary shall be elected annually for a one-year term. Officers may serve a maximum of three consecutive years. In addition, two At-Large Members will be appointed by the Chair, each for a two-year term. A Webmaster will be appointed by the Chair for a one-year term. Together these three elected and three appointed individuals comprise the Roundtable's Steering Committee. Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

## **B. Duties of Officers.**

### 1) Chair

- a. The PLASC Chair serves a one-year term in office immediately following a one-year term as Vice Chair. The term begins immediately after the Society of American Archivists Annual Meeting.
- b. The Chair provides general oversight for all activities of the Roundtable, Steering Committee, and Roundtable committees.
- c. The Chair, with the approval of the Steering Committee, shall appoint (or reappoint) all committee members.
- d. The Chair schedules all PLASC meetings at the SAA Annual Meeting in consultation with the Steering Committee and provides communication about the meetings to SAA staff.
- e. The Chair notifies the SAA Executive Office of newly elected leaders within 14 days of the close of the Annual Meeting and as changes may occur to the Steering Committee roster throughout the year.
- f. The Chair communicates actively with the Steering Committee about all Roundtable and committee business to ensure meeting of deadlines and completion of goals. The Chair advises the Steering Committee regarding communication from the Council Liaison.
- g. The Chair utilizes the PLASC membership electronic discussion list to communicate Roundtable topics, discussion, and issues to foster a virtual community as needed.
- h. The Chair presides at the annual business meetings and at all Steering Committee meetings.
- i. In conjunction with the Secretary, the Chair prepares and submits an annual report to the Society of American Archivists within 90 days of the close of the Annual Meeting.
- j. The Chair maintains communication with the Council Liaison in regard to information, deadlines, and bylaw amendments.

### 2) Vice Chair

- a. The PLASC Vice Chair serves for two years, the first year at Vice Chair and the second year as Chair. The term begins immediately after the Society of American Archivists Annual Meeting.
- b. The Vice Chair oversees Roundtable committees and special projects as assigned by the Chair, and coordinates their work.
- c. The Vice Chair attends and participates in all PLASC discussions and meetings.
- d. In the absence of the Chair, the Vice Chair presides at the annual business meeting and Steering Committee meetings.
- e. The Vice Chair communicates actively with the Steering Committee about all Roundtable and committee business to ensure meeting of deadlines and completion of goals.
- f. The Vice Chair monitors and responds to communication on the PLASC membership electronic discussion list as needed.

### 3) Secretary

- a. The PLASC Secretary serves a one-year term beginning immediately after the Society of American Archivists Annual Meeting and extending through the next Annual Meeting.
- b. The Secretary attends and participates in all PLASC discussions and meetings.
- c. The Secretary communicates actively with the Steering Committee about all Roundtable and committee business to ensure meeting of deadlines and completion of goals.
- d. The Secretary prepares and disseminates minutes for all Steering Committee meetings and for annual business meeting.

- e. The Secretary distributes, and collects a sign-in sheet for the annual business meeting and includes the list of attendees in the minutes of the meeting.
- k. In conjunction with the Chair, the Secretary prepares and submits an annual report to the Society of American Archivists within 90 days of the close of the Annual Meeting.
- f. The Secretary monitors and responds to communication on the PLASC membership electronic discussion list as needed.

### **C. Steering Committee**

#### 1) At-Large Member(s)

- a. Two Roundtable members shall be appointed by the Chair to serve as At-Large Members of the Steering Committee, each serving for a two-year term that begins immediately following the Society of American Archivists Annual Meeting and extends through the next two Annual Meetings. Members shall be considered At-Large to assume responsibilities on as-needed basis. At least one of the At-Large Steering Committee members shall focus on the PLASC newsletter.
- b. The At-Large Members shall be appointed by the Chair from among nominations received. Failing nominations the Chair may appoint At-Large Members on a volunteer basis.
- c. At-Large Members attend and participates in all PLASC discussions and meetings.
- d. At-Large Members communicate actively with the Steering Committee about all Roundtable and committee business to ensure meeting of deadlines and completion of goals.

#### 2) Webmaster

- a. The Webmaster shall be appointed by the Chair for a one-year term beginning immediately after the Society of American Archivists Annual Meeting and is extended through the next Annual Meeting. The Webmaster may serve a maximum of three consecutive years.
- b. The Webmaster updates and maintains the PLASC website in coordination with the SAA staff; verifies that all website content is current and accessible; assists in building online collections of resources; fields questions and suggestions regarding online content from the membership.
- c. The Webmaster attends all PLASC business meetings, at which he/she presents a report on website activities, problems, and recommendations.
- d. The Webmaster communicates actively and maintains regular contact with the PLASC Steering Committee.

**D. Nominations and Elections.** The Chair shall issue a call for nominations, including self-nominations, for all positions every June to all Roundtable members via the Roundtable's official email discussion list and website. A slate of candidates shall be established by the Steering Committee and announced to Roundtable members no later than July 15.

Elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Section elections as specified in Section IX. of the SAA Governance Manual. Availability of the online ballot and the deadline for voting shall be announced by the Chair to all Roundtable members via the Roundtable's official email discussion list and website. For those positions that are uncontested, the Roundtable may forego the electronic ballot process.

**E. Committees.** Committees may be created as needed by the Steering Committee or the Chair. The Chair shall appoint the members and designate the chair of each committee. Committees shall be

responsible for completing short- and long-term goals as charged by the Steering Committee, and shall submit reports to the Steering Committee per the charge to the committee.

- a. Committee chairs shall ensure communication with the Steering Committee. Each committee chair shall submit a written annual report of committee activities, accomplishments, and action of the preceding year to the Chair and Secretary in advance of the annual membership meeting. This will ensure that all committee activities will be included in the Roundtable report submitted by the Secretary.
- b. Committee chairs shall facilitate communication between and among committee members to address topics, moderate discussion, and take action on committee business.

**V. MEETINGS.** The Roundtable shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other times as deemed appropriate by the Steering Committee. The time and agenda shall be communicated in advance via the Roundtable's official email discussion list and website.

**VI. AMENDMENTS.** Amendments to these bylaws shall be determined by a majority vote of Roundtable members in a referendum held in conjunction with the Roundtable's annual election. Once adopted, new or revised bylaws shall be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.