Society of American Archivists
Council Meeting Minutes
January 23 – 26, 2014
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 Danna Bell called the meeting to order at 5:03 p.m. on Thursday, January 23. Present were Vice President Kathleen Roe; Treasurer Mark Duffy; Executive Committee Member Bill Landis; Council members Terry Baxter, Geof Huth, Elisabeth Kaplan, Michelle Light, Lisa Mangiafico, Tim Pyatt, Helen Wong Smith, 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 Craig. SAA Web and Information Systems Administrator Matt Black joined the meeting on January 24. Mary Ann Rainey of MA Rainey Associates facilitated the "mega issue" discussion (IV.) and strategic planning session (V.) on Friday, January 24, from 8:30 a.m. to 5:00 p.m.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Bell introduced the agenda, and the Council agreed to re-sequence several agenda items in order to use the meeting time most efficiently. Huth moved for adoption, Zanish-Belcher seconded, and the Council adopted the agenda (Yes: Baxter, Huth, Kaplan, Mangiafico, Pyatt, Zanish-Belcher. No: None. Abstain: Landis, Light, Smith).

B. August 2013 Minutes

Bell noted that the August 2013 meeting minutes were adopted by online vote of the Council in October 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 August 2013 Council Action List

This internal working document was distributed to Council members and updated by the group. Landis summarized the Executive Committee's discussion of the document, and the Council agreed that the Executive Committee member of the Council will take the lead in seeking updates to the action list and sending reminders to the Council.

II. CONSENT ITEMS

The following items were adopted by consent (**MOTION 1**).

Move Consent Items: Huth
Second Consent Items: Mangiafico
Vote: PASSED (unanimous).

A. Approve Archivists and Archives of Color Roundtable Bylaws

THAT the bylaws of the Archivists and Archives of Color Roundtable, as adopted by the roundtable's members in August 2012, be approved (see Appendix G).

Support Statement: These bylaws meet the minimum requirements of the Council and are in alignment with SAA's governance documents. By approving the roundtable bylaws, the Council places them in the official record.

Relation to Strategic Plan: To the extent that creation and adoption of roundtable bylaws enhances transparency and understanding of how component groups function, this action is related to:
- Goal 4.1. Facilitate effective communication with and among members,
- Goal 4.2. Create opportunities for members to participate fully in the association, and
- Goal 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: Adoption of these bylaws has no financial impact on SAA.

B. Approve St. Catherine University Student Chapter

THAT the petition to form an SAA student chapter at St. Catherine University, St. Paul, Minnesota, be approved.

Support Statement: All requirements for formation of an SAA student chapter at St. Catherine University have been met.

Relation to Strategic Plan: Creation of a student chapter is likely to support the following strategies within Goal 4 (Meeting Members' Needs): 4.1. Facilitate effective communication with and among members; 4.2. Create opportunities for members to participate fully in the association; and 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: None.

III. ACTION ITEMS

A. Standards Committee: Task Force on Standardized Holdings Metrics for Archives and Special Collections

Pyatt noted that the Standards Committee recommended approval of a proposal, originated within the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL), for creation of a joint task force (with SAA) to draft a standard for quantifying holdings of archival repositories and special collections libraries. The Standards Committee's report noted that, "Standardized holdings counts and measures have the potential to go beyond simply tallying up the extent of our holdings and get at the operational capacity and *significance* of archives and special collections."

<mark>**MOTION 2**</mark>

THAT a SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries be established; and

THAT the description of the SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries be approved, pending the following revisions:

- **Specify the number of appointees within the proposed range of eight to twelve, and**
- **Modify the clause on extending the group's term to reflect the fact that the Standards Committee must seek Council approval to extend the term of an SAA task force.**

SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries

I. Purpose

The SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries (hereafter "Task Force") is responsible for the development of guidelines (hereafter "Guidelines") that will provide metrics, definitions, and best practices for quantifying the holdings of archival repositories and special collections libraries. The Guidelines will consider and address both the wide range of types and formats of material typically held--including analog, digital, and audiovisual materials--and the different ways in which collection material is managed and described. The Guidelines might also accommodate a two-tiered approach involving basic/minimum metrics and advanced/optimum metrics and/or include recommendations for institutions that wish to engage in collections assessment.

The Guidelines will be submitted to the Society of American Archivists Standards Committee (hereafter "SAA Standards"), the Association of College and Research Libraries Standards Committee (hereafter "ACRL Standards"), and the Rare Books and Manuscripts Section Executive Committee (hereafter "RBMS Exec"). The Task Force will recommend a plan for maintenance and review of the Guidelines when the Guidelines are submitted to SAA and ACRL/RBMS for approval.

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

The Task Force is charged for a two-year period that begins in September 2014 and continues through the 2016 SAA Annual Meeting. The Task Force may be charged for an additional year if ~~SAA Standards, ACRL Standards, and/or RBMS Exec~~ the SAA and ACRL standards and executive bodies determine that the Guidelines require further development before they can be approved. The Task Force will include [between eight and twelve] members with an equal number of members appointed by SAA and ACRL according to their normal appointment procedures. A Task Force member may be a member of both organizations but will be appointed to the Task Force representing one organization only. In addition to the committee members, *ex officio* members and liaisons will be appointed by each organization according to its normal procedures.

SAA and ACRL will consider the following when appointing individuals as members of the Task Force:

- Experience managing collections in an archival repository or special collections library;
- Familiarity with the wide range of types and formats of material typically held;
- Knowledge of or involvement with the standards development process; and
- Ability to fulfill *ex officio* and/or liaison roles for SAA or ACRL.

One member appointed by each organization will be designated to serve as a Task Force co-chair. The co-chairs will be responsible for convening Task Force meetings, leading Task Force work, ensuring that deadlines are met, following procedures of their respective organizations, and communicating as needed or required with both organizations.

III.   Reporting Procedures

The Task Force co-chairs will report at least semi-annually to the appropriate groups within both organizations. In conjunction with SAA Standards and RBMS Exec and in coordination with each other, the co-chairs may also schedule public hearings or conduct public comment periods or both to solicit input on draft versions of the Guidelines. The public hearings may be conducted at the SAA Annual Meeting, the midwinter or annual meeting of the American Library Association, a biennial ACRL conference, and/or the annual RBMS preconference. Public hearings may also be conducted virtually. If the Task Force is granted funding support from its parent and/or extramural organizations, the co-chairs will ensure that reporting requirements are met.

IV.   Duties and Responsibilities

To fulfill its purpose as described above, the Task Force is specifically charged to:

- Develop a set of guidelines -- metrics, definitions, and best practices -- for quantifying holdings of archival repositories and special collections libraries, paying particular attention to both the wide range of types and formats of material typically held and the different ways in which collection material is managed and described.

- Ensure that the language and scope of the Guidelines are appropriate to archival repositories and special collections libraries in the United States, with due consideration given to aligning the Guidelines with terminology, definitions, and measures employed in other relevant national and international standards.
- Publicize and conduct public hearings, public comment periods, or both to ensure that members of the archives and library professions have adequate opportunities to become aware of and contribute to the development of the Guidelines.
- Follow procedures outlined in SAA's *Procedures for Review and Approval of an SAA-Developed Standard* and ACRL's *Procedures for Preparation of New Standards and Guidelines* to ensure that SAA Standards, ACRL Standards, and RBMS Exec can approve and adopt the Guidelines in a timely manner.

V.   Meetings

The Task Force will carry out its charge primarily via electronic mail, conference calls, and online meetings in accordance with the meeting policies of the respective organizations. Face-to-face meetings will also be scheduled during the SAA Annual Meeting and the midwinter and annual meetings of the American Library Association, which is when ACRL/RBMS business meetings are conducted. Task Force members will be encouraged but not required to attend face-to-face meetings in person; if possible, however, the co-chairs will make arrangements for virtual participation in these meetings via conference call or online meeting software. Co-chairs will be required to attend (in person) the face-to-face meetings held during the regular meetings of their respective organizations and will be strongly encouraged to attend (in person) the face-to-face meetings of the other organization. Minutes will be prepared for each face-to-face meeting and any conference call or online meeting that meets policy definitions for a meeting, and the minutes will be posted within thirty days to the public websites of the respective organizations.

Support Statement: The Task Force will develop a standard for quantifying holdings of archival repositories and special collections libraries and prepare this standard for approval and adoption by both SAA and ACRL/RBMS. The benefits of having standardized metrics for quantifying holdings are numerous and include fostering confidence in local data gathering practices, facilitating meaningful comparisons among institutions and across the community at large, and enabling a culture of assessment and the demonstration of value. SAA participation in the development of this standard will fill a deficiency in how these basic statistical measures are gathered.

Relation to Strategic Plan: The Task Force will address the Society's Strategic Goals of providing content, via education and publications, that reflects the latest thinking and best practices in the field (2.1); identifying the need for new standards, guidelines, and best practices and lead or participate in their development (3.1); actively participating in relevant partnerships and collaborations to enhance professional knowledge (3.3); and creating opportunities for members to participate in SAA (4.2).

Fiscal Impact: The Task Force will require meeting space at the SAA Annual Meeting. Funding for the work of the Task Force is neither requested nor anticipated; its description is written to negate the need for financial support.

Move: Pyatt
Second: Wong Smith

Vote: PASSED (unanimous).

B. Standards Committee: Task Force on Standardized User and Use Metrics for Archives and Special Collections

Pyatt noted that the Standards Committee recommended approval of a proposal, originated within the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL), for creation of a joint task force (with SAA) to draft a standard for the basic statistical data that special collections and archival repositories can use for quantifying, evaluating, and comparing their public services. The Standards Committee's report noted that, "Standardized use metrics have the potential to go beyond use and get at the *value* of archives and special collections. In addition, individual repositories will gain the confidence of knowing that their local data gathering practices are informed by and meeting national standards. The metrics will be accompanied by guidelines designed to help repositories gather statistics pertaining to their services and analyze the data in meaningful ways to support assessment initiatives. Furthermore the metrics will facilitate meaningful analyses and comparisons across multiple repositories and the archival community."

MOTION 3

THAT a SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Statistical Measures for the Public Services of Archival Repositories and Special Collections Libraries be established; and

THAT the description of the SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Statistical Measures for the Public Services of Archival Repositories and Special Collections Libraries be approved pending the following revision: Specify the number of appointees within the proposed range of eight to twelve.

SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries

I. Purpose

The SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries (hereafter "Task Force") is responsible for development of a new standard (hereafter "Standard") defining appropriate statistical measures and performance metrics to govern the collection and analysis of statistical data for describing public services provided by archival repositories and special collections libraries. The Standard will describe and quantify users of special collections and archival materials and services and their usage of the same, including reading room paging/circulation, paging/circulation of materials for other purposes (e.g., class/events, exhibits, reference questions, conservation, processing), reference interactions (in person and via email), reproduction orders (numbers of orders and pages photocopied/digitized), interlibrary loan requests (physical, digital; filled, not filled), and events (e.g., numbers and characteristics of class visits, exhibits [physical and virtual], tours, programs, etc). If feasible, the Standard may also

include recommendations for gathering and analyzing statistics about special collections website visitors and their page views and file downloads.

The elements of the Standard will be developed in such a way as to support measures and analysis of the impact of public services in addition to basic statistical counts. In addition, the Standard will include guidance on the implementation of methods of data collection, analysis, and reporting to ensure appropriate safeguards for the privacy, confidentiality, and security of user records.

To the extent deemed possible and mutually desirable, the Task Force will coordinate the development of the Standard with the International Council on Archives and the International Organization for Standardization (ISO) Subcommittee on Quality - Statistics and performance evaluation (TC464/SC8).[1]

The Standard will be submitted for approval by the appropriate standards review committees and executive bodies of SAA and the Association of College and Research Libraries (ACRL) and ACRL's Rare Books and Manuscripts Section (RBMS). The Task Force will recommend a plan for maintenance and review of the Guidelines at the time the Guidelines are submitted to SAA and ACRL/RBMS for approval.

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

The Task Force is charged for two years, beginning September 2014 and continuing through the 2016 SAA Annual Meeting. The Task Force may be charged for an additional year if SAA or ACRL standards and executive bodies determine that the Standard needs further development before it can be approved.

The Task Force will include [between eight and twelve] members with an equal number of members appointed by SAA and ACRL according to their normal appointment procedures. A Task Force member may be a member of both organizations but will be appointed to the Task Force to represent only one organization. Due consideration will be given by each organization to appointing members who have requisite knowledge and experience in the management of the public service operations of archival repositories and special collections libraries and prior experience with standards development. Additional consideration should be given to appointing members who are knowledgeable or involved with development of international standards (e.g., the International Council on Archives and the International Organization for Standardization [ISO] Subcommittee on Quality - Statistics and performance evaluation [TC464/SC8][2]). In addition to the committee members, *ex officio* members and liaisons will be appointed by each organization according to its normal procedures.

One member appointed by each organization will be designated to serve as a Task Force co-chair. The co-chairs will be responsible for convening Task Force meetings, leading Task Force work, ensuring that deadlines are met, following procedures of their respective organizations, and communicating as needed or required with the standards and executive bodies of their respective organizations.

III.   Reporting Procedures

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[1] ISO TC464/SC8 is "currently assessing the forthcoming revision to the ISO standard on International library statistics (ISO 2789) for areas where the standards can be better aligned and for proposed new statistics and methods"; see: http://www.niso.org/news/pr/view?item_key=4bab6c0503ed5d9f392f862e9d32ce346eef6c69.
[2] ISO TC464/SC8 is "currently assessing the forthcoming revision to the ISO standard on International library statistics (ISO 2789) for areas where the standards can be better aligned and for proposed new statistics and methods"; see: http://www.niso.org/news/pr/view?item_key=4bab6c0503ed5d9f392f862e9d32ce346eef6c69.

The Task Force co-chairs will report at least semi-annually to the chairs of the standards committees of their respective organizations. In conjunction with the chairs of their respective standards committees and in coordination with each other, the co-chairs may also schedule public hearings or conduct public comment periods or both to solicit input on draft versions of the Standard. The public hearings may be conducted in person at the SAA Annual Meeting, the midwinter or annual meetings of the American Library Association, biennial ACRL conferences, or annual RBMS preconferences. Public hearings may also be conducted virtually.

If the Task Force is granted funding support from its parent or extramural organizations, the co-chairs will provide all necessary narrative reports to the SAA and ACRL offices to ensure that reporting requirements of SAA and ACRL and the funding source are met.

IV.   Duties and Responsibilities

To fulfill its mission as described above, the Task Force is specifically charged to:
- Develop and define appropriate statistical measures and performance metrics (i.e., the "Standard") to govern the collection and analysis of statistical data for describing public services in archival repositories and special collections libraries as outlined in section Ensure that the language and scope of the Standard is appropriate to archival repositories and special collections libraries in the United States, with due consideration given to aligning the Standard with terminology, definitions, and measures employed in other relevant national and international standards.
- Publicize and conduct public hearings, or public comment periods, or both to ensure that members of the archives and library professions have adequate opportunities to become aware of and contribute to the development of the Standard.
- Follow all other guidelines outlined in SAA's *Procedures for Review and Approval of an SAA-Developed Standard*[3] and ACRL's *Procedures for Preparation of New Standards and Guidelines*[4] to ensure that SAA and ACRL standards and executive bodies approve and adopt the Standard in a timely manner.

V.   Meetings

The Task Force will carry out its charge primarily via electronic mail, conference calls, and online meetings in accordance with the meeting policies of the respective organizations.[5] Face-to-face meetings will also be scheduled during the SAA Annual Meeting and the midwinter and annual meetings of the American Library Association, which is when ACRL/RBMS business meetings are conducted. Task Force members will be encouraged but not required to attend face-to-face meetings in person; if possible, however, the co-chairs will make arrangements for virtual participation in these meetings via conference call or online meeting software. Co-chairs will be required to attend (in person) the face-to-face meetings held during the regular meetings of their respective organizations and will be strongly encouraged to attend (in person) the face-to-face meetings of the other organization.

Minutes will be prepared for each face-to-face meeting and any conference call or online meeting that meets policy definitions for a meeting, and the minutes will be posted within thirty days to the public websites of the respective organizations.

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[3] See http://www2.archivists.org/governance/handbook/section7/groups/Standards/Procedures-Review-Approval-SAA-Developed-Standard.
[4] See http://www.ala.org/acrl/resources/policies/chapter14#14.5.
[5] See http://www2.archivists.org/governance/handbook/appendices/app_a/Group_Support_AM and http://www.ala.org/acrl/resources/policies/chapter8.

Support Statement: SAA participation in the development of metrics for public services activities of archives and special collections will fill a deficiency in basic statistical measures by establishing standardized ways to record and analyze data about user visits, collection use, reference activities, and other service transactions.

Relation to Strategic Plan: This addresses SAA's strategic goals of providing leadership in promoting the value of archives (1.1), participating in new standards development (3.1), participating in partnerships (3.2), and creating opportunities for members to participate in SAA (4.2).

Fiscal Impact: The task force will require meeting space at the SAA Annual Meeting. Funding for the work of the subcommittee is neither anticipated nor requested; its description is written to negate the need for financial support.

Move: Landis
Second: Huth
Vote: PASSED (unanimous).

C. **Standards Committee: Best Practices for Internships as a Component of Graduate Archival Education**

"Best Practices for Internships as a Component of Graduate Archival Education" was prepared by several SAA Council members following member feedback from the 2013 Annual Meeting and a Council discussion in September 2013. The Council agreed that there were potential benefits in providing SAA members with a set of guidelines or best practices for developing professional internships for graduate students. The Council subgroup sought member feedback from a number of SAA component groups with a particular interest in this topic. The draft also was posted on the SAA website as a means of soliciting comments from the broader SAA membership. The document was submitted to the Standards Committee in November 2013 and came forward at this meeting with a recommendation from the Committee for adoption.

MOTION 4

THAT "Best Practices for Internships as a Component of Graduate Archival Education" (Appendix H) be adopted;

THAT additional information on the solicitation of comments and responses to "Best Practices for Internships as a Component of Graduate Archival Education" be made available with the document for the purpose of providing context; and

THAT the review period for "Best Practices for Internships as a Component of Graduate Archival Education" be set at three years.

Support Statement: "Best Practices for Internships as a Component of Graduate Archival Education" provides basic guidance for graduate students, archival educators, and internship supervisors on the nature of work involved with internships, communication, evaluation, and compensation, and should assist all parties in approaching internships with similar expectations.

Relation to Strategic Plan: "Best Practices for Internships as a Component of Graduate Archival Education" assists in achieving portions of all four of SAA's Goals as stated in the 2013-2018 Strategic Plan, including "advocating for archivists," "enhancing professional growth," "advancing the field," and, because the guidelines were developed in response to member comment, "meeting members' needs." Specifically, the document addresses Goal 1 (Advocating for Archives and Archivists) by stating clearly that, "Interns do not replace professional staff"; Strategy 2.3. ("Support the career development of members to assist them in achieving their goals"); and Strategy 3.1. ("Identify the need for new standards, guidelines, and best practices and lead or participate in their development").

Issues of privilege have been prominent in the discussions noted in the Discussion, particularly the realization that in most cases people from certain socio-economic backgrounds cannot afford to participate in unpaid internships. The statement that interns "should receive compensation (in the form of academic credit or a stipend) for their work commensurate with the qualifications required for the position" is a step toward addressing Strategy 4.3 ("Continue to enrich the association and the profession with greater diversity in membership…..").

Fiscal Impact: None.

Move: Zanish-Belcher
Second: Landis
Vote: PASSED (unanimous).

D. Petition to Develop a Code of Conduct for SAA Annual Meetings, SAA-Sponsored Events, and Online SAA Spaces

SAA members Mark Matienzo and Rebecca Goldman proposed that SAA develop a code of conduct for SAA events and websites because, "SAA meetings and events may be intimidating, and at times might feel unsafe. As an organization, SAA should consider ways in which it can stand with and behind its members and participants in its events and public communications forums, like email lists." The Council discussed SAA's existing policies and assigned a small group of Council members to consult with members, consider ways in which to address the issues raised in the Matienzo/Goldman document, and report back to the Council in May 2014.

E. Annual Meeting Site Selection Policy

At its August 2013 meeting, in the context of adopting "Principles and Priorities for Continuously Improving the SAA Annual Meeting" based on the recommendations of the 2011-2013 Annual Meeting Task Force, the Council asked that the current policy be revisited at this meeting. Beaumont suggested that the Council might choose to pursue one of two options: 1) to rescind the 1991 policy and rely on the "Principles and Priorities" document to address Annual Meeting site selection or 2) revise the 1991 policy to reflect changes in SAA's thinking and procedures, and provide reference within the revised policy to the "Principles and Priorities" document.

MOTION 5

THAT Policy on Choosing Annual Meeting Sites, adopted by the Council in 1991, be rescinded.

Support Statement: The policy is superseded by "Principles and Priorities for Continuously Improving the SAA Annual Meeting" (adopted by the Council in August 2013).

Relation to Strategic Plan: None.

Fiscal Impact: None.

Move: Landis
Second: Zanish-Belcher
PASSED (unanimous)

F. Committee on the Selection of SAA Fellows

At its winter meeting each year the SAA Council elects three individuals to serve on the Committee on the Selection of SAA Fellows. The Committee is composed of the five most recent past presidents of the Society and the three Fellows who are elected by the Council. Past presidents, current members of the Council, and SAA staff members are not eligible for election. It is permissible for elected Fellows to serve on the Committee more than once. The Council reviewed a list of eligible individuals.

MOTION 6

THAT Michael Fox, Kaye Lanning Minchew, and Deborra Richardson be elected to serve on the 2014 Committee on the Selection of SAA Fellows.

Support Statement: Fox, Minchew, and Richardson are well qualified to serve in this important capacity. Each has consented to serve.

Relation to Strategic Plan: None.

Fiscal Impact: None.

Move: Roe
Second: Zanish-Belcher
Vote: PASSED (unanimous).

G. Committee on Education: Expand Digital Archives Specialist Subcommittee

As the DAS program has evolved and the Committee on Education, DAS Subcommittee, and staff have gained experience and understanding of the amount of work involved in developing, vetting, and maintaining the DAS courses, the individual course examinations, and the comprehensive exam, the groups have determined that the workload required of the six DAS

Subcommittee members is more than they can reasonably or comfortably handle. The Committee asked that the Subcommittee be expanded by two members as soon as possible and that the terms of current Subcommittee members be expanded by one more term to maintain momentum and finalize program-critical processes. Current DAS Subcommittee members had agreed to stay on if the request were granted. The Council chose not to move the recommendation that current members' terms be extended, noting that reappointments could be made as appropriate to achieve the same goal.

<mark>MOTION 7</mark>

THAT the description of the Digital Archives Specialist Subcommittee of the Committee on Education be revised to expand the number of members to seven and one chair and to change "one junior member" to "one member new to the profession": *[strikethrough = deletion, underline = addition]*

Digital Archives Specialist (DAS) Subcommittee

I. Purpose

The Digital Archives Specialist (DAS) Subcommittee is responsible for ensuring that the Digital Archives Specialist curriculum remains up-to-date. Because the curriculum is likely to require frequent changes, the Subcommittee suggests and implements changes to the curriculum (including the examinations) as needed. In addition, the Subcommittee is responsible for ensuring the currency of the core competencies for a DAS certificate, overseeing the learning outcomes to ensure that they support the core competencies, and supporting the development of new courses.

II. Subcommittee Selection, Size, and Length of Term:

The DAS Subcommittee consists of ~~five~~ <u>seven</u> members and one chair, is composed primarily of practitioners in digital archives, and includes one ~~"junior"~~ member <u>new to the profession</u> to offer a fresh and current perspective. The Subcommittee is chaired by a digital archives educator with experience in digital archives and in developing and implementing courses for either graduate or continuing education.

The Subcommittee chair serves for three years in that capacity. Members serve staggered three-year terms. ~~In year one, one Subcommittee member may be assigned a three-year term, and two Subcommittee members may be assigned four-year terms to ensure continuity as the program is launched and to assist in the process of implementing the staggered terms.~~

III. Reporting Procedures:

The chair of the DAS Subcommittee shall report to the Committee on Education at its meetings.

IV. Duties and Responsibilities:
- Review new courses, quizzes, and examinations to ensure quality and relevance.
- Review new examinations for existing courses to ensure quality and relevance.
- Monitor evaluation methods and results to assess whether individual participants accomplished specific learning objectives and goals and if the goals and objectives of the curriculum are met overall.

- Implement and maintain a review process that evaluates existing online seminars (annually) and other existing courses (as appropriate) to ensure that they reflect current archival practices (if appropriate) and up-to-date technical know-how for digital archives.
- Provide advice to the Education Director.

V. Meetings:

The DAS Subcommittee meets either virtually or face-to-face in advance of the Committee on Education's mid-winter meeting (if one is held) and at the SAA Annual Meeting.

Approved by the SAA Council: May 24, 2011; revised April 2012 and January 2014

Support Statement: Development of the DAS curriculum and certificate program has proven to be a significant amount of work that, despite their outstanding efforts, exceeds the capacity of the six DAS Subcommittee members (volunteers). Addition of two members to the Subcommittee will expand the group's capacity to meet the demands of this critically important program.

Fiscal Impact: The fiscal impact of adding two members to the 2014 face-to-face meeting of the DAS Subcommittee totals $3,040 per year in FY13 dollars:

Airfare:	2p x $500 x 2m = $2,000
Lodging:	2p x $150/d x 1d x 2m = $600
Per Diem:	2p x $55/d x 2d x 2m = $440

Relation to Strategic Plan: Goal 2, Enhancing Professional Growth (Archivists have access to the professional resources they need to be successful and effective in their careers); 2.1. Provide content, via education and publications, that reflects the latest thinking and best practices in the field.

Move: Huth
Second: Mangiafico
Vote: PASSED (unanimous).

H. Other Action Items from Council Members

The Council discussed recommendations from the Glossary Working Group that its name be changed to Dictionary Working Group and that the group be expanded by three members. The first recommendation reflected the group's decision to change the name of the work to *Dictionary of Archives Terminology*; the second noted the need for additional members to more expediently accomplish the short-term goals of this labor-intensive project.

MOTION 8

THAT the name of the Glossary Working Group be changed to Dictionary Working Group to reflect a change in the name of the work, and

THAT the group be expanded by three members to more appropriately support the group's work: *[strikethrough = deletion, underline = addition]*

~~Glossary~~ <u>Dictionary</u> Working Group

The ~~Glossary~~ <u>Dictionary</u> Working Group maintains and updates the *<u>Dictionary of Archives Terminology,</u>* <u>which had its basis in</u> *A Glossary of Archival and Records Terminology* (Richard Pearce-Moses, 2005) ~~on a permanent basis~~.

I. Purpose

The Working Group's purpose is to establish and maintain mechanisms and procedures for allowing periodic updates and contributions of new content to the ~~Glossary~~ <u>Dictionary</u> and to ensure that this important resource adheres to the highest quality professional standards.

II. Working Group Selection, Size, and Length of Term

The Working Group consists of ~~six~~ <u>nine</u> members, including one representative from the Publications Board and one from the Standards Committee. Working Group members serve staggered four-year terms with the possibility of reappointment. The Vice President, on behalf of the Council and with the recommendation of the Working Group, makes new appointments and appoints the chair.

III. Duties and Responsibilities

The Working Group has the following duties and responsibilities:
- Develop and implement effective mechanisms and procedures for soliciting contributions of new content to the ~~Glossary~~ <u>Dictionary</u>.
- Develop and implement effective mechanisms and procedures to ensure periodic review and update of ~~Glossary~~ <u>Dictionary</u> content as appropriate.
- Vet content for accuracy and consistency before addition to the ~~Glossary~~ <u>Dictionary</u>.

IV. Reporting

The Working Group reports to the Council annually and upon request.

Support Statement: These changes and requests are necessary to allow the working group to accomplish important goals that ultimately address strategic priorities.

Impact on Strategic Priorities: Advocating for archivists and archives (Goal 1) through professional terminology, Enhancing professional growth (Goal 2), and Advancing the field (Goal 3).

Fiscal Impact: Should the group meet face-to-face, additional direct costs will be incurred for participation by three additional members.

Move: Landis
Second: Huth
Vote: PASSED (unanimous).

IV. MEGA ISSUE DISCUSSION

With the assistance of facilitator Mary Ann Rainey, the Council discussed the many issues related to the current employment environment for archivists.

The group agreed that employment issues present a complex, multi-faceted dilemma for the profession. Effective management of this dilemma will require creative and collaborative thinking and involvement by various components of SAA's membership over the long term. The SAA Council noted that it is committed to looking at ways to bring together students and new professionals, mid-career archivists, archival educators, employers, and others who can help find ways to manage a difficult – and, for many, a painful – situation.

As one practical step forward, the Council adopted "Best Practices for Internships as a Component of Graduate Archival Education," which provides basic guidance for graduate students, archival educators, and internship supervisors on the nature of work involved with internships, communication, evaluation, and compensation. (See Agenda Item III.C.)

A second group currently is drafting "Best Practices for Volunteers in Archives," which will follow the same Standards Committee procedure and will be put forward for Council adoption in May 2014.

V. STRATEGIC PLANNING SESSION

A. Current Strategic Plan

With the assistance of facilitator Mary Ann Rainey, the Council discussed the draft key performance indicators associated with the Goals and Strategies that had been adopted in May 2013.

MOTION 9

THAT the Key Performance Indicators (Appendix I) be adopted as part of the SAA Strategic Plan 2014-2018.

Support Statement: The Key Performance Indicators reflect what the SAA Council views to be critical success factors in measuring progress toward the Goals. Activities are developed with the Goals and KPIs in mind.

Fiscal Impact: None.

Move: Landis
Second: Huth
Vote: PASSED (unanimous)

B. Review and Adoption of Strategic Plan Actions and Timelines

Council members reviewed the draft actions associated with the Goals and Strategies that had been adopted in May 2013, continuing the discussion online after the meeting with the goal of developing a 2014-2015 work plan as soon as possible. Concrete activities articulated during the "mega issue" discussion (Agenda Item IV.) were folded into actions for 2014-2015 and beyond.

C. Discuss "Discontinue" List Drafted at January 2013 Strategic Planning Session

With the assistance of facilitator Mary Ann Rainey and within the framework of SAA's 2014-2018 Strategic Plan, the Council reviewed and discussed a list of de-prioritized projects that it had developed during its January 2013 strategic planning session. The Council agreed to discontinue the Annual Meeting President's Reception beginning in 2015; to refer to a soon-to-be-created Public Awareness Committee its suggestion that the *I Found It In The Archives!* campaign be rethought or discontinued; and to place a moratorium on the creation of new sections or roundtables pending the recommendations of the Task Force on Member Affinity Groups. The staff and Finance Committee will incorporate the Council's feedback in the draft budget for FY 2015. The Council also asked Beaumont to solicit ideas from the staff for activities that might be discontinued or reimagined and to bring those ideas back to the Council.

VI. DISCUSSION ITEMS

A. Annual Review of Equal Opportunity/Nondiscrimination Policy

Currently the Equal Opportunity/Nondiscrimination Policy is reviewed by the Council annually and the SAA Statement on Diversity, adopted in August 2010, is slated for Council review every three years. The Council made no changes in the Equal Opportunity/Nondiscrimination Policy at this meeting, and agreed that the policy should be reviewed every three years in conjunction with review of the SAA Statement on Diversity. Next review: January 2016.

B. Draft Advocacy Agenda Issue Briefs

Zanish-Belcher, who is the Council liaison to the Committee on Advocacy and Public Policy (CAPP), noted that a long-standing objective for the Government Affairs Working Group – and now CAPP – has been to develop issue briefs in support of SAA's Advocacy Agenda. Strategy 1.2.2. in the Strategic Plan 2014-2018 calls for SAA to "develop and maintain a wide variety of advocacy resources, including up-to-date issue briefs and talking points on a wide variety of topics that can be adapted easily by archivists, supporters, and the media."

CAPP Chair Frank Boles noted in his written report: "As written, these papers are not necessarily 'brief.' We chose at this initial stage to present the Society's views on topics addressed within the Advocacy Agenda <u>and</u> to provide sufficient background and analysis that members and other audiences may understand the issues and, ideally, speak or write to them based on the information provided. We envision that the information presented in these papers might be re-tooled depending on the intended audience so that, for example, an archivist might leave with his or her Member of Congress a clearly stated (and 'brief') one-page summary of SAA's position on the Presidential Records Act (that we have made available via the SAA

website). The statement of SAA's position would, of course, remain intact, while the background and analysis would be distilled into talking points."

Council members recommended only minor editorial changes in the template for the briefs (such as changing "Summary" to "Position"), with no changes in the actual positions stated in the drafts. The Council encouraged CAPP to collaborate whenever possible and appropriate with both internal (component) groups and external organizations in drafting positions and materials. Further, the Council agreed that once information in a position statement is adopted by the Council, it may be presented in a modified way depending on the intended audience (e.g., policymakers, media) without seeking Council approval of the modified "brief."

1. **Presidential Records Act**

Council members suggested two minor editorial changes in the draft.

2. **Freedom of Information Act**

Council members suggested one minor editorial change in the draft.

3. **Closing of Archives**

Council members suggested several substantive changes in the document.

4. **Orphan Works**

Council members suggested two minor editorial changes in the draft.

5. **Health Information Portability and Accountability Act**

Council members suggested several minor editorial changes and at least one Council member disagreed with the proposed solution #2. Zanish-Belcher will work with CAPP and the Science, Technology, and Health Care Roundtable to resolve this issue.

6. **Funding of Government Archives Programs**

Council members had a variety of suggestions for strengthening the brief, and Roe noted the value of collaborating with the Council of State Archivists and the National Association of Government Archives and Records Administrators on this particular position.

C. **Sense of Council: FY15 Budget Planning**

Duffy noted that as the staff and Finance Committee begin drafting the FY 2015 budget for Council review and approval in May, there are three areas in which they would benefit from obtaining a "sense of the Council."

1. **Funding for Roundtable Audiovisual Support at Annual Meeting**

In recent years the Council has implemented various methods for determining whether and when audiovisual support would be provided to roundtables at the Annual Meeting. The Finance Committee had discussed this matter and agreed that roundtable requests for AV support should be funded whenever possible. Beaumont noted the significant expenditure of staff time required to implement the various methods for evaluating roundtable requests. Council members agreed that the staff and Finance Committee should build into the draft budget an assumption that all roundtables will receive audiovisual support at the 2014 Joint Annual Meeting. This cost will be evaluated by the Council in the context of the entire budget in May. Anticipated expense: $7,000.

2. Funding for Council Members to Attend the August Council Meetings

Since 2005 SAA has provided full financial support for Council members to attend the winter and spring Council meetings. In 2008, as the Annual Meeting schedule became so full that the Council decided it must move its meeting to Monday (thus adding a day of expenses for Council members), the Council instructed staff to budget funding for one day of lodging for each Council member. That funding remains in the budget to date, although not every Council member seeks reimbursement for the "extra" night of lodging.

The Council discussed two issues related to funding for Council members: 1) whether the draft budget for FY 2015 should reflect any changes in current procedures and 2) whether the expense associated with attending Council meetings in conjunction with the Annual Meeting is a barrier to volunteer participation. Baxter agreed to propose an alternative to the current procedures for Council review and online discussion prior to the May 2014 Council meeting.

3. Funding for External Representatives

The Council (and particularly the Executive Committee) periodically has been asked to provide funding for an external representative to attend a meeting of importance to SAA. The most recent example of this was a request from the Intellectual Property Working Group in October 2013 to fund William Maher's attendance at the World Intellectual Property Organization/Standing Committee on Copyright and Related Rights meeting in Geneva, Switzerland, in December 2013. (Maher's attendance at previous meetings had been funded via external grants.) The Council approved funding, but agreed that it should discuss the broader issues of when travel and meeting expenses for external representatives should be funded and whether contingency funds for external representatives should be budgeted in any given year.

The Council asked Duffy and Beaumont to pursue developing a request form and procedure for evaluating requests that would solicit information from component groups in sufficient time to include funding in the draft budget. Funding would be contingent on Council approval at the time of adoption of the budget.

D. Latin American and Caribbean Cultural Heritage Archives Roundtable: 2014 Priorities and Projects

Zanish-Belcher, Council liaison to LACCHA, noted that the roundtable currently is completing a strategic plan for 2014 and is seeking Council feedback on a number of its proposed activities. The Council discussed the roundtable's plans to sponsor international speakers from Honduras at its 2014 meetings, to develop a multi-lingual WordPress blog, and to offer its services for SAA translation projects on a volunteer basis. The Council agreed that Zanish-Belcher to encourage the roundtable to proceed with these activities as volunteer capacity allows.

E. Update on SAA Records Project

Kaplan provided a brief update on the status of a project to draft a records schedule for SAA that would encompass both paper and digital records. She noted that a final report with recommendations will be submitted at the May 2014 Council meeting.

F. 2014 Joint Annual Meeting Schedule and Planning

Baxter solicited Council member input on the 2014 New Member/First Timer Orientation and Forum to be passed on to the Membership Committee for consideration as it plans the forum; Council members shared their perspectives with Mangiafico, Pyatt, and Smith, who are responsible for planning the 2014 Leadership Orientation and Forum; and Beaumont solicited Council members' ideas for improving and enhancing the draft conference schedule for the 2014 Joint Annual Meeting.

G. Council Exemplary Service Award Ideas

The Council discussed potential nominees for the Council Exemplary Service Award and for Council resolutions.

H. Other Discussion Items

No other discussion items were brought forward.

VII.   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 Bill Landis reviewed the Executive Committee's and Council's actions since the August 2013 Council meetings. Executive Committee actions, Council actions, and all appended items are included below for capture in the minutes. The Council reviewed, but did not discuss, this report.

Executive Committee Actions and Discussions

- Issued action alert encouraging members to urge their Representatives to oppose cuts to National Endowment for the Humanities' FY 14 funding by 49% ($71 million) and the Smithsonian Institution FY 14 funding by 19% ($660 million). (July 2013)
- Signed on to a letter to the Senate Finance Committee chair and ranking member urging them to reconsider a proposed policy that would have kept correspondence related to tax reform secret for 50 years.
- Sent a letter in support of the appointment of Julie Sweetkind-Singer to the National Geospatial Advisory Committee (NGAC), a federal advisory committee sponsored by the Department of the Interior. (August 2013)
- Reviewed and provided feedback on a Memorandum of Agreement between SAA and the Academy of Certified Archivists regarding our joint representative to the International Council on Archives Section on Professional Archival Associations (ICA/SPA). Approved (unanimously) the MOA as well as a minor change in the description of the ICA/SPA representative to align reporting procedures with ACA's, as articulated in the MOA. (September 6, 2013)
- Signed on to an Openthegovernment.org letter urging Treasury Secretary Jack Lew and the Treasury Department to adopt transparency and accountability guidelines for the Office of Foreign Assets Control (OFAC) licensing procedures. (September 19, 2013)
- Signed on to an Openthegovernment.org letter urging Senators Feinstein and Chambliss to make the text of their proposal available to the public prior to the Senate Select Committee on Intelligence's mark-up of legislation addressing the NSA's surveillance programs. (September 30, 2013)
- Initiated a discussion about funding (outside the budget cycle) a representative to attend the World Intellectual Property Organization/SCCR meeting in December 2013. Forwarded the matter to the full Council for a final vote (approved). (October 2013).
- Signed on to an Openthegovernment.org letter urging Rep. Thompson to amend HR 3103 to require that all opinions and decisions of the Foreign Intelligence Surveillance Court be made publicly available as quickly as possible with redactions when appropriate for classified material. (October 7, 2013)
- Signed on to an Openthegovernment.org letter urging conferees on the Farm Bill to omit language that would unnecessarily cut off public access to a broad swath of information about agricultural and livestock operations. (November 6, 2013)
- Received and discussed a proposed Memorandum of Agreement from Christopher Felker of "Doing archives." (December 2013)
- Responding to an IPWG recommendation, signed on to a letter circulated by James Love that objects to the insertion of a requirement for a copyright term of "life of the author plus seventy years" for the Trans-Pacific Partnership (TPP) trade treaty. (December 5, 2013)

Council Interim Actions and Discussions

- Monitored discussions in social media, in the Supreme Court, and in related professional networks about internships and best practices; discussed the issue at length; and, with the involvement of the membership and Standards Committee, four members of the Council

authored "Best Practices for Internships as a Component of Graduate Archival Education" for the Council's review at its January meeting. (August – December 2013) (See 0114-III-D-StdsComm-BestPractices-Internships.)

- Received and discussed periodic updates on the implementation status of recommendations embedded in "Principles and Priorities for Continuously Improving the SAA Annual Meeting," including free access to older session recordings, results from the Annual Meeting feedback survey (available at http://www2.archivists.org/news/2013/evaluation-survey-results), the status of a search for possible dormitory housing for 2014, and the status of site negotiations for future conferences. (August – December 2013)
- Unanimously adopted a revised description of TS-DACS to include the option of ongoing review of the standard and to allow the group to respond to change proposals in a more timely fashion. (August 29, 2013) (Appendix A)
- Disbanded the Government Affairs Working Group with thanks and created the Committee on Advocacy and Public Policy in its place to provide for a broader scope of interest and activity and broader participation by members in SAA's advocacy structure. (Passed unanimously on September 18, 2013.) (Appendix B)
- Unanimously approved the bylaws of the following SAA Roundtables (September 28, 2013). (Appendix C) *Roundtables have been encouraged to post bylaws on the group's microsite. A link to each set of bylaws is included below, and the full text is also appended to this report to enter the bylaws into the official record of the organization.*
    o Architectural Records Roundtable (Attachment A)
    o Archival Educators Roundtable (Attachment B)
    o Archival History Roundtable (Attachment C)
    o Archives Management Roundtable (Attachment D)
    o EAD Roundtable (Attachment E)
    o Human Rights Archives Roundtable (Attachment F)
    o International Archival Affairs Roundtable (Attachment G)
    o Issues and Advocacy Roundtable (Attachment H)
    o Labor Archives Roundtable (Attachment I)
    o Local Government Records Roundtable (Attachment J)
    o Metadata and Digital Object Roundtable (Attachment K)
    o Military Archives Roundtable (Attachment L)
    o Native American Archives Roundtable (Attachment M)
    o Performing Arts Roundtable (Attachment N)
    o Privacy and Confidentiality Roundtable (Attachment O)
    o Recorded Sound Roundtable (Attachment P)
    o Records Management Roundtable (Attachment Q)
    o Research Libraries Roundtable (Attachment R)
    o Science, Technology, and Health Care Roundtable (Attachment S)
    o Security Roundtable (Attachment T)
    o Students and New Archives Professionals Roundtable (Attachment U)
    o Visual Materials Cataloging and Access Roundtable (Attachment V)
    o Web Archiving Roundtable (Attachment W)
    o Women's Collections Roundtable (Attachment X)
- Received and discussed updates to the status of the Regional Archival Associations Consortium and the group's work and relationship with SAA. (October 2013)

- Brought to closure a May 2013 discussion of SAA's representative to the Association of Canadian Archivists by agreeing, following communication with the ACA executive director, that communication between the presidents and executive directors of the two organizations would be more appropriate than an appointed position, effectively discontinuing the position of external representative to ACA. (October 2013)
- Monitored and discussed the closing of Target Corporation's archives and the reaction of SAA's Issues and Advocacy Roundtable to the event. (October – November 2013)
- Received and discussed periodic updates on the implementation status of recommendations from the Communications Task Force, including improvements to access to archived issues of *In the Loop*, improvements to auto-responders on SAA-managed listservs, and provision of better navigation on SAA group microsites. (October – December 2013)
- Adopted the minutes of the August 12-13, 2013, and the August 17, 2013, Council meetings. (Passed unanimously on October 7, 2013.)
- After extensive online discussion, approved a one-time Intellectual Property Working Group funding request of $4,000 for William Maher to represent SAA at the World Intellectual Property Organization meeting in Geneva, Switzerland, in December 2013. (September – October; passed October 8, 2013. Yes: Baxter, Kaplan, Landis, Mangiafico, Roe, Smith, Zanish-Belcher. No: Duffy, Huth. Abstain: Light, Pyatt.)
- On the recommendation of the Standards Committee, approved combining the positions of external representative to the Committee on Cataloging: Description and Access (CC:DA) and external representative to the MARC Advisory Committee (MAC) into a single representative appointment, adopted a description for SAA's single representative to CC:DA and MAC, and extended the current CC:DA representative's appointment in the new position through August 2014. (Passed unanimously on October 17, 2013.) (Appendix D)
- Unanimously approved revising an inconsistency in SAA's Governance Manual related to Section governance and, in a related motion, unanimously approved the revised bylaws of the Reference, Access, and Outreach Section. (November 18, 2013) (Appendix E)
- Monitored and discussed social media conversations about volunteers in archives. Discussed the desire to consider at the January 2014 meeting, in the context of its "Mega Issue" conversation about employment issues (Agenda Item 0114-IV), development of a "Best Practices for Volunteers" document. (December 2013)
- Noted comments via social media about 1) the 2014 Program Committee's notification schedule and 2) ideas about repurposing declined session proposals. (December 2013)
- Elected the following individuals to serve as Class B members of the SAA Foundation Board of Directors for the terms indicated. (Passed unanimously on December 11, 2013.)

Charles Martin	(2014-2017)
Ann Russell	(2014-2017)
Larry Gates	(2014-2017)
Brenda Gunn	(2014-2016)
Waverly Lowell	(2014-2016)

Adopted unanimously a revised description of the Technical Subcommittee on Archival Facilities Guidelines to allow for an increase in the size of the group to accommodate content expertise, to correct the name of the Canadian agency with which the group interacts, and to note the potential use of the guidelines by an international audience. (December 16, 2013) (Appendix F)

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.

E.6. Staff: Technology

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

E.7. Staff: Update on Progress Toward Council-Adopted Recommendations of the Communications Task Force

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 Ethics and Professional Conduct (Annual Report)

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

I. Diversity Committee (Annual Report)

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

J. Standards Committee (Annual Report)

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

K. Membership Committee (Annual Report)

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

L. Committee on Archives, Libraries, and Museums (CALM) (Annual Report)

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

M. 2014 Program Committee (Interim Report)

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

N. Intellectual Property Working Group (Annual Report)

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

O. Cultural Heritage Working Group (Annual Report)

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

P. Glossary Working Group (Annual Report)

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

Q. Task Force on Member Affinity Groups (Interim Report)

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

R. Section / Roundtable Annual Reports (Compiled)

The Council spent considerable time reviewing this 175-page compiled report, paying particular attention to those matters highlighted for Council consideration. Council liaisons will be responding to their assigned groups.

S. External Representatives' Annual Reports (Compiled)

The Council reviewed and briefly discussed these reports.

T. Other Reports from Council Members / What Are You Hearing from Members?

No other matters were brought forward by Council members.

VIII. COUNCIL BUSINESS

A. Review of January 2014 Action Items

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

B. Review of January 2014 Talking Points

Council members reviewed the decisions made at the meeting.

C. Adjournment

Huth moved and Zanish-Belcher seconded adjournment. The Council meeting was adjourned by general consent at 11:17 a.m.