

**Society of American Archivists
Council Meeting
May 22 – 24, 2014
Chicago, Illinois**

**Executive Director's Report
(Prepared by Nancy Beaumont)**

Reports on Membership, Education, Publications, the Annual Meeting, Technology, and Progress Toward Council-Adopted Recommendations of the 2013 Communications Task Force appear elsewhere in the staff reports for this meeting. This report summarizes other Headquarters activities since January 2014.

STRATEGIC PLAN 2014 – 2018

Since the Council's facilitated strategic planning session in January 2014, I have spent significant time developing and/or compiling various documents for Council members' review, including a compilation of your good work on FY 15 activities and creation of a dashboard that is intended to streamline the update process. My *Archival Outlook* columns from March/April through September/October are focusing on what SAA is doing in practical terms to address each of the Council-adopted goals.

GOVERNANCE

The staff invested significant time (by all program directors, and particularly Tom and Peter) in working with each other and with the Treasurer and Finance Committee to prepare the Proposed FY 2015 Budget (0514-V-A), along with associated narratives. Peter, Teresa, and I participated in an April 23 conference call with the Finance Committee to discuss the proposed budget and Mark, Peter, and I provided Council members with an orientation to SAA's financial statements and budget process via conference call.

René and Tom prepared materials to assist the Appointments Committee and Vice President/ President-Elect in their work; René assisted the SAA Records Retention Schedule group (0514-V-G-SAARecords); and we prepared materials for the May 2014 Council meeting.

Teresa and Carlos oversaw the work of VoteNet Solutions for conduct of the 2014 SAA elections. The online ballot was live from March 15 through April 15 and the election was certified remotely by three SAA members (Aubrey Carrier, Dawne Lucas, and Trevor Alvord) on April 22.

Kathleen Roe and I attended the April 28-29 CEO Symposium presented by the American Society of Association Executives, which has proven over the years to be a wonderful opportunity for the chief elected officer and the chief staff executive to learn together and discuss strategies, priorities, and work styles for the coming year.

HEADQUARTERS OPERATIONS

We are delighted to welcome Peter Carlson as Director of Finance and Administration. Peter was able to overlap with Tom Jurczak for a week of training, which was critically important in the midst of FY 2015 budget development. Peter brings to his position a degree in human development and social policy and significant experience in accounting and budgeting, financial and administrative management, and technical services.

Peter has begun preparations for the annual ritual of closing out the current fiscal year, setting up the coming fiscal year, and preparing the 75 reports – some large, some small – that are required for the audit. The auditors will be in house for 3-4 days in July.

In 2013 we chose to conduct staff performance appraisals at the end of the calendar year rather than at the end of the fiscal year (our long-standing tradition) because we were concerned that the full range of May/June activities associated with Council meeting and budget preparation and follow-up and Annual Meeting and audit prep was compromising the amount of time and the level of thought given to performance appraisals. Every staff member completes a written self-appraisal; every supervisor completes a written appraisal; and staff members meet with their supervisors to discuss their performance. All salary increases are merit-based.

As always, I'm happy to respond to any questions or comments.