

**Society of American Archivists  
Council Meeting  
May 28 – 30, 2015  
Chicago, Illinois**

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

Reports on Membership, Education, Publications, the Annual Meeting, Technology, and the status of the Council-adopted recommendations of the Communications Task Force appear elsewhere in the staff reports for this Council meeting (0515-VII-E). This report summarizes other Headquarters activities since November 2014.

**STRATEGIC PRIORITIES**

My focus since November 2014 has been on Goal 1: Advocating for Archives and Archivists – although we're continuing to work on the Council's other strategic priorities and are always mindful of Goal 4: Meeting Member Needs! To address Goal 1:

- I worked with Kathleen Roe, the Executive Committee, and CAPP to develop statements on the [Indiana Religious Freedom Restoration Act](#) (and its amendment), the [Use of Non-government Email Accounts for the Conduct of Public Business](#), and the [University of Oregon records release issue](#), and with Kathleen on her series of "[Year of Living Dangerously for Archives](#)" challenges (including challenges associated with supporting funding for NHPRC and urging members of Congress to join the newly formed Congressional History Caucus).
- I supported the Committee on Advocacy and Public Policy (CAPP) in completing a revision of the SAA Public Policy Agenda (see 0515-III-C) and issue briefs on strengthening the authority of the National Archives and Records Administration and on state freedom of information laws (see 0515-III-D).
- In late April and early May I met with principals in the public relations firm of Public Communications, Inc., a woman-owned PR firm in Chicago with which we had worked on the *Found It In The Archives!* campaign and on facilitation of the Committee on Public Awareness (COPA) meeting in July 2014. We will work with PCI in late FY15 and early FY16 to implement (from the Council-approved COPA work plan) a series of feature releases as well as special events at the 2015 Annual Meeting, the latter directed to enhancing our members' awareness of the role they play in influencing public opinion about archives and archivists.

**GOVERNANCE**

- I drafted the minutes of the 1114 Council meeting and the 0115 Council conference call while René provided support to the 2015 Program Committee. While she is on maternity leave, various staff

members are sharing responsibility for covering her governance assignments.

- The staff (and particularly Peter) invested significant time in working with each other and the Treasurer and Finance Committee to prepare the Proposed FY 2016 budget (0515-III-B).
- René and Matt prepared materials to assist the Appointments Committee and Vice President/President-Elect Dennis Meissner in their work.
- Teresa and Carlos oversaw the work of VoteNet Solutions for conduct of the 2015 SAA elections. The online ballot was live from March 13 to April 13 and the election was certified remotely by three SAA members (Stephanie Kays, Ruth Kitchin Tillman, and Chad Conrady). We were delighted to see an increase in participation from 20% in 2014 to 24.2% this year.

#### **HEADQUARTERS OPERATIONS / HUMAN RESOURCES**

- René Craig is on maternity leave from March 30 until approximately June 29. She was able to train a “temp” (Cecilia Macias) before her departure and Cecilia was invaluable in assisting us with Annual Meeting speaker communication, preparation of Sched.org materials, and drafting of all appointment letters. Cecilia left us on May 5 to begin her dream job; we don’t plan to replace her.
- We have been in the throes of conducting staff performance appraisals after revamping our process to stimulate more robust and focused conversations – particularly with regard to supporting SAA’s Strategic Plan. Every staff member completes a written self-appraisal and meets with her or his supervisor to discuss performance, set goals for the coming year, and review job descriptions. As in the past, all salary increases in FY16 will be merit-based.

#### **SAA FOUNDATION**

- The Foundation Board held its annual meeting in Chicago on March 13 and 14, during which it adopted a grant funding policy and grant application guidelines. See the Foundation Board report at 0515-VII-M.
- Contributions to the Foundation in Calendar Year 2014 totaled \$58,941, of which \$29,000 might be attributed to the Annual Appeal.
- I assisted the Foundation Board in developing a [slightly] new logo, a display banner, and collateral materials to use for marketing at upcoming conferences.

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