

**Society of American Archivists  
Council Meeting Agenda  
May 11–13, 2016  
SAA Headquarters, 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 Consent Items, 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, 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 Dennis Meissner called the meeting to order at 4:11 p.m. on Wednesday, May 11, 2016. Present were Vice President Nancy McGovern; Executive Committee Member Lisa Mangiafico; Council members Amy Cooper Cary, Pam Hackbart-Dean, Bergis Jules, Kris Kiesling, Michelle Light, Helen Wong Smith, and Rachel Vagts; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Solveig De Sutter, Web and Information Systems Administrator Matt Black, and Governance Coordinator Felicia Owens.

Also attending were newly elected Council members Tanya Zanish-Belcher (Vice President/President-Elect 2016-2017), Courtney Chartier, Erin Lawrimore, and Bertram Lyons, all of whom will be officially seated on August 6.

Treasurer Cheryl Stadel-Bevans attended the meeting via speaker phone, and Council member Tim Pyatt attended the meeting in person, on Thursday, May 12.

## **I. COUNCIL BUSINESS**

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

Meissner introduced the agenda with proposed additions. The Council agreed to add the following items to the Action Agenda: IV.D. Scheduling of Fall and Spring Council meetings and IV.E. Election of Executive Committee and Nominating Committee Members.

The Council further agreed to re-order several agenda items to accommodate schedules and enhance the efficiency of the meeting. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.) Kiesling moved adoption of the agenda as revised, Wong Smith seconded, and the agenda was adopted unanimously (**MOTION 1**).

**Move:** Kiesling

**Second:** Wong Smith

**Vote:** PASSED

(Yes: Cooper Cary, Hackbart-Dean, Jules, Kiesling, Light, Mangiafico, McGovern, Smith, Vagts. Absent: Pyatt, Stadel-Bevans)

## **B. Status of Council Action List**

Council members briefly reviewed and provided updates on the status of actions listed in this internal working document.

## **II. CONSENT AGENDA**

The following items were adopted by consent (**MOTION 2**).

**Move Consent Items:** Mangiafico

**Second Consent Items:** Hackbart-Dean

**Vote:** PASSED

(Yes: Cooper Cary, Hackbart-Dean, Jules, Kiesling, Light, Mangiafico, McGovern, Smith, Vagts. Absent: Pyatt, Stadel-Bevans)

## **A. Ratify Council Interim Actions**

**THAT the following interim actions taken by the Council between February 16, 2016, and April 20, 2016, be ratified:**

- Reviewed the Metadata and Digital Object Roundtable's 2014-2015 annual Report (Appendix).
- Unanimously adopted the [January 20, 2016, SAA Council conference call meeting minutes](#). (February 16, 2016)
- Approved a proposal, prepared by Becky Haglund Tousey (SAA's representative to ICA SPA) and Nancy Beaumont, to host a joint SAA Annual Meeting/ICA Congress in the U.S. in 2020. (March 2, 2016)
- Welcomed a new student chapter at the [University of Hawai'i at Mānoa](#). (March 8, 2016)
- Approved a [Joint Statement on Access to State and Local Records](#), developed in partnership with the Council of State Archivists and the National Association of Government Archives and Records Administrators through the organizations' Joint Working Group on Issues and Awareness. (March 22, 2016)
- Adopted two Council Exemplary Service Awards and two Council Resolutions, to be presented at the 2016 Joint Annual Meeting in Atlanta. The awards will be kept confidential until an appropriate time. (April 20, 2016)
- Endorsed the [History Relevance Campaign](#)'s Statement on the [Value of History](#). (May 3, 2016).

## **B. Ratify Executive Committee Interim Actions**

**THAT the following interim actions taken by the Executive Committee between February 16, 2016, and March 21, 2016, be ratified:**

- Approved an honorarium schedule for the Publication Editor’s contract renewal (February 2016 – February 2019).
- Submitted a [comment](#) to the Register of Copyrights, drafted by the Intellectual Property Working Group, on Section 1201 (February 18, 2016).
- Signed a thank you letter, drafted by Open the Government, to thank each co-sponsor of the [Equal Access to Congressional Research Service Reports Act of 2016 \(S.2639 and H.R. 4702\)](#). (March 7, 2016)
- Signed on, at the suggestion of the Intellectual Property Working Group, to an [amicus brief](#) filed by the Internet Archive on the case of Fox News Network, LLC v. TVEyes Inc. (March 21, 2016)

### C. Revise Description of Committee on Advocacy and Public Policy

**THAT the name of the Committee on Advocacy and Public Policy be changed to the Committee on Public Policy.**

**Support Statement:** The name change acknowledges the broader span of the term “advocacy” as SAA has come to use it to encompass public policy, public awareness, advocacy within archival institutions and with resource allocators, and advocating for the diversity of the archival record.

**Fiscal Impact:** None.

### D. Revise Governance Manual Appendixes

**THAT the attached revisions to Appendix A of the Governance Manual be adopted.**

**Support Statement:** The working group spent considerable time reviewing and discussing the proposed changes. These changes will improve Appendix A so that it is more useful as a governing document.

**Fiscal Impact:** None.

### E. Petition to Form a New Student Chapter at Rutgers

**THAT the petition to form an SAA student chapter at Rutgers, The State University of New Jersey, be approved.**

**Support Statement:** Rutgers has met all requirements for establishment of an SAA student chapter.

**Impact on Strategic Priorities:** Approving a student chapter at Rutgers would support “Goal 2: Enhancing Professional Growth” and “Goal 4: Meeting Members’ Needs.”

**Fiscal Impact:** None.

### III. STRATEGIC PLANNING

#### A. Current Strategic Plan (Reference)

The current [Strategic Plan 2014-2018](#), as adopted in January 2014, was provided for reference.

#### B. Review of Strategic Plan Actions and Timelines

Council members reviewed a staff update of the Strategic Plan actions and timelines and agreed to devote significant time at the November 2016 Council meeting in a “deep dive” into the Strategic Plan.

### IV. ACTION ITEMS

#### A. Proposed Fiscal Year 2017 Budget

SAA Treasurer Cheryl Stadel-Bevans 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 1) activities outlined in the current Strategic Plan and 2) operational needs and trends, with an overall goal of ensuring the sustainability and growth of key programs and achieving a net gain sufficient to allow the organization to continue planning for transition to a more robust association management software system in the next two to three years. The Council and staff discussed specific proposed activities and considered both operational and budgetary effects. No changes were made in the draft submitted to the Council.

#### **MOTION 3**

**THAT the Fiscal Year 2017 Proposed Budget, as submitted by the Finance Committee and staff, be adopted, with revenues of \$2,804,810, expenses of \$2,781,610, and a projected net gain of \$23,200.**

**Move:** Pyatt

**Second:** Mangiafico

**Vote:** PASSED (Unanimous)

#### B. Other Action Items from Council Members

No other action items were proposed by Council members. Additions to the agenda made by Meissner can be found in items IV.D. and IV.E.

#### C. Executive Session (as needed)

The Council met with Beaumont in executive session to discuss a Council Exemplary Service Award nomination and Beaumont’s annual performance review.

## **D. Schedule Council Winter 2016 and Spring 2017 Meetings**

Taking the opportunity to coordinate with the newly elected Council members present, the Council opened their calendars to discuss meeting dates for fall/winter 2016 and spring/summer 2017. Date blocks were decided and SAA staff will follow up with the hotel to finalize.

## **E. Elect 2016-2017 Executive Committee and Nominating Committee Members**

By anonymous ballot, the nine Council members who are not officers elected Rachel Vagts to serve as the 2016-2017 Executive Committee member and Pam Hackbart-Dean and Michelle Light to serve on the 2016-2017 Nominating Committee.

## **V. DISCUSSION ITEMS**

### **A. Review of SAA Policies/Statements**

Three key SAA policy documents are reviewed by the Council at least every three years, and each was due for review at this Council meeting.

1. [Equal Opportunity/Nondiscrimination Policy](#): Council members reviewed this document and chose to make no changes.
2. [Statement on Diversity](#): The Council discussed revising the statement to include language about “inclusion” to better emphasize how much SAA values this aspect of diversity progress. The Council Working Group on Diversity and Inclusion agreed to review the statement and recommend revisions for consideration at the August 2016 Council meeting.
3. [SAA Code of Conduct](#): Although no changes were made to this document, the Council suggested that the Code be included in materials for SAA continuing education courses. De Sutter agreed to implement this task going forward.

### **B. Member Affinity Groups**

For background, see the [discussion paper](#) accompanying this agenda item. Following several rounds of member comment and discussion, the Council Working Group on Member Affinity Groups asked the staff to consider member comments as well as their own perspectives on affinity groups and to prepare a set of proposals for Council discussion at this meeting. Staff members Beaumont, Black, Carlson, Owens, and Salgado proposed several modifications in the current component group structure. Council members generally agreed with the proposals and asked the Working Group to prepare a briefing paper for member comment as soon as possible. The Council will consider member comments as it takes up a discussion and decision at its August 1, 2016, meeting in Atlanta.

## C. Proposed Amendments to SAA Constitution and Bylaws

In September 2015, the SAA President and Council received notice of the resignation of a sitting Council member. Although the SAA [constitution](#) (Section V.A.2.a.) allows the Council to fill the vacancy, “the persons designated shall hold the position until the next annual election, at which time the position will be filled by election for the remainder of the term, if any.” After considerable discussion, the 2015-2016 Council decided not to fill the position until the next annual election, and requested that the Nominating Committee approach former members of the Council to seek the elected position for the remaining 16 months of the unexpired term. In this way, an individual would have a baseline understanding of how the Council goes about the business of governing SAA.

In 2009, another vacancy created a less-than-ideal situation when the Council filled the vacancy until the next annual election, but the appointed Council member was not elected, resulting in the loss of a Council member with one year of experience and a newly elected Council member stepping in mid-way through an already abbreviated term. In this instance, there were essentially three Council members filling a three-year term.

In the two cases cited above, there was a loss of continuity and the Council itself was at a disadvantage in carrying out its work. To change the process in any way requires a member referendum, as the constitution may be amended only by a vote of the members. This is an expensive prospect, as each online referendum/annual election currently costs \$3,895, in addition to staff resources to set up the ballot administration.

In light of the expense associated with conducting an all-member referendum, the Council asked Mangiafico, Stadel-Bevans, and former Council member Bill Landis (who had served on the Council’s Governance Manual revision group in 2013) to review the SAA constitution and bylaws to determine if there are other revisions that would streamline SAA’s governance and that could be bundled into one referendum. The group identified a second issue: The bylaws stipulate that any amendments to the constitution or bylaws proposed for a referendum must take place between 60 and 90 days following the annual meeting. Given both the potential expense of referendums and that some issues may be more or less urgent or time sensitive, the group proposed that less essential amendments could be voted on in conjunction with the annual election ballot.

Finally, the current language in Article IX of the SAA constitution is vague in specifying the procedural differences between Council-approved and member-approved bylaws amendments. A clearer arrangement of the elements covered in this article would clarify the differences between these two permissible forms of bylaws amendments.

### **MOTION 4**

**THAT the several amendments to the SAA constitution and bylaws specified in [Appendix A](#) be proposed to the membership at the 2016 Annual Membership Meeting and in a referendum to follow that meeting.**

**Support Statement:** If adopted, the amendments would give the Council, the Society's duly elected leadership body, the flexibility to ensure that 1) the Council is fully populated and 2) constitution and bylaws amendments are brought forward on a timeline that is consistent with the level of urgency of the matter at hand.

**Fiscal Impact:** At current rates, each member election and referendum costs \$3,895. If passed, the amendments would allow the Council to bring forward referendums on a schedule that could bundle a referendum with an election, thus eliminating the expense of a separate referendum.

**Move:** Pyatt

**Second:** Kiesling

**Vote:** PASSED (Unanimous)

#### **D. Approval Process for Education Guidelines**

The Committee on Education proposed that it continue to shepherd the development and review of two education-related guidelines, Guidelines for a Graduate Program in Archival Studies (GPAS) and Archival Continuing Education (ACE) Guidelines, without the need to submit the guidelines to the Standards Committee for review. Although the Committee on Education has sought member comment on the documents at each revision, the Council believes that submission to the Standards Committee will ensure that the documents are broadly disseminated and are captured appropriately in the SAA Standards Portal. At the same time, the Council noted that best practices and guidelines that are developed by internal groups of experts (such as the Committee on Education) should be vetted by the Standards Committee using a different – fast track – procedure that acknowledges both the groups' expertise and the now common procedure of obtaining broad-based member comment.

#### **MOTION 5**

**THAT the Standards Committee be directed to create/modify a procedure to fast-track best practices and guidelines developed by expert groups that are internal to SAA, to be presented to the Council no later than at the August 1, 2016, meeting.**

**Move:** Mangiafico

**Second:** Cooper Cary

**Vote:** PASSED

(Yes: Cooper Cary, Hackbart-Dean, Jules, Kiesling, Light, Mangiafico, McGovern, Smith, Vagts. Absent: Pyatt, Stadel-Bevans)

#### **E. Hosting of Joint Annual Meeting with ICA in 2020**

Beaumont reported that she has not yet received word from the International Council on Archives regarding SAA's bid to host a joint meeting with ICA in 2020. SAA had submitted a proposal to the ICA executive board for consideration at its late-April meeting.

## **F. Program Theme and Structure for 2017 Annual Meeting**

The Council reviewed a proposal from 2017 Program Committee Chair Terry Baxter that the conference be restructured to offer 50 to 55 sessions on Thursday and Friday of the conference and that a symposium addressing the ideas of diversifying, decolonizing, and liberating the archives be offered to all attendees on Saturday. Council members expressed their enthusiasm for moving ahead with this interesting and innovative approach to the Annual Meeting.

## **G. Council Working Group on Diversity and Inclusion**

McGovern summarized the work of this internal working group, noting that 1) there will be several opportunities to discuss and focus on issues of diversity and inclusion at the 2016 Joint Annual Meeting (e.g., Leadership Orientation and Forum, Plenary 1, and the Diversity Committee Forum); 2) both the general theme of the 2017 Annual Meeting and various events and sessions will emphasize diversity and inclusion; and 3) the working group and staff are compiling a list of resources and already completed work for inclusion on a new page on the SAA website.

## **H. Future Mega Issue Discussion Topics**

For most of its face-to-face meetings since 2010 the Council has set aside time for an in-depth discussion of a “mega issue” of importance to the profession or the association. McGovern queried Council members about preferred topics for the November 2016 and May 2017 meetings. Discussed were diversity and inclusion, membership engagement, data metrics on the profession, and the SAA Foundation.

## **I. Other Discussion Items from Council Members**

No additional discussion items were added to the agenda.

## **VII. REPORTS**

*Reports are discussed by the Council only as needed and generally are not summarized in the minutes. 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>.*

**The following reports were reviewed in advance by Council members but were not discussed at the meeting:**

**A. Executive Committee**

**B. President**

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

**D. Treasurer**

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

- E.2. Staff: Membership**
- E.3. Staff: Education**
- E.4. Staff: Publications**
- E.5. Staff: Annual Meeting**
- F. *American Archivist* Editor**
- G. Publications Editor**
- H. Committee on Advocacy and Public Policy**
- I. Oral History Transcription/Access Project**

## **J. Representative to International Council on Archives Section on Professional Associations**

Becky Haglund Tousey, who serves as SAA’s representative to the International Council on Archives Section on Professional Associations, provided an in-depth report about her attendance at the most recent SPA meeting in Troyes, France, March 30-April 1, 2016. In addition, she asked the Council to consider whether SAA should continue to appoint a representative to ICA SPA. The Council will consult with the Academy of Certified Archivists, with which SAA shares the cost of representation, and confer directly with Haglund Tousey before making a final decision.

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

Hackbart-Dean brought forward a question from the Committee on Ethics and Professional Conduct regarding review of the Code of Ethics. In light of the fact that the Code was last revised in 2011, the Council agreed that the Committee should review it and submit any recommended changes to the Council.

## **I. COUNCIL BUSINESS (continued)**

### **A. Review of May 2016 Action List**

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

### **B. Review of May 2016 Talking Points**

Council members reviewed the decisions made at the meeting.

### **C. Meeting Debriefing**

### **D. Adjournment**

Kiesling moved adjournment, Mangiafico seconded, and the Council meeting was adjourned by unanimous consent at 1:50 p.m. on Thursday, May 12, 2016.