

**Society of American Archivists Foundation
Board of Directors Meeting
May 9-10, 2016
Chicago, Illinois**

Written background report for discussion and possible action.
* Written report, with discussion and clarification only as needed.

*** PLEASE READ ALL MATERIALS IN ADVANCE OF THE MEETING***

MONDAY, MAY 9 4:00 PM – 8:00 PM 17 North State Street, Room 1670 (Working Dinner)			
I.	BOARD BUSINESS		
	A. Adoption of the Agenda (0516-SAAF-I-A-Agenda) #		Eaton
	B. Reference: 1. August 2015 Board Minutes (Approved September 14, 2015) (0516-SAAF-I-B-1-Minutes0815) * 2. Bylaws (0516-SAAF-I-B-2-Bylaws) *		Eaton
II.	ACTION		
	A. FY17 Proposed Budget (0516-SAAF-II-A-FY17BudgetNarrative) # (0516-SAAF-II-A-FY17BudgetPlanner) #		Duffy/ Carlson
	B. 2016 Grant Proposal Recommendations (0516-SAAF-II-B-GrantProposals) #		Eaton
	C. Nomination of Class B Members		Eaton
	D. Election of Board Officers		Meissner
	E. Other Action Items from Board Members		Eaton

TUESDAY, MAY 10
8:00 AM – 2:00 PM
17 North State Street, Room 1670
(Working Breakfast and Lunch)

III.	DISCUSSION		
	A. Fund Management (0516-SAAF-III-A-FundMgt) # (Distributed Onsite)		Duffy/ Carlson
	B. Development Plan Update 1. Results of 2015 Annual Appeal (0516-SAAF-III-B-1-FY16Donations) 2. Development Calendar for 2016-2017 (Reference: 0516-III-B-2-DevelopPlan2015-2016) 3. 2016 Updates (0516-SAAF-III-B-3-DevPlan2016Updates)		Summers
	C. Development of Procedures for Working with Donors		Eaton
	D. Grant Proposal and Review Process (Reference: 0516-SAAF-III-D-GrantProposalProcess)		Eaton
	E. Foundation Website Development		Lowell/ Beaumont
	F. 2016 SAA Annual Meeting Activities		Eaton/ Beaumont
	G. Future Meeting Schedule		Eaton
	H. Other Discussion Items from Board Members		Eaton
IV.	REPORTS		
	A. President (0516-SAAF-IV-A-Prez) *		Eaton
	B. Treasurer: FY16 Year-to-Date Financials (0516-SAAF-IV-B-FinRevFY16) *		Duffy/ Carlson
	C. Executive Director (0516-SAAF-IV-C-ExecDir) *		Beaumont
I.	BOARD BUSINESS (Continued)		
	C. Date of Next Board Meeting		Eaton
	D. Adjournment		Eaton