

**Society of American Archivists Foundation
Board of Directors Meeting
August 19, 2015
Cleveland, Ohio**

Agendas and background materials for SAA Foundation Board meetings are publicly available via the SAA website at: <http://www2.archivists.org/groups/saa-foundation-board-of-directors>.

Foundation Board President Fynnette Eaton called the meeting to order at 7:05 pm on Wednesday, August 19. Present for the entire meeting were Class A members Danna Bell (SAA Immediate Past President), Mark Duffy (SAA and SAAF Treasurer), Dennis Meissner (SAA Vice President), and Tanya Zanish-Belcher (SAA Executive Committee Member); Class B members Carla Summers (Foundation Vice President), Larry Gates, Brenda Gunn, Waverly Lowell, Ann Russell, and Becky Haglund Tousey; and Executive Director Nancy Beaumont and Finance/Administration Director Peter Carlson. Absent: Class A member Kathleen Roe (SAA President) and Class B members Charles Martin and Ben Primer.

Also attending: Incoming SAA Treasurer Cheryl Stadel-Bevans and incoming SAA Executive Committee member Lisa Mangiafico.

I. BOARD BUSINESS

A. Adoption of the Agenda

Eaton introduced the agenda. Zanish-Belcher moved for adoption as presented, Bell seconded, and the Board adopted the agenda unanimously. **(MOTION 1)**

B.1. August 2014 Minutes

Eaton noted that the March 2015 meeting minutes were adopted by online vote of the Foundation Board on March 31, 2015, and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In The Loop*, the website, and social media.

B.2. Bylaws

Eaton noted that the Bylaws were included in the meeting materials for reference purposes.

II. ACTION ITEMS

A. FY 2016 Proposed Budget

Carlson presented the proposed FY 2016 budget, explaining that he had reviewed the investment portfolio with the investment advisor and determined that an estimate consistent with FY 2015 actuals was a prudent approach to budgeting for FY 2016. In addition, he noted that revenue

from contributions was budgeted to conform roughly with FY 2015 actuals, and he asked for and received concurrence from the Board that this was a reasonable assumption. Finally he noted that in-kind contributions from SAA will increase by 49%, reflecting the considerable effort that is necessary to simplify and determine the disposition of the Foundation's assets and bank accounts, improve reporting, and assist in Board development efforts. All agreed that these assumptions are reasonable and reflect the goals and aspirations of the Foundation for FY 2016.

MOTION 2

THAT the FY 2016 budget as presented, with projected revenues of \$121,917, projected expenses of \$112,397, and a projected net gain of \$9,520, be adopted.

Move: Meissner

Second: Bell

Vote: PASSED (Yes: Bell, Duffy, Gates, Gunn, Lowell, Meissner, Russell, Summers, Tousey, Zanish-Belcher. Absent: Martin, Primer, Roe)

Support Statement: The FY 2016 budget represents a realistic work plan for the SAA Foundation that places appropriate emphasis on developing capacity while addressing the Foundation's development needs.

B. Development Plan 2015-2016

Development Committee Chair Carla Summers presented the Development Plan 2015-2016, which had been drafted by the committee. The plan outlines five strategies for "growing" the Foundation's income and stewardship:

- Strategy 1: Establish reliable expectations for the annual appeal.
- Strategy 2: Extend the successful work of the National Disaster Recovery Fund for Archives.
- Strategy 3: Promote the diversity of the profession.
- Strategy 4: Enhance the culture of giving for SAA members, leaders, and staff.
- Strategy 5: Join colleagues in creating a legacy through planned giving.

Board members agreed that the broad-based plan is ambitious and will serve as an excellent tool in guiding the committee's and Board's efforts going forward.

MOTION 3

THAT the Development Plan 2015-2016, as proposed by the Development Committee, be accepted.

Move: Zanish-Belcher

Second: Tousey

Vote: PASSED (Yes: Bell, Duffy, Gates, Gunn, Lowell, Meissner, Russell, Summers, Tousey, Zanish-Belcher. Absent: Martin, Primer, Roe.)

Support Statement: The Development Plan outlines an ambitious but achievable work plan that takes into account the organization’s critical needs to promote broader awareness, raise funds to support high-priority areas, and develop the capacity of volunteers and staff. The Board understands that the plan will evolve as tasks are undertaken.

Fiscal Impact: The plan as outlined provides for modest growth in Foundation revenues and significant investment of volunteer and staff time. Strategy 4 (“Enhance the culture of giving for SAA members, leaders, and staff”) projects direct expenses of approximately \$25,000 associated with providing workshops to archivists, training for Foundation volunteers and staff, and consulting assistance. These expenses are potentially offset by projected income of \$10,000.

C. Nomination of Class B Members

The Foundation bylaws provide that, “Class B directors shall be elected by the Corporate Member at the annual meeting of the Corporate Member (in August), based on a slate developed by the Corporation’s existing Board or a committee thereof.” In order that Class B directors could be elected by the Council at its August 22 meeting, the Board developed a slate of three candidates.

MOTION 4

THAT Fynnette Eaton and Becky Haglund Tousey be recommended to the SAA Council to serve three-year terms as Foundation Class B members.

Move: Bell

Second: Summers

Vote: PASSED (Yes: Bell, Duffy, Gates, Gunn, Lowell, Meissner, Russell, Summers, Tousey, Zanish-Belcher. Absent: Martin, Primer, Roe.)

Support Statement: Eaton and Tousey have demonstrated their talent and commitment to the development and growth of the SAA Foundation and are most worthy candidates to serve three-year terms on the Board of Directors. Each has consented to serve.

Fiscal Impact: None.

MOTION 5

THAT Mark Duffy be recommended to the SAA Council to serve a three-year term as a Foundation Class B member.

Move: Lowell

Second: Zanish-Belcher

Vote: PASSED (Yes: Bell, Duffy, Gates, Gunn, Lowell, Meissner, Russell, Summers, Tousey, Zanish-Belcher. Absent: Martin, Primer, Roe.)

Support Statement: Duffy has demonstrated his talent and commitment to the development and growth of the SAA Foundation and is a most worthy candidate to serve a three-year term on the Board of Directors. He has consented to serve.

Fiscal Impact: None.

D. Other Action Items from Board Members

No other action items were brought forward.

III. DISCUSSION ITEMS

A. Financial Management

Duffy and Carlson covered various financial management considerations in presenting the FY 2016 proposed budget (Agenda Item II.A.). No further discussion was held.

B. Foundation Website Development

Beaumont noted that a beta site has been set up for development of the redesigned SAA website and that development of the Foundation web presence is underway.

C. 2015 SAA Annual Meeting Activities

Beaumont distributed Foundation promotional materials to Board members for their use in discussing the Foundation with colleagues throughout the conference. She noted that the Board would have “office hours” in the Exhibit Hall during the grand opening on Thursday evening and she agreed to set up a table in the Registration Area that Board members would staff as they were available.

D. Other Discussion Items from Board Members

No other discussion items were brought forward.

IV. REPORTS

A. President’s Report

Eaton provided a brief verbal update and noted that she would soon be contacting the Board regarding setting up a series of conference calls as well as a date for the Board’s in-person annual meeting.

B. Treasurer’s Report: Financial Review

The written report noted that for the fiscal year ending June 30, 2015, the SAA Foundation posted a net gain of \$73,063.15. With unrealized gains on investments amounting to \$14,002.61,

the operational net gain for the 12 months ending June 30 was \$59,060.54. Cash and Investments balances had grown by 6.19% since June 30, 2014. Contribution revenues exceeded \$73,000. Of this total, donations from individuals (not including SAA in-kind donations and factoring out a \$10,000 gift to the Ham Scholarship Fund – an exceptional event) increased by 2.64%.

A total of \$23,657 was disbursed for various awards and prizes; \$17,639 was disbursed for the F. Gerald Ham and Elsie Ham Scholarship; and one grant of \$2,000 was awarded from the National Disaster Recovery Fund for Archives to the Wimberly Village Library (Texas). Quarterly investment management fees totaled more than \$21,000 and administrative expenses related to SAA operations amounting to more than \$25,000 were offset by in-kind donations from SAA.

Carlson noted that the Minority Student Scholarship Fund, which has been used to fund the Mosaic Scholarship, has been fully spent. Board members indicated their strong support for an effort to identify a new source to ensure the Foundation's funding of this strategically important initiative.

C. Executive Director

No report was submitted.

I. BOARD BUSINESS (Continued)

C. Date of Next Board Meeting

Eaton and Beaumont will propose a schedule for periodic conference calls of the Board and will notify Board members as soon as the dates for the November SAA Council meeting are determined so that Board members can consider an appropriate date for the Foundation's annual meeting.

D. Adjournment

The meeting was adjourned by acclamation at 9:20 pm.

Minutes adopted by the Foundation Board of Directors on September 14, 2015.