Society of American Archivists
Council Meeting
May 7-9, 2018
Chicago, Illinois

Consent Agenda: Ratify Council Interim Actions
(Prepared by Executive Committee Member Kris Kiesling)

BACKGROUND

Current parliamentary policy agrees on validating board decisions made remotely, and ratifying the Council's online and conference-call decisions via the Consent Agenda does not conflict with any existing SAA policy.

DISCUSSION

Given the Council's use of an e-mail discussion list to function as a group and make decisions remotely, approving interim Council actions via the Consent Agenda contributes to streamlining the group's work and improves access to the interim decisions of SAA's elected decision makers.

RECOMMENDATION

THAT the following interim actions taken by the Council between January 19, 2018, and April 20, 2018, be ratified:

- Elected Robin Chandler, John Slate, and Helen Wong Smith to serve on the 2018 Committee on the Selection of SAA Fellows. (January 19, 2018)
- Reviewed and responded to questions posed by the Council Diversity and Inclusion Working Group in a report regarding progress on the upcoming Social Justice Toolkit. (January 30, 2018) (Appendix)
- Conducted annual performance appraisal for Executive Director Nancy Beaumont, as a precursor to the Executive Committee discussing contract renewal. (January 2018)
- Approved the minutes of the January 17, 2018, Council conference call. (February 1, 2018)
- Drafted and issued the Statement on Sexual Assault and Harassment, in response to recent articles about harassment of public librarians and sexual assault by former Archivist of the United States Allen Weinstein. (February 8, 2018)
- Approved $250 be allotted to each section to fund initiatives in Fiscal Year 2019, per the guidelines for this Section Funding Pilot. (March 5, 2018)

Society of American Archivists
Council Interim Discussion
January 30, 2018

Council Working Group on Diversity and Inclusion:
Diversity and Inclusion Toolkit
(Prepared by Courtney Chartier)

BACKGROUND

The Council Diversity and Inclusion Working Group was reconvened in July 2017 at the direction of President Tanya Zanish-Belcher. After the release of the Council "Statement on White Supremacists' Actions in Charlottesville, Virginia" of August 15, 2017, the work of the WG was redirected to creating a toolkit "that will offer specific information and resources on how our profession can work with communities to identify, combat, and dismantle acts and symbols of white supremacy while retaining the history, context, and cultural understanding of these acts and symbols."

At the November 2018 Council meeting, the Working Group submitted a discussion item for a "Social Justice Toolkit" to live on the SAA website and be a home for dynamic resources related to any community issues that impact archivists, and archives and records, to encourage intensive grassroots work by archivists. The Council discussed various aspects of the project to help determine the Working Group's next steps. It was generally agreed upon that a permanent place be made for a Diversity and Inclusion Toolkit on the SAA website, that the toolkit page would be a broad umbrella addressing the work of archivists with various subkits, and that a call for sources, as well as feedback, be made to SAA membership and beyond.

The Working Group consists of Council members Steven Booth, Courtney Chartier (Chair), Amy Cooper Cary, Audra Yun, and Vice-President Meredith Evans.

DISCUSSION

The creation of a Toolkit space on the SAA webpage will be a proactive and inexpensive way of addressing education needs for continuing professionals that could lead to greater community building.

As archivists, myriad diversity and inclusion concerns regularly touch our work lives. The archives profession is currently engaged in a discussion about social justice and expanding the archival worldview, and a toolkit offers space for the conversation to continue, expand to many essential topics, and invites non-members to contribute to our forum. It is essential that the D&I resource-and its subkits-be built with continuous feedback from our members, as well as actively seeking input from non-members with pertinent expertise.

This toolkit space will also allow SAA to compile and share resources related to other topics ("sub-toolkits" to a master toolkit), including, but not limited to, working with communities, working with patrons with disabilities, working with staff with temporary and permanent disabilities, and addressing self-care.

It is not our goal to obscure concepts of "social justice" by describing the toolkit in its preface *specifically* as a professional development resource (see language in recommendations below). The Toolkit page conveys more than a simple set of professional resources. It is our position that the work of archivists requires a greater standard of cultural awareness, and SAA has the responsibility to encourage professional excellence in this area.

DISCUSSION QUESTIONS:

- Do Council members agree that SAA should develop a general webpage for a Diversity and Inclusion Toolkit to be maintained by the Council Diversity and Inclusion Working Group?
- Do Council members agree that one member of the Diversity Committee should be appointed to serve as member liaison to the Working Group?
- Do Council members see value in the Diversity and Inclusion Working Group creating a workflow for the submission, review, and addition of resources to the Toolkit webspace?
- Do Council members agree that we should issue a call for resources to be sent to the membership, allied professional groups, and non-members with expertise in relevant topical areas?
- May we get your reaction to the following language for a preface to the Toolkit?

    The nature of archivists' work requires us to act in many roles, to care for diverse materials, and to interact with users from a wide array of backgrounds who may have complex and very specific needs. Whether it takes the form of requests from our administration, the requirements of donors, support needed for staff, or the questions we are asked when working at a public service point, archivists are often confronted with issues that may seem beyond the scope of our daily duties.

    Archivists are affected by changes in our world because we both document the world around us and serve the people who live in it. Therefore, archivists have the responsibility to develop skills in response to societal change and with an understanding of the impact of our work on the communities we serve. The individual needs of our users and our colleagues require archivists to demonstrate empathy and understanding, as well as openness to different perspectives.

    The toolkits presented on this page speak to these responsibilities. They are not meant to be exhaustive, but to provide a starting point to learn more about the issues that impact archival work. We encourage your feedback and suggestions. If there is a topic or a resource that you wish to see on this page, please contact us at [email]. You can also leave questions or comments on each page by logging in with your SAA username and password.