

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

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

Reports on Membership, Education, Publications, the Annual Meeting, and Technology appear elsewhere in the staff reports for this Council meeting (0518-VI-E). This report summarizes other Headquarters activities since November 2017.

**STRATEGIC PRIORITIES**

See the Strategic Plan Dashboard (0518-III-B) for a status update on the priorities outlined there. A portion of the Council’s November 2018 meeting will be devoted to strategic planning and the next iteration of SAA’s Plan.

**GOVERNANCE**

- Governance Coordinator Felicia Owens drafted the minutes of the 1117 Council meeting and the 0118 Council conference call, which were adopted by the Council and [posted online](#).
- The staff (and particularly Peter) invested significant time in working with each other and the Treasurer and Finance Committee to prepare the Proposed FY 2019 budget (0518-IV-A).
- Felicia prepared materials to assist Vice President Meredith Evans and the Appointments Committee in their work. We received 113 applications (compared with 172 in 2017) in response to the Call for Volunteers and Meredith is completing appointments for approximately 90 volunteer positions.
- We released a broad [Call for Interns to Support SAA Appointed Groups](#) on March 28, with an April 18 application deadline. Fifty-three individuals submitted applications for 18 available internships, and Felicia is currently working with appointed group and section chairs to make their selections from among the volunteers. We are awaiting submission of evaluation forms from the 2017 cohort of chairs and volunteers as one measure of the effectiveness of the program.
- Felicia oversaw the work of VoteNet Solutions for conduct of the 2018 SAA elections. The online ballot was live from March 19 to April 6 and the election was certified remotely by three SAA members. To stimulate interest in the election, Felicia implemented a new “[Ask the Candidates](#)” feature in 2018, with Nominating Committee Chair Stacie Williams

conducting audio interviews of Vice President/President-Elect candidates Pam Hackbart-Dean and Michelle Light based on questions submitted by members. Despite this additional effort, just 18% of eligible members participated in the vote, compared with 19% in 2017 and 23% in 2016.

## HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- As previously announced, [Rana Hutchinson Salzmann](#) joined the staff as Education Director on January 2. You will note from her report (0518-VI-E-3-Educ) and the FY19 Proposed Budget for Education (Program 105) that she has many good ideas for enhancing SAA’s professional development activities—and she has hit the ground running!
- Rachel Valdez joined the staff in March, replacing long-time staffer Lee Gonzalez. In a retooling of the staff position, Rachel performs many of the duties assigned to the Service Center and also provides much-needed accounting support to Peter.
- See the Technology report (0518-VI-E-6-Tech) regarding our selection of a new association management software system. This lengthy and arduous process—led by Peter and Matt—involved both outstanding consulting support from Ellipsis Partners (a woman-owned firm in northern Virginia) and outstanding engagement by the entire SAA staff. As those of you who have selected and implemented new databases know, our work has just begun. We’re very excited to get started! Implementation will begin soon after the Joint Annual Meeting.
- Matt’s report also notes that we implemented “[SAA Connect](#)” (powered by Higher Logic) on January 2 and a new “Announcements” list on March 22. User comments have been very positive.
- We will conduct staff performance appraisals in June. 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 FY19 will be merit-based.

## SAA FOUNDATION

- As reported in the [January/February issue](#) of *Archival Outlook*, contributions to the Foundation in Calendar Year 2017 totaled \$76,300 (compared with \$72,648 in CY 2016) from a record 548 donors (compared with 413 in CY 2016)!
- Staff assisted the Foundation Grant Review Committee in evaluating the nine grant proposals received in the 2018 cycle. The Foundation received just three proposals in the 2017 cycle.
- As of the writing of this report, the Foundation has awarded [disaster recovery grants](#) to five repositories struck by hurricanes and earthquakes in late 2017: The Department of Cultural Affairs of the Autonomous Municipality of Caguas, Puerto Rico (\$1,896); Autonomous Municipality of Toa Baja, Puerto Rico (\$4,300); Galería 8 of the National Archives of Mexico (\$2,500); Historical Archives of the Luis Muñoz Marín Foundation, Puerto

Rico (\$5,000); and the St. Thomas Historical Trust Museum, U.S. Virgin Islands (\$3,500). Recall that the Foundation Board, at its November 2017 meeting, made two important changes in the National Disaster Recovery Fund for Archives: It increased the maximum grant amount from \$2,000 to \$5,000 and noted that, “Although the NDRFA is pointed toward the states, District of Columbia, and territories of the United States, under exceptional circumstances we will consider awarding grants to non-U.S. entities.”

Special thanks are due to the [members of the NDRFA Review Committee](#), who have done yeoman’s work in quickly and thoughtfully reviewing grant applications; to SAA member and LACCHA Co-chair Ana Rodriguez, who provided Spanish translation of the application instructions and form; and to Felicia for drafting revised application information and keeping everyone on task during this flurry.

- Per the SAAF Development Plan, staff implemented a day of giving on May 1 (in conjunction with SAA’s MayDay initiative) to benefit the National Disaster Recovery Fund for Archives. Implementation was coordinated with SAA’s Preservation Section, which boosted the appeal via its discussion list and social media. As in 2016 and 2017, we will be implementing a Day of Giving on June 20, the summer solstice, to benefit the Strategic Growth Fund.
- The Foundation Board will meet for two hours in conjunction with *ARCHIVES\*RECORDS 2018* and will schedule its annual meeting in Chicago in November to coordinate with the timing of the Council meeting. We hope to schedule a joint dinner during the November meetings.

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