

**Society of American Archivists
Council Meeting
May 20–22, 2019
Chicago, Illinois**

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

Reports on Membership, Education, Publications, the Annual Meeting, and Technology appear elsewhere in the staff reports for this Council meeting (0519-VI-E). This report summarizes other Headquarters activities since November 2018.

STRATEGIC PRIORITIES

See the Strategic Plan Actions and Timelines dashboard (0519-III-B) for staff-recommended activities based on 1) the Council’s priority-setting session in November 2018 and 2) what we think is achievable given SAA’s current resources.

GOVERNANCE

Governance Manager Felicia Owens drafted the **minutes** of the 1118 Council meeting and the 0219 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 2020 budget** (0519-IV-A).

Felicia prepared materials to assist Vice President Michelle Light and the Appointments Committee in their work. We received 133 applications (compared with 113 in 2018) in response to the October 2018 [Call for Volunteers](#) and Michelle was able to complete appointments for 91 volunteer positions well in advance of her May 15 resignation date.

The solicitation of volunteers for SAA’s **internship program** has been on hold pending Council discussion of issues. See 0519-V-A-InternProgram.

Felicia prepared all election materials for the SAA website and oversaw the work of VoteNet Solutions for conduct of the **2019 SAA elections**. The online ballot was live from February 26 to March 19, despite the fact that a few candidates withdrew (for personal reasons) from the election in the late stages and the Nominating Committee had to scramble to complete the slate. The voter participation rate of 23% was better than in the past three years (17.8% in 2018, 18.9% in 2017, and 22.2% in 2016) and came close to the 2015 rate of 24.2%. It is apparent to me that the Nominating Committee is finding it increasingly difficult to convince individuals to serve in

national leadership positions, and I hope that the Council and staff might have a discussion of both the implications of this trend and possible remedies.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

See the Technology report (0519-VI-E-6-Tech) regarding our implementation of a new **association management software system**. This arduous process—led by Peter and Matt—involved excellent consulting support from Ellipsis Partners (a woman-owned firm) for selection of NimbleUser, strong support from our Nimble project managers and engineers, and outstanding engagement by the entire SAA staff. We all understand, of course, that our work has just begun....

I'm pleased to report that the new [Consultant's Directory](#) business model is proving to be successful. Recall that the Independent Archivists Section had suggested that section members receive free listings in the directory and that all directory fees be reduced significantly. Because membership in the section is at will, we proposed a compromise (on a trial basis) that 1) reduced the fee significantly for all members (from \$198 to \$99) and 2) simplified the process for both consultants and staff by placing all listings on a full-calendar-year basis (i.e., simpler sign-up, no pro-ration, no refunds). The number of listings has nearly doubled and SAA's revenue has increased from \$2,220 in February 2018 to \$5,355 in February 2019. The directory is now a richer resource for the many individuals who contact the SAA office looking for advice. I'm grateful to the section for challenging the status quo and to Carlos, Matt, and Peter for coming up with the process improvements even as we were in the midst of the AMS transition. Win, win!

We will conduct **staff performance appraisals** in June. Every staff member completes a written self-appraisal and meets with their supervisor to discuss performance, set goals for the coming year, and review job descriptions. As in the past, all salary increases will be merit-based.

SAA FOUNDATION

The staff provided support to the Foundation Board of Directors as well as its Grant Review Committee, Development Committee, and Finance Committee. See the Foundation Board's report at 0519-VI-G for detailed information.

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