

**Society of American Archivists
Council Meeting
May 19, 2021
Virtual Meeting**

**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 (0521-3-IV-A). This report summarizes other Headquarters activities since January 2021.

STRATEGIC PRIORITIES

I worked with the Executive Committee to complete revisions to the [Strategic Plan Dashboard](#) (approved at the March 2021 Council meeting) and to craft the final charge for the Council's Diversity and Inclusion Working Group to draft a **DEIA work plan** for SAA. The [charge](#) was approved via the Council discussion list in March; the draft work plan is due on May 31. The comprehensive work plan will draw together—and significantly expand on—the DEIA activities outlined in the Strategic Plan, and will recommend the resources needed to accomplish SAA's goals in this critical area.

With Rachel, I have participated in biweekly meetings of the Ithaka S+R/SAA team that is developing the **A*CENSUS II** survey instruments, as well as in monthly meetings of the A*CENSUS II Working Group. The information resulting from the individual and institutional surveys will have a significant impact on several of SAA's mid- and long-term goals.

See the other staff reports for progress on specific activities within the Strategic Plan.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

The staff has worked remotely since March 16, 2020. We maintain contact using a variety of methods: The directors (Teresa, Peter, and Rana) and I have a morning call each weekday; we meet as a full staff via Zoom every Wednesday morning; and we make very active and effective use of Slack for both individual and group communications (including the all-important non-work-related banter via our #random channel).

Finance/Administration Director Peter Carlson, who is in the SAA office on most days, has continued work to mitigate the impact of the pandemic while maintaining our personnel, office administration, and accounting and financial management activities at a high level. (See my 0520-VI-D-ExecDir report for more specific information about pandemic-related activities.) Both the audit and tax preparation were long-delayed by staffing issues associated with the pandemic, but

have now been completed. Peter and Member Services/Accounting Specialist Lakesha Thaddis have developed several work-arounds to ensure that accounting, financial reporting, and payables can be accomplished while staff are working remotely. They are in the office on Fridays so that we can pay bills and process payments that are received via mail.

We are currently considering how to approach a potential re-opening of the SAA office. The staff directors have been reviewing vaccination policies and best practices for reopening and/or administering a partially re-opened office. And we have begun identifying the changes that will be required to our telecommuting policies and procedures. We will, for example, adopt a policy to reimburse staff who work remotely for reasonable business expenses incurred while working.

Matt Black, our long-time Web and IT Systems Administrator, has relocated permanently to California and (thankfully!) remains a full-time employee.

We're also very pleased that, after a year of working with former staff member Akila Ruffin under a contractor agreement, we have renewed the agreement for a second year. Akila works remotely to provide technical and administrative support for all the live and on-demand webcasts and the online administration of the certificate exams.

We will complete all staff performance appraisals for 2020-2021 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.

I think that the staff's performance since March 2020 has been remarkable—and I hope and trust that the SAA leadership agrees with my assessment.

GOVERNANCE

Governance Manager Felicia Owens:

- Drafted the minutes of the 0121 and 0321 Council meetings (which were approved by the Council and posted [online](#)) as well as the “To Do” lists from those meetings and the notes from monthly Executive Committee meetings.
- Prepared all election materials for the SAA website and oversaw the work of our outside vendor for conduct of the 2021 SAA election. The online ballot was live from March 31 to April 21. The voter participation rate of nearly 18% was down a bit when compared with recent years (24% in 2020, 23% in 2019, 17.8% in 2018, 18.9% in 2017, and 22.2% in 2016); we speculate this drop is due to the pandemic and collective online fatigue. (The 2020 election closed in early March before lockdowns began.)
- Provided staff support to the Council groups working on bylaws revisions, assessment of sections, and the 2021 Leadership Orientation and Forum.
- Prepared materials to assist Vice President Courtney Chartier and the Appointments Committee in their work and participated in their several meetings. In addition, she issued the call for early-career members, distributed lists of volunteers to appointed group and section leaders, and will coordinate their selection and appointment with appointed group leaders.

- Developed and implemented a new and more efficient system for scheduling the 45 section meetings and 20+ appointed group meetings that will take place via Zoom in July.

Peter has invested significant time in creating worksheets and analyses to aid in 1) the Council's discussions of membership dues scenarios and 2) the work of Treasurer Amy Fitch, the Finance Committee, and the staff in drafting and reviewing the FY 2022 budget for the Council's consideration in June.

SAA FOUNDATION

The staff provided support to the Foundation Board of Directors as well as its Development, Finance, Grant Review, and Nominating committees and its Development Consultant Selection group. Felicia and Peter have continued their significant contribution of time in support of the Archival Workers Emergency Fund and the AWEF Review Committee. See the Foundation Board's report at 0521-2-V-G for more information about the work of the committees and the AWEF.

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