

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

**Friday, May 14 (4:00 – 6:00 pm CT)
Monday, May 17 (1:00 – 3:00 pm CT)
Wednesday, May 19 (12:00 – 2:00 pm CT)
Friday, May 21 (2:00 – 4:00 pm CT)**

Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda comprises Consent Items, Action Items, Discussion Items, and Reports, and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports generally are not summarized in the minutes, but provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see the SAA website.

Friday, May 14, 2021

President Rachel Vagts called the meeting to order at 4:00 p.m. CT on Monday, May 14. Present were Vice President Courtney Chartier; Treasurer Amy Fitch; Executive Committee Member Melissa Gonzales; Council members Eric Chin, Stephen Curley, Petrina Jackson, Derek Mosley, Ricardo Punzalan, Mario Ramirez, Meg Tuomala, and Rachel Winston.

Guests included Executive Director Search Committee members Christopher Prom and JoyEllen Williams as well as Jim Zaniello, executive director of Vetted Solutions.

I. COUNCIL BUSINESS

A. [Adoption of the Agenda](#)

Vagts introduced the agenda. Chartier moved adoption of the agenda as revised, Punzalan seconded, and the agenda was adopted unanimously (**MOTION 1**).

II. EXECUTIVE SESSION [CONFIDENTIAL]

A. Executive Director Search Committee

The Council agreed to move into executive session to meet with the Executive Director Search Committee.

MOTION 2

THAT the Council move into a private executive session to discuss with the Search Committee its recommendation regarding appointing an Executive Director.

Move: Mosley

Second: Fitch

Vote: PASSED (unanimous)

MOTION 3

THAT the Executive Committee proceed with negotiating a contract with the Executive Director candidate recommended by the Search Committee.

Move: Gonzales

Second: Punzalan

Vote: PASSED (unanimous)

I. COUNCIL BUSINESS (continued)

B. Adjournment

Chartier moved adjournment, Punzalan seconded, and the Council meeting was adjourned by unanimous consent at 5:35 p.m. CT on Friday, May 14.

Monday, May 17, 2021

President Rachel Vagts called the meeting to order at 1:00 p.m. CT on Monday, May 17. Present were Vice President Courtney Chartier; Treasurer Amy Fitch; Executive Committee Member Melissa Gonzales; Council members Eric Chin, Stephen Curley, Petrina Jackson, Derek Mosley, Ricardo Punzalan, Mario Ramirez, Meg Tuomala, and Rachel Winston; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzmman, Information Systems Administrator Matt Black, and Governance Manager Felicia Owens.

Guests included incoming Vice President Terry Baxter, incoming Treasurer Sharmila Bhatia, and incoming Council members Jasmine Jones, Dominique Luster, and Tonia Sutherland, as well as Rayna Andrews, Sofia Becerra-Licha, Danielle Butler, Elena Colon-Marrero, Courtney Dean, Cara DeSimone, Jessica Farrell, Michelle Ganz, Jane Kelly, Jenny Kinniff, Greg McCoy, Lauren McDaniel, Greta Pittenger, David Platt, Lydia Tang, Sarah Wade, and Rachael Woody.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Vagts introduced the agenda. Mosley moved adoption of the agenda as revised, Chartier seconded, and the agenda was adopted unanimously (**MOTION 1**).

B. Status of Council To Do List

Council members briefly reviewed and provided updates on the status of actions listed in this internal working document.

The following documents were provided for reference:

C. Current Strategic Plan 2020-2022

D. Current Strategic Plan Dashboard

II. CONSENT AGENDA

The following items were adopted by consent (**MOTION 2**).

Move Consent Items: Gonzales

Second Consent Items: Chin

Vote: PASSED (unanimous)

A. Ratify Council Interim Actions

THAT the following interim actions taken by the Council between March 18 and April 16, 2021, be ratified:

- Approved the inclusion of required elements 8.2 and 13.10 in *Describing Archives: A Content Standard* (DACS), as developed by the Technical Subcommittee on DACS. (Appendix) (March 18, 2021)
- Approved the March 17, 2021, Council virtual meeting [minutes](#). (April 16, 2021)

B. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee in March 2021 be ratified:

- Approved signing on to an amicus brief, as drafted by the Public Citizen Litigation Group, to support historian Jill Lepore's case for access to grand jury records related to the Pentagon Papers. (Appendix B) (March 14, 2021)

- Approved a mid-cycle funding request from the Privacy and Confidentiality Section to provide an honorarium for the featured panelists at their upcoming workshop and panel on the collection management system *Mukurtu*. (Appendix A) (March 15, 2021)

III. ACTION ITEMS

A. Archival Compensation Task Force: Salary Transparency Advocacy

Gonzales introduced a revised proposal from the Archival Compensation Task Force regarding salary transparency for listings posted to the SAA Career Center. The Council discussed and approved requiring compensation information on all job postings listed in the SAA Career Center and via official SAA blogs and social media, as well as requiring all institutions that post a job to “include complete, accurate, and standardized data related to qualifications, job type, and salary or salary range.”

Gonzales noted that the Archival Compensation Task Force plans to continue gathering data, developing resources, and establishing guidelines to promote greater salary transparency. Staff will work with the third-party vendor that runs the SAA Career Center to establish a timeline for implementing these changes.

MOTION 3

THAT the SAA Council support and pursue the following actions:

- 1. Require compensation (salaries, salary ranges, hourly wages, or stipends) information for all job postings on the SAA Job Board, SAA Career Center, blogs, and social media.**
- 2. Require all institutions paying to post jobs on the SAA Job Board to include complete, accurate, and standardized data related to qualifications, job type, and salary or salary range.**
- 3. Update guidelines and add required fields and data structures to Job Board posting template.**

Support Statement: Requiring compensation information in SAA’s job postings supports SAA members by establishing accountability for institutions to pay professional-level salaries for archives and archives-adjacent positions, allowing institutions to evaluate the salaries they pay against those of comparable institutions, and providing job seekers an important data point in applying for positions and negotiating salary as part of a job offer.

Impact on Strategic Priorities: Approval of the proposed revisions will have direct impact on all four Strategic Priorities, as follows:

- Goal 1 (Advocating for Archives and Archivists), particularly 1.1, 1.2, and 1.4, as they will assist, educate, and influence leadership and decision makers in promoting the value of

archives and archivists to institutions, communities, and society by actively advocating for professional-level salaries, which ultimately has an impact on the value of archives.

- Goal 2 (Enhancing Professional Growth) is also supported, since salary accountability and transparency will support the career development of archivists (2.1).
- Goal 3 (Advancing the Field) because it will assist the Archival Compensation Task Force in establishing guidelines, best practices, and/or standards in their final report/recommendations (3.1).
- Goal 4 (Meeting Members' Needs), particularly 4.2, 4.3, and 4.4, because these updates are in direct response to requests from members and have been supported by several high-profile regional organizations and archives-adjacent institutions. This revision will encourage institutions to be transparent and reevaluate their compensation levels. Higher pay and compensation will foster a more inclusive association and profession by providing the funds that are necessary at this time to contribute and participate in SAA and other leadership opportunities, including promotions.

Fiscal Impact: A report generated by SAA's Director of Finance and Administration indicates that even a complete discontinuation of the SAA Job Board would still have left the organization with a financial net gain in nine of the past ten years. Requiring salaries may reduce the number of postings, especially initially as organizations adapt to the change. There are ways this impact can be offset, such as reexamining the pricing structure of the Job Board (which the Director of Finance and Administration notes has not changed in more than ten years). The proposed action item will require limited SAA staff time to make the adjustments to the website and Job Board template and to confirm that compensation data are present for submitted posts.

In the long term, greater salary transparency could have a positive fiscal impact on SAA. If organizations gain a greater understanding of fair compensation for archival labor and begin to compensate their employees accordingly, salaries could rise and reliance on contract labor could diminish. These positive effects on the finances of archivists would result in more archivists paying higher membership dues in our tiered dues structure, and in more archivists who are able to join and maintain membership in SAA.

Move: Punzalan

Second: Ramirez

Vote: PASSED (Yes: Chartier, Chin, Curley, Gonzales, Jackson, Mosley, Punzalan, Ramirez, Tuomala, Vagts, Winston; No: Fitch)

B. Select 2021-2022 Executive Committee Member and Nominating Committee Members

By anonymous ballot, the nine Council members who are not officers elected Meg Tuomala to serve as the 2021-2022 Executive Committee member and Eric Chin and Mario Ramirez to serve on the 2022 Nominating Committee.

C. Other Action Items from Council Members

No additional action items were brought forward.

IV. DISCUSSION ITEMS

A. EXECUTIVE SESSION: Council Exemplary Service Awards/Resolutions

The Council met in executive session to draft and approve five Council Exemplary Service Awards and one Council Resolution honoring SAA members and groups for their outstanding contributions to the profession and to SAA. Awards will be announced in conjunction with the 2021 SAA Annual Meeting.

These awards remain confidential until the Annual Meeting; see the appendix to the August 2021 Council meeting minutes for the full text of the awards.

MOTION 4

THAT the Council convene in executive session.

Move: Fitch

Second: Ramirez

Vote: PASSED (unanimous)

V. REPORTS

Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee). They do, however, provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see <http://www2.archivists.org/governance/reports>.

The Council reviewed, but did not discuss, the following reports:

- A. President
- B. Vice President/President-Elect
- C. Treasurer
- D. American Archivist Editor
- E. Archival Compensation Task Force
- F. SAA Foundation Board

I. COUNCIL BUSINESS (continued)

E. Adjournment

Punzalan moved adjournment, Chin seconded, and the Council meeting was adjourned by unanimous consent at 2:47 p.m. CT on Monday, March 17.

Wednesday, May 19, 2021

President Rachel Vagts called the meeting to order at 12:00 p.m. CT on Wednesday, May 19. Present were Vice President Courtney Chartier; Treasurer Amy Fitch; Executive Committee Member Melissa Gonzales; Council members Eric Chin, Stephen Curley, Petrina Jackson, Derek Mosley, Ricardo Punzalan, Mario Ramirez, Meg Tuomala, and Rachel Winston; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzmänn, Information Systems Administrator Matt Black, and Governance Manager Felicia Owens.

Guests: Incoming Vice President Terry Baxter, incoming Treasurer Sharmila Bhatia, and incoming Council members Jasmine Jones, Dominique Luster, and Tonia Sutherland.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Vagts introduced the agenda. Mosley moved adoption of the agenda as revised, Punzalan seconded, and the agenda was adopted unanimously (**MOTION 1**).

II. ACTION ITEMS

A. Privacy and Confidentiality Advocacy and Scholarship Award

Tuomala introduced a proposal from the Privacy and Confidentiality Section seeking to establish a Privacy and Confidentiality Advocacy and Scholarship Award. The Council discussed the proposed award and, considering current SAA awards that serve to recognize similar accomplishments at a broader level, recommended that the section consider alternative opportunities to champion privacy and confidentiality work within the current extensive awards program structure.

B. Creation of Sustainability Task Force

Mosley introduced a draft task force charge, informed by a recent proposal from the Preservation Section to establish a body within SAA to address sustainability. Upon discussion, the Council agreed that this critically important topic would be best served by integrating sustainability across the organization and within the Strategic Plan. The Council will next review the SAA Strategic Plan in November 2021.

IV. DISCUSSION ITEMS

A. **Consider Process for Revising Bylaws to Remove All-Member Referendum on Dues**

The Council discussed the logistics and timeline for conducting a referendum on membership dues as well as proposing a bylaws amendment that would remove the requirement for an all-member referendum on dues changes. The Council agreed to plan a longer timeline for these

potential changes, particularly to allow time for the new executive director to adjust. The Council also discussed holding listening forums in fall 2021 to introduce these potential changes and receive community feedback early in the process.

B. Status of DEIA/Cultural Competency Work Plan

Tuomala provided a brief update on the DEIA/cultural competency work plan that is being drafted by an internal working group, noting that the group will need an extension on the original May 31 deadline. The Council plans to solicit input from several component groups prior to distributing a draft for member comment.

C. Section Review Group Update

Chin, Curley, and Punzalan provided a brief update on their progress reviewing the structure of SAA sections. The group has discussed various initiatives, including a pairing program to connect stronger sections with those that are struggling. The group is also drafting a self-assessment tool that will allow sections to consider their health and activity level regularly, with plans to share an initial draft with the Council soon.

D. 2021 Annual Meeting Planning

Vagts and Beaumont provided a summary of activities that will involve Council members at the virtual 2021 Annual Meeting, including Council meetings and new Council member orientation, the Leadership Orientation and Forum (organized by first-year Council members Stephen Curley, Derek Mosley, and Rachel Winston), the annual membership (business) meeting, a new concept for virtual forums and conversation lounges, sponsors, and more.

Per the SAA Bylaws, section 10.k., the Council agreed to waive the Rules of the Business Meeting for the 2021 Annual Membership (Business) Meeting to better facilitate the meeting virtually.

MOTION 2

THAT the Rules of the Business Meeting be waived for the 2021 meeting.

Move: Jackson

Second: Chartier

Vote: PASSED (unanimous)

E. Other Discussion Items from Council Members

No additional discussion items were brought forward.

V. REPORTS

Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee). They do,

however, provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see <http://www2.archivists.org/governance/reports>.

The Council reviewed, but did not discuss, the following reports:

- A.1. [Staff: Executive Director](#)
- A.2. [Staff: Membership](#)
- A.3. [Staff: Education](#)
- A.4. [Staff: Publications](#)
- A.5. [Staff: Annual Meeting](#)
- A.6. [Staff: Technology](#)

B. Other Reports from Council Members/What Are You Hearing from Members?

No additional reports were brought forward.

I. COUNCIL BUSINESS (continued)

B. Adjournment

The Council meeting was adjourned by unanimous consent at 2:00 p.m. on Wednesday, May 19.

Friday, May 21, 2021

President Rachel Vagts called the meeting to order at 2:00 p.m. CT on Friday, May 21. Present were Vice President Courtney Chartier; Treasurer Amy Fitch; Executive Committee Member Melissa Gonzales; Council members Eric Chin, Petrina Jackson, Derek Mosley, Ricardo Punzalan, Mario Ramirez, Meg Tuomala, and Rachel Winston; and SAA Executive Director Nancy Beaumont, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzmänn, Information Systems Administrator Matt Black, and Governance Manager Felicia Owens.

Guests: Vice President Terry Baxter, incoming Treasurer Sharmila Bhatia, and incoming Council members Jasmine Jones, Dominique Luster, and Tonia Sutherland.

Unable to attend were Council member Stephen Curley and Director of Publishing Teresa Brinati.

I. COUNCIL BUSINESS

A. [Adoption of the Agenda](#)

Vagts introduced the agenda. Mosley moved adoption of the agenda as revised, Chin seconded, and the agenda was adopted unanimously (**MOTION 1**).

Move: Mosley
Second: Chin
Vote: PASSED (unanimous)

II. ACTION ITEMS

A. Action Item [As Needed]

No additional action items were brought forward.

III. DISCUSSION ITEMS

A. Council Orientation

Staff led an initial orientation session for both current and newly elected Council members, covering roles and responsibilities, meeting procedures, and the Strategic Plan. An open Q&A session followed, with current Council members sharing their tips and wisdom.

B. Prepare for FY 2022 Budget Discussion (June 11)

Fitch noted that the staff and Finance Committee are currently working on the draft budget document for fiscal year 2021, which the Council will review and approve at the June 11 meeting.

I. COUNCIL BUSINESS (continued)

B. May 2021 Meetings Debriefing

The Council briefly discussed the benefits and drawbacks of the three-day meeting structure.

C. Adjournment

Gonzales moved adjournment, Punzalan seconded, and the Council meeting was adjourned by unanimous consent at 4:05 p.m. on Friday, May 21.