

**Society of American Archivists
Council Meeting
May 18-20, 2022
Chicago, Illinois**

**Staff Report: Executive Director
(Prepared by Jacqueline Price Osafo, MBA, CAE)**

Staff

From November 2021 to April 2022, thirty-six percent (36%) of staff have left the Society for various reasons. Before fulfilling these roles, staff carefully considered the Society's current and future needs. This has resulted in the creation of the new Marketing and Communications Specialist position, now filled by Julia Pillard. Julia is responsible for the overall marketing and communications efforts for the Society, which was previously managed by four staff members to varying capacities. The Accounting/Membership position, now filled by Shavon Lewis, supports membership greater than prior staff. Recently, the Society hired an IT Administrator, Cherie Newell, who has association experience and financial experience.

Abigail Christian has agreed to oversee the publications department, and she will be supported by Julia and consultants where needed. In the meantime, staff have met with two organizations to discuss outsourcing *American Archivist* and *Archival Outlook*. The staff remains committed to the quality of the content, members' contributions, and the delivery of the publications as scheduled. To reflect current responsibilities, all staff recently updated their job descriptions. These updated job descriptions were used during the recruitment of new staff.

Return to Office

SAA staff returned to the office on May 9. At this time, the staff must work in the office for four days within two weeks. All staff must work in the office on the third Wednesday of the month for the "all staff meeting." It is anticipated that this hybrid schedule will promote flexibility and collaboration. SAA also realized a hybrid work schedule is attractive to current and future employees.

Governance

Meetings with the president and vice president have streamlined the strategic plan while overlaying with the DEIA Work Plan, supported advocacy initiatives, addressed volunteers' requests/concerns, and other governance-related priorities.

Strategic Plan and DEIA Work Plan

After nearly nine months of planning, meetings, and discussions, the 2023-2025 SAA Strategic Plan was approved, which includes DEIA initiatives. The plan will require time adjustments as more than half of the initiatives are slated for FY23.

The Foundation Board completed its first strategic plan. Like SAA, the plan will be socialized to the membership for feedback. As the Foundation embarks on future planning and growth, SAA will start the recruitment process for a Foundation Development Manager in the next few weeks.

Affiliated Organizations

Joint Working Group (JWG) on Issues and Awareness – The group agreed to continue to amplify the Council of State Archivists’s (CoSA) AOTUS Qualification, for which SAA is listed as a sponsor. Based on feedback from a few members and the National Coalition for History (NCH), the White House will soon put forth a candidate for the next AOTUS. The JWG continues to keep a close eye on the violations of presidential records by the former president. As of yet, little information has been shared regarding where the investigation is going.

The group asked CoSA and SAA to work on a joint statement on diversity, equity, inclusion, and accessibility. SAA leadership will review the statement, and the final statement will be shared with the National Archives and Records Administration (NARA).

Archives Associations + NARA: During the April quarterly meeting, SAA reported the following:

- Supported CoSA's requirements and qualifications for the next AOTUS.
- Joined ALA and others in support of racial healing by supporting the March 30 Hidden in Full View and The Silent Shore: A Story of Truth, Racial Healing, and Transformation program. For April, SAA allowed free access to four DEIA-related courses.
- Published a statement in support of memory workers and archivists in Ukraine.
- Recently approved the FY2023-25 Strategic Plan, which includes DEIA initiatives.

CoSA is in search of a new executive director; Barbara Teague is expected to retire in June. Once the new executive director is hired, SAA will begin discussions regarding the 2023 Annual Meeting.

NCH – SAA remains abreast of legislative issues and responsive to supporting statements. As a member of the board, SAA has been very involved in evaluating the member value proposition; this discussion has resulted in a membership benefits survey.