

**Society of American Archivists  
Council Meeting  
May 16-17, 2023  
Chicago, Illinois  
Hybrid Meeting**

*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.*

**Tuesday, May 16, 2023**

President Terry Baxter called the meeting to order at 10:10 a.m. CT on Tuesday, May 16, 2023. Present were Vice President Helen Wong Smith; Treasurer Sharmila Bhatia; Executive Committee Member Derek Mosley; Council members Krystal Appiah, Stephen Curley, Joyce Gabiola, Jasmine Jones, Dominique Luster, Lydia Tang, and Rachel Winston; and SAA Executive Director Jacqueline Price Osafo, Assistant Director of Publishing Abigail Christian, Director of Operations Cherie Newell, Education Director Rana Hutchinson Salzmann, and Foundation and Development Manager, Astoria Edwards.

Guests included Shavon Lewis

**I. COUNCIL BUSINESS**

**A. Adoption of the Agenda**

Baxter introduced the agenda with a proposed agenda item change. The Council further agreed to re-order several agenda items accommodate guests and enhance the efficiency of the meeting. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.) Bhatia moved the adoption of the agenda as revised, Winston seconded, and the agenda was adopted unanimously **(MOTION 1)**.

The Council then discussed TK.

**Move:** Bhatia

**Second:** Winston

**Vote:** PASSED

**B. Status of Council To-Do List**

Council members briefly reviewed, and no updates were provided on the status of actions listed in this internal working document.

### **C. Declare Conflicts of Interest**

No conflicts of interest were brought forward.

## **II. CONSENT AGENDA**

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

**Move Consent Items:** Mosley  
**Second Consent Items:** Bhatia  
**Vote:** PASSED (unanimous)

### **A. Ratify Executive Committee Interim Actions**

**THAT the following interim actions taken by the Executive Committee between March 1, 2023, and May 4, 2023, be ratified:**

- Approved the press release [Fact-Checking Donald Trump's Claims About the Presidential Records Act](#) as drafted by Bryan Whitledge. (April 12, 2023)
- Approved targeted email to individuals residing in Maine to encourage Senator Collins to confirm Dr. Collen Shogan as the Archivist of the United States. (April 7, 2023)
- Approve the Council appointment of Stephen Curley to serve the remainder of Tonia Sutherland's term. (April 17, 2023)

### **B. Approve February 2023, Council Meeting Minutes [CONFIDENTIAL]**

**THAT the February 2023 Council meeting minutes, as drafted, be approved.**

Following this meeting, the February 2023, meeting minutes were made available on the SAA website at: <https://www2.archivists.org/groups/saa-council/february-1-3-2022-council-meeting-minutes>

## **III. STRATEGIC PLANNING**

### **A. Current Strategic Plan**

The SAA Strategic Plan FY 2023-2025 was provided for reference.

### **B. 2023-2025 Strategic Plan Actions and Timelines**

Council directors reviewed and provided updates to the 2023-2025 Strategic Plan.

### **C. Work Plan on Diversity, Equity, Inclusion, and Accessibility (DEIA)**

The SAA Work Plan on DEIA was provided for reference.

## **IV. ACTION AGENDA**

### **A. SAA Foundation Class B Board Slate [CONFIDENTIAL]**

Each year the SAA Council elects class B directors based on a slate developed by the Foundation Board. Class B Directors serve staggered three-year terms and may be reelected to an unlimited number of successive terms in office. The Council reviewed and approved the 2023-2026 SAA Foundation term slate.

#### **MOTION 3**

**THAT four individuals be nominated for election by the SAA Council as Class B members of the Foundation Board for appointments from August 2023 to August 2026.**

**Move:** Mosley  
**Second:** Appiah  
**Vote:** PASSED

### **B. Archival Worker Labor Taskforce**

The Council reviewed and discussed the creation of a new Archival Worker Labor Taskforce.

#### **MOTION 11**

**THAT the SAA Council approves the creation of a new Archival Worker Labor Taskforce.**

**Support Statement:** The creation of this Taskforce allows SAA to plan for long-term structural support for archival workers' labor needs.

**Impact on Strategic Priorities:** The creation of this committee responds to Strategies 1.2, 2.1, 2.4, 3.1, 3.4, 4.1, 4.3, and 4.4 of the 2022-2025 Strategic Plan.

**Fiscal Impact:** The estimated staff time associated with this activity is 1 staff member @ 20 hours.

**Move:** Mosley  
**Second:** Winston  
**Vote:** PASSED (unanimous)

## C. Committee on Education on the Management Track

The Council reviewed and discussed the Management track competencies.

### **MOTION 4**

**That the SAA Council approves the following Management track competencies (existing SAA courses and gaps identified for each).**

**Support Statement:** The SAA's Management Track would provide flexible and practical professional development for archivists in management roles who often have little or no formal training in management. Built around a set of core competencies for archival managers, the track would allow participants to pick and choose courses based on their professional needs and individual job requirements. Participants who take at least one course from each competency would receive a professional development certificate acknowledging completion of the series. This track model allows SAA to serve the continuing education needs of archival managers without the significant investment of resources needed for a new certificate program with examinations and a renewal process.

In order to offer courses addressing each of the competencies, SAA would develop new courses with a priority on courses addressing:

1. Attracting/retaining a diverse workforce
2. Data collection and analysis (both qualitative and quantitative)/developing a culture of assessment
3. Developing a strategic plan

**Impact on Strategic Priorities:** The proposed Management Track relates to SAA's strategic goal #2: Enhancing Professional Growth. This proposal supports SAA's effort to provide access to professional development for archivists at any stage of their professional career. The Management Track specifically addresses strategic action 2.2, "Provide content, via education and publications, that reflects the latest thinking and best practices in the field." The objective of this proposed track would be to provide relevant and timely educational content and best practices in the area of archives management, using a framework of competencies developed with consideration for those outlined by allied archival and LIS organizations, such as the Academy of Certified Archivists, American Library Association, and the American Alliance of Museums. The proposed track also advances SAA's strategic goal #3: Advancing the Field, with a focus on strategic action 3.4, "Support the development of executive leadership skills and encourage the participation in leadership opportunities by archivists in all stages of their careers." Acknowledging that advancing in the archival field will likely involve management and/or leadership skills and experience, the Management Track will offer opportunities for archivists to learn more about these skills through the course offerings. Additionally, this track offers further leadership opportunities for mid- and late-career archivists to pass along management experience through teaching a course in this track.

Since diversity, equity, inclusion, and justice are central to management and leadership work, a priority for this track is to include these themes throughout all courses. In this way, this proposal also aligns with priority 3 of the Work Plan on Diversity, Equity, Inclusion, and Accessibility, to “develop and offer DEI training for members and incorporate issues of equity and inclusion in all course and certificate offerings.”<sup>1</sup>

**Fiscal Impact:** The work of creating and sustaining content for the track and maintaining a regular curriculum review structure will fall to the Committee on Education (serving as liaisons to course developers) as well as the SAA Education staff and budget. It should be noted that SAA Education budgets annually for the creation of new content for all its curriculum areas – DAS, A&D, RIM, Management, and DEIA – and responds to additional needs articulated in grant proposals funded by SAA Foundation, Mellon, and other entities. While three webinars per year for a track may seem like a small investment, we recognize that the SAA staff manages competing priorities in its budget of funds and bandwidth. It is the intention of this proposal to affirm that Management is an area of ongoing concern and commitment for SAA and its Education resources. The potential annual financial implications of this commitment include:

Creating (new) or revising (legacy) content for three (estimated) courses:

- Staff time – 20 hours minimum per webinar (“in kind”)
- Honorarium for speakers – varies depending on the length of the program, individual or panel of speakers – estimated \$1200 to \$3000 per project
- Volunteer time – 10 hours per webinar for CoE members to act as liaison/subject matter experts.

Total Estimated Fiscal Impact

- 60 hours of staff time
- \$3600 to \$9000 honoraria
- 30 hours of volunteer time

Move: Winston

Second: Appiah

Vote: PASSED

#### **D.1. Technical Subcommittee on Encoded Archival Standards (TS EAS)**

The SAA Council reviewed and discussed increasing the number of members of the Technical Subcommittee on Encoded Archival Standards (TS-EAS).

#### **MOTION 5**

**THAT the SAA Council approves increasing the number of members of the Technical Subcommittee on Encoded Archival Standards.**

**Support Statement:** These changes will allow the Technical Subcommittee on Encoded Archival Standards to continue to plan for current and future work while involving more of the user community who have previously not been represented in the development and maintenance of the encoded archival standards.

**Impact on Strategic Priorities:** These changes support Goal 2 (Mentor and support the career development of members to assist them in achieving their goals), specifically Goal 2.1.G (Diversify the profession by recruiting diverse archival workers, including those with diverse backgrounds/education, and recruiting diverse students into the profession following up on DEIA Work Plan - 1.5); Goal 3.1 (Identify the need for new standards, guidelines, and best practices and lead or participate in their development), specifically Goal 3.1.A (Identify the need for new standards and prepare development work plan roadmap) and Goal 3.1.B (Implement standards development roadmap).

**Fiscal Impact:** None.

**Move:** Mosley

**Second:** Luster

**Vote:** PASSED

#### **D.2. Appointment of a New Liaison to the Standards Committee for the International Council on Archives Expert Group on Archival Description**

Removed from the agenda, Wong Smith will review and determine a liaison appointment to International Council on Archives Expert Group on Archival Descriptions.

#### **D.3. Guidelines for a Graduate Program in Archival Studies**

The Council reviewed and discussed the revised Graduate Program in Archival Studies guidelines.

#### **MOTION 6**

**THAT the SAA Council adopt the revised Guidelines for a Graduate Program in Archival Studies.**

**Support Statement:** Endorsement of the revised Guidelines for a Graduate Program in Archival Studies will allow the new guidelines to be posted on the Standards Portal, shared via social media, and be freely accessible to professionals who need them, while providing much-needed, updated information to graduate programs and archival professionals.

**Impact on Strategic Priorities:** Endorsement of the revised Guidelines for a Graduate Program in Archival Studies supports Goals 2, 3, and 4 by providing guidelines that reflect contemporary archival theory and best practices and updating an outdated standard.

**Fiscal Impact:** None.

**Move:** Mosley

**Second:** Appiah  
**Vote:** PASSED

#### **D.4. New Liaison to the Committee on Cataloging: Description and Access (CCDA)/MARC Advisory Committee (MAC)**

The agenda item was removed; Wong Smith will review and determine appointment for the new liaison to the Committee on Cataloging: Description and Access (CCDA)/MARC Advisory Committee (MAC).

#### **D.5. Adoption of Best Practices for Internships by the Graduate Archival Education Subcommittee**

The Council reviewed and appointed the Graduate Archival Education Subcommittee of the Education Committee to maintain and revise the Best Practices for Internships.

#### **MOTION 7**

**THAT the SAA Council appoints the Graduate Archival Education Subcommittee of the Education Committee to maintain and revise the Best Practices for Internships.**

**Support Statement:** Appointing the GAES to manage the Best Practices for Internship will provide a needed update to the orphaned standard, along with a plan for long-term maintenance and collaboration on future revisions.

**Impact on Strategic Priorities:** Appointing a group to manage and maintain this standard will support Goal 2 by updating the standard and Goal 3 by keeping pace with the updating and changing needs of individuals in the profession.

**Fiscal Impact:** None.

**Move:** Mosley  
**Second:** Jones  
**Vote:** PASSED

#### **E. Other Action Items from Council Members**

The Council discussed and approved changing the in-person meeting from the Spring to Fall for FY24.

#### **MOTION 8**

**That the Council approves changing the in-person meeting from Spring 2024 to Fall 2023.**

**Move:** Bhatia  
**Second:** Tang

**Vote: PASSED**

### **F. Executive Session**

The Council moved into a private Executive Session

### **G. Accessibility & Disability Funding**

The Council discussed establishing a budget line item for funding to support accessibility and disability resources for in-person and virtual meetings.

### **I. COUNCIL BUSINESS**

The Council meeting was adjourned at 4:55 pm CT.

## **Wednesday, May 17, 2023**

President Terry Baxter called the meeting to order at 10:05 a.m. CT on Wednesday, May 17, 2023.

Present were Vice President Helen Wong Smith; Treasurer Sharmila Bhatia; Executive Committee Member Derek Mosley; Council members Krystal Appiah, Stephen Curley, Joyce Gabiola, Jasmine Jones, Dominique Luster, Lydia Tang, and Rachel Winston; and SAA Executive Director Jacqueline Price Osafo, Assistant Director of Publishing Abigail Christian, Director of Operations Cherie Newell, Education Director Rana Hutchinson Salzman, and Foundation and Development Manager Astoria Edwards.

Guests included Shavon Lewis, Sarah Pratt, Dennis Meissner, Sara Buchanan, Jennifer Gunter King

### **I. COUNCIL BUSINESS**

Baxter introduced the agenda, noting that the Reports agenda would be covered first, followed by the Discussion agenda.

### **V. DISCUSSION ITEMS**

#### **A. Foresight: Revenue Generation**

The Council discussed opportunities to increase revenue and reduce expenses for the Society of American Archivists in the following areas Publication/Advertisement, Education, Annual Meeting, and Membership.



## V. DISCUSSION ITEMS

### B. Constitution and Bylaws Update

The Executive Director confirmed that legal counsel is currently reviewing the proposed amendments.

### C. Sections Health Assessment Update

Jones, Gabiola, Tang, and Luster provided an update on the planned timeline and actions for the section health assessment.

#### **MOTION 9**

**That the SAA Council approve a 2-year moratorium on new sections.**

**Move:** Appiah

**Second:** Mosley

**Vote:** PASSED

### D. Utilization of Volunteer (Graduate Assistance) support and compensation

The Council didn't discuss this topic, and it will be added to the July meeting agenda.

### E. SAA Research and Innovation Roadmap (CORDA)

The Committee on Research, Data, and Assessment (CORDA) presented the beta Research and Innovation Roadmap to the Council for review, feedback, and formal adoption.

#### **MOTION 10**

**THAT the SAA Council approve the formal adoption of the roadmap, with the understanding that roadmap is a “living” document and will continue to evolve and reflect the interest and needs of the archival profession.**

**Move:** Bhatia

**Second:** Tang

**Vote:** PASSED

### F. 2023 SAA Annual Meeting Planning

The Council did not discuss the activities at the 2023 SAA Annual Meeting and will be discussed online before the meeting.

- a. Council Meetings & New Council Member Orientation
- b. Leadership Orientation and Forum
- c. NARA Open House

- d. Exhibit Hall Visits
- e. Other

## **G. Other Discussion Items from Council Members**

The Council discussed SAA Representative's attendance at conferences or events and will be developing criteria and guidelines for participation.

## **VI. 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. [World Intellectual Property Organization](#)
- D.2. [Staff: Membership](#)
- D.3. [Staff: Education](#)
- D.4. [Staff: Publications](#)
- E. [American Archivist Editor](#)
- F. [Publications Editor](#)

### **D.1. Staff: Executive Director**

The Executive Director provided a verbal update on current open positions and the completion of ACENUS.

### **D.5. Staff: Annual Meeting**

See above for the Annual Meeting update.

### **D.6. Staff: Technology**

Newell provided a verbal update on the current technology initiatives for the FY.

## **G. SAA Foundation Board**

SAA Foundation President provided a verbal update regarding the current planning for the Strategic Plan, and updates regarding the Foundation reception at the Annual Meeting.

## **H. Other Reports from Council Members/What Are You Hearing from Members?**

No additional reports from Council Members were brought forward.

## **I. COUNCIL BUSINESS (continued)**

### **C. Review of February 2023 To Do List and Talking Points**

Council members reviewed the draft list of action items stemming from the meeting.

### **D. Meeting Debrief**

The Council briefly reflected on the highlights from the meeting.

### **E. Adjournment**

Mosley moved adjournment, Bhatia seconded, and the Council meeting was adjourned by unanimous consent at 3:55 p.m. on Wednesday, May 17, 2023.