

1 **Society of American Archivists Foundation**
2 **Board of Directors Meeting**
3 **May 6, 2024**
4 **Chicago, IL (Virtual)**

5
6 *Agendas and background materials for SAA Foundation Board meetings are publicly available*
7 *via the SAA website at: [http://www2.archivists.org/groups/saa-foundation-board-of-](http://www2.archivists.org/groups/saa-foundation-board-of-directors)*
8 *[directors](http://www2.archivists.org/groups/saa-foundation-board-of-directors).*

9
10 Foundation Board President **Lisa Mangiafico** called the meeting to order at 1:01 p.m. CST on
11 May 6, 2024.

12 Present for the entire meeting were:

13 Class A Directors: **Helen Wong Smith** (SAA President), **Tomaro Taylor** (SAA Vice President),
14 **Sharmila Bhatia** (SAA/SAAF Treasurer), **Jasmine Jones** (SAA Executive Member);

15 Class B Directors: **Elizabeth Myers** (Board Vice President), **Robert Clark** (Board Executive
16 Committee Member), **Carli Lowe**, **Elizabeth Joffrion**, **Natalie Baur**, **Jessica Chapel**, **Hope**
17 **Dunbar**, **Nicolette Lodico**, **Karen Meyer-Roux**, **Gerrienne Schaad**; **Terry Baxter** (SAA Immediate
18 Past President). and **Jack Schmitt** (SAA Foundation Early-Career Member). and Chief Executive
19 Officer **Jacqueline Price Osafo**, Chief Operating Officer **Cherie Newell**, Assistant Director,
20 Foundation **Astoria Edwards**, and Assistant Director, Governance, **Jill Burgos**.

21
22 Guest:

23 Absent: Elizabeth Joffrion, Board Director
24

25 **I. BOARD BUSINESS**

26
27 **A. Adoption of the [Agenda](#)**

28
29 SAA Foundation President Mangiafico introduced the agenda. **Bhatia** moved for adoption as
30 presented, **Schaad** seconded, and the Board adopted the agenda unanimously. **MOTION 1**
31

32 **B. Reference**

33
34 Mangiafico noted that the February 2024 meeting minutes will be ratified via the consent
35 agenda of this meeting. Also, note that the Bylaws were included in the meeting materials for
36 reference purposes.

- 37
38 a. [Board Meeting Minutes](#)
39 b. [SAA Foundation Bylaws](#)
40

41 **C. Acknowledge Conflicts of Interest**
42

43 There were no conflicts of interest among the Board of Directors.

44

45 **II. CONSENT**

46

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

48

49 **A. Ratify February Meeting Minutes**

50

51 Following this meeting, the February meeting minutes were available on the SAA website at
52 https://www2.archivists.org/groups/16869/group_minutes.

53

54 Move Consent Items: Bhatia; Second Consent Items: Jones; Vote: PASSED

55

56 **IV. Executive Session (Closed Session)**

57

58 The SAA Foundation moved into a closed Executive Session

59 (**Motion 3**) to Move into the Executive Session

60 Move: Schaad; Second: Bhatia; Vote: PASSED (unanimous)

61

62 **A. Grant Review Committee: 2024 Strategic Grant Program Award Recommendations**

63

64 The Board of Directors examined the suggestions put forth by the Grant Review Committee and
65 endorsed eight grant proposals for the 2024 Strategic Growth Grant Program. The chosen
66 recipients will receive acknowledgment at the 2024 ARCHIVES * RECORDS event in Chicago, IL.
67 About \$38,400 will be granted.

68

69 **B. Nominating Committee: Recommendation Slate for SAA Foundation Board of Directors 70 (2024-2027)**

71

72 The Board of Directors assessed the suggestions presented by the nominating committee. The
73 nominating committee proposed four candidates for the Class B members of the SAA
74 Foundation Board of Directors, serving for the term 2024-2027. Additionally, the Board of
75 Directors introduced a new board opportunity for "Emerging Professionals." The nominating
76 committee recommended two candidates for the Emerging Professional position for the term
77 2024-2025. The board of directors endorsed the candidates for both Class B members and
78 Emerging Professionals. The SAA Council will decide on the final confirmation.

79

80 **C. Nominating Committee: Recommendation Slate for SAA Foundation Committees**

81

82 The Board of Directors has given their approval to the recommendations put forth by the
83 Nominating Committee for the vacant roles within the SAA Foundation committees. The
84 Nominating Committee has proposed candidates for the following available positions:

85

- 86 – Development Committee: Two candidates for committee member positions, serving for the
- 87 term 2024-2026.
- 88 – Grant Review Committee: One candidate for a committee member position, serving for the
- 89 term 2024-2026.
- 90 – (NDRFA) Review Committee: Three candidates for committee member positions, serving for
- 91 the term 2024-2026.

92
93 Additionally, a new role titled "Emerging Professional" has been introduced, and nominees
94 have been selected for Emerging Professionals within the following committees:

- 95
- 96 – Development Committee: One candidate for the Emerging Professional position, with a
- 97 term spanning 2024-2025.
- 98 – Grant Review Committee: One candidate for the Emerging Professional position, with a
- 99 term spanning 2024-2025.

100

101 **IV. DISCUSSION**

102

103 **A. Governance Working Group: Bylaws Recommendations (0524-SAAF-V-B-GWG)**

104

105 The Board of Directors reviewed the suggested adjustments put forth by the Governance
106 Working Group (GWG). Feedback was given to the GWG, and a conclusive report will be
107 presented at the final quarterly meeting of FY24. Furthermore, the Board of Directors endorsed
108 the dissolution of the GWG upon the submission of a preliminary comprehensive revision to the
109 Foundation's Bylaws, incorporating the establishment of a Governance Committee, marking the
110 fulfillment of the GWG's mandate.

111

112 **(Motion19)** THAT The SAA Foundation Board of Directors dissolve the current Governance.
113 Working (GWG) with the submission of a draft comprehensive revision to the Foundation's
114 Bylaws, which includes the creation of a Governance Committee, the work of the GWG as
115 charged has been completed.

116

117 Move: Clark; Second: Meyers; Vote: PASSED

118

119 **I. BOARD BUSINESS (continued)**

120

121 **D. Adjournment**

122

123 Lodico, moved, and Myer-Roux, seconded that the Foundation Board meeting was adjourned at
124 2:45 pm CST.

125 **Society of American Archivists Foundation**
126 **Board of Directors Meeting**
127 **May 10, 2024**
128 **Chicago, IL (Virtual)**

129
130 *Agendas and background materials for SAA Foundation Board meetings are publicly available*
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132 *[directors](http://www2.archivists.org/groups/saa-foundation-board-of-directors).*
133

134 Foundation Board President **Lisa Mangiafico** called the meeting to order at 1:07 p.m. CST on
135 May 10, 2024.

136 Present for the entire meeting were:

137 Class A Directors: **Helen Wong Smith** (SAA President), **Tomaro Taylor** (SAA Vice President),
138 **Sharmila Bhatia** (SAA/SAAF Treasurer), **Jasmine Jones** (SAA Executive Member);

139 Class B Directors: **Elizabeth Myers** (Board Vice President), **Robert Clark** (Board Executive
140 Committee Member), **Carli Lowe**, **Natalie Baur**, **Jessica Chapel**, **Nicolette Lodico**, **Karen Meyer-**
141 **Roux**, **Terry Baxter** (SAA Immediate Past President). and **Jack Schmitt** (SAA Foundation Early-
142 Career Member). and Chief Executive Officer **Jacqueline Price Osafo**, Chief Operating Officer
143 **Cherie Newell**, Assistant Director, Foundation **Astoria Edwards**, and Assistant Director,
144 Governance, **Jill Burgos**.

145
146 Guest: Diana Marsh, Vina Begay, and Selena Ortega-Chiolero

147 Late Arrival: VP, Elizabeth Myers

148 Absent: (Board of Directors) Gerrianne Schaad; Hope Dunbar, Elizabeth Joffrion

149 Early Departure:(Board of Directors) Terry Baxter, Helen Wong Smith
150

151 **IV. DISCUSSION (continued)**

153 **B. Indigenizing Archival Training (IAT) Program (Mellon Discussion) ([0524-SAAF-V-A-IAT](#))**

154
155 Diana Marsha, Vina Begay, and Selena Ortega-Chiolero led the review and discussion of the
156 Indigenizing Archival Training (IAT) program report and deliberated on the program's future
157 direction. The next phase entails the IAT group presenting a concept paper to secure additional
158 grant funding. The SAA Foundation is committed to continuing its involvement in discussions to
159 explore avenues for supporting this crucial initiative in a manner that prioritizes Indigenous
160 leadership.
161

162 **C. ARCHIVES*RECORDS 2024**

163
164 CEO Price Osafo delivered an update to the Board of Directors regarding the current status of
165 ARCHIVES*RECORDS 2024 in Chicago, IL. Discussion regarding roles and responsibilities for the

166 Board of Directors at the conference will be on the agenda for the upcoming board meeting in
167 June.

168 **V. Financials**

170 **A. FY25 Proposed Budget ([0524-SAAF-V-A-Fin](#))**

172
173 Treasure Bhatia presented the recommendations from the SAA Foundation Finance Committee
174 concerning the proposed budget for FY25 to the Board of Directors. After thorough review and
175 discussion, the Board opted to postpone the vote until June 2024, pending further examination
176 of supporting documents.

177 **VII. STRATEGIC INITIATIVES**

179 **A. [Review: SAA Foundation Strategic Plan](#)**

181
182 The Board of Directors deliberated on the strategic plan, concluding that they would review the
183 Strategic Plan 2022-2025 during the autumn 2024 board meeting.

184
185 [SAA Foundation Strategic Plan](#)
186 SAA Foundation Strategic Plan Dashboard ([0524-SAAF-V-B-StratPlan](#))

187 **VI. ACTION**

189 **A. Grant Review Committee ([0524-SAAF-VI-A-GRC](#))**

191
192 The action item from the Grant Review Committee has been postponed until the June 2024
193 Board Meeting.

194 **B. Other Action items from the Board of Directors**

195
196
197 The Board of Directors raised no additional action items during the meeting.

198 **VI. Reports**

200 **A. President**

201
202
203 President Mangiafico delivered a concise update on the strategy review for the SAA Foundation
204 Strategic Plan (2022-2025).

205

206 **B. Development Committee**

207

208 **B.1. Donor Report** [0524-SAAF-VIII-B.1-Donate](#))

209

210 VP Myers reviewed the donation trends report and updated the Board of Directors that the
211 Development committee is finalizing details about the annual meeting, appeals, and theme for
212 FY25. Additional information will be disclosed during the June meeting.

213

214 **C. Annual Meeting Award Committee**

215

216 Chair Chapel gave an update on the 2024 Annual Meeting Awards. The application deadline was
217 April 20th, and the committee is reviewing and assessing all submissions.

218

219 **D. NDRFA Review Committee**

220

221 Treasurer Bhatia informed that the NDRFA review committee did not receive any requests for
222 assistance during the third quarter of FY24.

223

224 **E. Operations**

225

226 Edwards briefly addressed the operations report for the SAA Foundation.

227

228 **I. BOARD BUSINESS (Continued)**

229

230 **E. Meeting Debriefing / Next Board Meeting**

231

232 The Foundation Board briefly reflected on the highlights from the meeting and made
233 suggestions for improving future virtual Board meetings.

234

235 **F. Adjournment**

236

237 Lowe moved, and Schmitt seconded a motion for adjournment. The meeting was adjourned at
238 3:04 p.m. CST.