

**Society of American Archivists  
Council Meeting Minutes  
June 8 – 10, 2012  
SAA Headquarters, Chicago, Illinois**

*Agendas and background materials for SAA Council meetings are available  
via the SAA website at: <http://www2.archivists.org/governance/reports>.*

President Gregor Trinkaus-Randall called the meeting to order at 8:35 a.m. on Friday, June 8. Present were Vice President Jackie Dooley; Treasurer Aimee Felker; Executive Committee Member Scott Cline; Council members Terry Baxter, Tom Frusciano, Beth Kaplan, Bill Landis, Donna McCrea, Dennis Meissner, Deborra Richardson, and Kate Theimer; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Education Director Solveig De Sutter, Member and Technical Services Director Brian Doyle, Finance/Administration Director Tom Jurczak, and Program Coordinator René Mueller. Dooley was unable to attend the Saturday, June 9, and Sunday, June 10, meetings.

**I. COUNCIL BUSINESS**

**I.A. Adoption of the Agenda**

Trinkaus-Randall introduced the agenda, including the deletion of a withdrawn action item (III.B.). After re-sequencing agenda items to accommodate Dooley's scheduled absence, the Council adopted the revised agenda.

Move: Cline  
Second: Felker  
PASSED (unanimous).

**I.B. January 2012 Minutes (Adopted March 2012)**

Trinkaus-Randall noted that the January 2012 meeting minutes were adopted by online vote of the Council in March 2012 and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In the Loop* and the website.

**I.C. Review of January 2012 "To Do" List**

Council members reviewed the January 2012 "To Do" List and provided updates on completed and pending action items. Dooley, Kaplan, Landis, and McCrea suggested revisions to the tasks associated with preservation of SAA's digital content. The group adjusted assignments and due dates on several older items. The Council discussed whether it is appropriate to continue to make the "To Do" list publicly available, given that it is an informal and fluid document.

## **MOTION 1**

**THAT the “To Do List” stemming from each Council meeting be maintained as an internal document from the June 2012 meeting forward, with meeting minutes serving as the primary communication to members regarding the outcome of each meeting.**

Move: Meissner

Second: Landis

PASSED (Yes: Baxter, Felker, Frusciano, Kaplan, Landis, Meissner, Richardson, Theimer. No: Cline, Dooley. Abstain: McCrea.)

## **II. STRATEGIC PLANNING**

### **II.A. Current Strategic Plan (Reference)**

At its January 2012 meeting the SAA Council revisited activities and timelines that had been developed for FY 2010 – 2014 and suggested revisions and new ideas that might be incorporated into the activities. Suggested revisions were presented in the revised Current Strategic Plan.

### **II.B. Status of Strategic Plan Activities (Reference)**

The Council reviewed the status of all 2010 – 2014 measurable activities associated with SAA’s Strategic Priorities (adopted in May 2010; revised May 2011 and January 2012). The document will be updated and reviewed by the Council annually at its winter meeting as part of the strategic planning process. Any feedback from the Council or SAA members should be sent to the executive director for compilation.

### **II.C. Activities Associated with Strategic Priorities, FY 2006–2012 (Reference)**

The document detailing activities associated with SAA’s strategic priorities from 2006 to 2012 was updated so that the Council might measure (to the extent possible) progress toward addressing the three highest-priority issues.

## **III. ACTION ITEMS**

### **III.A. Proposed FY 2013 Budget**

Felker and Jurczak provided an overview of the budget development process, including review by the Finance Committee prior to the Council’s consideration. The staff had prepared a draft based on activities outlined in the Strategic Plan as well as operational needs and trends, with an overall goal of achieving a balanced budget.

Given limits on operational and staff resources, the initial draft anticipated a deficit budget and provided a 9-item “B List” (i.e., those items that are not included in the draft budget but that warrant Council discussion and/or those items that the staff had hoped to include in the proposed budget but removed to achieve a workable bottom line). The Council and staff discussed specific proposed activities (e.g., projected Annual Meeting attendance and associated costs) and considered the effects on the proposed budget. During the course of these discussions, the group voted unanimously to approve the FY 2013 budget as proposed and to request funding from the SAA Foundation to support SAA’s representation at the International Council on Archives annual meeting and at the ICA Section on Professional Associations meeting.

### **MOTION 2**

**THAT the FY 2013 Budget of \$2,336,555.03 in revenues, \$2,323,076.13 in expenses, and a net gain of \$13,478.90 be adopted, and**

**THAT any net gain realized in FY 2013 be used to replenish the Council-designated funds (Education, Publications, and Technology) on a schedule to be determined by the Council at its May 2013 meeting.**

**Support Statement:** The FY 2013 budget represents a realistic and restrained work plan for the Society that places appropriate emphasis on maintaining operations at a sustainable level while addressing SAA’s strategic priorities.

Move: Cline  
Second: Felker  
PASSED (unanimous).

### **MOTION 3**

**THAT the SAA Council formally request funding from the SAA Foundation in the amount of \$3,500 to support 1) a representative’s travel to the International Council on Archives (ICA) Annual Meeting in Brisbane, Australia, in August 2012, and 2) a representative’s travel to the ICA Section on Professional Associations meeting in Europe in March 2013.**

**Support Statement:** Support for “opportunities for international exchange and professional development” is among the funding priorities adopted by the SAA Foundation Board of Directors in January 2011. The proposed request for a Foundation grant falls within this priority.

**Fiscal Impact:** Assuming that the request is approved by the SAA Foundation Board of Directors, SAA would benefit in the amount of \$3,500. If not approved the fiscal impact on SAA would be an increase in operational expenses of \$3,500.

Move: Landis  
Second: Felker  
PASSED (unanimous).

### **III.B. ~~ACA Student Poster Award Proposal~~ (Withdrawn)**

Item withdrawn on May 31, 2012.

### **III.C. Revision of Publications Board Charge**

Given that Publications Editor Peter Wosh's second three-year term will expire in February 2013, the Publications Board had reviewed its charge and recommended revisions to better align the document with the actual workings of the Board and to help ensure a smooth transition to a new chair. After making minor adjustments to the language in the proposed description, the Council unanimously agreed with the Board's recommended changes.

#### **MOTION 4**

**THAT the Publications Board description be revised as follows (*underline = addition, strikethrough = deletion*):**

### **Publications Board**

#### **I. Purpose**

The purpose of the Publications Board and Publications Editor, ~~Print and Electronic Publications~~, is to ensure that the Society's non-serial publications serve the needs of its members. The Publications Board assists the Publications Editor, ~~Print and Electronic Publications~~, in the editorial production of non-serial publications by establishing overall policy direction, goals, and priorities for the non-serial publications program; approving and shepherding manuscripts; and monitoring publications (~~defined as monographic publications in any form or medium~~) to ensure consistently high quality. The Publications Board also assists with the evaluation of the Publications Editor as requested by the Council, ~~Elected Officers, and Executive Director~~.

#### **II. Board Size, Length of Terms, and Selection**

The Publications Board consists of the Publications Editor, who serves as chair of the board, ~~Print and Electronic Publications~~, and eight individual board members.

The Publications Editor's term of office, assuming satisfactory performance, is three years, with an option of reappointment for one additional three-year term.

The eight individual board members are appointed for four-year terms that are staggered so that one-fourth of the members are appointed each year. ~~Each year~~ The Publications Editor, ~~in consultation with the Publications Board,~~ recommends ~~two~~ new members for appointment by the SAA Vice President. The Vice President bears ultimate responsibility for appointing board members ~~in order~~ to ensure that they represent diverse knowledge areas and constituencies within SAA. The Publications Editor's recommendations, however, bear considerable weight in this appointment process. ~~Special attention is paid to ensuring that at least one member of the Publications Board has significant knowledge and experience in the area of electronic publications.~~ An individual may serve no more than two consecutive terms.

### **III. Duties and Responsibilities**

#### **A. Publications Editor, ~~Print and Electronic Publications~~**

The role of the Publications Editor is to set a vision ~~for the program~~ and provide philosophical and strategic direction ~~for the program~~, acquire manuscripts, maintain a clear and transparent review process, ~~coordinate the "virtual clearinghouse," seek external financial support for specific projects, and direct the work of the Publications Board,~~ cultivate partnerships with other professional associations, and seek external financial support (with the Council's permission) for specific projects.

The Publications Editor also serves as an *ex officio* member of *The American Archivist* Editorial Board.

#### **B. Publications Board**

The Publications Board assists the Publications Editor to:

1. Develop and implement editorial policies and procedures.
2. Review manuscripts, recommend reviewers, and coordinate review processes.
3. Solicit authors and publish works that support the archival profession.
  - Ensure that seminal archival literature remains in publication.
  - Publish new, and newly translated, academic works on advanced archival topics.
  - Publish works that establish best practices. Produce revised editions as necessary.
  - Publish new works that meet the evolving needs of the membership.
4. Identify titles published by other publishing outlets that should be acquired for distribution by SAA or ~~ited in the online~~ promoted by SAA, catalog, as part of the "virtual clearinghouse."
5. Continue a fiscally responsible program of publishing and distributing works relating to archival history, practice, research, and principles.
  - Work to increase funds for an expanded publications program, such as cooperative ventures with other publishers, ~~establishing a publications endowment, or seeking grants to defray the cost of some publications, and~~ suggesting ways in which the Council-designated Publications Fund might be enhanced.
  - Seek ways to improve marketing strategies for current and new audiences.

6. Participate fully in all board discussions, ~~whether online, in person, or via telephone.~~

### **C. SAA Office**

The SAA office coordinates the physical production and mechanical aspects of the publishing program, including:

- Negotiate contracts with authors;
- Negotiate contracts with printers;
- Negotiate contracts with other publishing houses to distribute works;
- Oversee production of SAA publications;
- Manage inventory of titles;
- Ensure that all deadlines are met;
- Provide reports to assist the Publications Board to accomplish its goals;
- Coordinate communication with and among the Publications Board members, and with SAA members at large; and
- Ensure the production and distribution of Publications Board meeting minutes.

### **IV. Meetings**

The Publications Board ~~will typically~~ meets twice each year, once at the annual meeting and once at ~~mid-year~~ the midpoint of the fiscal year (provided funding is available). The Council liaison, Editor of *The American Archivist*, Executive Director, and Director of Publishing ~~customarily~~ participate in all meetings of the Publications Board.

### **V. Budget**

The SAA Council, as part of its budget process, approves the publications program budget, which is prepared by the SAA office.

### **VI. Reporting and Performance Evaluation Procedures for Editor**

The Publications Editor, ~~Print and Electronic Publications,~~ reports directly to the Council, and is required to submit ~~periodic-written~~ reports three times a year to the Council ~~and to meet with~~ The Council at least annually ~~(also may request that the Publications Editor attend and present a verbal report in conjunction with the Annual Meeting.~~

If the Council expresses concern about the performance of the Publications Editor, it will charge the Executive Director to gather information so that the Council can conduct a more detailed performance review. Such a performance review would include feedback from Publications Board members, the Director of Publishing, authors, and other individuals as appropriate.

In years in which the incumbent Publications Editor is eligible for reappointment, the Executive Director will contact the incumbent Publications Editor to determine if he or she is interested in serving a second term. If the Publications Editor expresses such an interest, the matter will be referred to the Council. After reviewing the Publications Editor's performance based on the position description and consulting such individuals as

it deems appropriate, the Council will determine whether it wishes to offer the Publications Editor reappointment to a second term or will direct the Executive Director to implement a search for a new Publications Editor.

~~The following procedures will be followed for the purpose of conducting an annual performance evaluation of the Editor, based on performance criteria, goals and objectives, and a formal review process. The purpose of this process is to provide feedback to the Editor, to discuss issues of common concern, to recognize achievements, and to form a basis for considering renewal of the Editor's contract.~~

~~The Editor and Executive Director will prepare a statement of criteria for performance evaluation, stipulating elements that will be considered as appropriate and relevant for evaluating the Editor's performance on an annual basis. This statement must be reviewed and approved by the Council.~~

~~By June 15 of each year, the Executive Director will solicit feedback from Publications Board members and the Director of Publishing using an appraisal form that addresses the Editor's work with the Board, its policies, the quality of the publications, the Editor's performance, and related concerns.~~

~~By July 15 of each year, the Editor will submit to the Executive Director an annual summary of activities and accomplishments, with clear reference to the current year's goals and objectives, as well as a completed self-appraisal form.~~

~~The Executive Director will compile comments and disseminate to the Council along with the Editor's Report. The Council will set aside one hour during the Annual Meeting to conduct the performance appraisal of the Editor. The Editor will be allotted time to make a report, and then the Council will share the feedback received and conduct a dialogue.~~

~~In years in which the incumbent Editor is eligible for reappointment, the Executive Director will contact the incumbent Editor to determine if he or she is interested in serving a second term. If the Editor expresses such an interest, the matter will be referred to the Council. After reviewing the Editor's annual performance reviews and consulting such individuals as it deems appropriate, the Council will determine whether it wishes to offer the Editor reappointment to a second term or will direct the Executive Director to implement a search for a new Editor.~~

**Support Statement:** This revision of the Publications Board description aligns the documentation with the current work of the Publications Board and provides for a streamlined process for evaluating the performance of the Publications Editor.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.

Move: Landis

Second: Richardson  
PASSED (unanimous).

### **III.D. Creation of Communication Task Force**

In January 2012 the Council had discussed creating a new group to build on the recommendations in the final report of the now-disbanded Communications Technology Working Group to develop specific recommendations for advising SAA on its communications. Kaplan, McCrea, and Theimer drafted a description of a proposed Communications Task Force. Council members proposed several minor revisions.

#### **MOTION 5**

**THAT a Communications Task Force be appointed, with the following purpose, description, and timeline:**

#### **SAA Communications Task Force**

**Reports to:** SAA Council  
**Established:** June 2012  
**Final Report Due:** August 2013

#### **I. Purpose**

In support of SAA Strategic Priority 1 Desired Outcome #3, “SAA will make increasingly effective use of current and emerging technology to enhance communication with internal and external audiences and stimulate collaboration among its constituents,” the Communications Task Force is charged with advising the SAA Council on practical ways to enhance SAA’s communications with a focus on three areas: intended audiences, content/messages, and tools/channels.

#### **II. Task Force Selection, Size, and Length of Term**

Following an open call for participation, the SAA Vice President shall appoint five members, one of whom should be a Council member and all of whom should have expertise in the topics defined in the Purpose statement, and who should collectively include both newer and more experienced archivists. At least one member should be drawn from the active membership of the now-disbanded Communications Technology Working Group. One member shall serve as chair. The length of term of members shall be one year from their appointment with a possible extension should the task force need more time or be re-constituted as a [Working Group](#).

#### **III. Reporting Procedures**

The task force will provide an update on its progress prior to each Council meeting. A preliminary report and recommendations shall be delivered to the Council by the time of



its spring 2013 meeting, with a final report and recommendations made by the time of the August 2013 Council meeting.

#### **IV. Duties and Responsibilities**

The task force will deliver to the Council a final report with recommendations as to which of SAA's current communication venues and practices should be maintained, revised, or discontinued and why, and which (if any) new venues or practices should be implemented. In addition to other research and activities the task force deems necessary to meet its charge, the task force shall:

- Become familiar with current SAA communication channels and how they are used, including *In the Loop*, Twitter stream, Facebook presence, website, *Archival Outlook*, email blasts, press releases, and LinkedIn presence.
- Conduct a mini-environmental scan of similar organizations' communications and uses of communication technology, seeking out effective and realistic models that might be incorporated into its recommendations.
- Gather information from SAA component groups that have a social media presence about the use and effectiveness of their communication tools.
- Become familiar with relevant SAA policy documents and reports, including, but not necessarily limited to, the Communication Technology Working Group final report, SAA's Uniform Guidelines for SAA Websites and Online Communications, and the 2012 SAA Member Needs and Satisfaction Survey results.
- Submit a final report with recommendations to the Council addressing at least the following questions relating to audiences, content, and technology:

1. What audiences or stakeholders do SAA communications currently target? Are there additional audiences that we need to reach?
2. What types of content are pushed out to which audiences and by whom (SAA staff, member volunteers, etc.)? Is this a good match? Are there others who could or should participate?
3. What technologies are used to target those audiences and by whom? Are these good matches?
4. What peer organizations might serve as good models as SAA seeks to enhance communication with internal and external audiences and stimulate collaboration among its constituents? What are the qualities that make them successful?
5. What are the most pressing changes to be made?
6. What barriers exist to improving SAA's communications? What can be done to mitigate them?

- Provide a recommendation to the Council as to whether there is a need for a group such as this one to continue to act in an ongoing advisory role by transitioning into a Working Group.

#### **V. Meetings**

The task force will accomplish its work primarily via email, conference call, Skype, Google+ hangout, and perhaps an in-person meeting at the 2012 Annual Meeting.

**Support Statement:** SAA, like other organizations at this time, is challenged to adjust its existing communications style and tools to meet the expectations of a diverse membership. Increasingly there is an expectation that new forms of communication technology will become part of the organization's communications landscape. SAA has adopted several of these new tools, but norms and expectations for their use are constantly changing. The Communications Task Force is intended to add focused, member-driven expertise to existing staff expertise to ensure that communications efforts reach intended audiences, to identify the communications tools that are best matched to SAA's communications goals, and to identify the specific investments (in technology, training, and/or time) that will be necessary to implement recommendations if they are adopted. The relatively short turn-around time for the group's work is intended to foster an intensive, focused, and motivated group effort on the part of task force members.

**Impact on Strategic Priorities:** The work of the proposed task force would assist in achieving SAA Strategic Priority 1 Desired Outcome #3: "SAA will make increasingly effective use of current and emerging technology to enhance communication with internal and external audiences and stimulate collaboration among its constituents."

**Fiscal Impact:** The direct expense of convening this task force and supporting its work are expected to be minimal, as most of the group's communication can be done via email and Skype or Google+ hangout. The indirect expenses associated with staff time to assist the task force cannot be estimated. (Note that the recommendations of this proposed task force, if adopted for implementation, could have fiscal implications that would have to be assessed separately.)

Move: Frusciano  
Second: Kaplan  
PASSED (unanimous).

### **III.E. Committee on Education: Vendor-Sponsored Courses**

The Committee on Education detected a need among archivists for instruction about specific software products that might also be proprietary, and indicated that the SAA education program can and should deliver such education as long as proprietary courses/workshops are managed differently. The Committee proposed creating a new category within the "Tools and Services" tier of SAA courses to ensure that registrants and prospective registrants perceive such offerings correctly and to help avoid the perception that SAA is selling or endorsing a product. The Council debated the Committee's proposal, remaining divided on several issues, including how to manage the potential cost of a vendor-sponsored workshop. Although the Council agreed that any new category of courses should distinguish for-profit vendors from nonprofit vendors, it took no action on the Committee's recommendation.

### **III.F. Policies and Procedures for Sections and Roundtables**

The SAA Governance Manual articulates the organization's policies and clarifies expectations for members, leaders, component groups, and staff. Kaplan and Landis proposed edits to sections IX and X of the SAA Governance Manual that are intended to reduce the potential for confusion and to foster transparency and compliance among Sections and Roundtables. The proposed changes addressed clarification of language,, parallel arrangement of sections within the Manual, replacement of specific dates with greater flexibility to allow for shifts in scheduling, focusing component group communication on the Council liaison, and moving non-policy information into guidelines documents. The Council-approved edits also adjusted policy to permit electronic collection of signatures and online voting, to acknowledge reduced space availability at the Annual Meeting due to the increasing number of roundtables, and to require roundtables to have bylaws.

#### **MOTION 6**

**THAT Sections IX. (Sections) and X. (Roundtables) of the SAA Governance Manual be revised as follows:**

#### **Governance Manual, Section IX: Sections**

##### **I. MISSION STATEMENT**

##### **A. Serve as Advocate for Interest Around Which the Section Is Formed**

Sections focus attention on and give voice to the concerns that form the Section's particular areas of interest. Sections focus expertise and interest in the professional functions and responsibilities to carry out the archival profession's mission to identify, administer, and promote the use of records of enduring value.

##### **B. Encourage and Provide Communication**

Sections provide a forum for members to discuss matters of interest within the Society. They also provide channels of communication from the Section to the membership of the Society and to the Council on matters of concern to the Section.

##### **C. Perform Work**

Sections are responsible for advancing the work of the profession within their field of practice. They provide mechanisms for members to initiate activities of common interest and also review material referred to them by the Council for comment or action.

Sections can formulate specific projects, for which task forces would be created to execute the projects. Sections give an institutionalized opportunity for members to focus on a longer term basis and in a national forum on specific matters of practical interest.

##### **D. Integrate New Members**

Sections provide a vital mechanism for new members to become active in the work of the Society and to meet members with common interests. Sections provide new members with a chance to participate and to contribute to the work of the group and the Society.

1. Membership in Sections requires the individual to be a member of the Society.
2. Society members are limited to two Section memberships and must formally sign up with the Society's Executive Office for Section membership.
3. The SAA Executive Office maintains lists of Section members.

### **E. Develop Leadership**

The Sections, as well as their various subgroups (if any), offer opportunities to their members to take leadership in working with and for their colleagues. Through the years a considerable number of the elected and appointed positions within SAA have been filled by persons who began their leadership role within Sections.

## **II. STATEMENT OF GOALS AND OBJECTIVES- GOALS AND AREAS OF ACTIVITY**

A. Each Section shall adopt and maintain a statement of goals and objectives indicating the general concerns and intended areas of work of the Section. Section goals should be clearly articulated with reference to implementation strategies and activities. Sections should be specific about their objectives and activities and periodically examine their mission and goal statements for currency. The statement of goals and objectives may be changed as the Section sees fit; information on any changes should be included in the annual report submitted to the Council. Sections should make explicit reference to their annual goals in their annual reports.

B. As governing units of the Society, Sections are expected to contribute to the professional discourse and advance the Society's priorities as identified by the Council. Sections have an obligation to respond to requests or tasks assigned to them by the Council.

~~Recognizing their responsibility to professional development, and to advance the work of the profession in their field of practice,~~ Sections are charged to be active in four areas:

- They identify and consider issues in which a significant number of members have an interest. Members may investigate different facets of the issues, then report and discuss their findings during Section meetings and through Section communications.
- They recommend to the Council—through reports, action items, or discussion items submitted on the Council Report Template—~~through memoranda or formal papers, an action~~ or a position the Section believes appropriate for SAA. The Council remains the policy-setting body for SAA, and only it can promulgate a formal position for SAA or any of its constituent bodies.

- They suggest program sessions for the SAA Annual Meeting and, with the advice of the Executive Director, plan Section functions for the SAA Annual Meeting (e.g., the Finding Aids Fair of the Description Section). Representatives of the Program Committee will visit Section meetings to present their early plans for the next meeting; to explain the program building process, the pre-conference workshop possibilities, and the Section endorsement process; and to advise Sections on how to submit well-crafted program proposals in collaboration with other SAA units.
- They communicate their activities to the Society at large by publishing information about their work on their websites and on SAA's main website.

### **III. AREAS OF ACTIVITY**

Recognizing their responsibility to professional development, and to advance the work of the profession in their field of practice, Sections are charged to be active in four areas:

- They identify and consider issues in which a significant number of members have an interest. Members may investigate different facets of the issues, then report and discuss their findings during Section meetings and through Section communications.
- They recommend to the Council through memoranda or formal papers an action or a position the Section believes appropriate for SAA. The Council remains the policy-setting body for SAA, and only it can promulgate a formal position for SAA or any of its constituent bodies.
- They suggest program sessions for the SAA Annual Meeting and, with the advice of the Executive Director, plan Section functions for the SAA Annual Meeting (eg, the Finding Aids Fair of the Description Section). Representatives of the Program Committee will visit Section meetings to present their early plans for the next meeting; to explain the program building process, the pre-conference workshop possibilities, and the Section endorsement process; and to advise Sections on how to submit well-crafted program proposals in collaboration with other SAA units.
- They communicate their activities to the Society at large by publishing information about their work on their websites and on SAA's main website.

### **IV. III. RECOGNITION AND STANDING**

A. The Council will establish SAA Sections for groups organized to advance professional practice within broad areas of common archival interest and affiliation, such as institutional settings, archival functional categories, record formats, or programmatic activities. The Council will consider the merits of each application in light of existing SAA groups and the accompanying statement of intent and goals.

B. New applications for recognition as a Section will be submitted no later than ~~January~~ the posted deadline each year for submitting agenda items for the Winter Council meeting, for so that Council action can occur before the next Annual Meeting.

C. Application by petition will include signatures, in paper or electronic form, of at least 300 members of SAA, a publishable statement of purpose and goals of the Section, and a statement about why a separate Section would be advantageous to the Society.

D. Sections that do not maintain an official membership level of at least 300 members for two consecutive years may be dissolved after due notice and an opportunity for Section officers to appeal. The Council will offer to designate such groups as Roundtables without re-application.

E. Should a Section decide that the more informal status of Roundtable would better suit its ends, it may petition the Council for a change in status.

#### **V. SUBGROUPS OF SECTIONS**

~~A. Where possible and appropriate Sections should divide themselves into committees so that members will have the maximum opportunity to participate in meaningful work and so that each Section may work in more than one area at once. Forming into committees may be done at the discretion of the Section. Section committees have been formed to propose Annual Meeting sessions, to plan Section meetings, to study particular archival concerns, to gather data on recent literature distribution to Section members, to follow legislative and national policy issues relating to the interests of the Section, and to coordinate work with other Sections whose fields of interest overlap. These committees may be established to perform specific tasks or on a long-term basis to deal with ongoing concerns.~~

~~B. The term “task force” is recognized specifically within the SAA structure as a group constituted by the Council with a clear mission to accomplish a definite goal within a specified time. Usually task forces require a budget, which can be granted only by the Council. The Council will make every effort, when a Section suggests an activity requiring a task force, to constitute that task force from the members of that Section so that the Section thrives on the energy it generates.~~

#### **VI.IV. MEMBERSHIP, MEETINGS, AND OTHER PRIVILEGES**

A. SAA members are eligible for membership in any two Sections. The SAA office maintains the official list of Section members.

B. Each Section is guaranteed space and support at the SAA Annual Meeting for a two-hour annual membership meeting. A portion of this time may be used for meetings of constituent groups, as deemed appropriate by the Section. Sections will be supplied with basic equipment to support their membership meetings.

C. Sections will receive priority support from the Society's budget for special projects approved by the Council. Sections will also receive electronic communication support in the form of website hosting and electronic lists.

~~D. Sections may communicate to the Council through liaisons.~~

## **V. VIII. GOVERNANCE**

### **A. Internal Leadership**

Sections are required to have a minimum of two officer positions and two steering committee members. Sections may create additional positions or extend terms of service in order to effectively achieve continuity while ensuring recruitment and development of new leaders.

1. Every Section will have a chair, a vice-chair / chair-elect, and a minimum of two steering committee members. The officers and steering committee members of every Section must be chosen by election.
2. Section officers and steering committee members must be SAA members in good standing.
3. Sections may elect or appoint additional officers and members to the steering committee. Sections are encouraged to retain continuity and recruit leadership by designating other positions of responsibility (e.g., Web coordinators, committee chairs, etc.) to carry out the program and work of the Section.
4. The chair and vice-chair/chair-elect serve consecutively. The vice-chair/chair-elect succeeds the chair at the conclusion of the Annual Meeting that coincides with the term of office. All officers and committee members begin their terms at the close of the SAA Annual Meeting.
5. The term of office and the number of consecutive terms that a person may serve in one Section office or on the steering committee will be set in the Section's bylaws.
6. Section bylaws are subject to review and comment by the Council. To ensure their alignment with SAA's governance documents, bylaws and subsequent changes should be reviewed by the Executive Director or her/his designee before the section membership votes to adopt them. Once adopted, new or revised bylaws must be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.
7. Section bylaws are subject to review and comment by the Council.
8. Sections are encouraged to create special or standing subcommittees in order to execute the goals of the Section, develop leaders, and recruit members into the Society.

## **B. Section Elections**

1. Sections shall conduct annual elections via an online ballot system provided by the SAA staff. Members must vote via the online ballot.
2. Formal calls for nominations shall be issued by the Section leadership and collected by June 1.
3. Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) shall be submitted to the SAA staff by June 15.
4. Supplementary ballot information (e.g., candidate photos, biographies, and statements), if desired, shall be posted by the Section leaders to the Section website by July 1.
5. Online ballots containing basic ballot information shall be prepared by staff and made accessible during the first week of July and shall remain open for at least two weeks.
6. Section members who are in good standing on June 30 shall be eligible to vote. Members who join after this date shall be eligible to vote during the following year.
7. Ballot results shall be reported by staff to the Section leaders in order to be announced at the Annual Meeting.

## **C. Consultation**

Sections are incubators for developing leaders who go on to take leadership positions within SAA at other levels of responsibility. Leadership development is a more productive process in an organizational environment that nurtures consultation and participation.

- ~~1. Section leaders are to be appropriately consulted in the decision-making and deliberative processes of the Society. Whenever possible, Section leaders should be included in appointments to committees and task forces, when such appointments are appropriate to inform the subject or achieve a diversity of opinion.~~
- ~~2. The president or designee will report at the annual Leadership Forum and to the SAA membership on steps taken to achieve the goal of leadership consultation.~~
- ~~3. Section leaders may submit their concerns and requests to the Council through designated Council liaisons, who are eligible to address Section annual membership meetings, attend the Section's leadership meetings, and participate in all Section electronic discussion groups.~~

## **D. Professional Leadership**

~~Section officers will be asked to acknowledge annually that they understand and will~~



~~comply with the responsibilities of their position.~~

~~1. The president or designee will contact Section chairs and vice chairs/chairs elect annually by e-mail to request that they read those Sections of the SAA Council Handbook and Section handbooks that relate to Sections and particularly to their duties, and responsibilities. The annual notice will include a reminder to leaders of their responsibilities to create a welcoming, professional environment. The annual notice should include reference to guidelines on:~~

- ~~• Timely and regular communication with Section members, Council liaisons, and the SAA office;~~
- ~~• Compliance with reporting requirements;~~
- ~~• Review and update of SAA's main website;~~
- ~~• Notification of inability to perform duties of office to which elected;~~
- ~~• Broad participation of the Section membership and recruitment of new leaders;~~
- ~~• Understanding of and support for the Society's objectives and policies; and~~
- ~~• Attendance at the annual Leadership Forum meetings.~~

~~2. Section officers will be required to acknowledge by e-mail reply that they have read and understood these policies and guidelines and that they will comply with the expectations of their office.~~

## ~~VII.~~VI. ANNUAL REPORTING REQUIREMENTS

A. Leadership Report: The chair of each Section will convey to the Executive Director or designee an electronic list of the names of Section officers and steering committee members within 14 days of the close of the Annual Meeting. The chair will include in that list all individuals who should be subscribed to the official SAA leadership list. ~~SAA leader announcement list ("saaleaderlist")~~.

B. Section Annual Report: Each Section, like all SAA groups, is required to present an annual report for review by the Council. Section annual reports must be filed with the SAA Executive Director within 90 days of the close of the Annual Meeting. (Download the Section and Roundtable Annual Report Template [[generic link](#)] [report form](#).) The annual report should be a brief summary that includes the following:

- An accurate list of Section leaders and contact information,
- A verified count of Annual Meeting attendees,
- A summary of work accomplished,
- A summary of any activities relating to SAA's strategic priorities,
- Goals and plans for the coming year, and
- Other pertinent information on Section activities.

C. Section annual reports will be posted on the Section's website.

D. The Section may be placed on probationary status or lose Section privileges if it fails to complete and file an annual report within six months of an Annual Meeting. Failure to file an annual report within one year of the close of the Annual Meeting will result in a notice from the president of the Section's dissolution. Sections receiving such notice may file an appeal with the Council.

## **VII. CONSULTATION WITH THE COUNCIL**

A. The president will extend an invitation to Section leaders to attend the annual Leadership Forum and Orientation. Attendance for Section leaders is strongly encouraged.

B. The Council is responsible for addressing Section matters, making recommendations about Section matters, and communicating actions concerning Sections to the leaders. Each Section is assigned a Council liaison, who is the primary contact for Section leaders with the Council. Any concerns that Section leaders have with their assigned Council liaison should be discussed with the Executive Director or the SAA President.

## **IX. ANNUAL LEADERSHIP FORUM**

~~The SAA Annual Meeting will include in its schedule a block of time for a Leadership Forum of Section officers, committee chairs, Council members, and those Roundtable conveners who request to attend. The purpose of the forum is to exchange information on issues that have impact on the wider profession and to discuss strategic responses to these concerns.~~

~~A. Section chairs and chairs-elect or their representatives are expected to attend the forum.~~

~~If unable to attend, a Section chair or chair-elect may designate another member of the Section leadership to attend in his or her place. Failure to send representatives to the Leadership Forum may result in loss of Section meeting privileges.~~

~~B. SAA officers, the Executive Director, and Council members will attend the forum.~~

~~C. The agenda of the annual forum will be decided by the Council in consultation with Section and committee chairs.~~

~~D. The president or designee will report on the involvement of Section leaders in the activities and appointments of the Council in the past year, and remind leaders of their ongoing responsibilities and any duties assigned by Council.~~

~~E. The format of the forum may vary, but a substantial amount of the block of time will be allocated for dialogue in which leaders may describe new initiatives, seek collaborations with others, and exchange views on the~~

~~direction and performance of the Society's program and work.~~

~~F. The results of the annual Leadership Forum will be circulated for review and comment by Section leaders, and subsequently reported to the general membership on the SAA's website~~

### **X.V.III. COMMUNICATIONS**

A. Sections will provide to the SAA staff key leadership information for display on the main SAA website. This information will be reviewed annually by the Section steering committee and used to orient officers and steering committee members. The information should include, at a minimum, up-to-date versions of the following:

- A statement of purpose and current goals;
- The Section bylaws;
- Specific duties of the officers, including their reporting requirements; and
- Information on officers and activities from the Section's annual reports.

B. Section websites, e-mail discussion lists, document workspaces, and online social networks will conform to the *Uniform Guidelines for SAA Websites and Online Communications*.

C. Announcements of employment opportunities shall appear only in SAA's *Online Career Center*, and not in any Section publication or other electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.

~~D. Any mailings or electronic communications from Section leaders to their members will also be distributed to the Council and the Executive Office.~~

~~E.D.~~ The SAA office will contact Section chairs, in time for publication in the Annual Meeting program book, to request information on plans for the Section meeting at the Annual Meeting

### **IX. XII. FUNDING FOR SECTION ACTIVITIES**

A. Sections will receive priority support from the Society's budget for special projects approved by the Council.

B. SAA's fiscal year extends from July 1 to June 30. Budget requests from Sections will be submitted as part of the annual report due to the Council within 90 days of the close of

the Annual Meeting.

C. Funds allocated to a Section during one fiscal year are not automatically carried over to the next fiscal year. If an allocation needs to be deferred to the next year, the Section must formally request the carryover in its annual report.

D. A Section must receive authorization from the Council to spend any monies or commit any monies to be spent. Although exceptions can be made, the Council expects to appropriate monies for Section activities through the regular budget process.

E. If a Section wishes to seek resources (in cash or in kind) from any source outside of SAA, Executive Committee approval must be obtained in every instance before approaching the source. Proposals should be routed through the Section's Council liaison Executive Director with sufficient time for consideration by the Executive Committee, which will respond within 30 days.

### **X. ~~XIII~~. USE OF SAA NAME, LOGO, AND AUSPICES**

The use of SAA's name, logo, and auspices for publications, meetings, mailings, websites, social networks, electronic communications, and other activities is available only through specific provision of the Council and shall conform to the *Uniform Guidelines for Use of the SAA Logo*. Although Sections are within the SAA structure, they are not empowered to take action in the name of SAA, or request money in the name of SAA or the Section itself without specific prior authorization from the Council. This firm rule is required to protect SAA and its members from potential legal complications.

## **Governance Manual, Section X: Roundtables**

### **I. MISSION STATEMENT**

#### **A. Serve as Advocate for Interest Around Which the Roundtable Is Formed**

Roundtables focus attention on and give voice to the concerns that form the Roundtable's particular areas of interest. Roundtables function as communities of interest engaged in generating ideas and meeting the intellectual interests of the membership in areas of topical interest. They focus expertise and interest in the professional functions and responsibilities to carry out the archival profession's mission to identify, administer, and promote the use of records of enduring value.

#### **B. Encourage and Provide Communication**

Roundtables provide a forum for members to discuss matters of interest within the body. They also provide channels of communication from the Roundtable to the membership of the Society and to the Council on matters of concern to the Roundtable. As Roundtables may exist as online communities, communication may take place in the form of Roundtable electronic discussion groups.

### **C. Perform Work**

Roundtables provide mechanisms for members to initiate activities of common interest and also review material referred to them by the Council for comment or action. Roundtables can formulate specific projects, for which task forces would be created to execute the projects. Roundtables give and institutionalize opportunity for members to focus, on a longer term basis and in a national forum, on specific matters of practical interest.

### **D. Integrate New Members**

Roundtables provide a vital mechanism for new and prospective SAA members to become active in the work of the Society and for meeting members with common interests. Roundtables provide new members a chance to participate and to contribute to the work of the group and the Society.

Although it is expected that the core of a Roundtable is composed of Individual members of SAA, anyone may participate in ~~belong to~~ a Roundtable by joining in its electronic communications list and engaging in discussions of and work on issues of interest to its membership. Because of this, Roundtables play a unique and significant role in recruiting new members to the Society. As part of their annual report, Roundtables that are provided in-person meeting space at the annual meeting are required to include records of attendance as part of that report. Failure to do so could jeopardize future requests for in-person meeting space. Other Roundtables are encouraged to provide annual data on participation as an indicator of overall effectiveness in meeting the needs of Roundtable members. ~~are therefore required to compile records of attendance at the Annual Meeting on forms provided by the SAA Executive Office; these will be used by the SAA Executive Office for outreach purposes and to monitor the overall effectiveness of Roundtables in attracting new members to the Society.~~

### **E. Develop Leadership**

The Roundtables offer opportunities to their members to take leadership in working with and for their colleagues. Through the years, a considerable number of the elected and appointed positions within SAA have been filled by persons who began their leadership roles in Roundtables.

## **II. GOALS AND AREAS OF ACTIVITY**

A. Each Roundtable shall adopt and maintain a statement of goals and objectives indicating the general concerns and intended areas of work of the Roundtable.

B. Roundtables are charged to be active in four areas.

- They identify and consider issues in which a significant number of members have an interest. Members may investigate different facets of the issues, then report and discuss their findings during Roundtable meetings and through Roundtable mailings

or electronic communications.

- They recommend to the Council, through reports, action items, or discussion items—submitted on the Council Report Template— memoranda or formal papers, an action or a position the Roundtable believes appropriate for SAA. The Council remains the policy-setting body for SAA, and only it can promulgate a formal position for SAA or any of its constituent bodies.
- They suggest program sessions for the SAA Annual Meeting and, ~~with the advice of the Executive Director, request space for and, if allocated,~~ plan Roundtable meetings for the SAA Annual Meeting. ~~Representatives of the Program Committee will visit Roundtable meetings to present their early plans for the next meeting; to explain the program building process, the pre-conference workshop possibilities, and the Roundtable endorsement process; and to advise Roundtables on how to submit well-crafted program proposals in collaboration with other SAA units.~~
- They communicate Roundtable activity within the Roundtable and to the Society at large.

### **III. RECOGNITION AND STANDING**

A. The Council may establish Roundtables upon submission of a group's application. The Council will consider the merits of each request in light of existing SAA groups and the specific statement of intent and goals of the applicant group.

B. New applications for recognition as a Roundtable shall be submitted no later than ~~January 1~~ the posted deadline each year for submitting agenda items for the Winter Council meeting, ~~for so that~~ Council action can occur before the next Annual Meeting.

C. Application shall be made by petition to include signatures, in paper or electronic form, of at least 50 SAA members, a publishable statement of purpose and goals of the Roundtable, and a statement indicating why a separate Roundtable would be advantageous to the Society.

D. Roundtables that do not maintain an official membership level of at least 25 SAA members and meet annual reporting requirements may be dissolved as an official SAA Roundtable after due notice and an opportunity for Roundtable officers to appeal.

E. Should a Roundtable decide that a more formal structure and greater degree of activity are necessary to carry forward its work, it may petition the Council to become a Section. Such petitions should indicate a plan of work for specific projects that can be carried out more effectively through the Section structure.

### **IV. MEMBERSHIP AND MEETINGS**

#### **A. Membership**

1. SAA members may join an unlimited number of Roundtables. The SAA office will maintain and report on the official list of Roundtable members as an aid in allocating resources and tracking member services. Participation in electronic discussion lists is open to nonmembers of the Society.

2. Nonmembers of SAA may participate in a Roundtable by joining in its electronic communications list and engaging in discussions of and work on issues of interest to its membership.

## **B. Meetings**

~~The Society invites Roundtable leaders to work collaboratively and creatively with the Council and staff to allocate limited meeting space by suggesting alternative ways of gathering within and outside of the conference hotel. All Roundtables will be guaranteed either shared or dedicated meeting space at the Annual Meeting.~~

1. Roundtables are encouraged to work creatively and collaboratively with each other and with other SAA component groups to plan and conduct programs at the Annual Meeting. The Society makes every effort to provide appropriate meeting space for Roundtables in the conference hotel, but Roundtables may be required to meet certain conditions to secure dedicated rooms and other resources, especially equipment, that may be available during the Annual Meeting.

2. A. ~~Conveners~~ Roundtable leaders will receive an annual notice from the SAA office on the availability of meeting rooms for Roundtables, with deadlines for responding. Roundtables that request a meeting room may be allocated shared meeting space at the Annual Meeting. The following criteria, among others, may be used to determine the allocation of shared space:-

1-

- The SAA office receives a request for space by the deadline established by the Executive Director.

2-

- All reporting requirements for the previous year have been met.

***Note: Section 3-B below is superseded for the 2012 Annual Meeting by the following: In response to a growing demand for audiovisual support at roundtable meetings, the SAA Council has created a formal request process for the 2012 Annual Meeting. SAA roundtables that want AV support must submit a formal request to be reviewed by the Finance Committee, which will then recommend appropriate funding for inclusion in the 2013 budget process. Per the SAA Governance Manual ([Section X: Roundtables, IV. B.](#)), audiovisual funding for Roundtables is not guaranteed; funded amounts may vary by year. View details and the form [here](#).***

~~3. B.~~ Roundtable requests for a dedicated meeting room and/or equipment at an SAA Annual Meeting will be evaluated and determined by the Executive Director, in consultation with the SAA president as appropriate, from among the following criteria:

- The leader submits a timely request before deadlines published by the SAA office,
- The Roundtable has organized a special presentation or program that advances the Society's strategic priorities,
- The Roundtable is engaged in a collaborative exercise with another Roundtable or Section,
- The historical and expected attendance are large enough to warrant dedicated space in order to accommodate members, and/or
- All annual reporting requirements for the previous year have been met, including the ~~convener~~ leader's acknowledgment of leadership responsibilities.

~~4. C.~~ New Roundtables are eligible for a dedicated meeting room at the SAA Annual Meeting for their first organizational meeting after approval by the Council.

~~5. D.~~ Roundtables that are allocated dedicated meeting space at one Annual Meeting will not receive priority over other Roundtables requesting dedicated space at the next Annual Meeting.

~~6. E.~~ Roundtables that do not meet at one Annual Meeting but that wish to reserve space at a subsequent meeting may request allocation of space without penalty.

~~F. SAA staff will report annually to the Council on Roundtable meeting attendance, the allocation of space and other resources at the SAA Annual Meeting, the official membership numbers of the Roundtables, electronic list subscribers and activity, compliance with annual reporting requirements, and other activity that will assist the Council in regularly assessing the status of Roundtables.~~

## V. GOVERNANCE

A. Roundtables will adopt and report to the Council a governance structure that is consistent with their need. At minimum there must be one elected leader, and Roundtable leaders will be elected annually. No person may serve as the senior leader of a Roundtable for more than three successive years. Only SAA members are eligible to serve as or vote for Roundtable leadership. Roundtables may conduct their annual leadership elections online. If a Roundtable chooses to do so, it must comply with the criteria and rules for Section elections.

B. ~~The leaders of the Roundtable~~ leaders are expected required to notify the SAA Executive Office ~~promptly~~ of newly ~~appointed or~~ elected leaders within 14 days of the close of the Annual Meeting so that the official SAA leadership list ("~~saaleaderlist~~") can be updated and mailings can be circulated properly.

C. Elected Roundtable ~~leaders~~ conveners will take office at the close of the SAA Annual Meeting.



~~D. It was never the desire in creating Roundtables to establish bodies that spend more time on the structure of doing business than on the discussion of archival issues within their fields of activity. Roundtables may operate as formally or informally as suits their needs.; they are not required to draw up bylaws. At minimum, however, they must use the SAA Roundtable Bylaws Template to adopt bylaws. (Roundtables approved by the Council after January 2012 must adopt bylaws within a year of their first official meeting. Roundtables approved by the Council prior to January 2012 must adopt bylaws by August 31, 2013.) To assist in the process of developing bylaws, SAA has prepared a Roundtable Bylaws Template. To ensure their alignment with SAA's governance documents, bylaws and subsequent changes should be reviewed by the Executive Director or a her/his designee before the roundtable membership votes to adopt them. Once adopted, new or revised bylaws must be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.~~

## **VI. ANNUAL REPORTING REQUIREMENTS**

~~A. Leadership Report: The chair of each Roundtable will convey to the Executive Director or designee an electronic list of the names of Roundtable leaders within 14 days of the close of the Annual Meeting. The chair will include in that list all individuals who should be subscribed to the official SAA leadership list.~~

~~B. A. Roundtable conveners are required to report the name(s) of their convener(s) for the coming year to the SAA office within 14 days of the close of the Annual Meeting. Conveners Roundtable leaders are required to complete and file with the Executive Director an annual report within 90 days of the close of the Annual Meeting, regardless of whether the Roundtable convenes in conjunction with the Annual Meeting. (Download the report form.) The Section and Roundtable Annual Report Template must be used for annual reports, which briefly summarize the following:~~

- An accurate list of Roundtable leaders and contact information,
- A verified count of Annual Meeting attendees,
- A summary of work accomplished,
- A summary of any activities relating to SAA's strategic priorities,
- Goals and plans for the coming year, and
- Other pertinent information on Roundtable activities.

~~C. B. Failure to complete and file an annual report within six months of an Annual Meeting places the Roundtable in a probationary status and may result in a loss of Roundtable privileges. Failure to file an annual report within one year of the close of the Annual Meeting will result in a notice from the president of the Roundtable's dissolution. Roundtables receiving such notice may file an appeal with the Council.~~

~~D. C. Roundtable annual reports, including the update of purpose and activity statements, will be published on the Roundtable's website.~~

~~D. Roundtable conveners will be asked to acknowledge annually that they understand and will comply with the responsibilities of their position. The president or designee will contact Roundtable conveners annually by e-mail to request a response that they have read pertinent sections of the Council Handbook regarding their duties. The convener is responsible for acknowledging receipt and compliance with the annual notice of leadership responsibilities and for contacting the Council regarding all other issues of concern to the Roundtable's members.~~

## ~~VII. ROUNDTABLE MEETINGS~~

~~The Society invites Roundtable leaders to work collaboratively and creatively with the Council and staff to allocate limited meeting space by suggesting alternative ways of gathering within and outside of the conference hotel. All Roundtables will be guaranteed either shared or dedicated meeting space at the Annual Meeting.~~

~~Roundtables may be required to meet certain conditions in order to secure dedicated rooms and other resources, especially equipment, that may be available during the Annual Meeting.~~

~~A. Conveners will receive an annual notice from the SAA office on the availability of meeting rooms for Roundtables, with deadlines for responding. Roundtables that request a meeting room may be allocated shared meeting space at the Annual Meeting. The following criteria, among others, may be used to determine the allocation of shared space.~~

~~1. The SAA office receives a request for space by the deadline established by the Executive Director.~~

~~2. All reporting requirements for the previous year have been met.~~

~~*Note: Section B below is superseded for the 2012 Annual Meeting by the following: In response to a growing demand for audiovisual support at roundtable meetings, the SAA Council has created a formal request process for the 2012 Annual Meeting. SAA roundtables that want AV support must submit a formal request to be reviewed by the Finance Committee, which will then recommend appropriate funding for inclusion in the 2013 budget process. Per the SAA Governance Manual ([Section X: Roundtables, VII. B.](#)), audiovisual funding for Roundtables is not guaranteed; funded amounts may vary by year. View details and the form [here](#).*~~

~~B. Roundtable requests for a dedicated meeting room and/or equipment at an SAA Annual Meeting will be evaluated and determined by the Executive Director, in consultation with the SAA president as appropriate, from among the following criteria:~~

- ~~• The convener submits a timely request before deadlines published by the SAA office,~~
- ~~• The Roundtable has organized a special presentation or program that advances the Society's strategic priorities,~~

- ~~The Roundtable is engaged in a collaborative exercise with another Roundtable or Section. The historical and expected attendance are large enough to warrant dedicated space in order to accommodate members, and/or~~
- ~~All annual reporting requirements for the previous year have been met, including the convener's acknowledgment of leadership responsibilities.~~

~~C. New Roundtables are eligible for a dedicated meeting room at the SAA Annual Meeting for their first organizational meeting after approval by the Council.~~

~~D. Roundtables that are allocated dedicated meeting space at one Annual Meeting will not receive priority over other Roundtables requesting dedicated space at the next Annual Meeting.~~

~~E. Roundtables that do not meet at one Annual Meeting but that wish to reserve space at a subsequent meeting may request allocation of space without penalty.~~

~~F. SAA staff will report annually to the Council on Roundtable meeting attendance, the allocation of space and other resources at the SAA Annual Meeting, the official membership numbers of the Roundtables, electronic list subscribers and activity, compliance with annual reporting requirements, and other activity that will assist the Council in regularly assessing the status of Roundtables.~~

## **VII. ~~VIII.~~ CONSULTATION WITH THE COUNCIL**

A. The president will extend an invitation to Roundtable ~~convener~~ leaders to attend the annual Leadership Forum and Orientation. Attendance for Roundtable leaders ~~convener~~ will not be mandatory is strongly encouraged.

B. ~~Roundtables may submit requests directly to the Council through the SAA Executive Director.~~ The Council is responsible for addressing Roundtable matters, making recommendations about Roundtable matters, and communicating actions concerning Roundtables to the ~~convener~~ leaders. Each Roundtable is assigned a Council liaison, who is the primary contact for Roundtable leaders with the Council. Any concerns that Roundtable leaders have with their assigned Council liaison should be discussed with the Executive Director or the SAA President.

## **VIII. ~~IX.~~ COMMUNICATIONS**

A. Roundtable ~~convener~~ leaders will provide to the SAA staff, and update as necessary, broad information on the goals, leadership, and activities of the Roundtable for display on the main SAA website. This information should be reviewed annually and used to orient incoming Roundtable leaders.

B. Roundtable websites, e-mail discussion lists, document workspaces, and online social networks will conform to *Uniform Guidelines for SAA Websites and Online*

*Communications.*

~~C. Any mailings or electronic communications from Roundtable leaders to their members should also be distributed to the Council and the SAA Executive Office.~~

~~C.D.~~ Announcements of employment opportunities shall appear only in SAA's *Online Career Center*, not in any Roundtable publication or electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.

~~D.E.~~ The SAA office will contact Roundtable leaders ~~convener~~s, in time for publication in the Annual Meeting program ~~book~~, to request information on plans for the Roundtable meeting at the Annual Meeting.

## **IX. X. FUNDING FOR ROUNDTABLE ACTIVITIES**

A. SAA's fiscal year extends from July 1 to June 30. Budget requests from Roundtables will be submitted as part of the annual report submitted to the Executive Director due to the Council within 90 days of the close of the Annual Meeting. ~~A form is provided on which the Roundtable leadership~~ Roundtable leaders should use the SAA Component Group Funding Request form to describe the activity planned for the Roundtable and propose a budget sufficient to accomplish it. The deadline will be strictly adhered to; budget requests received after the deadline will not be considered, but may be resubmitted as part of the next year's annual report.

B. Funds allocated to a Roundtable during one fiscal year are not automatically carried over to the next fiscal year. If an allocation needs to be deferred to the next fiscal year, the Roundtable must formally request the carryover in its annual report.

C. Otherwise, in pursuing its work, a Roundtable (with the exception of its limited appropriation) is not authorized to spend any monies or commit any monies to be spent without specific authorization from the Council. Although exceptions can be made, the Council expects to appropriate money for activities of Roundtables through the regular budget process.

~~D. Roundtable conveners may submit special funding requests directly to the Council through the Executive Director.~~

~~D.E.~~ If a Roundtable wishes to seek resources (whether in cash or in kind) from any source outside SAA, Executive Committee approval must be obtained in every instance before approaching the source. Proposals should be routed through the Roundtable's

Council liaison ~~Executive Director~~, with sufficient time for consideration by the Executive Committee, which will respond within 30 days.

## **X. ~~XI.~~ USE OF SAA NAME, LOGO, AND AUSPICES**

The use of SAA's name, logo, and auspices for publications, meetings, mailings, websites, social networks, electronic communications, and other activities is available only through specific provision of the Council and shall conform to *Uniform Guidelines for Use of the SAA Logo*. Roundtables, although they are within the SAA structure, are not empowered to take action in the name of SAA, or request money in the name of SAA or the Roundtable itself, without specific prior authorization of the Council. This firm rule is required to protect SAA and its members from potential legal complications.

**Support Statement:** The SAA Governance Manual is a core document that guides SAA leaders at all levels through the organization's policies and clarifies expectations for members, component groups, leaders, and staff. The edits to Sections IX. and X. of the are intended to reduce the potential for confusion among the many users of the Manual and to foster transparency and compliance among Sections and Roundtables.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.

Move: Kaplan

Second: Meissner

PASSED (Yes: Baxter, Felker, Frusciano, Kaplan, Landis, McCrea, Meissner, Richardson, Theimer. No: None. Abstain: Cline. Absent: Dooley.).

### **III.G. Elect Executive Committee Member**

By ballot of those Council members who do not serve as officers, Donna McCrea was elected to serve on the Executive Committee in 2012-2013. Dennis Meissner and Kate Theimer, also second-year Council members, will serve on the 2012-2013 SAA Nominating Committee.

### **III.H. Executive Session (as needed)**

The Council held an executive session with no staff present.

## **IV. DISCUSSION ITEMS**

### **IV.A. Advocacy Agenda**

After some discussion of the draft Advocacy Agenda prepared by a working group of Council members (Frusciano, McCrea, and Meissner), the Council adopted an Advocacy Agenda that incorporates member comments and is "intended to articulate the Society's

public policy positions and provide a framework for creation of clear and compelling issue briefs that guide SAA's advocacy efforts." Various member groups will be asked to prepare issue briefs.

## **MOTION 7**

**THAT the Society of American Archivists Advocacy Agenda 2012 be adopted.**

**DRAFT**  
**Society of American Archivists**  
**Advocacy Agenda 2012**

Because archival records ensure the protection of citizens' rights, the accountability of organizations and governments, and the accessibility of historical information, the Society of American Archivists (SAA) believes that archivists must take an active role in advocating for the public policies and resources necessary to ensure that these records are preserved and made accessible. This Advocacy Agenda identifies a limited set of broad priorities that serves to guide the Society's advocacy efforts in the public policy and legislative arenas. Requests for SAA's commitment to a specific advocacy issue will be more vigorously pursued if that issue has national consequences and fits within these priorities.

### **The Public's Right to Equal and Equitable Access to Government Information**

American citizens have a right to know the actions and intentions of their government and its leaders. Government officials at all levels should assume that the public has the right of access to any document prepared by a government official or entity, including communications between government officials or entities. To ensure access, government officials have an obligation to preserve such records properly until they are appropriately reviewed, appraised, and declassified when appropriate. This preservation requirement applies to all records, regardless of format.

### **The Public's Need for Strong Institutional Stewardship of the American Historical Record**

The records found in our archives contribute to a more open and pluralistic society. Records are used by citizens in the pursuit of public accountability, transparency, civil rights, protection of corporate rights and responsibilities, continuity of civil operations, and good governance. To hold government accountable and to provide evidence of the diverse and complex elements of the human experience, it is essential that concerted efforts are made to preserve and make accessible a comprehensive and trustworthy American historical record.

### **The Public's Right to Timely and Reasonable Use of Information**

America's first copyright act (1790) sought to strike a balance between encouraging the creation of new works and granting monopolies over knowledge, learning, and expression. Over time, both the scope and duration of copyright monopolies have increased to the detriment of learning and broad creative expression. A more appropriate balance must be struck between the right of authors to benefit from the fruits of their labors for a limited time and the need of the public to use freely material for the greater benefit of society.

### **The Public's Right to Personal Privacy in Certain Categories of Records**

An individual's right to privacy with regard to certain information—for example, records mandated by government, lawyer-client records, and medical records—historically has been weighed against the public's right to information. Personal privacy should be respected throughout an individual's lifetime in appropriate ways. Documents recording private information about living Americans should be disclosed involuntarily *only* when disclosure accomplishes a greater public purpose.

### **The Public's Interest in Adequate Funding of Archives and Archival Programs**

The records found in our archives ensure administrative continuity, help hold government officials accountable for their actions, and create documentary sources through which we come to understand our society. Because of the importance of these functions, archival institutions at all levels of government and throughout society must be adequately funded. Funding should include sufficient resources both to renew and invigorate undervalued operations and to support innovative and transformative projects that enable archives to preserve extraordinary documentary resources for the public.

**Support Statement:** It is in SAA's best interest to adopt an Advocacy Agenda that articulates the Society's public policy positions and provides a framework for the creation of clear and compelling issue briefs that guide our advocacy efforts.

**Impact on Strategic Priorities:** Strategic Priority #3, Public Awareness/Advocacy, Desired Outcome #1 states that: "By FY 2013, SAA will identify its public policy priorities in a legislative agenda that 1) describes each priority in an 'issue statement' that defines the challenge and explains SAA's objectives to it, and 2) includes an action plan for accomplishing each public policy objective."

**Fiscal Impact:** There is no anticipated fiscal impact associated with adopting an Advocacy Agenda. Drafting of issue briefs may involve volunteer and staff time. Additional fiscal impact will likely come from actions addressing specific advocacy priorities.

Move: Felker

Second: Landis

PASSED (unanimous).

#### **IV.B. Member Needs and Satisfaction Survey**

The Council had discussed the initial findings of the 2012 Member Needs and Satisfaction Survey with the survey consultant via conference call in May 2012. Given the project methodology and the richness of the survey data, the Council determined that it would release the consultant's report and aggregate data to the SAA membership (along with a message providing context for the material being distributed) and would develop a work plan for Council members and staff to continue to review and analyze the survey results. The Council will engage the membership via a blog or other mechanism in an ongoing discussion about the survey data. Results of the survey and of member discussion will inform the Council's strategic planning session in January 2013.

#### **IV.C. Blogs for SAA and Its Component Groups**

The Council discussed the value of implementing SAA blogs at the national and component levels. Given that several SAA groups have created blogs and that some blog-like capabilities have been implemented within SAA's Drupal site, the Council discussed whether the existing capabilities were sufficient to meet the needs and expectations of both component groups and members for blog functionality. The Council assigned a small group of Council members to revise the *Uniform Guidelines for SAA Websites and Online Communications* to permit creation of auxiliary sites (i.e., those outside SAA's Drupal environment), to require that links exist (both ways) between component microsites and any auxiliary sites, and to remind groups that SAA staff cannot provide support for the use of auxiliary tools.

#### **IV.D. Fellows Steering Committee**

In reviewing the charge and description of the Fellows Steering Committee during the appointments process, Dooley noted that the group's charge is very broad and apparently not aligned with how the Committee actually functions. She sought the opinions of current Committee members about the ongoing need for such a group. The Council agreed that the Fellows are sufficiently experienced within the profession and SAA that they can engage without the need for a Fellows Steering Committee.

#### **MOTION 8**

**THAT the Fellows Steering Committee be disbanded with thanks.**

**Support Statement:** Since its creation in 2002, the Fellows Steering Committee has not pursued the various activities that the Council had outlined in its original charge, including fundraising support, developing annual meeting sessions, and recommending other initiatives to Council. On those occasions when the Council or other groups have sought advice or feedback, they have effectively engaged Fellows via their discussion list, without recourse to the Steering Committee. Because there appears to be no



uniquely useful role for the Committee (an opinion that is shared by recent members of it), the Council chooses to disband it with thanks.

**Fiscal impact:** None.

**Impact on Strategic Priorities:** None.

Move: Dooley

Second: Kaplan

PASSED (unanimous).

#### **IV.E. Representatives to External Groups**

The Council discussed the usefulness of the relationship to the Society of SAA representatives to external organizations. Prompted by Dooley's queries about clear reasons for ongoing relationships, division of labor in preparing a charge, and any missing organizations with which SAA should have a relationship, a small group of Council members agreed to draft criteria for SAA representatives to external groups for discussion at the Council's August 6, 2012, meeting.

#### **IV.F. SAA/ACA Representation to International Council on Archives**

The Council discussed SAA's commitment to having a seat on the International Council on Archives Section of Professional Associations (ICA/SPA) Steering Committee and the mechanics of such an endeavor, including frequency of meeting attendance, funding, reporting, and the process of selecting a representative. The Council acknowledged the Academy of Certified Archivists' continuing commitment to joint representation, confirmed SAA's commitment, and, given Council approval of the interim representative (Trinkaus-Randall) and of the funding source for 2013 attendance, determined to resolve outstanding questions on implementation following Trinkaus-Randall's report on the fall 2012 ICA/SPA meeting. All Council members agreed that the representative should be a member of both ACA and SAA and that SAA would work with ACA in the coming year to formalize the criteria and process for choosing a representative.

#### **IV.G. Annual Meeting Planning**

Trinkaus-Randall, Landis, and Baxter updated the group on planning for three Annual Meeting events: the SAA/Regionals Summit, the Leadership Orientation and Forum, and the New Member/First-Timer Orientation and Forum. Trinkaus-Randall indicated that invitations to regional archival organizations to attend the Regional Summit had been disseminated and that work on the meeting agenda, structure, and facilitator continued. In a written report, Landis described the input collected from various SAA component groups to create the current Leadership Orientation and Forum agenda. The Council discussed Leadership Forum speakers, utilizing the Networking Café for follow-up conversations, and obtaining feedback from the membership after the Forum. Baxter summarized continuing enhancements to the New Member / First-Timer Orientation and

Forum and the Membership Committee's invitation to the Students and New Archives Professionals (SNAP) Roundtable to participate.

#### **IV.H. Confidential: NAGARA Proposal for 2014 Joint Meeting**

The Board of Directors of the National Association of Government Archives and Records Administrators had proposed a memorandum of agreement for a joint annual meeting in Washington, DC, in 2014. The Council held an online discussion of the proposed MOA that continued in executive session during the June 8-10 meeting. Council members noted that the interim and final reports of the SAA Annual Meeting Task Force may lead to implementation of recommendations that could affect the 2014 meeting. The Council decided to proceed with a negotiation with NAGARA.

#### **MOTION 9**

**THAT the SAA Council approve the Memorandum of Agreement between SAA and the National Association of Government Archives and Records Administrators (as amended by the SAA Council) for a Joint Annual Meeting in Washington, DC, August 10-17, 2014; and**

**THAT the SAA President and Executive Director communicate with NAGARA leaders about the proposed changes in the Memorandum of Agreement; and**

**THAT the SAA President and Executive Director be empowered to negotiate with NAGARA on any additional proposed changes to the Memorandum of Agreement as presented by SAA; and**

**THAT if additional changes are proposed by NAGARA, the SAA Executive Committee shall vote on whether to accept those changes.**

Move (with changes): Meissner

Second: Kaplan

PASSED (Yes: Baxter, Cline, Felker, Frusciano, Kaplan, Landis, McCrea, Meissner, Richardson, Theimer. Absent: Dooley.).

#### **MOTION 10**

**THAT the SAA Council charge a subgroup of its members to draft a prospectus on future joint annual meetings, considering questions posed in this report as well as other relevant questions;**

**THAT the group consider to the extent possible the ongoing work and preliminary recommendations of the Annual Meeting Task Force; and**

**THAT the group report back to the Council in May 2013 with a draft prospectus that provides a framework for considering and negotiating future joint meetings**

**and a proposed plan for soliciting feedback from SAA component groups and selected other professional organizations.**

Move: Frusciano

Second: Richardson

PASSED (Yes: Baxter, Cline, Felker, Frusciano, Kaplan, Landis, McCrea, Meissner, Richardson, Theimer. Absent: Dooley.).

**Support Statement:** It has become clear that the *ad hoc* way in which SAA has considered and negotiated joint annual meetings in the past is not sustainable in the future. A more structured framework is needed for the future to help define SAA's goals for holding joint annual meetings, to evaluate potential annual meeting partners, and to guide negotiations with other organizations that might co-sponsor annual meetings.

**Impact on Strategic Priorities:** No direct impact, but the potential for the strategic priorities to assist in identifying possible collaborating organizations for future annual meetings should be considered.

**Fiscal Impact:** The cost of entering into the Memorandum of Agreement is the negotiated amount to be paid to NAGARA following the meeting. NAGARA is responsible for paying all costs associated with NAGARA-specific events. The costs for drafting a prospectus are anticipated to be minimal, depending on how the group proposes to solicit feedback on a draft prospectus.

#### **IV.I. Student Chapter Relationships with SAA and Council Liaisons**

Expanding on discussions that began at the May 2011 Council meeting regarding the Treasurer's role as student chapter liaison and selection procedures for student papers and posters, Cline led a discussion of the nature of the relationship between the student chapters and SAA and how the liaison relationship(s) between student chapters and the Council should be structured. The Council examined different ways of involving students and student chapters in SAA governance, emphasizing the importance of building relationships with student chapter faculty advisors, and planned to conduct a survey of student chapters to find out what they "want" from SAA. The Council will continue the discussion in August 2012 and, based on the survey results, in January 2013.

#### **IV.J. SAA Nomination Process**

The Nominating Committee brings to the SAA membership a slate of candidates for annual officer elections that is balanced "in terms of gender, geographical area, types and size of candidate's repositories, and professional interests." In a written report, Frusciano and Richardson – the two Council members who serve on the 2011-2012 Nominating Committee, indicated the possible need for more structure and standard guidelines for the selection process. The Council discussed recommendations put forth by the Committee and made suggestions to improve the process.

#### **IV.K. Other Discussion Items: ICA Universal Declaration on Archives**

The Council briefly discussed SAA's promotion of the International Council on Archives' recently adopted Universal Declaration on Archives. Suggestions included encouraging an appropriate party to submit a session proposal for the 2013 Annual Meeting, reserving a lunchtime forum slot for an open discussion of the Declaration, encouraging component groups to discuss the Declaration, and publishing a second article about it in *Archival Outlook*.

#### **V. REPORTS**

##### **V.A. Executive Committee**

Report available at: <http://www2.archivists.org/governance/reports>.

In a written report, Executive Committee Member Scott Cline reviewed the Executive Committee's and Council's actions since the January 2012 Council meeting:

##### **Executive Committee Actions and Discussions**

- Signed on to an OpenTheGovernment.org letter to the House Oversight and Government Reform Committee expressing strong opposition to the Research Works Act (H.R.3699), a bill designed to roll back policy that secured no-fee public access to National Institutes of Health taxpayer-funded research and to block the development of similar policies at other federal agencies. (February 8, 2012)
- Responding to a request from Immediate Past President Helen Tibbo, who approached SAA in her role as a member of the Library of Congress' National Digital Stewardship Alliance Outreach Working Group, a member of the NDSA Coordinating Committee, and the NDSA-SAA liaison, agreed to partner with NDSA and the National Digital Information Infrastructure and Preservation Program (NDIIPP) in its new collaborative national alliance initiative to support long-term access to digital content. (February 15, 2012)
- Signed on to an OpenTheGovernment.org letter opposing the CIA's decision to charge fees for the opportunity to challenge secrecy claims, effectively cutting off access to a system used by researchers, historians, public interest advocates, and others to successfully challenge the CIA's secrecy process, called the Mandatory Declassification Review (MDR) process. (February 23, 2012)
- Signed on to an OpenTheGovernment.org letter expressing concern about provisions in S. 2151, a cybersecurity bill introduced by Sen. McCain that would cut off all public access to information in cybersecurity centers before the public has the chance to understand the types of information covered by the bill. The letter focused specifically on one provision, titled "Technical Amendments," that would significantly modify the Freedom of Information Act by creating a new exemption

that would give the government the authority to withhold information shared with or to a cybersecurity center. (March 12, 2012)

- Sent a letter to New Jersey Governor Chris Christie and Treasurer Andrew Sidamon-Eristoff in opposition to separating the state's archives and records management functions. (March 30, 2012)
- Reviewed and contributed to written testimony submitted by SAA to the House Appropriations Committee's Subcommittee on Financial Services and General Government for consideration in light of the Subcommittee's March 20 hearing on funding for NARA and the National Historical Publications and Records Commission. (March 16, 2012)
- After discussion and review, declined to sign on to a letter urging Congress to direct the Library of Congress to improve public access to legislative information. Although SAA typically is very interested in supporting policy issues that relate to increasing access to public information, in this instance the Executive Committee cited concerns that there was no estimate of the costs of such improvements and apparently no report language indicating provision of a dollar amount to allow the Library to complete this directive. (March 27, 2012)
- Signed on to an OpenTheGovernment.org letter asking the House of Representatives to oppose H.R. 3523, the Cyber Intelligence Sharing and Protection Act of 2011, because it "constitutes a wholesale attack on public access to information under the Freedom of Information Act (FOIA)." Similar to other cybersecurity proposals in the House and Senate that include provisions that would severely undermine the public's ability to access information under the FOIA, H.R. 3523 would cut off all public access to cyber threat information before the public and Congress have the chance to understand the types of information that are withheld under the bill. The letter cited concerns that the public may need access to some of the information to be able to assess whether the government is adequately combating cybersecurity threats and, when necessary, hold officials accountable. (April 10, 2012)
- Named an SAA/Academy of Certified Archivists joint representative (Gregor Trinkaus-Randall) to attend the International Council on Archives meeting in Brisbane, Australia, in August 2012. Agreed to collaborate with ACA to develop mutual expectations for the representative and develop a Memorandum of Understanding for joint representation going forward, including issuing a call for volunteers in time to carefully review the volunteers. (April 11, 2012)
- Signed on to an OpenTheGovernment.org letter urging the House to oppose H.R. 3523, Rep. Roger's Cyber Intelligence Sharing and Protection Act of 2011, because it "constitutes a wholesale attack on public access to information under the Freedom of Information Act (FOIA)." (April 13, 2012)

- Signed on to an OpenTheGovernment.org letter opposing S. 2105, the Cybersecurity Act of 2012, if it includes Title 7, and opposing S. 2151, Strengthening and Enhancing Cybersecurity by Using Research, Education, Information, and Technology Act (SECURE IT) because both Sections 704(d) of S. 2105 and S. 2151 “create unnecessary, overbroad, and unwise exemptions to the Freedom of Information Act (FOIA).” (May 14, 2012)

### **Council Interim Actions and Discussions**

- Nominated candidates and elected John Fleckner as SAA’s representative to the NHPRC strategic planning group that is drafting a Report to the President describing current conditions and the challenges ahead for the access to and preservation of historical records. (January 10, 2012)
- Submitted “Documenting a Profession in Transition: A National Forum for A\*CENSUS II” to the Institute of Museum and Library Services under the “National Forum Grant” category with support from ten affiliated organizations. (February 1, 2012)
- Solicited input from leaders across the Society about what component group leaders would like to learn and discuss at the 2012 Leadership Orientation and Forum in San Diego. Based on feedback from component leaders, drafted an agenda for the Leadership Orientation (see Agenda Item IV.G.2.). (February – April 2012).
- Elected the Class B members of the SAA Foundation Board: Cassie Cramer, Minnesota Historical Society Director of Development; Chuck Martin, former chief operating officer/chief financial officer of the American Physical Therapy Association (now retired); and Ben Primer, Associate University Librarian for Rare Books and Special Collections at Princeton University. (Passed unanimously, January 23, 2012.)
- Encouraged SAA members to respond to the National Archives and Records Administration’s call for public comments on the Presidential Memorandum on Managing Government Records. (February 21, 2012)
- Disbanded the *Native American Protocols* Forum Working Group with thanks, as the group’s charge had been completed. (Passed unanimously, February 22, 2012.)
- Signed on to an OpenTheGovernment.org letter asking the CIA to withdraw its new Mandatory Declassification Review (MDR) process regulations that “could cut off access to the most effective tool the public can use to request declassification of the CIA’s secret documents.” (Passed by majority, February 23, 2012. Yes: Baxter, Cline, Frusciano, Kaplan, Meissner, Theimer. No: None. Abstain: Felker, McCrea, Richardson. No vote: Dooley, Landis.)

- Approached the Society of California Archivists to co-host a regional summit to be held in conjunction with SAA's 2012 Annual Meeting. Formed a working group to develop a meeting structure and agenda for the summit. Sent invitations to participate to at least 20 state and regional organizations and requested feedback on what should be discussed. (March 2012)
- Prompted by a review of SAA's strategic plan in January, reviewed and commented on SAA's draft advocacy agenda (see Agenda Item IV.A.). (March – May 2012)
- Adopted the minutes of the January 25-27, 2012, Council meeting. (Passed unanimously, March 20, 2012.)
- Based on a recommendation by the Committee on Education, increased by two the membership of the Digital Archives Specialist (DAS) Subcommittee, which is charged with managing the DAS curriculum. (Passed unanimously, April 9, 2012).
- Approved a confidential recommendation regarding a recipient of the 2012 Council Exemplary Service Award. (Passed unanimously, April 16, 2012.) Award language will appear in the August 2012 Council meeting minutes.
- Approved recommendations to adopt the *Guidelines for Reappraisal and Deaccessioning* as an SAA standard, to disband the Reappraisal and Deaccessioning Development and Review Team with thanks, and to create a Technical Subcommittee on *Guidelines for Reappraisal and Deaccessioning* (TS-GRD). (Passed unanimously, May 23, 2012.)
- Approved a recommendation to endorse and include in SAA's Standards Portal, with an "Introduction for Archivists" prepared by the SAA Security Roundtable, *ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections* developed by the Rare Book and Manuscript Section Security Committee and approved by the Association of College and Research Libraries of the American Library Association. (Passed unanimously, May 23, 2012.)
- Approved a confidential recommendation regarding a second recipient of the 2012 Council Exemplary Service Award. (Passed unanimously, May 24, 2012.) Award language will appear in the August 2012 Council Meeting minutes.

#### **V.B. President**

Report available at: <http://www2.archivists.org/governance/reports>.

#### **V.C. Vice President / President-Elect**

Report available at: <http://www2.archivists.org/governance/reports>.

#### **V.D. Treasurer: YTD Financials**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.E.1. Staff: Executive Director**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.E.2. Staff: Membership**

Report available at: <http://www2.archivists.org/governance/reports>.

Member and Technical Services Director Brian Doyle noted that SAA membership as of May 31, 2012, totaled 6,044 – an all-time high.

**V.E.3. Staff: Education**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.E.4. Staff: Publications**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.E.5. Staff: Annual Meeting**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.E.6. Staff: SAA Website Development**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.F. American Archivist Editor**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.G. Publications Editor**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.H. Committee on Ethics and Professional Conduct**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.I. Membership Committee: New Member Orientation and Forum**

Report available at: <http://www2.archivists.org/governance/reports>.



**V.J. Annual Meeting Task Force (Interim Report)**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.K. Public Library Archives/Special Collections Roundtable (PLASC) Request**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.L. Use of Social Media at 2012 Annual Meeting**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.M. Preservation Section Membership Survey**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.N. Assessment of *I Found It In The Archives!* Campaign**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.O. Use of Foundation Grant Funds for Education and Publications Research and Development in FY 2012 (Final Report)**

Report available at: <http://www2.archivists.org/governance/reports>.

**V.P. Other Reports from Council Members / What Are You Hearing from Members?**

No other reports were received.

**VI. COUNCIL BUSINESS**

**VI.A. Review of June 2012 “To Do” List**

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

**VI.B. Review of June 2012 Talking Points**

Council members reviewed the decisions made at the meeting.

**VI.C. Adjournment**

The Council meeting was adjourned by general consent at 11:00 am.