

**Society of American Archivists
Council Meeting
June 30, 2020
Virtual Meeting**

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

Vice President Meredith Evans called the meeting to order at 3:05 p.m. ET on Tuesday, June 30. Present were Vice President Rachel Vagts, Treasurer Amy Fitch; Executive Committee Member Audra Yun; Council members Steven Booth, Eric Chin, Melissa Gonzales, Brenda Gunn, Petrina Jackson, Ricardo Punzalan, Mario Ramirez, and Meg Tuomala; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzman, Information Systems Administrator Matt Black, and Governance Manager Felicia Owens.

Proposed Fiscal Year 2021 Budget

SAA Treasurer Amy Fitch provided an overview of the budget development process, including review by the Finance Committee prior to the Council's consideration. Given the many challenges and uncertainties brought on by the ongoing pandemic, the staff prepared a draft budget based on 1) maintaining as much capacity as is possible under these circumstances, 2) minimizing reliance on SAA's operating reserves, and 3) evolving our education offerings and modalities, experimenting with new and different annual meeting approaches, and examining our book publishing program with an eye for sustainability.

Most notable among the steps to contain costs were zeroing out of all travel expenses, a move to digital-only publication of *American Archivist* as of January 2021 and *Archival Outlook* by May 2021, suspension of the pilot project to fund Section initiatives, and a decision not to fill recently vacant staff positions in the Education department.

MOTION 1

THAT the Fiscal Year 2021 Proposed Budget, as submitted by the Finance Committee and staff and modified by the Council, be adopted, with revenues of \$2,107,623, expenses of \$2,161,883, and a projected net loss of \$54,260.

Move: Fitch

Second: Jackson

Vote: PASSED

The Council meeting was adjourned at 5:03 p.m. on Tuesday, June 30.