

**Society of American Archivists Foundation**  
**Board of Directors Meeting**  
**June 15, 2022**  
**Virtual Meeting**

*Agendas and background materials for SAA Foundation Board meetings are publicly available via the SAA website at: <http://www2.archivists.org/groups/saa-foundation-board-of-directors>.*

Foundation Board President Margery Sly called the meeting to order at 1:04 pm CT on Wednesday, June 15. Present for the entire meeting were Class A members Courtney Chartier (SAA President), Terry Baxter (SAA Vice President), Meg Tuomala (SAA Executive Committee Member), and Rachel Vagts (SAA Immediate Past President); Class B members Scott Cline, Elizabeth Joffrion, Wilda Logan, Lisa Mangiafico (SAAF Vice President), Kristy Martin (early-career member), Dennis Meissner (SAAF Executive Committee Member), Elizabeth Myers, Gina Minks, Michele Pacifico, and Gerrienne Schaad; and Executive Director Jacqueline Price Osafo, Finance/Administration Director Peter Carlson, and Governance Manager Felicia Owens.

Absent were SAA/SAA Foundation Treasurer Sharmila Bhatia and Class B member Robert Clark.

## **I. BOARD BUSINESS**

### **A. Adoption of the Agenda**

Sly introduced the agenda. Meissner moved for adoption as presented, Schaad seconded, and the Board adopted the agenda unanimously. **(MOTION 1)**

#### **B.1. Board Meeting Minutes**

Sly noted that the March 2022 meeting minutes were adopted by online vote of the Foundation Board on June 7, 2022, and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In The Loop*, the website, and social media.

#### **B.2. Bylaws**

Sly noted that the Bylaws were included in the meeting materials for reference purposes.

### **C. Review Board To Do List**

Board members briefly reviewed and provided updates on the status of actions listed in this internal working document.

## **II. CONSENT**

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

**Move Consent Items:** Cline  
**Second Consent Items:** Vagts  
**Vote:** PASSED

#### A. Board Interim Actions

**THAT the following interim actions taken by the Foundation Board between April 26, 2022, and June 7, 2022, be ratified:**

- Approved the minutes of the [November 2021](#) and [January 2022](#) Board meetings. (April 26, 2022)
- Approved a recommendation from the Nominating Committee that three individuals be put forward to the SAA Council for election to serve as Class B members of the Foundation Board for three-year terms (2022-2025). (June 7, 2022)
- Approved the [minutes](#) of the March 2022 Board meeting. (June 7, 2022)

### III. ACTION

#### A. Approve SAA Foundation Strategic Plan FY 2023-25

The Board reviewed the final version of the Strategic Plan FY 23-25, as recommended by development consultants Schultz & Williams and drafted by the Board. Following an open comment period, the Board made final changes and noted future action items.

#### **MOTION 3**

**THAT the following Mission, Vision, Core Values Statement, and Strategic Plan FY 23-25 be approved (Appendix).**

**Move:** Cline  
**Second:** Schaad  
**Vote:** PASSED

**Support Statement:** This strategic plan aligns with the Foundation Board's ongoing growth and long-time priorities to further the archives profession.

**Fiscal Impact:** Approving this strategic plan does not require specific funding at this time, but will inform budget recommendations and decisions for upcoming fiscal years.

#### B. Approve Proposed Fiscal Year 2023 Budget

Carlson presented the rationale for the proposed FY 2023 budget, including a recommended payout rate of 6.15%. The Board discussed and approved the proposed budget as presented.

#### **MOTION 4**

**THAT a payout rate of 6.15% of the adjusted net assets of the SAA Foundation (i.e., the overall net asset value less the Ham Scholarship Fund, the National Disaster Recovery Fund for Archives Fund, the Hamer-Kegan Fund, and the cash liability to SAA) be approved for Fiscal Year 2023.**

**Support Statement:** A payout rate of 6.15% of the adjusted fund balance is an appropriate level to both continue to grow the Foundation and support a vibrant program of support for the profession.

**Fiscal Impact:** For FY 2023, with an adjusted fund balance of \$1,225,250, the payout of 6.15% will yield \$75,402 in available funding.

#### **MOTION 5**

**THAT the proposed Fiscal Year 2023 Budget, with revenues of \$179,067, expenses of \$294,190, and a projected net loss of \$115,123, be approved.**

**Support Statement:** The FY 2023 budget represents a realistic work plan for the Foundation that places appropriate emphasis on the need to build capacity.

**Move:** Meissner

**Second:** Schaad

**Vote:** PASSED (unanimous)

#### **C. Approve SAA Foundation Grant Proposal [CONFIDENTIAL]**

As discussed at the June 2022 Board meeting, the Grant Review Committee requested additional time to coordinate with Chapel, Clemens, and Tang on their proposal. All parties came to agree to the revisions to focus this year's grant on developing training. The Board discussed and approved the revised proposal as presented.

#### **MOTION 6**

**THAT the proposal entitled "Anti-Oppressive Facilitation and Leadership Training for SAA Education," as submitted by Jessica Chapel, Alison Clemens, and Lydia Tang, for grant funding in the 2022 cycle, be funded in the amount of \$3,400.**

**Move:** Joffrion

**Second:** Schaad

**Vote:** PASSED

**Support Statement:** The proposal aligns with the SAA Foundation’s mission and goals, is consistent with SAA strategic priorities, and reflects a worthy project of potential benefit to the profession.

**Fiscal Impact:** \$3,400.

#### **D. Approve Funding for Virtual 2022 Annual Meeting Awards**

Upon approving the final grant application (agenda item III.C.), the Board proceeded, as discussed at the June 2022 meeting, to reallocate the remaining Strategic Growth Grant funds to support the Annual Meeting Awards for the 2022 conference.

#### **MOTION 7**

**THAT \$8,100 be reallocated from FY 22 Strategic Growth Grants funds to support Annual Meeting Awards for the 2022 SAA Annual Meeting.**

**Move:** Mangiafico

**Second:** Schaad

**Vote:** PASSED

**Support Statement:** The Foundation Annual Meeting Award provides important and necessary support for individuals who may not be able to attend the SAA Annual Meeting without it, particularly given the toll taken on archives workers by the COVID-19 pandemic. The amount reallocated for virtual attendance at the 2022 Annual Meeting will cover registration fees for 47 virtual applicants.

**Fiscal Impact:** None, as this reallocation does not expend any additional funds for the FY22 budget.

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

No other action items were brought forward.

### **IV. DISCUSSION**

#### **A. Development Committee: Spring Appeal Campaign**

Mangiafico reminded the Board that the Foundation will be holding a day of giving on June 21 to support Annual Meeting Awards. Looking ahead, the Development Committee will work with consultants Schultz & Williams to develop assets for fall and winter appeals.

#### **B. 2022 Annual Meeting Activities**

The Board continued discussing various ideas for promoting the SAA Foundation throughout the upcoming 2022 SAA Annual Meeting, including the Foundation's first reception. The Board will coordinate with staff to plan and prepare for various activities ahead of the meeting in August.

1. Reception (Vagts)
2. Grants Forum (Clark)
3. Awards Recognition
4. Info Table
5. Other

### **C. 2022 Annual Foundation Board Meeting**

Sly noted that the next Board meeting is scheduled for September 14. Current Board members should attend this meeting, as newly-elected Board members will not be seated until the close of the meeting. Staff will send more information about preparing materials and deadlines for the meeting.

### **D. Other Discussion Items from Board Members**

No other discussion items were brought forward.

## **IV. Reports**

### **A. President**

Sly pointed to the many items on the agenda highlighting all the great work going on around the Foundation! Kudos to all!

### **B. Vice President / Development Committee**

The Board reviewed, but did not discuss, this report.

### **C. Treasurer (Financial Report)**

The Board reviewed, but did not discuss, this report.

### **D. Executive Director**

Price Osafo shared updates on registration for the 2022 Annual Meeting, SAA's first hybrid conference, new additions to the SAA staff, and progress on data analysis for A\*CENSUS II.

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

### **C. Review of June 2022 To-Do List and Talking Points**

Owens noted that talking points and follow up actions will be shared via email sooner after the meeting.

#### **D. Meeting Debriefing**

The Board discussed what went well and what could be improved in holding a virtual Board meeting.

#### **E. Adjournment**

Schaad moved and Minks seconded a motion for adjournment, and the meeting was adjourned at 3:09 pm CT.

## Society of American Archivists Foundation Strategic Plan FY 2023-2025

**MISSION:** The SAA Foundation supports and enhances the work and welfare of the archival community in all its diversity, through research grants, scholarships, and recognition of excellence in the field.

**VISION:** SAAF inspires and celebrates the archives community and its stewardship of diversity by supporting the education and research needs of the archives profession. SAA members value the greater archival community and see the Foundation as essential to its success.

**CORE VALUES:** The Society of American Archivists Foundation is committed to supporting the archival community through:

- **Respect:** to ensure practitioners are valued for their work in stewarding and protecting vital cultural assets.
- **Forward-thinking:** to ensure current and future needs in professional development and practice are met in an ever-evolving world.
- **Diversity, equity, inclusion, and access:** to ensure archival collections, practitioners, and users represent the whole of human experience and perspectives.
- **Collaboration:** to ensure professional practice is developed across the profession and related disciplines.

<b>GOAL 1: ADVANCING THE PROFESSION</b>	
<b>Build resilient archival communities within and beyond SAA.</b>	
FY	Open regular dialogue with regional and allied organizations aimed at understanding community needs beyond/outside SAA.
FY	Attend/have presence at regional, allied conferences, board meetings, and related spaces to share SAAF programs and foster dialogue.
FY	Designate grant funds for capacity-building in community archives.
FY 1-3	Dedicate research grants funds to projects that forward initiatives in the SAA Work Plan on DEIA.
FY 1	Work more closely with CORDA/Research Forum to fund and promote research grants which support research in the profession, and to disseminate results.
<b>Support the full diversity of archivists, archives, and communities.</b>	

FY	Apply for grant(s) to expand support for community archives projects.
FY	Grow the Mosaic Scholarship Fund sustainably to increase the number of scholarships and/or dollar amount awarded each year.
FY	Continue support for Annual Meeting Awards to lessen barriers for those interested in attending/engaging at the conference and ensure broad representation.
FY	Expand opportunities for promoting award and grant recipients to celebrate and recognize excellence within the profession.
<b>Foster collaborative relationships and leverage resources to be nimble to our ever-changing environment.</b>	
FY	Partner with CORDA to optimize Research Roadmap in favor of projects that benefit the greater archival community.
FY 2	Open dialogue with preeminent grant makers to seek out collaborative projects.
FY 1-3	Foster partnerships to expand and broaden reach to archivists beyond SAA members/current audience.
FY 1-3	Develop plan and fund initiatives to address position precarity.
FY	Targeted call for grant proposals focused on climate change and/or resiliency.
FY 3	Grow a strong corpus for the NDRFA to ensure long-term sustainability of the fund in the face of increasing natural/climate disasters threatening archives.

<b>GOAL 2: GROWING RESOURCES / FUNDS DEVELOPMENT</b>	
<b>Clarify and enhance SAAF’s branding and identity.</b>	
FY 1	Increase visibility and profile of the SAA Foundation among the greater profession.
FY 1-3	Develop yearly marketing/fundraising themes and explore annual opportunities for obtaining funding through grants.
<b>Diversify and expand SAAF’s donor community and funding streams.</b>	

FY 2	Simplify and expand methods for giving to the SAA Foundation.
FY 2-3	Collaborate with various SAA component groups on developing targeted development campaigns.
FY 3	Launch Young Professionals Advisory Committee.
<b>Develop and foster careful and considerate stewardship of SAAF’s potential and existing donors.</b>	
FY 1-2	Develop a stewardship matrix to guide our work and to clarify methods of communication and levels of interaction based on amount given, past giving, potential for future giving.
FY 1	Develop sustainable ongoing pre- and post-donor stewardship initiatives to foster lifelong relationships.

<b>GOAL 3: STRENGTHENING GOVERNANCE &amp; INFRASTRUCTURE</b>	
<b>Enhance support infrastructure for the SAA Foundation.</b>	
FY 1	Hire development manager.
FY 2	Review and clarify current gift acceptance policies.
FY 1	Secure development consultant to enhance appeal messaging.
<b>Enhance expectations, expertise, and opportunities of Board members and SAAF volunteers to strengthen and diversify the SAA Foundation.</b>	
FY1 - 2	Review SAAF Board structure, including committees, considering representation, skill sets, term limits, donor/funder assignments.
FY 1	Establish and expand non-Board member volunteer opportunities on SAAF committees.
<b>Build infrastructure to develop and expand fundraising/giving opportunities.</b>	
FY 3	Develop an established Planned Giving Program.
FY 3	Develop a corporate giving program.
FY 1	Review grants landscape to identify relevant funding opportunities that could advance the work of SAAF.