

**Society of American Archivists
Council Meeting
July 26, 2023
Hybrid Meeting-Washington, DC**

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.

Wednesday, July 26

President Baxter called the meeting to order at 10:10 a.m. EST on Wednesday, July 26. Present were Vice President Helen Wong Smith; Treasurer Sharmila Bhatia; Executive Committee Member Mosley; Council members Krystal Appiah, Curley, Gabiola, Jones, Dominique Luster, Lydia Tang, and Rachel Winston; and SAA Executive Director Jacqueline Price Osafo, Assistant Director of Publishing Abigail Christian, Director of Operations Cherie Newell, Education Director Rana Hutchinson Salzman, and Foundation & Development Manager Astoria Edwards.

Guests included Jennifer Gunter King, Michelle Ganz, and Alison Clemens.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Baxter introduced the agenda, Mosley seconded, and the agenda was adopted unanimously (**MOTION 1**).

B. Status of Council To-Do List

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

C. Declare Conflicts of Interest

No conflicts of interest were declared.

II. CONSENT AGENDA

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

A. Ratify Council Interim Actions

THAT the following interim actions taken by the Executive Committee between May 5, 2023, and July 25, 2023, be ratified:

- Elected the 3rd year Council member Jones for the Executive Committee Member term (2023-2024). (June 16, 2022) Appendix A
- Approved the revisions of the Committee on Ethics and Professional Conduct portion of section VII of the Governance Manual. (July 21, 2023) Appendix B
- Approved the Gift Acceptance Policy of the SAA Foundation Board (July 24, 2023) Appendix C
- Approved the codification of non-board members on SAA Foundation Committees of the SAA Foundation Board (July 24, 2023) Appendix C
- Prepared and approved one Council Exemplary Service Award to be presented at the 2023 Annual Membership Meeting in Washington, DC. (Text for these awards will be included in the July 2023 Council meeting minutes) (July 24, 2023)

B. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee between May 5, 2023, and July 25, 2025, be ratified:

- Approved the briefing paper for a member referendum on the SAA Council-proposed motion to amend the SAA constitution and bylaws. The referendum will be conducted online in September 2023. (July 24, 2023)

C. Approve May 15-16, 2023, Council Meeting Minutes [CONFIDENTIAL]

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

Following this meeting, the May 15-16,2023 meeting minutes were made available on the SAA website at: <https://www2.archivists.org/groups/saa-council/may-15-16-2023-council-meeting-minutes>

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

III. STRATEGIC PLANNING

A. Current Strategic Plan

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

B. 2023-2025 Strategic Plan Actions and Timelines

The Council reviewed, and no status updates were provided.

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

The SAA Work Plan on DEIA was provided for reference.

IV. ACTION AGENDA

A. Committee on Research, Data, and Assessment (CORDA)

The Council reviewed and discussed the Research and Innovation Roadmap.

MOTION 3

The SAA Council adopt the Research and Innovation Roadmap as presented via the linked document: [Roadmap version 1.4 reflection July 2023 Council Feedback](#).

Support Statement: The adoption of the Research and Innovation Roadmap will provide SAA and the profession with a cohesive guiding document that encapsulates priority research themes and topics.

Fiscal Impact: None.

Move: Mosley

Second: Appaiah

Abstain: Luster

Vote: PASSED

B.1. Best Practices for Archival Term Positions (Standards Committee)

The Council reviewed and discussed the recommendations to endorse the Best Practices for Archival Term Positions as an SAA External Standards.

That the SAA Council accepts the recommendation by the Standards Committee and endorses the Best Practices for Archival Term Positions as an SAA External Standard.

MOTION 4

Support Statement: SAA endorsement of Best Practices for Archival Term Positions as an external standard will promote its use as guidelines for archives, archivists, and other

information professionals looking to ethically and fairly hiring and manage term labor positions in archives.

Impact on Strategic Priorities: The endorsement of this document aligns with multiple aspects of the 2023-2025 Strategic Plan. Best Practices for Archival Term Positions supports Goal 1, advocating for archivists as individuals and professionals, as well as advocating for permanent positions whenever possible to support long-term archives' goals. The best practices support Goal 2 by providing guidance on an important, current topic to help archives, managers, and individuals working in term labor positions. The best practices also support Goal 4 by meeting members' needs. Although term labor solutions may not be ideal, the fact is that they are a reality, and SAA endorsement means our organization is taking an active role in acknowledging this need.

Fiscal Impact: No known fiscal impact.

Move: Mosley

Second: Jones

Vote: PASSED (unanimous)

B.2. [Revised College and University Archives \(Standards Committee\)](#)

The SAA Council reviewed and discussed the revisions of the College and University Archives guidelines.

That the SAA Council endorses the revised College and University Archives in its entirety to supersede the guidelines last approved in 1999.

MOTION 5

Support Statement: Endorsement of the revised College and University Guidelines will allow the new guidelines to be posted on the Standards Portal, shared via social media, and be freely accessible to professionals who need them, while providing much needed, updated information to college and university archivists and other staff.

Impact on Strategic Priorities: Endorsement of the revised College and University Archives Guidelines supports Goal 2: Enhancing Professional Growth and Goal 4: Meeting Members' Needs, by providing updated information for an outdated standard. In particular, the revision provides updated information on new topics (since the 1999 edition) related to legislation such as Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), general ethical and copyright considerations, and new developments in electronic records. Also included is expanded guidance on the intersection of records management and university archives.

Fiscal Impact: No known fiscal impact.

Move: Mosley

Second: Winston
Vote: PASSED (unanimous)

C. Section Health Assessment Working Group

The Council revised and discussed the recommendations for section disposition and next steps for the Section Health Assessment Working Group.

That the SAA Council,

- 1. Moves forward a vote on the Council liaison recommendations on the disposition of the sections named above;**
- 2. Approves the next steps of the Section Health Assessment Working Group.**

MOTION 6

Support Statement: SAA Council is tasked with overseeing the well-being and vitality of the organization. We support the flexibility of sections to sunset, merge, or transition into discussion groups and support sections that choose to remain in their current format. We recognize the complexity and emotions bound up in exploring radical changes to the organization and understand that introducing change needs to be done thoughtfully, transparently, empathetically, and informed by data and input by the membership.

Impact on Strategic Priorities: This work supports Goal 4. Meeting Member's Needs.

Fiscal Impact: There is no fiscal impact on the organization to carry out the remainder of the Working Group actions beyond minimal support from SAA staff in answering questions or supporting the preparation of communication to the membership.

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

D. Other Action Items from Council Members

Mosley will submit an interim action item to the SAA Council to change the name of the Lone Arranger Section to the Solo Archivists Section.

Move into Executive Session

MOTION 7

Move: Baxter
Second: Mosley
Vote: PASSED (unanimous)

E. Executive Session

The Council moved into an Executive Session to discuss the SAA Financials and Jacqueline Price Osafo, SAA Executive Director's annual performance review.

1. *Financials & Budget*
2. *Executive Director's Performance Review*

Move out of Executive Session

MOTION 8

Move: Mosley

Second: Jones

Vote: PASSED (unanimous)

V. DISCUSSION ITEMS

A. 2023 Annual Meeting

The Executive Director provided an overview of the activities for the ARCHIVES * RECORDS 2023 Joint Meeting with CoSA. Attendees have an opportunity to attend the open house and meet Dr. Shogan at NARA on Wednesday, June 26. The SAA Annual Membership Meeting will be held on Saturday, June 29.

2023 Annual Meeting

1. Membership Meeting
2. Sponsors
3. NARA Open House
4. Other

B. Polish Archivists Coalition Agreement

Discussion item V.B. Polish Archivists Coalition Agreement moved to the Fall 2023 SAA Council meeting agenda.

C. Other Discussion Items from Council Members

Council Members brought forth no other discussion items

I. COUNCIL BUSINESS

C. Council Orientation

Orientation for the SAA Council will be held in late August for current and new members.

D. Review of July 2023 To-Do List and Talking Points

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

E. Meeting Debrief

Baxter provided the draft timeline of events and Council meetings for the 2023-2024 term.

VI. REPORTS

Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee). They do, however, provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see <http://www2.archivists.org/governance/reports>.

The Council reviewed, but did not discuss, the following reports:

- A. [President](#)
- B. [Vice President/President-Elect](#)
- D.1. [Staff: Executive Director](#)
- D.2. [Staff: Membership](#)
- D.3. [Staff: Education](#)
- D.4. [Staff: Publications](#)
- E. [American Archivist Editor](#)
- F. [Publications Editor](#)
- H. [SAA Rep: National Historical & Publication Records Commission \(NHPRC\)](#)
- C. [Treasurer](#)

Bhatia provided a financial update and the Council reviewed and discussed the mid-year financials.

D.5. Staff: Technology

Newell provided a status update on the technology projects that would improve the experience for SAA members and staff, with the update of website, finances, and cloud services to support collaboration.

G. Report: SAA Foundation verbal

Magnifico provided an overview of the initiatives for the SAA Foundation (2022-2023) term.

I. Other Reports from Council Members/What Are You Hearing from Members

No additional reports were brought forward.

I. COUNCIL BUSINESS (continued)

E. Adjournment

Mosley moved adjournment, Appiah seconded, and the Council meeting was adjourned by unanimous consent at 2:25 p.m. EST on Wednesday, July 26, 2023.