

Agenda Item 1-V.E.1.

Society of American Archivists Council Meeting August 22, 2011 Chicago, Illinois

Executive Director's Report (Prepared by Nancy Beaumont)

Reports on Membership, Education, Publications, the Annual Meeting, and Website Development appear elsewhere in the staff reports for this meeting. This report summarizes other Headquarters activities since the May 24 – 26, 2011, Council meeting.

Strategic Priorities

- **Technology:** Work progressed on the Digital Archives Specialist Curriculum and Certificate Program (Desired Outcome 1, Activity f), the SAA standards portal (Desired Outcome 2, Activity b), and planning for the Social Media Forum at *ARCHIVES 360°* (Desired Outcome 3, Activity b). See the staff reports on Education (1-V.E.3.) and Content Management System (1-V.E.6.) for more information.
- **Diversity:** Worked with the Diversity Committee to draft for Council consideration criteria for a new SAA Diversity Award (Desired Outcome 4, Activity c). (See Agenda Item 1-II.C.)
- **Public Awareness:** Completed the national phase of the 2010-2011 *I Found It In The Archives!* competition/campaign (Desired Outcome 3, Activities a-c). Our winner: Archie Rison, who made his special find in the archives of the Stephen F. Austin Center, East Texas State University, with the help of archivist Jennifer Brancato. Teresa Brinati and I updated the *I Found It!* campaign materials for 2011-2012, including creating a poster and instruction flyer that co-mailed with the July/August issue of *Archival Outlook* and a revised kit that resides on the SAA website.

Advocacy

Prepared communications to various member groups (all members, members in certain Congressional districts) to provide updates on the status of funding for the National Historical Publications and Records Commission and the attempt by Representative Jason Chaffetz (UT) to zero out the agency's funding.

75th Anniversary

See report at 1-V.I.

Governance

- Notified all members using various means (website, blast email, mail where no email is available, *In the Loop*, and the Council wrap-up article and my column in *Archival Outlook*) regarding the proposed constitutional and bylaws amendments related to voting methods and the proposed constitutional amendment rescinding primary contacts' eligibility to hold office, which will be considered at the Annual Membership Meeting on August 27.
- Drafted 0511 Council minutes and prepared materials for the 0811 Council meetings.

Headquarters Operations

- All staff performance appraisals (which include a written evaluation by the supervisor, a written self-appraisal by each employee, supervisor/employee discussions, review of the previous year's goals and objectives, and drafting of goals and objectives for the coming year based on the organization's priorities) were completed on or before July 12. SAA's staff compensation system is entirely merit-based.
- Tom Jurczak prepared all materials in advance for review by the auditors and worked with them during their **three-day** on-site review in mid-July.
- Tom completed the fiscal year close and set up the system for the FY 12 budget.
- With Tom and legal counsel, completed all paperwork required for filing for incorporation of the SAA Foundation with the IRS and the state of Illinois. We have received our new tax ID number.
- Brian Doyle managed a major upgrade of our database and worked with our vendors to troubleshoot issues associated with the upgrade.
- With Tom, prepared the agenda and financial materials for the Annual Membership Meeting.
- Prepared my Annual Membership Meeting report.

As always, I'm happy to respond to any questions or comments.