

**Society of American Archivists
Council Meeting Minutes
August 11, 2012
San Diego, California**

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

President Jackie Dooley called the meeting to order at 11:25 a.m. on Saturday, August 11. Present were Vice President Danna Bell-Russel; Treasurer Mark Duffy; Executive Committee Member Donna McCrea; Council members Terry Baxter, Geof Huth, Beth Kaplan, Bill Landis, Michelle Light, Dennis Meissner, Kate Theimer, and Tanya Zanish-Belcher; and SAA Executive Director Nancy Beaumont and Program Coordinator René Mueller. Not in attendance: Publications Director Teresa Brinati, Education Director Solveig De Sutter, Member and Technical Services Director Brian Doyle, and Finance and Administration Director Tom Jurczak.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Dooley introduced the agenda, adding discussion item II.A. Revisit Member Survey: Plan for Review, Analysis, and Communication of Results.

Move: McCrea

Second: Huth

PASSED (Yes: Bell-Russel, Duffy, Huth, Kaplan, Landis, Light, McCrea, Meissner, Theimer, Zanish-Belcher. Abstain: Baxter.)

B. Introduction of New Council Members

Dooley welcomed the newly elected Council members and invited them to share a brief summary of why they were particularly interested in serving on the Council and what they hoped to achieve during their tenure. She then asked the Council members who had been serving to share the same information.

C. Dates of 2013 Council Meetings

Dooley thanked the group for working online in advance to establish the following tentative dates for the January and May 2012 Council meetings, which will be held at SAA headquarters in Chicago:

January 23 (evening):	Executive Committee meeting and Council working dinner.
January 24:	Council Strategic Planning session.

January 25– 26 (noon):	Council meeting.
May 15 (evening):	Executive Committee meeting and Council working dinner.
May 16-17 (noon):	Council meeting.

The Foundation Board of Directors (on which the SAA Executive Committee members serve) will hold its annual meeting at SAA headquarters from 2:00 p.m. on January 26 through noon on January 27.

The August 2012 Council meetings will be held on Monday, August 12, and Saturday, August 17, in conjunction with the SAA Annual Meeting in New Orleans.

D. Conflict-of-Interest Statements

Staff distributed conflict-of-interest statements, which all seated Council members are required to complete.

II. STRATEGIC PLANNING

A. Strategic Plan Monitoring

As one means of ensuring that SAA is continually aware of its progress toward the priorities outlined in the Strategic Plan, Council members previously had committed to monitoring assigned sections of the Plan. With the retirement of several Council members, reassignments were made. In light of the Council's plan to conduct a full-day strategic planning session in conjunction with its January 2013 meeting, Dooley encouraged all Council members to become familiar with the full Strategic Plan, with special emphasis on their assigned areas.

III. ACTION ITEMS

No actions were required based on the outcome of the Annual Membership (Business) Meeting, and no additional action items were brought forward for Council consideration.

IV. DISCUSSION ITEMS

A. Revisit Member Survey: Plan for Review, Analysis, and Communication of Results

Per a discussion at the August 6 Council meeting (Agenda Item 0812-1-III-A), Theimer collected from Council members their preferences for task assignments related to review and analysis of results of the 2012 Member Needs and Satisfaction Survey. Council members agreed on a process and timeline to keep the project moving forward.

B. Feedback During the Annual Meeting

Council members discussed feedback that they had received from members and other attendees throughout the Annual Meeting. Actionable items will be developed and presented to the Council for discussion online or at an upcoming meeting.

I. COUNCIL BUSINESS (Continued)

A. August 11, 2012, “To Do” List

Due to lack of time, the Council did not review the To Do List.

B. Review of August 11, 2012, Talking Points

No talking points were developed.

C. Adjournment

Huth moved and Bell-Russel seconded the motion that the Council meeting be adjourned at 12:51 p.m. PASSED (unanimous).