

**Society of American Archivists
Council Meeting
August 6, 2012
San Diego, California**

**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 June 2012 Council meeting.

Strategic Priorities

- **Technology:** Work progressed on the ISO standard for “Trusted Digital Repositories” (Desired Outcome 2, Activity a) and the SAA standards portal (Desired Outcome 2, Activity b). In addition we launched a new presidential blog (*Off the Record*) that will serve as an informal means of communicating with members (Desired Outcome 3). See the staff report on Website Development (0812-1-V-E-6) for additional information.
- **Diversity:** Worked with Diversity Committee Chair Bergis Jules and Association of Research Libraries Director of Diversity and Leadership Programs Mark Puente to query the Institute of Museum and Library Services about a potential grant proposal to fund various aspects of the Mosaic Program (Desired Outcome 1, Activity e). (See Agenda Item 0812-1-V-J.)
- **Public Awareness:** Julie Dresser, winner of the 2011-2012 *I Found It In The Archives!* contest – and her sponsor, Debra Kimok of SUNY Plattsburgh – will be recognized at the *Beyond Borders* Opening Plenary on Thursday, August 9. Teresa updated the *I Found It!* campaign materials for 2012-2013, including a revised kit that resides on the SAA website (<http://www2.archivists.org/initiatives/american-archives-month>). We will also be highlighting the campaign at an information table in the Registration Area during the Annual Meeting.

Governance

- Drafted the 0612 Council meeting minutes and prepared materials for the 0812 Council meetings.
- Prepared for Council review and distributed on June 19 general orientation materials for incoming Council members.

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 6. 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, the auditors, and SAA Treasurer Aimee Felker fast-tracked the audit to make it available for the August 6 Council meeting.
- Tom completed the fiscal year close and set up the system for the FY 13 budget.
- Upon retirement of our existing phone lease in early July, we replaced the phone system with newer, better, and cheaper equipment.
- 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.