

**Society of American Archivists
Council Meeting
August 11 – 12, 2014
Washington, DC**

**Executive Director's Report
(Prepared by Nancy Beaumont)**

Reports on Membership, Education, Publications, the Joint Annual Meeting, Technology, and Progress Toward Council-Adopted Recommendations of the Communications Task Force appear elsewhere in the staff reports for this meeting. This report summarizes other Headquarters activities since the May 2014 Council meeting.

STRATEGIC PRIORITIES

Goal 1: Advocating for Archivists and Archives

Teresa Brinati and I provided staff support for the inaugural meeting of the Committee on Public Awareness at SAA headquarters on July 12 and 13. (See the COPA discussion item at 0814-1-IV.B.)

I supported the Committee on Advocacy and Public Policy in completing an issue brief on HIPAA (see 0814-1-III.A.) and "Procedures for Suggesting SAA Advocacy Action" (see 0814-1-V-J).

Goal 2: Enhancing Professional Growth

Many of the activities associated with preparation for the Joint Annual Meeting fall under this goal. In addition, I negotiated with Convention Recordings to offer MP3 recordings of the full 2014 conference for \$29.99, thus providing a very affordable option for individuals (attendees) to access the entire meeting content.

I worked with the Membership Committee's Career Center subgroup to enhance the presence of, and offerings provided in, the onsite Career Center.

Goal 3: Advancing the Field

The staff worked with the 2014 Research Forum organizers to promote the forum, provide space for it, and post materials presented at it.

Goal 4: Meeting Members' Needs

I spent significant time in June and July surveying and communicating with conference attendees who expressed an interest in child care options at the conference, ultimately leading to a final

decision to continue providing subsidies for babysitting services and not to provide an onsite child care center (due to lack of potential use). In addition, I worked with Conference & Logistics Consultants to identify a company to provide American Sign Language interpreter services to one individual attending a pre-conference course and two conference registrants.

Matt Black launched the first native app version of the conference program, in addition to the web-based app launched last year. Attendees may now access conference information via the print Onsite Program, the conference website, or any mobile device.

Diversity

René Craig worked with Danna Bell and Kathleen Roe to notify each SAA Diversity Committee member of the changes in the group description adopted by the Council in May and to complete appointments to the Committee.

René and I provided support to the Mosaic Program Advisory Group in publicizing the application deadline for the next cohort and in planning for the Mosaic Leadership Forum for the current cohort at the Joint Annual Meeting.

GOVERNANCE

René and I drafted the 0514 Council meeting minutes and action lists and prepared materials for the 0814 Council meetings.

Matt devoted significant time during this period to working with sections and roundtables to complete their online elections and, in a few cases, referendums.

I prepared and distributed general orientation materials for incoming Council members. We will conduct an in-person orientation for new Council members on Monday, August 11, from 1:00 to 2:30 pm.

I participated in an SAA Foundation Development Committee meeting at SAA headquarters on June 2 and 3; participated in a Foundation Finance Committee conference call on July 31; drafted materials for the Foundation Board meeting on Friday, August 15; drafted and produced an informational flyer for distribution at the conference; worked with Matt on a slide show of donors for display during the conference; and prepared the report at 0814-1-V-I.

HEADQUARTERS OPERATIONS

Peter Carlson devoted significant time to becoming familiar with the tools that SAA uses to manage financial operations. The annual audit will be conducted beginning in September 2014.

Peter completed the fiscal year close and set up the system for the FY 15 budget.

Peter and I prepared the agenda and financial materials, and I prepared my “state of the association” presentation, for the Annual Membership Meeting on Saturday, August 16.

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