

**Society of American Archivists  
Council Meeting  
August 1, 2016  
Hilton Atlanta, Atlanta, Georgia**

*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.*

President Dennis Meissner called the meeting to order at 9:15 a.m. on Monday, August 1. Present were Vice President Nancy McGovern; Treasurer Cheryl Stadel-Bevans; Executive Committee Member Lisa Mangiafico; Council members Amy Cooper Cary, Pam Hackbart-Dean, Bergis Jules, Kris Kiesling, Michelle Light, Tim Pyatt, Helen Wong Smith, and Rachel Vagts; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Solveig De Sutter, Web and Information Systems Administrator Matt Black, and Governance Program Coordinator Felicia Owens.

Guests included Eira Tansey, on behalf of ProjectAARC; incoming Vice President/President-Elect Tanya Zanish-Belcher; and incoming Council members Courtney Chartier, Erin Lawrimore, and Bertram Lyons.

## **I. COUNCIL BUSINESS**

### **A. Adoption of the Agenda**

Meissner introduced the agenda with changes proposed by the Executive Committee. The Council agreed to remove item II.C. from the Consent Agenda and address it as an Action Item, and add to the Action Agenda item III.E.1. EAD Roundtable Bylaws Revisions. The Council also agreed to add to the Discussion Agenda items IV.D.1. SAA's Policy on Making Statements Related to Social Justice Issues, IV.D.2. Proposal for New Metadata Overview Project, and IV.D.3. Future Council Work.

The Council further agreed to re-order several agenda items to accommodate guests and enhance the efficiency of the meeting. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.) Pyatt moved adoption of the agenda as revised, Kiesling seconded, and the agenda was adopted unanimously (**MOTION 1**).

### **B. Status of Council Action List**

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

## II. CONSENT AGENDA

Mangiafico provided a verbal update to item II.D. Executive Committee Interim Actions, noting that the Executive Committee agreed to sign on to a letter drafted by the International Federation of Library Associations congratulating Sylvie Forbin on her nomination to serve as Deputy Director General for Copyright and Creative Industries at the World Intellectual Property Organization. View the letter at:

[http://www.ifla.org/files/assets/clm/news/sylvie\\_forbin\\_appointment\\_statement.pdf](http://www.ifla.org/files/assets/clm/news/sylvie_forbin_appointment_statement.pdf).

Pyatt asked that item II.C. Committee on Education Description Changes be moved to the Action Agenda.

The following items (II.A., II.B, and II.D.) were adopted by consent (**MOTION 2**).

**Move Consent Items:** Stadel-Bevans

**Second Consent Items:** Cooper Cary

**Vote:** PASSED (unanimous)

### A. Ratify Council Interim Actions

**THAT the following interim actions taken by the Council between May 25, 2016, and July 2016, be ratified:**

- Revised the [SAA Bylaws](#), Section 9 – Parliamentary Procedure, so as to now follow *Robert's Rules of Order* as SAA's parliamentary authority. (May 25, 2016)
- Unanimously adopted the [May 11-12, 2016, SAA Council meeting minutes](#). (June 3, 2016)
- Granted one-year extensions to the terms of the SAA-ACRL/RBMS Joint Task Force on Public Service Metrics and the SAA-ACRL/RBMS Joint Task Force on Holding Counts Metrics. (June 26, 2016)
- Approved revisions to the Standards Committee's Procedures for Review and Approval of an SAA-Developed Standard to include a "fast-track" procedure for SAA expert groups. (July 12, 2016)
- Reviewed SAA Representative Peter Gottlieb's report on the May 19, 2016, meeting of the National Historical Publications and Records Commission.

### B. Ratify Executive Committee Interim Actions

**THAT the following interim action taken by the Executive Committee between May 13, 2016, and August 1, 2016, be ratified:**

- Approved a response, drafted by SAA's Intellectual Property Working Group, to the United States Copyright Office's inquiry regarding revising Section 108: Draft Revision of the

#### **D. Local Government Records RT Bylaws Revisions**

**THAT the SAA Council approve the following changes to the Local Government Records Roundtable bylaws (*underline = addition, strikethrough = deletion*):**

### **Society of American Archivists Local Government Records Roundtable Bylaws**

#### **I. NAME.**

The name of the roundtable shall be Local Government Records Roundtable.

#### **II. MISSION.**

The mission of the roundtable is to provide a forum for dialogue among archivists concerned with the administration, organization, and care of records of local government.

#### **III. MEMBERS.**

Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

#### **IV. GOVERNANCE.**

##### **A. Officers.**

The roundtable shall be led by a Chair ~~who is elected annually and who may not serve for more than three successive years~~ and a Vice Chair who serve staggered two-year terms. The Vice Chair shall be elected annually for a two-year term, serving in year one as Vice Chair and in year two as Chair. Only individual or institutional members of SAA and the Local Government Records Roundtable may hold these positions.

After completion of the two-year term, the immediate past Chair may continue to serve for another year as a Steering Committee member, if a position has become vacant. No person may serve as the senior leader of the roundtable for more than three successive years.

The Steering Committee may consist of at least four members, serving for a three-year term, and shall be appointed by the Chair and Vice Chair on a rotating basis as needed. Appointments of steering committee members will ideally include a diverse membership in repository type (state, county, city) and geographic location.

#### B. Duties of Officers.

~~The Chair shall fulfill those responsibilities of officers specified in Section X. of the SAA Governance Manual.~~

The Chair directs and reports the activities of the roundtable to membership and the SAA Council, chairs the steering committee, organizes and conducts the annual meeting of the roundtable, acts as liaison for the roundtable to other bodies and handles administrative matters.

The Vice Chair/Chair-Elect assists the Chair in all activities, conducts nomination and election communication, serves as acting Chair in the absence of the Chair, and participates as a member of the Steering Committee in all its activities.

The Steering Committee assists activities and furthers the objectives of the roundtable. Committee members may help set the agenda for the year, contribute to the roundtable's official email discussion list as needed, contribute to planning the annual meeting of the roundtable, and promote SAA program sessions sponsored by the roundtable.

#### C. Nominations.

~~The Chair shall issue a call for nominations, including self-nominations, for the position of Chair every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the Chair and announced to roundtable members no later than June 15.~~

The Vice Chair shall conduct nominations in accordance with the guidelines for Section elections as specified in Section IX of the SAA Governance Manual.

#### D. Elections.

~~Elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Section elections as specified in Section IX. of the SAA Governance Manual. Availability~~

~~of the online ballot and the deadline for voting shall be announced by the Chair to all roundtable members via the roundtable's official email discussion list and website.~~

#### E. Appointments.

Roundtable members may be appointed to ~~additional leadership roles by the Chair~~ the Steering Committee or other leadership roles as needed by the Chair and Vice Chair.

#### V. MEETINGS.

The roundtable shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other times as deemed appropriate by the Chair. The time and agenda shall be communicated in advance via the roundtable's official email discussion list and website.

#### VI. AMENDMENTS.

Amendments to these bylaws shall be determined by a majority vote of roundtable members in a referendum held in conjunction with the roundtable's annual election. Once adopted, new or revised bylaws shall be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.

*(Adopted by the Local Government Records Roundtable membership on 6/14/13; approved by the SAA Council on 9/30/13. Revisions adopted by the Local Government Records Roundtable membership in June 2015; approved by the SAA Council on 8/1/16.)*

**Support Statement:** The roundtable has followed the required procedures to suggest revisions to its bylaws, submit them for review by the Executive Director, and place them before the roundtable membership for adoption. These bylaws meet the minimum requirements of the SAA Council and are in alignment with SAA's governance documents.

**Impact on Strategic Priorities:** Not applicable.

**Fiscal Impact:** Not applicable.

### III. ACTION ITEMS

#### A. Member Affinity Groups Proposal

Since May 2013, the SAA Council has considered possible changes in member affinity groups “to encourage flexible, inclusive, and participatory opportunities for the membership.” After presenting a set of guiding principles and proposed changes in the current structure of and requirements for SAA sections and roundtables in May 2016, the Council Working Group on Member Affinity Groups distributed a call for member comments on the proposed changes. The comments received were very positive and encouraging, and therefore the Council moved to adopt the changes.

### **MOTION 3**

**THAT the SAA staff, with oversight from the Council Working Group on Member Affinity Groups, prepare and implement a work plan to transition SAA sections and roundtables to the new structure as quickly as reasonably practicable, with presentation of the initial plan to the Council at its November 2016 meeting;**

**THAT the Council be updated on the transition at least every other month until the transition is complete; and**

**THAT the Governance Manual be revised (with revisions approved by the Council) to reflect the new structure and requirements.**

**Support Statement:** Discussions about modifying the structure and requirements for SAA’s sections and roundtables have been ongoing for many years. Based on the work done by several member groups and staff since May 2013, as well as member feedback throughout these discussions, it is appropriate to move ahead with initiatives that will simplify structures, preserve the many advantages and services provided by SAA component groups, and provide members with flexible, inclusive, and participatory opportunities to engage with SAA.

**Relation to Strategic Plan:** Goal 4: Meeting Member Needs – SAA is an agile association that delivers outstanding service and fosters a culture of inclusiveness and participation; 4.1. Facilitate effective communication with and among members; 4.2. Create opportunities for members to participate fully in the association; 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

**Fiscal Impact:** Significant investment in volunteer and staff time to implement the changes, provide regular reports to the Council, and ensure excellent communication with the affinity groups.

**Move:** Mangiafico

**Second:** Kiesling

**Vote:** PASSED (unanimous)

## **B. Information Brief: Archivists and the Environment**

The Committee on Public Policy prepared this brief based on conversations with, and an overview drafted by, a group of archivists known as [ProjectARCC](#) (Archivists Responding to

Climate Change). It was reviewed by Heidi N. Abbey, author of “The Green Archivist: A Primer for Adopting Affordable, Environmentally Sustainable, and Socially Responsible Archival Management Practices” (*Archival Issues*, Vol. 34, No. 2 [2012], pp. 91-115).

Unlike SAA’s issue briefs, the information brief does not respond to specific existing or pending legislation or regulations associated with archives and records. Instead, it is a “backgrounder” that provides an overview of the ways in which the work of archivists intersects with environmental issues and concerns.

#### **MOTION 4**

**THAT the following information brief on Archives and the Environment be approved with the minor revisions discussed by the Council:**

### **SAA Information Brief: Archives and the Environment**

#### **SAA Position**

The Society of American Archivists recognizes the intersection between archival work and the environment. SAA encourages and supports efforts to preserve and make accessible archives and records documenting the environment. SAA also will continue to assist archivists in developing and using "green" facility guidelines and standards, and provide resources and training for responding to environmental changes and disasters that affect archival records.

#### **SAA will:**

- Advocate for preservation of the cultural and scientific record documenting groups, individuals, and organizations connected with environmental research.
- Advocate for resources and funding for archives to gain a better understanding of the potential impact of climate change on repositories and to more effectively protect our facilities against possible environmental changes.
- Collaborate with allied professions to monitor the impact on archives of state, federal, and international efforts in regard to climate change.
- Support opportunities for continuing education on disaster preparedness, sustainability for archival facilities, and the integration of renewable energy where possible in archival practices.
- Educate archivists about environmental standards<sup>1</sup> for facilities, particularly in the area of sustainable building design, as well as implementation of climate change adaptation and mitigation practices.
- Monitor the impact of climate change as it affects communities, including relocation, and advocate for sufficient resources to document those communities that are significantly affected by climate change.<sup>2</sup>

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<sup>1</sup> Examples of standards include the [U.S. Green Building Council's Green Building and Climate Resilience recommendations](#) and LEED (Leadership in Energy and Environmental Design), an ecology-oriented building certification program run under the auspices of the USGBC. See also the [Passive House standard](#).

<sup>2</sup> Coastal communities, in particular those of indigenous peoples, increasingly are affected by environmental changes, which in turn threaten their archival record. Traditional knowledge has developed reliable methods for recording historic weather and climate variability. (Therrell, M.D. and M.J. Trotter, 2011: Waniyetu Wówapi:

- Work to mitigate the effects of major natural or human-made disasters on archival collections and facilities.
- Pursue sustainable choices when planning conferences and meetings.

## **The Issues**

### ***Documentation***

Many archivists are preserving and providing access to archives and records documenting discussions about the environment and climate change conducted by scientists and other individuals and groups. Some archivists have developed documentation strategies focused on climate-related issues,<sup>3</sup> and a few archives have designated positions to focus on the documentation of these issues.<sup>4</sup> As a result of these steps, some of the records being collected include:

- Dated photographs of landscapes and agriculture.
- Datasets that are useful for climate research.
- All aspects and sides of environmental discussions regarding climate change, including the papers of scientists and activists.
- Government records about local, regional, or national responses to climate issues.
- Recorded lectures, interviews, and debates about the environment.

### ***Guidelines for Sustainability and Energy Renewal for Archives Facilities***

Many archivists are making concerted efforts to better integrate sustainability/energy-based decisions and standards in the construction, operation, and renovation of archival facilities, with the goal of creating appropriate environments and reducing long-term energy costs. These efforts include:

- Society of American Archivists Facilities Publications:<sup>5</sup>
  - [\*Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers\*](#) (2009)
  - [\*Green Is Great: Planning and Developing an Environmentally Friendly Building\*](#) (Webinar, 2009)
  - [\*Planning New and Remodeled Archival Facilities\*](#) (2007)
- U.S. Green Building Council's Green Building and Climate Resilience Recommendations<sup>6</sup>
  - LEED (Leadership in Energy and Environmental Design) and the Passive House Standard (USGBC)
- National Archives and Records Administration:

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Native American Records of Weather and Climate. Bulletin of the American Meteorological Society, 92: 583-592 . In recent years, communities have had to relocate from ancestral lands due to changes in the environment, which has, in turn, threatened sources of such traditional knowledge. Examples include the Biloxi-Chitimacha-Choctaw in Louisiana and the Inupiat Eskimo in Alaska.

<sup>3</sup> The Greater Western Library Alliance (GWLA) organized and created the Western Waters Digital Library in the early 2000s:

<http://www.gwla.org/Home/Announcements/westernwatersdigitallibraryannouncescompletionofanehfundedproject>

<sup>4</sup> Water Archivist, California State University-Fresno: <https://archivesgig.wordpress.com/2016/03/01/fresno-ca-water-archivist-california-state-university-fresno/>

<sup>5</sup> <http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/store/storeFront.html?Action=Store>

<sup>6</sup> U.S. Green Building Council: <http://www.usgbc.org/home>.



- Sustainability Plan<sup>7</sup>
- Office of Management and Budget Scorecard on Sustainability/Energy<sup>8</sup>

### ***Disaster Planning, Preparedness, and Response***

SAA continues to develop resources and training on planning and responding to disasters at the local, regional, and national levels. These include:

- The SAA Foundation's National Disaster Recovery Fund for Archives.
- Support for the development of dPlan: The Online Disaster Tool.<sup>9</sup>

### ***Education, Resources, and Training***

SAA continues to develop relevant resources for its members, including:

- Training workshops in preservation and protection.
- A list of vendors that specialize in disaster response.

### ***Additional Resources***

Abbey, Heidi N. "The Green Archivist: A Primer for Adopting Affordable, Environmentally Sustainable, and Socially Responsible Archival Management Practices." *Archival Issues: The Journal of the Midwest Archives Conference*: Vol. 34, No. 2 (2012): 91-116.

American Library Association, "ALA Council passes resolution on sustainable libraries." <http://www.ala.org/news/press-releases/2015/07/ala-councilpasses-resolution-sustainable-libraries>.

ALA SustainRT: <http://www.ala.org/sustainrt/home>

Berenfeld, Michelle L. "Planning for Permanent Emergency: 'Triage' as a Strategy for Managing Cultural Resources Threatened by Climate Change." *The George Wright Forum*, vol. 32, no. 1, pp. 5-12 (2015).

Intergovernmental Panel on Climate Change. Fifth Assessment Report (AR5). (2014). <https://www.ipcc.ch/report/ar5/>.

Hansen, J., Sato, M., Kharecha, P., Hearty, P., Ruedy, R., Kelley, M., Lo, K.-W., Bauer, M. (July 23, 2015). Ice melt, sea level rise and superstorms: Evidence from paleoclimate data, climate modeling, and modern observations that 2 °C global warming is highly dangerous. *Atmospheric Chemistry and Physics Discussions*, 15, 14, 20059-20179. <http://www.atmos-chem-phys-discuss.net/15/20059/2015/acpd-15-20059-2015.pdf>.

ProjectARCC (Archivists Responding to Climate Change): <https://projectarcc.org/>

Tansey, Eira. "Archival Adaptation to Climate Change," *Sustainability, Science, Practice & Policy* 11.2 (March 2, 2016): <http://archives/vol11Iss2/1509-019.tansey.html>

<sup>7</sup> NARA: Sustainability Plan: <https://www.archives.gov/about/plans-reports/sustainability/>

<sup>8</sup> A description of the OMB's program is available here: <https://www.epa.gov/greeningepa/office-management-and-budget-scorecards-sustainability-and-energy>. NARA's Scorecard documentation is included as part of its Sustainability Report.

<sup>9</sup> <http://www.dplan.org/> Retrieved 6/13/2016.

United Nations. Framework Convention on Climate Change:  
<http://unfccc.int/documentation/items/2643.php>

Welch, Todd. "Green' Archivism: The Archival Response to Environmental Research. *The American Archivist*, Vol. 62 (Spring 1999): 74-99.

**Support Statement:** This information brief supports SAA's Public Policy Agenda by providing members and other prospective audiences with an overview of the ways in which the work of archivists intersects with environmental issues and concerns.

**Relation to Strategic Plan:** Addresses Goal 1: Advocating for Archives and Archivists, Strategy 1.2. Educate and influence decision makers about the importance of archives and archivists, and 1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.

**Fiscal Impact:** Approval of the issue brief does not commit SAA to expend funds on any particular advocacy effort at this time.

**Move:** Cooper Cary

**Second:** Jules

**Vote:** PASSED (unanimous)

### **C. Release of "Permanently Restricted" SAA Foundation Funds**

Over the years, the Society of American Archivists and several private donors have created a significant number of funds dedicated to awards and prizes. The accounting and reporting required to manage the funds within the 501(c)(3) subsidiary are complicated, and the auditor has recommended that SAA and the SAA Foundation consolidate funds wherever practicable to reduce direct and indirect expenses.

#### **MOTION 5**

**THAT the following Council-created awards funds be released from restricted status and consolidated into an unrestricted "Awards Fund": Coker, Fellows, Fellows Posner, Holmes, Leland, Pease, and Spotlight; and**

**THAT the following Council-created operations funds (to which members may have contributed in the past) be consolidated into the unrestricted Strategic Growth Fund: Brack Membership Development, Education, and Publications.**

**Support Statement:** The accounting and reporting required to manage the funds within the 501(c)(3) subsidiary are complicated, and the auditor has recommended that SAA and the SAA Foundation consolidate funds wherever practicable to reduce direct and indirect expenses.

**Relation to Strategic Plan:** None.

**Fiscal Impact:** Significant savings in staff time to report out on individual award funds.

**Move:** Light

**Second:** Pyatt

**Vote:** PASSED (unanimous)

#### **D. Election of SAA Foundation Class B Board Members**

Because the SAA Foundation Board had not yet completed its nominations for Class B members, the SAA Council agreed to postpone this agenda item until a list of nominees is proposed.

#### **E. Other Action Items from Council Members**

##### **E.1. EAD Roundtable Bylaws Revisions**

Light brought forward a motion to revise the Encoded Archival Description Roundtable's bylaws, concerned specifically with changing the group's name to the Encoded Archival Standards Roundtable and making related revisions to the group's description. The Roundtable proposed these changes to acknowledge and reify its *de facto* inclusion of archival standards other than Encoded Archival Description (EAD) in its mission and to reflect a similar change in the scope of the SAA Standards Committee's Technical Subcommittee on Encoded Archival Standards (TS-EAS). The recommended changes were approved by the EAD Roundtable membership via a referendum held in conjunction with its July 2016 general election ballot.

#### **MOTION 6**

**THAT the following revisions in sections I and II of the bylaws of the Encoded Archival Description Roundtable be approved (strikethrough = deletion, underline = addition).**

##### **I. NAME.**

The name of the roundtable shall be Encoded Archival Standards ~~Description~~ (EASD) Roundtable.

##### **II. MISSION.**

The mission of the roundtable is to promote the implementation and use of encoding standards for dissemination of archival information. To this end, we aim to provide tools and information for use in encoding archival information ~~descriptions~~; discuss and facilitate the use of software for markup, parsing, indexing, and delivery; and monitor and contribute to the development ~~of encoding standards development~~ for archival information ~~description~~.

**Move:** Stadel-Bevans

**Second:** Pyatt

**Vote:** PASSED (unanimous)

## **E.2. Committee on Education Description Changes**

At Pyatt's request, this item was moved from the Consent Agenda to the Action Agenda so that the Council could discuss it.

The Committee on Education (CoE) description was last revised in May 2011. Since then, the Committee has taken on oversight of the Digital Archives Specialist Subcommittee and created the Arrangement and Description Certificate Program. In light of these additional tasks, the Committee proposed several changes in its charge to bring it into alignment with its current duties and responsibilities.

After discussing the long-term implications of the proposed revisions, the Council determined that a more complete consideration of the Committee's charge and scope is necessary. Although it is clear that the CoE's focus increasingly is on continuing education, the Council wishes to consider whether graduate archival education should be within the scope of the CoE or another Council-appointed group. Cooper Cary, Kiesling, and McGovern volunteered to serve on an internal Council working group to explore this issue, consult with other leaders and staff as appropriate, and present one or more recommendations to the Council at its November 2016 meeting.

## **F. Executive Session (as needed)**

The Council did not hold an executive session.

## **V. DISCUSSION ITEMS**

### **A. Update from Council Working Group on Diversity and Inclusion**

McGovern provided an update on the Working Group's progress, highlighting the new "[SAA Diversity & Inclusion Initiatives](#)" page on the SAA website. She pointed out important diversity and inclusion sessions and events at the 2016 Joint Annual Meeting and encouraged Council members to attend as many as they can. In November, the Council plans to discuss what next big steps can be taken to keep these efforts moving forward.

### **B. SAA Statement on Diversity and Inclusion**

At the May 2016 Council Meeting, the SAA Statement on Diversity was brought forward for its regular review, currently on a three-year cycle. A number of Council members voiced concerns about the statement, specifically concerning absence of the term "inclusion." The Council Working Group on Diversity and Inclusion was charged to review the statement and propose revisions for consideration at the August 2016 Council meeting. The proposed revision includes a definition of "inclusion" and inserts the concept more prominently in the statement, and also suggests some reorganization of the statement to improve flow.

## **MOTION 7**

**THAT the following revisions to the SAA Statement on Diversity be approved (*underline = addition; strikethrough = deletion*):**

## **SAA Statement on Diversity and Inclusion**

As a professional association that benefits from the participation of people from all backgrounds, the Society of American Archivists strives to ensure that its membership, the holdings that archivists acquire and manage, and the users whom archivists serve reflect the evolving diversity of society. To guide and clarify our work in this area, the SAA Council developed this *SAA Statement on Diversity and Inclusion*.

SAA understands *diversity* to encompass:

- **Socio-cultural factors.** These factors relate to individual and community identity, and include the attributes mentioned in SAA's Equal Opportunity/Nondiscrimination Policy.
- **Professional and geographic factors.** Concern about these factors reflects the Society's desire for broad participation from archivists working in various locations, repository types and sizes, and professional specializations.

SAA identifies *inclusion* as our commitment to ongoing and cumulative efforts (e.g., policies, principles, practices, and activities) that engage an increasingly diverse community in a welcoming, equitable, and responsive manner.

SAA's initiatives are focused primarily on achieving socio-cultural diversity and fostering inclusion within SAA, the profession, and archival collections and users.

By embracing diversity and encouraging inclusion, the Society speaks more effectively on behalf of the entire profession, serves a fuller range of stakeholders, increases organizational credibility, and becomes a stronger advocate for the archives profession. ~~SAA's initiatives are focused primarily on achieving socio-cultural diversity. This "living" document will be reviewed every three years in conjunction with the SAA Equal Opportunity / Nondiscrimination Policy.~~

### ***Commentary:- Provenance:***

Diversity is one of three high priorities identified in SAA's Strategic Plan from 2005 to 2013. ~~To guide and clarify our work in this area, the Council developed the "SAA Statement on Diversity."~~ The Society of American Archivists has long promoted policies of nondiscrimination, identified diversity as a value for the association and the profession ~~(as expressed in the Strategic Plan 2014-2018)~~, and strived to foster a just and inclusive professional culture that reflects and embraces the diversity of the larger society. ~~(For a review of SAA's many early actions, see Elizabeth Adkins's 2007 Presidential Address, "[Our Journey Toward Diversity—And a Call to \[More\] Action.](#)")~~ In 1992 SAA adopted an [Equal Opportunity/Non-Discrimination Policy](#) ~~that is reviewed annually.~~ ~~But~~ SAA recognizes that simply pledging nondiscrimination is insufficient, and that we must make positive efforts to develop diversity among our membership, our members' holdings, and our members' user communities in order to enrich the historical record and achieve professional excellence. In 2006 the SAA Council adopted "Strategic Priorities" that included the following issue statement as the basis for its strategic priority related to diversity:

The relevance of archives to society and the completeness of the documentary record hinge on the profession's success in ensuring that its members, the holdings that they collect and manage, and the users that they serve reflect the diversity of society as a whole.

To guide and clarify our work in this area, the Council developed the "SAA Statement on Diversity" in 2010. Diversity is one of eleven Core Values of Archivists (adopted in 2011), and several SAA committees, task forces, component groups, and initiatives have focused on issues relating to diversity and inclusion. In drafting the 2014-2018 Strategic Plan, the SAA Council revised SAA's mission to include promotion of the "diversity of archives and archivists" as a core principle to guide all of the Strategic Plan's goals and activities. The Council also included "Ensuring the diversity of its membership and leaders, the profession, and the archival record" as a core organizational value.

For a review of SAA's many early actions, see Elizabeth Adkins's 2007 Presidential Address, "[Our Journey Toward Diversity—And a Call to \[More\] Action](#)," and see SAA's Diversity and Inclusion resources page with relevant past and current initiatives and efforts.

The "[Strategic Plan](#)" document, which guides SAA activities, is reviewed and updated annually to accommodate the evolving landscape of professional challenges.

### **Implementation and Governance:**

SAA promotes diversity and inclusion in all of its professional activities with an eye to ensuring effective representation of our members, addressing the concerns of the full range of stakeholders represented within our members' holdings, and reaching out to archivists' many communities of users.

*Adopted by the SAA Council on August 9, 2010; reviewed and reaffirmed in January 2013; reviewed and revised in August 2016. The Council agreed to review every three years this document, SAA's Equal Opportunity/Non-Discrimination Policy (January 2013), and SAA's Code of Conduct (July 2014).*

**Support Statement:** The proposed revisions refine the statement to better express SAA's stance and mission for diversity and inclusion efforts.

**Relation to Strategic Plan:** Efforts to further diversity and inclusion within SAA and the archival profession are paramount to every part of SAA's Strategic Plan.

**Fiscal Impact:** None.

**Move:** Wong Smith

**Second:** Mangiafico

**Vote:** PASSED (unanimous)

## **D. Proposal to Host Joint Annual Meeting with ICA in 2020**

Beaumont informed the Council that the International Council on Archives has officially declined SAA's proposal for a Joint Annual Meeting in 2020. Staff will move forward with determining the best conference locations for 2019 and 2020.

## **E. Other Discussion Items from Council Members**

### **E.1. SAA's Policy on Making Statements Related to Social Justice Issues**

In light of several member comments about SAA's statement on the Pulse Nightclub shooting in Orlando in June 2016, Vagts brought forward [SAA's Criteria for Advocacy Statements](#) and

opened a discussion about how the Council should handle similar situations in the future. The Council agreed that all statements should come from the Council as a whole, and therefore should be discussed by the Council before being released. Vagts also reminded the group of its commitment to making statements only on issues related to the archives profession, as this is SAA's mission. The Council asked Vagts and Beaumont to review the current Guidelines and bring forward for consideration at the November 2016 meeting any proposed revisions or other recommendations.

## **E.2. SAA Council Project: Metadata and Digital Object Environmental Scan**

McGovern brought forward a proposal to appoint a group to conduct a one-year review of SAA's current approach to metadata and digital practice. Considering the broad scope of this aspect of the profession, and the numerous SAA groups that handle this subject, this review would help SAA identify potential gaps and overlaps, as well as opportunities to coordinate and collaborate on these efforts.

### **MOTION 8**

**THAT a metadata and digital object environmental scan be conducted, led by Mark Matienzo with liaisons from the Standards Committee, Electronic Records Section, Encoded Archival Standards Roundtable, Metadata and Digital Object Roundtable, and Web Archiving Roundtable.**

**Move:** Pyatt

**Second:** Mangiafico

**Vote:** PASSED (Yes: Cooper Cary, Hackbart-Dean, Kiesling, Mangiafico, McGovern, Pyatt, Stadel-Bevans, Wong Smith. No: Jules, Light.)

## **E.3. Future Council Discussions**

Mangiafico, whose term on the Council would end on August 6, suggested that the Council should consider discussing several important issues in the near future, including SAA's role in education, the state of the publications program, and the Council's fiduciary responsibilities. In light of the Nominating Committee's report that it was difficult to secure candidates for the Council, the group also discussed reducing barriers to participation (e.g., the time commitment for serving on the Council, the balance between in-person meetings and conference calls, and how to plan ahead to the best benefit of everyone). The Council discussion of these issues will continue at future meetings.

## **VII. 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 following reports were reviewed, but not discussed:

- B. President
- C. Vice President/President-Elect
- D. Treasurer
- E.1. Staff: Executive Director
- E.2. Staff: Membership
- E.3. Staff: Education
- E.5. Staff: Annual Meeting
- E.6. Staff: Technology
- F. Committee on Education
- G. Representative to State Department Historical Advisory Committee
- H. 2016 Nominating Committee: Final Report
- I. Representative to WIPO Standing Committee on Copyright and Related Rights

#### **A. Executive Committee**

Mangiafico provided a verbal update to item II.D. Executive Committee Interim Actions, noting that the Executive Committee had signed on to a letter congratulating Sylvie Forbin on her nomination as the new Deputy Director General for Copyright and Creative Industries at WIPO. View the letter at:

[http://www.ifla.org/files/assets/clm/news/sylvie\\_forbin\\_appointment\\_statement.pdf](http://www.ifla.org/files/assets/clm/news/sylvie_forbin_appointment_statement.pdf).

#### **E.4. Staff: Publications**

Brinati fielded several questions from the Council about recent downturns in publication sales. She noted that, despite member demand for ebooks, those sales have been low. The Publications Board and staff will continue to explore options for making content available. The Publications Board currently is analyzing a recent member survey and will be sharing the results soon.

#### **J. Other Reports from Council Members/What Are You Hearing from Members?**

##### **J.1. 2017 Program Committee Update**

McGovern distributed a handout, to be discussed at the August 6 Council meeting, on the 2017 Program Committee's progress and next steps. Program Committee Chair Terry Baxter will be at the Saturday meeting to answer any questions.

##### **J.2. New Council Member Assignments**

The following duties and liaison assignments were made:

- Member Affinity Group Working Group: Erin Lawrimore
- A&A List: Courtney Chartier and Bergis Jules
- Council Working Group on Diversity & Inclusion: Bertram Lyons
- Academy of Certified Archivists: Courtney Chartier



## **I. COUNCIL BUSINESS (continued)**

### **A. Review of August 2016-1 Action List**

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

### **B. Review of August 2016-1 Talking Points**

Council members reviewed the decisions made at the meeting.

### **C. Meeting Debriefing**

The Council briefly provided feedback on the timing and logistics of the meeting.

### **D. Adjournment**

Stadel-Bevans moved adjournment, Vagts seconded, and the Council meeting was adjourned by unanimous consent at 3:20 p.m. on Monday, August 1, 2016.

**Society of American Archivists  
Council Interim Action  
April 12, 2016**

**2016 Council Exemplary Service Awards and  
Council Resolutions**

**(Prepared by Executive Director Nancy Beaumont)**

**BACKGROUND**

The Council Exemplary Service Award was created in 1980, at the request of the Committee on the Selection of SAA Fellows, to recognize a special contribution to the archives profession (and especially to SAA) that is not eligible for one of the other awards given by the Society. It is given on an occasional basis at the discretion of the Council or upon recommendation to the Council by the Awards Committee.

The Council also occasionally chooses to honor a member, group, or other entity with a Council resolution.

**DISCUSSION**

At its November 2015 meeting the Council discussed potential recipients of the 2016 Council Exemplary Service Award and favored awards to Bill Maher, for his service as SAA's representative to the World Intellectual Property Organization's Standing Committee on Copyright and Related Rights, and to the Business Archives Section, for its ongoing activity and engagement with its members. The awards were drafted and subsequently approved by the Council via an online vote.

A third Council Exemplary Service Award, for the Oral History Section, was put forward during a confidential Executive Session at the May 2016 Council meeting, was approved unanimously.

In addition, the Council agreed that it would like to issue resolutions commending the two individuals who agreed to be included in the election to fill the Council vacancy created by James Roth's resignation: Geof Huth and Michelle Light.

All awards were presented to recipients during the 2016 Joint Annual Meeting in Atlanta.

## **MOTION 1**

**THAT William J. Maher be given the Council Exemplary Service Award in 2016.**

**Council Exemplary Service Award  
Honoring  
William J. Maher  
SAA Representative to the World Intellectual Property Organization  
Standing Committee on Copyright and Related Rights**

**WHEREAS** William J. Maher has provided significant and continuous leadership to the Society of American Archivists, including service as its 53<sup>rd</sup> President in 1997-1998; and

**WHEREAS** William J. Maher has been an active member of the Society of American Archivists' Intellectual Property Working Group since its inception in 2001; and

**WHEREAS** William J. Maher has, since at least 2000, been an acclaimed presenter of SAA's workshop "Copyright: The Archivist and the Law," in which he has guided archivists through the intricacies of copyright and rights management; and

**WHEREAS** William J. Maher has worked continuously and enthusiastically to represent the Society of American Archivists at, to date, eight week-long meetings of the World Intellectual Property Organization's Standing Committee on Copyright and Related Rights, the global forum for intellectual property policy development and cooperation; and

**WHEREAS** at the Standing Committee on Copyright and Related Rights meetings, he has advocated on behalf of the Society of American Archivists to allow archivists to share rare and vital resources across international borders—without the concern of violating a patchwork of national laws—and thereby to increase access to important information; and

**WHEREAS**, through his persistent and thoughtful contributions, he has succeeded in educating international policy makers about the value of archives and ensuring that the unique needs of archives users are voiced; and

**WHEREAS** his diligent preparations for the SCCR meetings have included conference calls on national holidays with international partners, close collaboration with his Intellectual Property Working Group colleagues to draft oral statements for presentation, countless hours of travel by various modes of transportation; and numerous *ad hoc* meetings and strategy sessions with other non-governmental organization representatives during the meetings;

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Society of American Archivists presents William J. Maher with the SAA Council Exemplary Service Award to recognize, applaud, and heartily thank him for his years of effective representation of SAA at the World Intellectual Property Organization Standing Committee on Copyright and Related Rights, as well as his ongoing commitment on behalf of the documentary record, archives, archivists, and researchers throughout the world.

**Support Statement:** Through his work as SAA’s representative to the World Intellectual Property Organization’s Standing Committee on Copyright and Related Rights, William J. Maher is a most worthy recipient of the 2016 Council Exemplary Service Award.

**Fiscal Impact:** None.

**MOTION 2**

**THAT the Society of American Archivists Business Archives Section be given the Council Exemplary Service Award in 2016.**

**Council Exemplary Service Award  
Honoring the  
Society of American Archivists Business Archives Section**

*WHEREAS* the Society of American Archivists Business Archives Section was established in 1980 to promote the interests of business archivists and others concerned with the preservation and use of business records, and to encourage the establishment and growth of business archives in both profit-making and non-profit organizations in the United States and Canada; and

*WHEREAS* the Business Archives Section has been a model of robust engagement with the Society by and for its members; and

*WHEREAS* the Business Archives Section has created a number of tools to enhance advocacy and outreach for the Society, including the Business Archives Advocacy Toolkit and the Directory of Corporate Archives; and

*WHEREAS* the Business Archives Section has enhanced the Society’s educational offerings through its collaboration with SAA’s Education Department to create and implement a workshop on Business Archives; and

*WHEREAS* the Business Archives Section has coordinated the Business Archives Colloquium at the Annual Meeting since 1998; and

*WHEREAS* the Business Archives Section has consistently and proactively provided feedback to the Council on matters that are unique to business archives and archivists;

*NOW, THEREFORE, BE IT RESOLVED* that the Council of the Society of American Archivists recognizes and thanks the Business Archives Section for outstanding service to SAA and the archives profession.

**Support Statement:** The Business Archives Section is a most worthy recipient of the 2016 Council Exemplary Service Award.

**Fiscal Impact:** None.

### **MOTION 3**

**THAT the Society of American Archivists Oral History Section be given the Council Exemplary Service Award in 2016.**

**Council Exemplary Service Award  
Honoring the  
Society of American Archivists Oral History Section**

**WHEREAS** the Oral History Section was established in December 1969 for SAA members and others interested in or involved in conducting oral history interviews and/or teaching oral history methodology; and

**WHEREAS** for nearly a half-century the Oral History Section has actively engaged its members in a rich variety of activities, provided fertile ground for discourse and development in this discipline, and contributed to the intellectual life of SAA; and

**WHEREAS** in 2010, SAA's 75<sup>th</sup> Anniversary Task Force invited the Oral History Section to look inward and champion an all-encompassing project conducting oral histories of SAA leaders to mark this momentous occasion; and

**WHEREAS** during a three-year period twenty interviews were conducted with SAA leaders who were nominated by component groups and individual members, and whose early interests and achievements in the archives field, historical moments in SAA, and thoughts about future directions of the profession are now successfully documented in "This Archival Life: Celebrating 75 Years of SAA Stories"; and

**WHEREAS** an incredible thirty-seven members of the Oral History Section volunteered their time and donated their expertise to the project, conducting interviews, creating and reviewing transcripts, and doing post-processing wrap-up so that the interviews will be integrated in the SAA Archives; and

**WHEREAS** these enthusiastic members and leaders of the Oral History Section have made an astounding contribution to the history of this association;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Society of American Archivists presents the Oral History Section with the SAA Council Exemplary Service Award to recognize, applaud, and heartily thank the section for outstanding service to SAA.

**Support Statement:** The Oral History Section is a most worthy recipient of the 2016 Council Exemplary Service Award.

**Fiscal Impact:** None.

## **MOTION 4**

**THAT Geoffrey Huth be recognized with the following 2016 Council Resolution:**

### **Council Resolution Honoring Geoffrey Huth**

**WHEREAS** Geoffrey Huth is a dedicated and committed archives professional who has served in the profession for more than 25 years; and

**WHEREAS** he is an acclaimed presenter of workshops dealing with electronic issues and is known, particularly in New York, as a tireless champion of state and local government records; and

**WHEREAS** his leadership has extended to several local and regional archival professional organizations; and

**WHEREAS** he continues his professional leadership by serving as a steering committee member for the Archives Leadership Institute; and

**WHEREAS** he has served SAA in a variety of leadership positions, notably as chair of the Electronic Records and Government Records sections and, most recently, on the Dictionary Working Group, which has enabled him to demonstrate his love of words; and

**WHEREAS** he served on the Council from 2012 to 2015, during which time he was a vital contributor to Council discussions and deliberations and an active liaison to numerous component groups; and

**WHEREAS** craft beer sales near the SAA Headquarters have seen a noticeable drop in revenue since Geoffrey retired from the Council; and

**WHEREAS** after recently completing a full three-year term on the SAA Council and preparing to pursue other interests and challenges, Geoffrey agreed to put his name forward for election to the vacant one-year Council seat for the greater good of the organization;

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Society of American Archivists recognizes Geoffrey Huth for his many contributions to the archives profession and his ongoing commitment to SAA.

**Support Statement:** Geoffrey Huth is a most worthy recipient of a Council resolution in light of his many contributions to the archives profession and his ongoing commitment to SAA.

**Fiscal Impact:** None.

## **MOTION 5**

**THAT Michelle Light be recognized with the following 2016 Council Resolution:**

### **Council Resolution Honoring Michelle Light**

**WHEREAS** Michelle Light is a distinguished and dedicated archives professional; and

**WHEREAS** she is a leader in the archives profession, pioneering access to born-digital records and advocating for reduction of financial barriers for those who publish from archives sources; and

**WHEREAS** she was elected a Fellow of the Society of American Archivists in 2014 in recognition of her many contributions to the profession and to SAA; and

**WHEREAS** she has served SAA in a variety of leadership positions, including as a member of the Technical Subcommittee for Descriptive Standards and the *American Archivist* Editorial Board; and

**WHEREAS** she served on the SAA Council from 2012 to 2015, during which time she displayed a keen interest in strategic planning and played a crucial role in the group's efforts to create SAA's current strategic plan; and

**WHEREAS** as a Council member she was a vital contributor to Council discussions and deliberations and an active and engaged liaison to numerous component groups; and

**WHEREAS** the Intelligentsia coffee bar near the SAA Headquarters has seen a noticeable drop in revenue since Michelle retired from the Council; and

**WHEREAS** after recently completing a full three-year term on the SAA Council and preparing to pursue other interests and challenges, Michelle agreed to put her name forward for election to the vacant one-year Council seat for the greater good of the organization;

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Society of American Archivists recognizes Michelle Light for her many contributions to the archives profession and her ongoing commitment to SAA.

**Support Statement:** Michelle Light is a most worthy recipient of a Council resolution in light of her many contributions to the archives profession and her ongoing commitment to SAA.

**Fiscal Impact:** None.