

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

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

Reports on Membership, Education, Publications, the Annual Meeting, and Technology appear elsewhere in the staff reports for this Council meeting (0816-1-V-E). This report summarizes other Headquarters activities since May 2016.

STRATEGIC PRIORITIES

Although my focus since May 2016 has been on the many details associated with the Joint Annual Meeting, we have also provided support to the Strategic Plan in the area of diversity and inclusion:

- Felicia Owens and I worked with the Council Working Group on Diversity and Inclusion to gather materials on SAA's past and current "[Diversity and Inclusion Initiatives](#)" and to publish them on a web page. The page is intended simply to collect this information in one place, and is likely to evolve over time. The Working Group also has been involved in conversations about revising SAA's Statement on Diversity [and Inclusion]. (See 0816-1-IV-B.)

GOVERNANCE

- We drafted the minutes of the 0516 Council meeting and assisted the Council in online discussions and votes on a host of items. (See 0816-1-II-B and 0816-1-II-C for a summary of Executive Committee and Council interim actions.)
- Felicia assisted President-Elect Nance McGovern in communicating with some 119 new appointees as well as 11 appointed-group interns. Felicia also managed the process of inviting Section and Roundtable chairs to request an intern and review a list of volunteers. Four interns were matched with Section and Roundtable steering committees in this first effort.
- Staff prepared materials for the 0816-1 and 0816-2 Council meetings. Most notably, we reviewed all member feedback on the Member Affinity Groups proposal discussed at the May 2016 Council meeting and drafted Agenda Item 0816-1-III-A-MembAffGroups.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- Peter Carlson invested significant time in preparing for our annual audit and meeting with the auditors in mid- and late July. Preliminary audit results will be available onsite at the Council meeting.

- Peter issued a request for proposals to audit firms and analyzed the merits of each of the seven proposals received. He and the Finance Committee decided to proceed with the FY16 audit using our current firm and to initiate interviews for future services (including our current firm) after the Joint Annual Meeting.
- All staff members—including the four individuals who have been on staff for just six or eight months—participated in 360-degree performance appraisal discussions prior to fiscal year end.

SAA FOUNDATION

- We drafted the minutes of the 0516 SAA Foundation Board meeting and assisted Board members in preparing materials for the Foundation Board's August 3 meeting, including the nomination of new Class B members to fill vacant positions.
- Peter and I provided significant feedback on the Foundation's annual Development Plan, to be discussed at the August 3 Board meeting.
- Staff implemented the Foundation's first-ever Day of Giving on June 20 to benefit the Mosaic Scholarship Fund.
- We made preparations for the Foundation's sponsorship (with SAA) of the coffee and pancake break in the Expo Hall on Friday, August 5, as well as the Foundation's presence throughout the conference.

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