

**Society of American Archivists
Council Meeting
August 13, 2018
Washington, DC**

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

Reports on Membership, Education, Publications, the Annual Meeting, and Technology appear elsewhere in the staff reports for this Council meeting (0818-1-VI-E). This report summarizes other Headquarters activities since May 2018.

STRATEGIC PRIORITIES

Activities that address Goal 1: Advocating for Archives and Archivists have predominated since May:

- Teresa Brinati has worked with the Committee on Public Awareness to plan several events for the Joint Annual Meeting, including a full-day, invitation-only media training workshop taught by Jason Steinhauer on Tuesday; a Moth-Radio-Hour-like storytelling event on Friday (“A Finding Aid to My Soul”); and handouts for a COPA table in the registration area.
- I have invested significant time in working with the Archives on the Hill (AOH) event planning group, which is a collaborative effort of CoSA, NAGARA, RAAC, and SAA. Archives on the Hill (on Tuesday, August 14) will match volunteers with Members of Congress who hold positions on key Senate and House subcommittees that influence appropriations and legislation related to NHPRC, IMLS, and NEH. We have prepared an AOH Advocacy Guide, talking points, and leave-behind packets that address Federal Funding for Archives, Electronic Government Records, and Reauthorization of NHPRC and IMLS. Two webcasts provided to AOH volunteers addressed the basics of making a Hill visit and messaging for our August effort. A more complete Advocacy Guide that deals with both Hill and district visits will be posted either immediately before or soon after the Joint Annual Meeting, along with support materials for our members to use when making district visits before the mid-term elections.
- Also addressing Goal 1 (working with the Committee on Public Policy), the Council approved a position statement on [Congressional Records as Public Records](#), signed on to a coalition [Call for Urgent Investigation of Destruction of Records on Family Separation Crisis](#), approved an issue brief on [Net Neutrality](#), issued a [Statement on Presidential Records](#), issued a [Statement on Removal of ISIS Records from Iraq by New York Times Reporter](#), and [praised introduction of the ACCESS to Recordings Act](#) (with input from SAA’s Intellectual Property Working Group).

GOVERNANCE

- Governance Manager Felicia Owens drafted the minutes of the 0518 Council meeting, which were adopted by the Council on May 30 and posted [online](#).
- The staff (and particularly Peter) invested significant time in working with each other and the Treasurer and Finance Committee to prepare the Proposed FY 2019 budget, which was [approved](#) by the Council with minor changes at its May meeting.
- Felicia completed preparation and distribution of appointment letters to all 90 of Meredith's 2018 appointees. In addition, she added all new appointees to the appropriate group discussion lists.
- Felicia (with help from our summer interns, see below) provided support to all 46 sections for the conduct of their annual elections (and a few referendums).

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- Our staff efforts have been supplemented very effectively with the addition of two four-day-per-week summer interns. Joe Lee (a 2018 graduate of Coe College) has focused on supporting the Archives on the Hill event and Taylor Camara (a 2018 graduate of Columbia College) has worked with several departments on various projects. I'm delighted to note that we have hired Taylor to work full time as our new Education Coordinator, with a focus on marketing. Taylor will attend the entire Joint Annual Meeting—and I hope that you'll make a point of introducing yourself to her.
- See the Technology report (0818-1-VI-E-6-Tech) regarding work done since selection of a new association management software system in June, with Matt and Peter leading the way. Discovery, training, and implementation to come throughout the fall and winter!
- Peter has been preparing for the annual audit. The auditors are scheduled to begin working in our office immediately following the Joint Annual Meeting.
- As noted in previous reports, renovation of our staff offices was negotiated with our new lease agreement. Prior to departing for the Joint Annual Meeting, all staff packed their work spaces, sent materials to the SAA Archives or to the recycling bins, and otherwise prepared for the renovation work to be done while we are in Washington, DC. We look forward to welcoming members to our more efficient space beginning in late August.
- We made a good effort to complete all staff performance appraisals in June. Every staff member completes a written self-appraisal and meets with her or his supervisor to discuss performance, set goals for the coming year, and review job descriptions. As in the past, all salary increases in FY19 were merit-based.

SAA FOUNDATION

- Staff assisted the Foundation Grant Review Committee in evaluating the nine grant proposals received in the 2018 cycle. (The Foundation received just three proposals in the 2017 cycle.) Eight grants were awarded, for a total of more than \$31,000.
- As of the writing of this report, the Foundation has awarded disaster recovery grants to nine repositories struck by hurricanes and earthquakes in late 2017:
 - The Department of Cultural Affairs of the Autonomous Municipality of Caguas, Puerto Rico (\$1,896);
 - Autonomous Municipality of Toa Baja, Puerto Rico (\$4,300);
 - Galería 8 of the National Archives of Mexico (\$2,500);
 - Historical Archives of the Luis Muñoz Marín Foundation, Puerto Rico (\$5,000);
 - St. Thomas Historical Trust Museum, U.S. Virgin Islands (\$3,500);
 - La Casa del Libro Book Museum, Puerto Rico (\$4,950);
 - University of Puerto Rico at Bayamón (\$4,940);
 - Government of the United States Virgin Islands Department of Planning and Natural Resources Division of Libraries, Archives, and Museums (\$5,000); and
 - Library Foundation Rafael Hernández Colón, Puerto Rico (\$5,000).

Recall that the Foundation Board, at its November 2017 meeting, made two important changes in the National Disaster Recovery Fund for Archives: It increased the maximum grant amount from \$2,000 to \$5,000 and noted that, “Although the NDRFA is pointed toward the states, District of Columbia, and territories of the United States, under exceptional circumstances we will consider awarding grants to non-U.S. entities.”

Special thanks are due to the members of the NDRFA Review Committee, who have done yeoman’s work in quickly and thoughtfully reviewing grant applications; to SAA member and LACCHA Co-chair Ana Rodriguez, who provided Spanish translation of the application instructions and form; and to Felicia for drafting revised application information and keeping everyone on task during this flurry.

- Per the SAA Foundation Development Plan, staff implemented a day of giving on June 27 to benefit several funds. Donations on that day totaled more than \$12,000.
- At the suggestion of SAA President Tanya Zanish-Belcher, the SAA Foundation Board approved in November 2017 expenditure of \$10,000 to support 10 travel awards to the 2018 Joint Annual Meeting. We are very grateful to the Foundation for this gift and look forward to receiving feedback (read “testimonials”) from the travel award recipients.
- The Foundation Board will meet for two hours in conjunction with *ARCHIVES*RECORDS 2018* and will schedule its annual meeting in Chicago in November to coordinate with the timing of the Council meeting. We hope to schedule a joint dinner with the Council.

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