

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

*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 Tanya Zanish-Belcher called the meeting to order at 9:06 a.m. on Monday, August 13. Present were Vice President Meredith Evans; Treasurer Cheryl Stadel-Bevans; Executive Committee Member Kris Kiesling; Council members Steven Booth, Courtney Chartier, Amy Cooper Cary, Brenda Gunn, Bergis Jules, Erin Lawrimore, Bertram Lyons, and Audra Yun; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzman, Web and Information Systems Administrator Matt Black, and Governance Manager Felicia Owens.

Guests included newly elected Vice President/President-Elect Michelle Light, Treasurer Amy Fitch, and Council members Melissa Gonzales, Petrina Jackson, and Ricky Punzalan, as well as SAA members Geof Huth, Karen Trivette, and Ann Ferguson.

## **I. COUNCIL BUSINESS**

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

Zanish-Belcher introduced the agenda with minor revisions proposed by the Executive Committee. Kiesling moved adoption of the agenda as revised, Jules 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**

The following items were adopted by consent (**MOTION 2**).

**Move Consent Items:** Gunn

**Second Consent Items:** Stadel-Bevans

**Vote: PASSED**

#### **A. Ratify Council Interim Actions**

**THAT the following interim actions taken by the Council between May 18, 2018, and July 16, 2018, be ratified:**

- Drafted and approved a Council resolution recognizing an accomplished archivist and long-time SAA leader. (Council awards remain confidential until they are presented at the Annual Meeting. See Appendix A of these minutes.) (May 18, 2018)
- Approved the minutes of the May 7-9, 2019, Council meeting. (May 30, 2018)
- Drafted and approved a “[Statement on Removal of ISIS Records from Iraq by New York Times Reporter](#),” expressing deep concern about recent reports related to archival records in Iraq, namely from the April 4, 2018, article in which Rukumini Callimachi admits to removing more than 15,000 pages of Islamic State documents from Iraq. (June 6, 2018)
- Reviewed a report from the SAA representative to the International Council on Archives Section on Professional Associations, Becky Haglund Tousey. (See agenda item II.A., Appendix A) (June 7, 2018)
- Adopted “[Guidelines for Primary Source Literacy](#),” as prepared by the SAA-ACRL/RBMS Joint Task Force on Primary Source Literacy. (June 18, 2018)
- Approved a revised [issue brief](#) on Net Neutrality, originally drafted by the SAA Committee on Public Policy. (June 26, 2018)
- Reviewed a report from the SAA representative to the National Historical Publications and Records Commission, Dennis Meissner, on the Commission’s June 7, 2018, meeting. (See agenda item II.A., Appendix B) (July 6, 2018)
- At the recommendation of the SAA Foundation Board, elected JoyEllen Freeman and Angelique Richardson as new Class B members of the Board for the 2018-2021 term. (July 9, 2018)
- Approved a [position statement](#) on “Congressional Records as Public Records.” (July 16, 2018)

#### **B. Ratify Executive Committee Interim Actions**

**THAT the following interim actions taken by the Executive Committee between May 24, 2018, and July 16, 2018, be ratified:**

- At the recommendation of the SAA Intellectual Property Working Group (IPWG), signed on to a [Library Copyright Alliance Letter](#) to Senator Ron Wyden, praising him for introducing the Accessibility for Curators, Creators, Educators, Scholars, and Society Recordings Act (“ACCESS to Recordings Act”). (May 24, 2018)
- At the recommendation of IPWG, signed on to a [joint NGO letter](#), drafted by Knowledge Ecology International, on the Proposed WIPO Treaty on Broadcasting. (May 31, 2018)
- Prepared “[SAA Statement on Presidential Records](#),” voicing deep concern about the alleged ongoing destruction of presidential records by President Donald Trump, in direct

contravention of the Presidential Records Act of 1978 and its 2014 amendment. (June 22, 2018)

- Submitted a [letter to the editor](#) of the *New York Times* in response to the July 5, 2018, article “Trump Administration in Chaotic Scramble to Reunify Migrant Families.” (July 10, 2018)
- Signed on to a [letter](#), drafted by OpenTheGovernment.org, calling on Congress to immediately investigate the administration’s records management practices related to the “zero-tolerance” immigration enforcement policy and family reunification efforts. (July 13, 2018)
- At the recommendation of IPWG, signed on to a [letter](#), drafted by the Internet Archive, urging the US Senate Committee on the Judiciary to support Senator Wyden’s ACCESS to Recordings Act and to reject the “deeply flawed” CLASSICS Act. (July 16, 2018)

### III. STRATEGIC PLANNING

#### A. [Current Strategic Plan](#)

The current Strategic Plan 2018-2020, as adopted in November 2017, was provided for reference.

#### B. [Review of Strategic Plan Actions and Timelines](#)

The Council briefly reviewed the Strategic Plan dashboard, which lists specific activities directed to the strategic plan priorities. The Council and staff will discuss additional activities prior to and during the November 2018 Council meeting.

### IV. ACTION ITEMS

#### A. Council Resolutions [CONFIDENTIAL]

This confidential item was discussed in Executive Session. All 2018 Council resolutions and Exemplary Service Awards are appended to these minutes.

#### B. Other Action Items from Council Members

No other action items were brought forward.

#### C. Executive Session (as needed)

Following a confidential discussion in executive session, the Council approved creation of a task force to develop guidelines for staff use in considering agreements with vendors to sponsor, exhibit, and advertise with SAA.

#### **(MOTION 3)**

**THAT a task force be formed to develop guidelines for staff use in considering vendor exhibits, sponsorships, and advertising, and**

**THAT the task force be appointed no later than September 1 and comprise six individuals representing the diversity of our organization, and**

**THAT the task force's final report be considered at the November 2018 Council meeting.**

**Move:** Chartier

**Second:** Gunn

**Vote:** PASSED

## **V. DISCUSSION ITEMS**

### **A. Revise Best Practices for Internships and Best Practices for Volunteers in Archives**

The Council discussed the comments received on these Best Practices documents and determined that the Best Practices for Internships document is especially in need of revision. The Council assigned the Graduate Archival Education Subcommittee of the Committee on Education to review the document as well as member comments and prepare recommended revisions as soon as possible. Evans will consider which group should be assigned to review and revise the Best Practices for Volunteers in Archives.

### **B. Member Comments on Principles and Priorities for Continuously Improving the SAA Annual Meeting**

The Council reviewed member comments received on "Principles and Priorities for Continuously Improving the SAA Annual Meeting" and agreed on several revisions to the document.

#### **MOTION 4**

**THAT the following revisions to the Principles and Priorities for Continuously Improving the SAA Annual Meeting be approved: (underline=addition, ~~strikethrough~~=deletion)**

### **Principles and Priorities for Continuously Improving the SAA Annual Meeting (Approved by the SAA Council, August 12, 2013; Revised: August 2018)**

*This document presents a summary of the Council's principles and priorities for ensuring the continued development of the Annual Meeting, based on the excellent work of the 2011-2013 Annual Meeting Task Force. Since adoption, the Council receives a report at each meeting on the extent to which these Principles and Priorities are put into play for the Annual Meeting. [See the agenda for each Council meeting, typically under "Staff Reports," beginning in August 2013: <http://www2.archivists.org/groups/saa-council>.]*

**[Underline = addition, ~~strikethrough~~ = deletion.]**

## **Guiding Principles**

- We will make every meeting as useful, affordable, accessible, and enjoyable as possible for all attendees.
- We will explore new locations, structure, and content for the Annual Meeting on an ongoing basis.
- We will embrace a culture of experimentation and will be willing to take calculated risks with respect to the Annual Meeting. No aspect of the meeting will be off limits based on “tradition.”
- We will encourage diversity among the people attending the meeting, contributing to its content, and benefiting from its results.
- We will actively pursue ways of making meeting content available online.
- We will integrate a commitment to social responsibility and sustainability into all aspects of meeting planning and execution.
- We will continuously seek feedback from both attendees and non-attendees on all aspects of the meeting.

## **Priorities for Site Selection and Contract Requirements**

- We will experiment with meeting in cities of varying sizes using a combination of a convention center and room blocks in several hotels at varying price points.
- We will reevaluate site selection criteria based on member input.
- We will facilitate inexpensive alternative housing (such as dormitories) whenever feasible.
- We will stipulate in all Requests for Proposals (RFPs) that free wireless access in meeting spaces is a key component of our needs.
- We will stipulate in all RFPs the importance of fair labor practices, sustainable (“green”) practices, and donation of excess food and beverage to worthy causes.
- Staff will actively monitor and report to the Council information about labor contracts and potential labor actions affecting the hotel sector.
- We will strive to meet in locations governed by laws, regulations, and practices that support the values and ethics of SAA.

## **Priorities for Delivery of Meeting Content**

- We will deploy a mobile conference app for access to program information via smart phones and tablets.
- We will ensure that each year’s conference website includes effective functionality and navigation.
- We will seek to provide free and easy access to session content from past conferences.
- We will investigate and incrementally implement online access to meeting content by various means as technology and resources permit.
- We will implement sustainable practices in our production of conference materials.

## **Priorities for New Approaches to Meeting Content and Structure**

- We will experiment with new approaches to plenary sessions.
- We will identify and implement new approaches to structured and unstructured networking.
- We will experiment with new formats and content for education sessions.
- The Program Committee ~~charge~~ will be encouraged to foster innovation. ~~revised to encourage innovation.~~
- We will actively publicize to members all efforts to consider, implement, and evaluate the effectiveness of new approaches.
- We will assess and review our meeting content and structure in order to constantly improve.

- We expect panels to be diverse and inclusive. This includes bringing balance to the panels, such as individual diversity (gender, race, age, length of time in profession, ability, access to financial resources), institutional diversity (academic, business/corporate, government, non-profit, large, small), and geographic diversity.

**Move:** Gunn

**Second:** Kiesling

**Vote:** PASSED (unanimous)

**Support Statement:** These revisions refine and clarify SAA's principles and priorities for the Annual Meeting, and take into account member comments received during the review period.

**Fiscal Impact:** None.

### **C. Council Diversity and Inclusion Working Group Update**

Chartier reviewed the draft toolkit as prepared by the Diversity and Inclusion Working Group, noting that staff is working to post it on the SAA website. The Working Group is also developing a submission mechanism that requires annotations (500-word limit) for all resources or links suggested for the toolkit.

### **D. Protocols for Native American Archival Materials**

Zanish-Belcher brought forward the *Protocols for Native American Archival Materials*, noting that Susan Feller, executive director of the Association of Tribal Archives, Libraries, and Museums, had recently requested that the SAA Council again consider endorsing the *Protocols*. The Council reviewed previous reports and member comments on the subject and agreed that SAA was overdue to endorse the *Protocols*. After approving endorsement of the *Protocols* unanimously, the Council prepared an accompanying statement about its action.

#### **MOTION 5**

**THAT *Protocols for Native American Archival Materials* be endorsed as an external standard.**

**Move:** Chartier

**Second:** Jules

**Vote:** PASSED (unanimous)

**Support Statement:** The Protocols establish a foundation for archival practice in caring for culturally sensitive records and center Native American communities in the discussions of preservation and access to these materials.

**Fiscal Impact:** None.

#### **MOTION 6**

**THAT the following statement accompany the announcement that *Protocols for Native American Archival Materials* has been endorsed by SAA as an external standard:**

### **SAA Council Endorsement of Protocols for Native American Archival Materials**

On August 13, 2018, the SAA Council endorsed [Protocols for Native American Archival Materials](#) as an external standard of the organization. These Protocols establish a foundation for archival practice in caring for culturally sensitive records, and center Native American communities in the discussions of preservation and access to these materials. They call on the profession to “recognize that the conditions under which knowledge can be ethically and legally acquired, archived, preserved, accessed, published, or otherwise used, change through time.”

During the past 12 years, many archivists, including and especially members of SAA’s Native American Archives Section, have continued to champion the Protocols, to encourage their use, and to create tools open to all archivists and cultural heritage professionals. The SAA Council commends these individuals for their commitment and perseverance through adversity to build and to sustain the Protocols.

The Protocols were developed in 2006 by the First Archivist Circle, a group of archivists, librarians, museum curators, historians, and anthropologists representing fifteen Native American, First Nation, Indigenous, and Aboriginal communities.

When presented with the Protocols in 2008, the SAA Council declined to endorse them, opting instead to solicit feedback and discussion over a multi-year period. Many of the original criticisms of the Protocols were based in the language of cultural insensitivity and white supremacy. After this period of member feedback, the Council again declined to endorse the Protocols in 2012.<sup>1</sup>

The SAA Council acknowledges that endorsement of these Protocols is long overdue. We regret and apologize that SAA did not take action to endorse the Protocols sooner and engage in more appropriate discussion.

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<sup>1</sup>Additional information about past discussions can be found on the [Protocols for Native American Archival Materials: Information and Resources](#) page.

**Move:** Chartier

**Second:** Yun

**Vote:** PASSED (unanimous)

**Support Statement:** This statement acknowledges the significant effort made by many SAA members and groups to support endorsement of the *Protocols* and apologizes for the Council’s long overdue action on the matter.

**Fiscal Impact:** None.

### **E. 2018 Annual Meeting Activities**

The Council reviewed various plans for the 2018 Joint Annual Meeting, including diversity and inclusion activities, the schedule of Council meetings, the Leadership Orientation and Forum, Exhibit Hall visits and office hours, and more.

## **H. Future Mega Issue Discussion Topics**

Council members brainstormed possible topics for the next Mega Issue discussion. Evans will prepare a final topic and discussion item for the November meeting agenda.

## **I. November Meeting Dates**

Owens noted that the next Council meeting is scheduled for November 2-3, 2018, in Chicago. The staff will provide specific timing information as soon as possible.

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

### **1. Archivists to the Rescue! Project**

Gunn shared a brief update on the Lone Arrangers Section's Archivists to the Rescue! Project, noting that the first pilot workshops will be hosted at various sites in New Jersey in September. The Section will prepare a detailed report for the November meeting so that the Council can evaluate the program in relation to similar initiatives.

## **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 in advance by Council members but were not discussed in depth at the meeting:

- A. [Executive Committee](#)
- B. [President](#)
- C. [Vice President / President-Elect](#)
- D. [Treasurer](#)
- E.1. [Staff: Executive Director](#)
- E.2. [Staff: Membership](#)
- E.3. [Staff: Education](#)
- E.4. [Staff: Publications](#)
- E.5. [Staff: Annual Meeting](#)
- E.6. [Staff: Technology](#)
- F. [The American Archivist Editor](#)
- G. [Publications Editor](#)
- H. [Final Report: 2018 Nominating Committee](#)
- I. [SAA Foundation](#)

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

- 1. Council Statement on Kavanaugh Records

Yun expressed a need for a Council statement on the release of Judge Brett Kavanaugh's records prior to his Supreme Court nomination hearings. She will discuss with the Committee on Public Policy at its August 15 meeting to determine who might draft a statement.

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

### **A. Review of August 13 Action List**

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

### **B. Review of August 13 Talking Points**

Council members reviewed the decisions made at the meeting.

### **C. Meeting Debriefing**

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

### **D. Adjournment**

Stadel-Bevans moved adjournment, Chartier seconded, and the Council meeting was adjourned by unanimous consent at 3:55 pm on Monday, August 13.

**Society of American Archivists  
Council Meeting  
May 7-9, 2018  
Chicago, Illinois**

**2018 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 May 2018 meeting the Council discussed potential recipients of the 2018 Council Exemplary Service Award and favored an award to Documenting the Now.

The Council favored honoring Fynnette Eaton with a Council resolution for her passion and dedication to helping establish the SAA Foundation. Stadel-Bevans drafted the resolution, which was adopted by the Council during the May meeting. Additionally, the Council favored honoring Wilda Logan with a Council resolution for her many accomplishments and contributions to SAA and the profession. Evans agreed to draft the resolution and send to the Council for online review and vote following the meeting.

## **RECOMMENDATION 1**

**THAT Documenting the Now be given the Council Exemplary Service Award in 2018.**

### **Council Exemplary Service Award Honoring Documenting the Now**

**WHEREAS** Documenting the Now (DocNow) was formed in 2016 as a collaboration of the University of Maryland, University of California at Riverside, and Washington University in St. Louis through a grant from the Andrew W. Mellon Foundation for the purpose of providing user-friendly tools and an ethical framework for the collection and preservation of social media content; and

**WHEREAS** for the past three years DocNow's Team and Advisory Board have worked tirelessly to develop tools and a community that extends far beyond that of professional archivists; and

**WHEREAS** DocNow provides a valuable resource for communities on an international scale, not only through technological resources but also in facilitating an open forum for conversations about technology, surveillance, communities, and the ethics of documentation; and

**WHEREAS** DocNow's work embodies many of SAA's core values, including access and use; accountability; advocacy; diversity and inclusion; history and memory; professionalism; responsible custody; service; transparency; and social responsibility and promotes them to a variety of groups in society for the public good; and

**WHEREAS** DocNow challenges professional archivists to think critically about their actions and the results of their actions in documenting historical change through social media, while encouraging radical empathy for those communities from which we collect;

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Society of American Archivists recognizes and thanks the current and former DocNow Team members and the current and former DocNow Advisory Board members who—together—have developed, sustained, and continuously expanded Documenting the Now for the benefit of humanity.

**Support Statement:** Documenting the Now is a most worthy recipient of the 2018 Council Exemplary Service Award.

**Fiscal Impact:** None.

## **RECOMMENDATION 2**

**THAT Fynnette Eaton be awarded a Council Resolution in 2018.**

### **Council Resolution Honoring Fynnette L. Eaton, FSAA**

**WHEREAS** Fynnette L. Eaton, FSAA, has had a distinguished career as a government archivist for more than 30 years, dividing her time between the National Archives and Records Administration and the Smithsonian Institution, and as a consultant since her “retirement” in 2007; and

**WHEREAS** Fynnette has been a member of the Society of American Archivists since 1984 and was named a Distinguished Fellow in 1995; and

**WHEREAS** Fynnette was an early adopter of the “new” arena of electronic records management, serving as branch chief for the Technical Services Branch of NARA’s Center for Electronic Records, director of the Technical Services Division for the Smithsonian Institution Archives, and change management officer for NARA’s Electronic Records Archives Program; and

**WHEREAS** Fynnette has actively shared her “techie” and change management knowledge and skills with her archivist colleagues as a member of the NHPRC’s Electronic Records Research Fellowship Program (2004-2007) and as an SAA workshop instructor; and

**WHEREAS** Fynnette has provided leadership to SAA in numerous roles, including as a member and co-chair of the Program Committee, co-chair of the Annual Meeting Task Force, and SAA Treasurer from 2003 to 2006; and

**WHEREAS** Fynnette served on the inaugural Board of Directors of the SAA Foundation beginning in 2012 and as the first President of the “new Foundation” from 2014 to 2017, during which time she led the Foundation’s transition from its infancy to an active and engaged philanthropic entity; and

**WHEREAS** Fynnette has been a loyal and passionate champion of the Foundation, supporting it with her time, her creativity, and her generous gifts;

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Society of American Archivists recognizes and thanks Fynnette Eaton for her leadership, passion, perseverance, and outstanding service to SAA, the SAA Foundation, and the archives profession.

**Support Statement:** Fynnette Eaton is a most worthy recipient of a 2018 Council resolution in her honor.

**Fiscal Impact:** None.

**Society of American Archivists  
Council Interim Action  
May 2018**

**2018 Council Resolution  
(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 May 2018 meeting the Council favored honoring Wilda Logan with a Council resolution for her many accomplishments and contributions to SAA and the profession. Evans drafted the following resolution and Council approved unanimously via online discussion and vote.

## **RECOMMENDATION**

**THAT Wilda Logan be awarded a Council Resolution in 2018.**

### **Council Resolution Honoring Wilda Logan, CA, FSAA**

**WHEREAS** Wilda Logan, CA, FSAA, has had a distinguished career as an archivist, beginning with her work at the Moorland-Spingarn Research Center, Howard University, and spanning more than 30 years with the National Archives and Records Administration; and

**WHEREAS** Wilda has been a member of the Society of American Archivists since 1978 and was named a Distinguished Fellow in 2006; and

**WHEREAS** Wilda has provided leadership to the Society in numerous roles, including as a founding member of the Minorities Roundtable (now the Archivists and Archives of Color Section) in 1987; as a member of the SAA Council from 1998 to 2001; and as a member of a staggering number of appointed groups, including the Program Committee, Membership Committee, Nominating Committee, Status of Women Committee, Committee on Institutional Evaluation and Development, Colonial Dames Scholarship Committee, Diversity Committee, Committee on Professional Education and Development, Appointments Committee, and ARL/SAA Mosaic Program Selection Committee; and

**WHEREAS** Wilda has consistently and faithfully championed SAA and the SAA Foundation, supporting both with her financial contributions and her time, including her current service as a member of the SAA Foundation Board of Directors; and

**WHEREAS** Wilda is an agent of change who has had a strong and guiding influence on the profession and on archivists around the country through her efforts in recruiting, mentoring, and preparing countless archivists for involvement in the profession and in SAA, especially archivists of color and NARA employees;

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Society of American Archivists recognizes and thanks Wilda Logan for her knowledge, expertise, passion, straightforward honesty, and outstanding service to SAA, the SAA Foundation, and the archives profession.

**Support Statement:** Wilda Logan is a most worthy recipient of a 2018 Council Resolution in her honor.

**Fiscal Impact:** None.

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

**[CONFIDENTIAL] Council Resolutions  
(Prepared by Felicia Owens)**

**BACKGROUND**

An important function of most professional associations is to motivate and reward members and supporters by providing professional recognition. For an awards program to serve as a motivator and reward, it is important to ensure that – each year – individuals and organizations that have made a significant contribution to the profession or the association are singled out for recognition.

Council resolutions periodically are developed to acknowledge the contributions of individuals to the Society or the archives community. Council resolutions typically are printed on certificate paper and either sent to individuals following a phone call from the President or presented at a Council meeting at which the individual is in attendance. In recent years, Council resolutions have been presented during one of the two plenary sessions.

**DISCUSSION**

C&LC has been SAA's partner for fifteen years, ensuring that every annual meeting since 2004 has run as smoothly as possible – SAA staff really could not have done it without them! Unfortunately, Paul has made the tough decision to close C&LC, due to personal health concerns. Since Paul agreed to see SAA through the 2018 meeting, this would be the perfect opportunity to thank C&LC for all they have done for SAA. The staff recommend that Paul Henning and his staff at Conference & Logistics Consultants be recognized with a Council resolution this year.

The NDRFA Review Committee received an overwhelming influx of applications following the devastating hurricanes that hit in fall 2017. Fourteen applications were received in Fiscal Year 2018, almost all from Puerto Rico and the US Virgin Islands. The Review Committee was quick and diligent about reviewing and responding to every request. Chair Miriam Meislik worked closely with staff to implement more structure to the review process to ensure faster responses. The committee made significant revisions to the application and guidelines to clarify what information is needed for them to make timely decisions. Given their hard work and dedication through this time, staff recommend, on behalf of the SAA Foundation, that the NDRFA Review Committee receive a Council resolution this year.

## **RECOMMENDATION 1**

**THAT the following resolution be adopted in acknowledgement of Paul Henning and his team at Conference & Logistics Consultants' many contributions to the Society for the past fifteen years to ensure each annual meeting was a success:**

### **Council Resolution Honoring Paul Henning and Conference & Logistics Consultants**

**WHEREAS** Paul Henning founded Conference & Logistics Consultants in 1987; and

**WHEREAS** C&LC's Paul Henning and Nicole Jackson were in the right place at the right time when, on February 10, 2004, Nancy Beaumont visited the American Society of Association Executives expo hall with the goal of finding an excellent partner to supplement the SAA staff in executing the 2004 Annual Meeting in Boston, which would occur just six months later; and

**WHEREAS** that annual meeting, and the fourteen conferences that have followed, have benefitted from C&LC's unique capacity to understand the client's needs; to cajole hotel, convention center, and AV staff to do the right thing (right now!); to select event menus that meet *nearly* everyone's needs; to manage the inevitable one or two injuries per conference; and to do it all with great professionalism, calm voices, and reassuring smiles; and

**WHEREAS** C&LC's motto, "Success doesn't just happen. You have to plan for it" rings so true, particularly when planning and managing a conference as complex as SAA's and seeking sites that meet our evolving needs; and

**WHEREAS** Paul has listened to his body and made the very tough decision to close C&LC's doors—but only after ensuring that this 2018 Joint Annual Meeting was the best it could be for SAA, because that's just how he rolls....

**NOW, THEREFORE, BE IT RESOLVED** that the Council and staff of the Society of American Archivists recognize and thank Paul Henning and his Conference & Logistics Consultants team—Nicole Jackson, Allison Perrelli, Stacey Ogren, Jacqui Dixon, Richard Hays, Lois Sarfo-Mensah, and June Davis—for their passion for getting it right, their friendship, and 15 years of exceptional service to SAA, the SAA Foundation, and the archives profession.

**Support Statement:** Given the dedication C&LC has shown for the past fifteen years to make each SAA annual meeting a success, and that Paul Henning is now closing the business, this is the ideal time to recognize and thank C&LC for all they have done for SAA.

**Fiscal Impact:** None.

## **RECOMMENDATION 2**

**THAT the following resolution be adopted in acknowledgement of the NDRFA Review Committee's many contributions to those archival institutions in Puerto Rico and the US Virgin Islands devastated by hurricanes Irma and Maria:**

### **Council Resolution Honoring the National Disaster Recovery Fund for Archives Grant Review Committee**

*WHEREAS* the National Disaster Recovery Fund for Archives (NDRFA) was established in 2005 by the Society of American Archivists and the Society of Southwest Archivists to address the stabilization and recovery needs of archival repositories that are directly affected by major disasters; and

*WHEREAS* the NDRFA Grant Review Committee, currently composed of Miriam Meislik (Chair), Richard Cameron, Rebecca Elder, Daniel McCormack, Eve Neiger, Melissa Torres, and Julie Yamashita, have demonstrated exceptional dedication to the mission and goal of the NDRFA fund; and

*WHEREAS* the NDRFA Grant Review Committee has diligently reviewed every application as it is received and promptly determined recipients so that funds could be awarded swiftly; and

*WHEREAS* the NDRFA Review Committee has deftly handled a dramatic influx of applications in the past year, awarding more than \$30,000 to institutions in Puerto Rico and the US Virgin Islands that are recovering from Hurricanes Maria and Irma; and

*WHEREAS* the NDRFA Review Committee's commitment has ensured that recovery support can be provided as quickly as possible to archival collections affected by major disasters; and

*NOW, THEREFORE, BE IT RESOLVED* that the Council of the Society of American Archivists recognizes and thanks the NDRFA Grant Review Committee for its timely and continual dedication to assisting fellow archivists in their time of need.

**Support Statement:** Given the NDRFA Review Committee's timely and diligent work this year to support those in Puerto Rico and the US Virgin Islands recovering from hurricanes Irma and Maria, this committee well deserves recognition from the Council for their efforts and service to the profession.

**Fiscal Impact:** None.