Society of American Archivists
Council Meeting Minutes
August 18, 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 Meredith Evans called the meeting to order at 7:30 a.m. on Saturday, August 18. Present were Vice President Michelle Light; Treasurer Amy Fitch; Executive Committee Member Erin Lawrimore; Council members Steven Booth, Courtney Chartier, Melissa Gonzales, Brenda Gunn, Petrina Jackson, Bertram Lyons, Ricky Punzalan, and Audra Eagle Yun; and SAA Executive Director Nancy Beaumont, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzmann, Web and IT Administrator Matt Black, and Governance Manager Felicia Owens.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Evans introduced the agenda. Fitch moved adoption of the agenda, Chartier seconded, and the Council unanimously adopted the agenda (MOTION 1).

B. Introduction of New Council Members

Evans welcomed the newly elected Council members and introductions were made around the table.

C. Conflict-of-Interest Statements


D. Announcements

No announcements were brought forward.
II. CONSENT AGENDA

No items were considered via a Consent agenda.

III. ACTION ITEMS

No action items were brought forward.

IV. DISCUSSION ITEMS

A. Plans for Periodic Conference Calls, November 2017 and May 2018 Council Meetings

The Council discussed having periodic conference calls between meetings and reviewed the dates for the November Council meeting in Chicago.

B. Other Discussion Items from Council Members

Several participants provided updates based on activities that took place during the Annual Meeting.

Petition Regarding Ethical Sponsorship Policies: Beaumont provided an update on the circulation of a petition regarding ethical sponsorship policies, noting that she had a conversation onsite with the organizers to let them know how they can submit their petition directly to the Council.

Appointments to the Vendor Guidelines Task Force: The Council discussed various SAA groups to be tapped for task force volunteers. Chartier volunteered to serve as Council liaison. Staff will draft the task force description and Evans will finalize appointments as soon as possible.

Standards Continuous Revisions: Beaumont reported that she, Teresa Brinati, and Erin Faulder, incoming chair of the Committee on Education, met with the Standards Committee to discuss the continuous revision policy and the implications for SAA’s publications and education programs. Standards Committee Chair John Bence is committed to reviewing and revising the current practice as soon as possible to ensure the best possible revision cycles for SAA standards.

Lyons, who is Council liaison to the Standards Committee, noted that the Technical Subcommittee on Describing Archives: A Content Standard is still reviewing comments received on the draft and expects that a final draft will be presented to the Council by summer 2019.

Cultural Heritage Working Group: Lawrimore brought forward her growing concern for the Cultural Heritage Working Group, which has been effectively inactive for as long as she has served as the Council liaison. Evans, Punzalan, and Beaumont agreed to set up
a call with the leaders to discuss the future of the group and will prepare for the November Council meeting a recommendation for revitalizing or disbanding the group.

IPWG Supplement to Native American Protocols: Council liaison Courtney Chartier reported that the Intellectual Property Working Group will be drafting an educational supplement to *Protocols for Native American Archival Materials*, as certain portions of this external standard contradict US copyright law.

**V. REPORTS**

No formal reports were submitted.

Council members shared feedback about what they had heard throughout the week about the Joint Annual Meeting, the host city, and the hotel, as well as various points from sessions and meetings.

**I. COUNCIL BUSINESS (Continued)**

**C. Adjournment**

Lawrimore moved and Gunn seconded adjournment. The meeting was adjourned at 8:57 a.m. by unanimous consent.