## Agenda Item I.A.

**Society of American Archivists Foundation**  
**Board of Directors Meeting**  
**August 15, 2018**  
**Washington, DC**

# Written background report for discussion and possible action.

* Written report, with discussion and clarification only as needed.

* PLEASE READ ALL MATERIALS IN ADVANCE OF THE MEETING*

WEDNESDAY, August 15  
7:00 PM – 9:00 PM * Marriott Wardman Park

<table>
<thead>
<tr>
<th>I. BOARD BUSINESS</th>
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<tr>
<td>A. Adoption of the Agenda <em>(0818-SAAF-I-A-Agenda) #</em> Cline</td>
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<td>B. Acknowledge Retiring and Incoming Board Members Cline</td>
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| C. Reference:  
  1. November 2017 Board Minutes *(Approved December 2017)* Cline  
  2. SAA Foundation Bylaws |
| D. Consent Agenda:  
  1. Board Interim Actions *(0818-SAAF-I-D-1-InterimActions) #* Cline |
| E. Review of SAAF Action List Cline |

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<th>II. ACTION</th>
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| A. Revisions to Grant Guidelines  
  1. Application Guidelines *(0818-SAAF-II-A-1-GrantAppGuidelines) #* Cline  
  2. Evaluation Procedures *(0818-SAAF-II-A-2-GrantEvalProc) #* |
| B. Election of Officers *(0818-SAAF-II-B-ElectOfficers) #* Zanish-Belcher |
| C. Committee Assignments *(0818-SAAF-II-C-CommAssign) #* Cline  
  1. Development Committee  
  2. Finance Committee  
  3. Grant Review Committee  
  4. Nominating Committee |
| D. Other Action Items from Board Members Cline |
### III. DISCUSSION

**A. FY 2019 Budget Possible Amendments**
*(0818-SAAF-III-A-FY19Budget)* #
1. Payout Rate
2. Travel Awards Program
3. Development Committee Consultant, Work Plan

**B. Caregiver Travel Award Proposal**
*(0818-SAAF-III-B-CaregiverTravelAward)* #

**C. Allocation of Proceeds from SAA T-Shirt Sales** *(Verbal)*

**D. 2018 Joint Annual Meeting Activities**
1. SAAF Table / Office Hours
2. Handouts
3. Donor Acknowledgment

**E. Other Discussion Items from Board Members**

### IV. REPORTS

**A. President** *(0818-SAAF-IV-A-Prez)* *

**B. Vice President** *(0818-SAAF-IV-B-VP)* *

**C. Treasurer: FY18 Financials**
*(0818-SAAF-IV-C-FinRevFY18)* [June preliminary close]

**D. Executive Director** *(0818-SAAF-IV-D-ExecDir)* *

**E. Nominating Committee** *(0818-SAAF-IV-E-NomComm)* *

**F. Grant Review Committee** *(0818-SAAF-IV-F-GrantRevComm)* *

**G. NDRFA Review Committee** *(0818-SAAF-IV-G-NDRFARevComm)* *

**H. FY 2018 Donor Report**
1. Gifts by Fund and Class *(0818-SAAF-IV-H-1-GiftsbyFundClass)* *
2. Gifts by Donor *(0818-SAAF-IV-H-2-Gifts by Donor)* [CONF]

### I. BOARD BUSINESS (Continued)

**F. 2018-2019 Conflict of Interest Forms**

**G. Date of Next Board Meeting**

**H. Adjournment**