

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

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

Since the Foundation Board's November 2017 meeting, the staff has accomplished the following activities.

FUNDRAISING / DEVELOPMENT

- Implemented the 2017 year-end Annual Appeal using messages drafted by Margery Sly. Letters (signed by the SAA and SAAF presidents) were prepared for past presidents of SAA, Fellows, retired members, and individuals who donated in 2016 but not yet in 2017 and were sent to 10 Foundation Board volunteers who hand-notated them and posted them on Friday, November 24, the day after Thanksgiving. (Thank you, Fynnette, Dennis, Becky, Kris, Waverly, Nance, Michele, Sharmila, Gina, and Tanya!) In addition, we used our full suite of electronic media to support the Annual Appeal, including a special set of email messages to members in the ID6-ID8 categories. The Annual Appeal yielded 138 gifts totaling \$23,254.
- Prepared two columns for *Archival Outlook* with a focus on the Foundation, one in the January/February issue highlighting our 548 donors in FY 2017 and the second in May/June ("On the Move!") highlighting the Foundation's various achievements (Strategic Growth grants, NDRFA grants, and travel awards). In addition, published Scott Cline's article, "Planting for Those Who Come After" (on planned giving), in the July/August issue of *AO*.
- Met with Scott Cline and Margery Sly in Chicago on February 11 to discuss a variety of issues, including development, Foundation finances, and governance.
- Implemented the June 27 Day-of-Giving, with total donations of \$12,280.
- Assisted Scott Cline, Margery Sly, and Michele Pacifico in contacting individuals (via phone or email) to thank them for their contributions of more than \$100. Total number of calls: 37.
- Hand-notated all thank you letters sent to donors from the staff office.
- Participated in a conference call with the Development Committee; implemented suggestions for ensuring a Foundation "presence" at the Joint Annual Meeting (handouts, "See Your Way

Clear to Give” glasses cleaners, etc). Publicized the sale of “Peace-Love-Archives” tee shirts by SAA as “All proceeds to the SAA Foundation.”

GRANTMAKING AND AWARDS

- Assisted the Grant Review Committee in its review of nine grant proposals; completed all communication with grant awardees, from letters of inquiry through grant notifications.
- Provided staff support to the National Disaster Recovery Fund for Archives Review Committee. The committee has approved nine grant requests totaling more than \$37,000 since November.
- Assisted the Travel Award Task Force in gathering applications (almost 70 received!) and selecting the 10 recipients; notified all applicants and worked with the award recipients to address questions associated with meeting the award requirements.

GOVERNANCE

- Conducted online discussions and votes by the SAA Foundation Board and the SAA Council to elect two slates of Class B nominees put forward by the Board (Fynnette Eaton and Gina Minks on the first slate, JoyEllen Freeman and Angelique Richardson on the second). We then notified the newly elected Class B members and updated all rosters and lists.
- Worked with Scott Cline to draft revisions to the Development Committee, Finance Committee, and Grant Review Committee descriptions and to propose a description for the NDRFA Review Committee. (Forwarded for Board discussion on July 25, 2018.)
- Worked with the Grant Review Committee to develop proposed revisions in the Grant Application Guidelines and Evaluation Procedures.
- Prepared materials and planned logistics for the Foundation Board’s August meeting.

ADMINISTRATION

- Drafted the FY 2019 proposed budget, discussed it with the Foundation Finance Committee and President, and put it forward to the Board for approval. (Approved by the Board via online discussion and vote on July 24.)
- Prepared the June-end financial statements. (See Agenda Item IV.C.)

We are especially grateful to five individuals whose terms on the Board end at this meeting: Janet Ceja, Kris Kiesling, Nance McGovern, Cheryl Stadel-Bevans, and Becky Haglund Tousey. We appreciate their commitment to ensuring that the Foundation has a firm footing and is set to grow and thrive—and we would welcome them back for another tour of duty!

As always, I welcome your questions, ideas, and suggestions.