

**Society of American Archivists
Council Meeting
August 1, 2019
Austin, Texas**

**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 (0819-1-VI-D). This report summarizes other Headquarters activities since May 2019.

STRATEGIC PRIORITIES

- The Strategic Plan dashboard for FY20 to FY22, which the Council discussed in detail in May, is available [here](#). As you will see in other staff reports, we're chipping away at the activities outlined in the dashboard.

GOVERNANCE

- Governance Manager Felicia Owens drafted the minutes of the 0519 Council meeting, which were adopted by the Council on June 12 and posted [online](#), along with the approved FY 2020 budget.
- Felicia completed preparation and distribution of appointment letters to all (nearly 100) of Michelle's 2019 appointees. In addition, she added all new appointees to the appropriate group discussion lists. And since the Council discussion in May she has worked with appointed group leaders to place 12 emerging professionals in the newly created positions on those groups.
- Felicia provided support to all 45 SAA sections for the conduct of their annual elections (and a few referendums).
- As discussed with Meredith, I have been in contact with each of the individuals who had agreed to serve on the Task Force on Guidelines for Exhibitors, Sponsors, and Advertisers and they are still willing to serve. I think it's important to have a vendor's perspective on such a group and I am committed to finding a vendor to serve while at the 2019 Joint Annual Meeting.

In the meantime, it is important for the Council to know that my research to date—querying the American Library Association (and ACRL), the American Association of Law Libraries,

the American Alliance of Museums, the Digital Library Federation, and several of my contacts at other professional associations—has yielded no examples of a policy that reviews exhibitors/sponsors/advertisers’ ethics, politics, or positions on issues. Jessica Farrell (who has been invited to serve on the task force) suggested that I contact DLF because that organization is known for being cutting-edge in dealing with issues of social justice. In speaking with two staff members there, I learned that DLF works with member-volunteers to solicit sponsors but that group has no policy on which vendors, partners, or others may be solicited. In fact, the DLF staff members are very interested that the issue of “ethical sponsorships” was raised within SAA and may take up a discussion themselves.

Like all these other associations, SAA has “terms of contract” for exhibitors/sponsors that are very similar to others’ terms. I’ve appended our terms to this report for your information. And I would welcome a conversation with the Council about next steps.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- See the Technology reports for the May and August 2019 meetings (0519-VI-E-6 and 0819-1-VI-E-6) regarding work done since selection of Nimble User, our new association management software system. This truly has been an all-hands-on-deck staff effort—and it’s just beginning in terms of understanding how we can make most effective use of our Salesforce-based system.
- Peter has been preparing for the annual audit. The auditors are scheduled to begin working in our soon after the Joint Annual Meeting.
- All staff performance appraisals were completed by July 10 so that merit increases could be reflected in the first payroll of the new fiscal year. Every staff member completes a written self-appraisal and meets with their supervisor to discuss performance, set goals for the coming year, and review and update job descriptions as appropriate.
- In September we will implement a new telecommuting policy that will allow eligible staff members to telecommute up to one day per week.

SAA FOUNDATION

- Staff assisted the SAAF Grant Review Committee in its review of 22 letters of inquiry for Strategic Growth grants, of whom 13 were invited to submit a full proposal. We then assisted the committee in 1) reviewing 12 grant proposals using SmarterSelect software to streamline both the submission and review processes and 2) recommending to the Board that five grants be awarded. Staff handled all communication with grant proposers and awardees, from letters of inquiry through grant notifications and payments. (The Foundation received three grant proposals in the 2017 cycle and nine in the 2018 cycle.) Five grants were awarded, for a total of \$21,600:
 - Mashpee Wampanoag Tribal Archives (\$5,000): An initiative to develop workshops and a toolkit related to the *Protocols for Native American Archival Materials*. The goal is to

provide resources and training in creating lines of communication and collaboration with Tribal institutions, groups, and communities who have an interest in Native American archival collections.

- Music of Asian America Research Center (\$5,000): An initiative, “Documenting Asian American Community Music Ensembles,” to locate and make initial contact with Asian American community music ensembles, and with repositories that currently hold relevant materials.
- Missouri State University (\$2,500): A regional project to draft and implement an emergency response plan, provide basic emergency response training, practice material recovery techniques, forge relationships with emergency response personnel, network with colleagues and specialists, and have access to salvage supplies and manpower from members of regional archives and cultural heritage institutions.
- Illinois State University (\$4,134): Write at least fifteen quality Wikipedia biographical entries on prominent archivists, primarily female archivists and archivists of color and, time permitting, improving upon existing archivist-focused Wikipedia articles.
- The Autry Museum (\$5,000): An initiative to create a workbook related to the Protocols for Native American Archival Materials to assist institutions holding such materials, and forging a collaboration that includes the combined efforts of archivists, museum professionals, repatriation officers, archeologists, and tribal representatives.
- Staff assisted the SAAF Travel Award Committee (Sharmila Bhatia, Fynnette Eaton, Michele Pacifico, and Council member Melissa Gonzalez) in selecting the 10 winners of the \$1,000 travel awards from among 38 applicants (down from 70 in 2018, the first year of the award). We then notified all applicants and addressed questions associated with meeting the award requirements.
- The Foundation Board will conduct its “annual meeting” on August 2 in conjunction with *ARCHIVES*RECORDS 2019* and will forego a fall meeting as a cost-saving measure. The Foundation’s Development Committee will hold a 1½-day face-to-face meeting in Chicago in the early fall to continue development and implementation of the Foundation’s fundraising/development agenda.

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

Appendix: SAA's Terms of Contract with Exhibitors

1. Payment of Exhibit Space — Payment must be received with application in order for your application to be processed. Exhibitors will not be given access to the Exhibit Hall until all fees are paid in full.

2. Cancellation of Space — No refunds will be given after assignment of booth space unless the space is sold by the conference organizers to another exhibitor.

3. Relocation — Conference organizers reserve the right to move a booth, in consultation with the Exhibitor, if necessary.

4. Sharing Exhibit Space — No Exhibitor shall assign, sublet, or share space allotted with another business or firm unless prior written approval has been obtained from the conference organizers. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors, or agents in the Exhibitor's display, with the exception of parent or subsidiary companies.

5. Fire Regulations — To ensure the safety of all participants, Exhibitors shall observe all state and local fire regulations. The cost for repairing any damages to the Hotel caused by the Exhibitor will be billed to the responsible Exhibitor. Nothing can be posted, tacked, nailed, screwed, or otherwise attached to any columns, walls, floors, ceiling, or furniture.

6. Exhibit Set Up — Display set up will begin at 1:00 pm on Sunday, August 4, 2019. All displays must be fully set up and ready by 4:30 pm on Sunday. After that time, any unattended booth with crated displays will be set up at the discretion of the conference organizers and all expenses will be charged to the Exhibitor. The Exposition will open promptly at 5:30 pm on Sunday, August 4, 2019. Exhibitors will not be permitted to store packing crates or boxes in the booth or the Exhibit Hall during Exhibit hours. When properly marked, crates and boxes will be stored and returned to the booth by the service contractors; crates and boxes that are not labeled properly may be destroyed. No trunks, cases, or packing material shall be brought into or out of the Exhibit space during Exhibit hours.

Exhibits shall not project beyond the space allotted or obstruct the view or interfere with traffic to other exhibits. Exhibits shall not be more than 8 feet tall. The wings of an Exhibit shall not project more than 3 feet from the back wall and may not be more than 48 inches high. Merchandise, signs, decorations, or display fixtures shall not be pasted, taped, nailed, or tacked to walls. No exhibit, merchandise, or equipment shall be left in any aisle, but shall be confined to Exhibit space. No signs or advertising devices shall be displayed outside Exhibit space or projected beyond limits of Exhibit space as to interfere with any other Exhibits.

7. Concurrent Events—Limited hospitality and ad hoc meeting space is available in the designated conference hotel. The Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees or exhibitors from the conference or the Exhibit Hall during the official hours of the conference and exhibits. All hospitality suite functions must be registered with the conference organizers and may not conflict with any conference plenary sessions, education sessions, or general receptions. Contact the conference organizers for further information on reserving hospitality space.

8. Exhibit Tear Down — **The official closing time for the exhibits is 5:00 pm on Monday, August 5, 2019.** The dismantling of displays is not allowed until the official closing time. Any Exhibitor that dismantles before the official time may be subject to a \$200 penalty, at the conference organizers' discretion. Crates will be returned starting at 5:00 pm on Monday. All Exhibitor displays or materials left

in booths without instructions will be packed and shipped at the discretion of the conference organizers and all charges will be assessed to the Exhibitor.

9. Decorating and Shipping — The conference organizers will provide each Exhibitor with a detailed service kit from our Exposition Service Provider. This kit will include electrical, AV, and shipping information as well as additional services available. Note that certain fees from the JW Marriott Austin Hotel will apply. The Exhibit Hall is carpeted. (Should the Exhibitor require carpeting, it may be ordered from the decorator at an additional charge.)

10. Damages — It is agreed that the conference organizers and the host facility shall not be liable for any damage to, or destruction of, any exhibit from any cause or the theft or disappearance of any exhibit or property contained in and about the booth area. The Exhibitor agrees to indemnify and hold harmless CoSA, SAA, and the host facility, or their employees or representatives, against any and all liabilities for damage, injury, or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees, representatives, or guests. CoSA, SAA will not be held responsible or liable for charges or damages for any failure of performance due to Acts of God, labor disputes, shortage of materials, governmental authority, foreign hostilities, or other circumstances beyond reasonable control of either party.

11. Insurance Information — The conference organizers will endeavor to assist in the protection of Exhibitors by providing security at all times when the Exhibit Hall is closed. Due to the tremendous value of exhibits, however, it is impractical and impossible to insure Exhibitors' equipment against loss, theft, damage, and breakage. Neither the exhibit building nor any of its employees or representatives, nor any representative of CoSA or SAA nor any sub-contractor will be responsible for any injury, loss, or damage to the Exhibitor, its employees, or its property. In addition, the Exhibitor should carry adequate insurance to protect from damage or injury caused by the negligence of the Exhibitor, its agent, or its employees. Show management will cooperate fully but cannot assume responsibility for damage to the Exhibitor's property or lost shipments, either arriving or departing from the show site. If the exhibit fails to arrive, the Exhibitor will remain responsible for booth rental; refunds will not be made. Exhibitors should carry insurance against such risks.

12. Union Labor — Exhibitors must comply with union regulations applicable to installation, dismantling, and display of exhibits.

13. Observance of Laws — Exhibitors shall abide by and observe all laws, rules, regulations, and ordinances of any applicable government authority and all rules of the Exhibit Building.

14. Exhibitor Conduct — Distribution of pamphlets, brochures, or any advertising matter must be confined to the exhibit space, unless prior written permission is received from the conference organizers. Exhibitor (or its representatives) shall not conduct itself (or themselves) in a manner that is offensive to standards of decency or good taste.

15. Attendee Lists — The conference organizers will make registration lists (names and email addresses) available to the Exhibitor three weeks prior to and/or four weeks after the Exposition, if requested in writing by the Exhibitor. Lists are for one-time use only and may not be retained. Exhibitor may not sell, lend, or give these lists to any parties outside Exhibitor's organization. Direct requests to csalgado@archivists.org.