

**Society of American Archivists Foundation
Board of Directors Meeting
August 13, 2020
Virtual Meeting**

Consent Agenda: Ratify Board Interim Actions
(Prepared by Executive Director Nancy Beaumont)

BACKGROUND

Current parliamentary policy agrees on validating board decisions made remotely, and ratifying the Foundation Board's online and conference-call decisions via the Consent Agenda does not conflict with any existing Foundation policy.

DISCUSSION

Given the Board's use of an e-mail discussion list to function as a group and make decisions remotely, approving interim Board actions via the Consent Agenda contributes to streamlining the group's work and improves access to the interim decisions of the Foundation's decision-makers.

RECOMMENDATION

THAT the following interim actions taken by the Foundation Board between August 2, 2019, and August 11, 2020, be ratified:

- Approved the [minutes](#) of the August 2, 2019, Board meeting. (September 12, 2019)
- Approved creation of the Archival Workers Emergency Fund (Appendix A). (April 7, 2020)
- Approved moving \$15,000 in operating funds budgeted for a development consultant to provide seed money for the Archival Workers Emergency Fund. (April 8, 2020)
- Acknowledged appointment of eight individuals to serve on the Archival Workers Emergency Fund Review Committee (Jessica Chapel [chair], Anna Clutterbuck-Cook, Carli Lowe, Bridget Malley, Lydia Tang, Steven Booth, Sharmila Bhatia, and Amy Fitch). (April 10, 2020)
- Approved confidential recommendations from the SAAF Grant Review Committee for funding of four 2020 grant proposals. View the list of funded proposals [here](#). (April 29, 2020)

- Approved a motion to reclassify fund assets by combining the unrestricted Awards Fund with the Strategic Growth Fund, as well as a motion to modify fund descriptions and solicitations. (Appendix B) (June 8, 2020)
- Approved recommendations to transfer \$6,000 from the Travel Award budget to the Archival Workers Emergency Fund and the remaining \$6,000 from the Travel Award budget to subsidize registrations for the 2020 virtual SAA Annual Meeting. (Appendix C) (June 10, 2020)
- Approved a confidential recommendation from the Grant Review Committee to fund one additional Strategic Growth grant proposal that had inadvertently been dropped from the Review Committee's initial packet. (June 22, 2020)
- Approved Travel Award Review Committee Description and Application Guidelines (Appendix D). (June 26, 2020)
- Approved a recommendation from the Nominating Committee that Lisa Mangiafico's name be put forward to the SAA Council for election to a three-year term as a Class B member of the Foundation Board. (See Appendix E for Mangiafico's curriculum vitae.) (July 8, 2020)

**Society of American Archivists Foundation
Board of Directors
Interim Action
April 3, 2020**

**Archival Workers Emergency Fund (AWEF):
Application Guidelines and Committee Proposal**
(Prepared by Jessica Chapel, Lydia Tang, and the AWEF Planning Committee)

DESCRIPTION

In 2020, the world faced the unprecedented pandemic of COVID-19. To quell the spread of the infectious virus, many archives and libraries were forced to temporarily close and encourage their staff to work from home. Many part-time, hourly, contract, temporary, term-limited, and otherwise contingent archival workers faced acute financial and employment challenges, particularly if their employer was not willing or able to provide compensated leave, provide work that could be done remotely, or provide the means to work remotely.

While federal and state unemployment benefits are the primary resources for workers displaced by COVID-19, a group of concerned archivists organized to recommend that the SAA Foundation establish an emergency fund, similar to the National Disaster Recovery Fund for Archives, to provide aid to the most financially vulnerable and at-risk archival workers.

Recognizing that the cost of professional organization membership may be unaffordable for many archival workers in contingent positions, SAA membership will not be a requirement to apply. This will allow the fund to fulfill its mission to support the archival workers most at risk for severe financial hardship during this crisis.

The COVID-19 pandemic is wreaking devastation across the U.S. economy, and governmental agencies are struggling to keep up. At this moment, it is urgent to provide support to displaced archival workers who are keenly feeling their professional precarity. While the catalyst for this fund is the COVID-19 crisis, the hope is that this fund may be established as a permanent grant program to aid archival workers experiencing acute, unanticipated financial hardship due to crisis following a limited-term pilot and an evaluation of its effectiveness and viability.

WORK TO DATE

Recognizing the need for aid for archival workers in light of the pandemic, Jessica Chapel wrote an email to the SAA Leaders list to call an *ad hoc* initial planning meeting. Shortly afterwards she and others drafted a survey to gather information about the unfolding reality for contingent

archival workers and set up a call for participating in the Archival Workers Emergency Fund planning committee. She and Lydia Tang met with SAA Treasurer Amy Fitch and staff to establish the next steps for setting up the fund and SAA shared the survey link and a call for participation in the planning committee.

Members of the planning committee met on March 20 to discuss logistics of the fund and what the survey results revealed about need among archival workers. During the first week the survey was open to participants, it received 156 responses, confirming tangible and acute repercussions of the COVID-19 closures of archives on precariously employed archival workers:

- 80.8% of survey respondents reported that their work status had changed as a result of their institution's response to COVID-19
- 51.3% of survey respondents said that they could work remotely for their primary employer although many expressed concerns that they may not have enough work, or that available work would end before their employers returned to normal operations
- 65.2% of survey respondents reported that they are concerned about the loss of work or income, or about their access to adequate sick or family leave time

Survey respondents repeatedly expressed concerns about:

- Layoffs and furloughs, with several reporting they had been placed on unpaid leave
- Remote work dwindling, available remote work not being equal to the hours they had previously worked, or remote work not continuing past a specified date
- Contracts ending and not being renewed and not being able to find new work due to hiring freezes and budget constraints as a result of the crisis

Rationale for Extending Fund Eligibility to All Archival Workers

The AWEF planning committee discussed applicant eligibility at length in its March 27 organizing meeting. Reviewing the eligibility requirements for other SAA grants and awards, the committee noted that the SAA Foundation Strategic Growth Grant Program, which serves SAA strategic goals, does not limit eligibility to individual or institutional members. Believing that the AWEF also serves SAA strategic goals and organizational values, such as ensuring the diversity of the profession, and concerned that the fund would not otherwise reach the most at-risk archival workers, who may not have the discretionary income for membership, the committee decided against limiting the fund to current SAA members.

Moreover, the planning committee believes that limiting eligibility to SAA members would constrain efforts to fundraise beyond SAA channels and to form collaborative partnerships with allied cultural heritage organizations. Issues of precarity in the archival profession are structural and complex. The AWEF will serve as a lifeline during this time of crisis, a symbol of unity and care across the archival profession. Establishing this fund through SAA to serve all archival

workers recognizes that the archival profession is a community, with shared challenges and strong bonds of mutual care.

RECOMMENDATION

THAT the Archival Workers Emergency Fund be established for an initial period of April 15 to December 31, 2020;

THAT the SAA Foundation Board of Directors evaluate, by November 30, 2020, the success of the fund in meeting its goals based on reports of the AWEF Grant Review Committee; and

THAT the following Application Guidelines and Review Committee description be approved:

Society of American Archivists Foundation Archival Workers Emergency Fund Application Guidelines

Award Description

Created in the midst of the COVID-19 global pandemic in 2020, the Archival Workers Emergency Fund was established to provide financial assistance for archival workers experiencing acute, unanticipated financial hardship due to the crisis.

The number of recipients and award amounts will be determined by the Foundation AWEF Grant Review Committee in collaboration with the SAA Foundation Board of Directors based on need and available funds. During the initial period (April TK to December 31, 2020), the award amount will be up to a maximum of \$1,000. Nonmembers will also receive a complimentary year-long membership in SAA.

Application Deadlines

Due to the unpredictability of the crisis and times of acute need, applications for AWEF will be considered on a rolling basis up to December 31, 2020.

Funding Priorities

Applications will be evaluated with particular attention to the statement of need. Grants will be provided to applicants for as long as funding permits.

Eligibility

All archival workers are eligible to apply, including archival consultants and independent contractors. Applicants must demonstrate current or recent work (within one year of application) within the archives field or employment in a repository, regardless of type.

Application Components

To apply, applicants must supply the following documents:

I. Application with contact information:

- Name
- Address
- Email
- Phone

II. Required documents:

- Statement of need (500 words maximum)
 - Applicants are asked to provide as much information as they are comfortable sharing. The statement of need should demonstrate acute, unanticipated financial hardship due to the COVID-19 crisis and might address the following components:
 - Caregiving responsibilities
 - Health or health care expenses
 - Debt burden
 - Housing insecurity
 - Food insecurity
 - Ineligibility for or insufficiency of governmental aid
 - Any other details the applicant believes are relevant
- Description of archival work experience (500 words maximum)
 - This helps the committee verify the eligibility of the applicant as an archival worker. It should demonstrate archival work within one year of the date of application. Applicants will not be evaluated in terms of educational attainment or professional status.

Application Review

The AWEF Grant Review Committee is committed to following a transparent and equitable process of application and evaluation. Applications that are complete and meet eligibility criteria will be assessed according to an established evaluation rubric. The AWEF Grant Review Committee will determine recipients.

Reporting, Program Assessment, and Records Management

The fund is grounded in the principle of mutual aid. The Foundation Board and the AWEF Grant Review Committee will not require any action from the recipient in return for the assistance, but will encourage recipients to contribute back to the AWEF (or other Foundation fund) whenever they are able to in the future.

The Foundation Board and the AWEF Grant Review Committee will assess the impact of the program periodically and during the Foundation Board's November 2020 meeting based on Committee reports to the Board that include the number of grants awarded, money donated and disbursed, and any donor and recipient stories voluntarily contributed to the AWEF for the purposes of reporting, outreach, and advocacy. Following its fall 2020 assessment discussion, the Board will determine whether to extend the term of the fund and/or modify its purpose.

The AWEF Grant Review Committee will maintain an internal list of recipients. Recipients will not be listed publicly because of the nature of the fund responding to acute need. Application materials will be retained and destroyed in accordance with the SAA Records Retention Policy.

Society of American Archivists Foundation

Archival Workers Emergency Fund Grant Review Committee

I. Purpose

The AWEF Grant Review Committee is responsible for receiving and evaluating applications according to the AWEF Application Guidelines and selecting the recipients.

II. Committee Selection, Size, and Length of Term

The committee comprises a chair and no fewer than four and no more than six additional members, including the Foundation Board Treasurer. The committee will include members who currently are or formerly were employed in contingent archival positions. The members shall be appointed by the SAA Foundation Vice President. If the initial program is extended, staggered two-year terms will be implemented.

No current SAA Foundation Board member may be the direct or indirect recipient of an AWEF grant. No Board member will participate in consideration of an AWEF application in which the member has, or could be perceived as having, a personal interest, benefit, or relationship that could create a conflict of interest.

III. Reporting Procedures

The Archival Workers Emergency Fund Grant Review Committee reports to each full meeting of the Foundation Board of Directors and at other times as requested by the Board. The Committee will consider applications accepted on a rolling basis throughout the initial term, conduct its review of applications, and report its selections to SAA Foundation staff and the Board.

IV. Duties and Responsibilities

- Consult with the SAA Foundation Treasurer on the balance of the fund.
- Promptly review and respond to AWEF applications and determine awardees.
- Contact applicants with a decision within ten (10) business days of receiving applications.
- Assure that SAA policies for disbursements are followed, including securing a W-9 from each award recipient.
- Comply with the Foundation's conflict-of-interest policy when performing AWEF reviews.
- Review and recommend revisions to the AWEF fund scope, application, and evaluation rubric on a periodic basis to ensure that the fund is meeting the needs of its intended recipients.
- Assist the Development Committee with fundraising campaigns for the AWEF.

V. Meetings

The Committee meets online and via conference call as needed to determine AWEF awardees.

Supporting Statement: The COVID-19 global pandemic has exposed a broad component of archives laborers who are acutely at risk during this crisis because of their contingent employment status. Although the precarity of archival workers is part of a broader discussion about the health and sustainability of the archival profession, we are seeking to provide immediate support to archival workers, particularly archival workers in contingent positions, who may be disproportionately affected by this crisis and its financial impact.

Impact on Strategic Priorities: The Archival Workers Emergency Fund aligns with the following SAA Strategic Goals: Goal 1: Advocating for Archives and Archivists, by supporting the most vulnerable populations of archivists in contingent positions, and Goal 4: Meeting Members' Needs, by responding to a time of acute global crisis in creating this fund.

Fiscal Impact: We respectfully request that the SAA Foundation consider helping in any way possible (e.g., perhaps by providing seed funding), in addition to soliciting personal donations from SAA members and other potential donors.

This document is the collaborative effort of many people, including: Steven Booth, Jessica Chapel, Alison Clemens, Anna Clutterbuck-Cook, Jennifer Coggins, Courtney Dean, Steve Duckworth, Carady DeSimone, Rebecca Goldman, Irene Hauzinger, Katharina Hering, Hayley Hinsberger, Valencia Johnson, Carli Lowe, Bridget Malley, Sarah McLusky, Lydia Tang, Rebecca Thayer, Lauren White, Amy Wickner, and Katrina Windon.

**Society of American Archivists Foundation
Board of Directors
Interim Action
May 2020**

**SAA Foundation Fund Asset Classification and
Solicitation Review and Proposed Changes**
(Prepared by Amy Fitch, Treasurer, and Director of Finance Peter Carlson)

BACKGROUND

When the SAA Foundation was incorporated in 2011, it comprised approximately 20 separate funds, some of which originated as SAA Council-designated funds and initiatives. In 2015 several awards-related funds were combined into the Awards Fund (on the recommendation of the Foundation Board of Directors and approval by the SAA Council). Today the SAAF comprises 12 funds. (See the attached project spreadsheet for details.)

Historically the SAAF (and its predecessor 501[c][3], the “Special Funds”) has reported net assets in the three categories prescribed by GAAP¹: Unrestricted funds, temporarily restricted funds, and permanently restricted funds (also known as endowments). Effective July 1, 2018, SAA and the Foundation were required to conform to the new rules for nonprofit organizations issued by FASB under ASU 2016-14 *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities (NFP)*. The new standards mandated the following changes in the Society’s and the Foundation’s financial statements:

- The unrestricted net asset class has been renamed **net assets without donor restrictions**.
- Temporarily restricted and permanently restricted net asset classes have been combined into a single net asset class called **net assets with donor restrictions**.

DISCUSSION

During the 2019 audit fieldwork, two important issues emerged in light of the new guidance and rules. The first, presented in the Management Letter from our audit partner, Mann Weitz and Associates, is a “control deficiency” in the classification of the Mosaic Scholarship Fund. Accordingly, as of the January close for SAA and the SAAF, this fund is reported *correctly* as

¹ GAAP (generally accepted accounting principles) is a collection of commonly followed accounting rules and standards for financial reporting. GAAP specifications include definitions of concepts and principles, as well as industry-specific rules.

“net assets with donor restrictions.” This approach is consistent both with the SAAF’s practice since the fund’s inception and with current FASB guidance.

The second issue that emerged from the review is broader and requires input from both the SAAF Board and the SAA Council. The majority of assets that formed the initial SAAF fund balance are best understood as Council-designated funds (i.e., net assets without donor restriction of SAA, earmarked by various Council motions for various purposes). As an example, the Mosaic Scholarship Fund originated as a Council-designated fund that was funded by SAA’s surplus net assets. Once the Foundation began to solicit donations to the Mosaic Scholarship Fund, however, the nature of the fund changed because donors might reasonably expect that their gifts would be used for the stated purpose of the fund. Thus it is incumbent on us to analyze the intent of each of the SAAF funds and ensure that descriptions and solicitations are consistent with the purpose of each.

Summary of SAA Foundation Assets

As of June 30, 2019, net assets of the SAA Foundation totaled \$1,581,083. Of this total:

- \$1,111,871 was without donor restriction;
- \$266,297 was without donor restriction – *Council designated*;
- \$146,029 was with donor restriction – *for a particular purpose*; and
- \$112,492 was with donor restriction – *permanent*.

The Foundation Board’s strategy has been to optimize the assets classified in the “without donor restriction” category, as this allows the SAAF (and SAA) to be most flexible and responsive to emerging program funding priorities. But this strategy will be compromised without clear and consistent language around solicitation messaging.

RECOMMENDATION 1

THAT the unrestricted Awards Fund be combined with SAAF’s Strategic Growth Fund.

Support Statement: The corpus of the original Awards Fund was from SAA unrestricted assets. Collapsing the Awards Fund into the Strategic Growth Fund eliminates the potential for conflict associated with imposing restrictions on a core SAA program that is entirely under the Council’s purview.

Fiscal Impact: None.

RECOMMENDATION 2

THAT the fund descriptions and solicitations be modified as follows (see Appendix).

Support Statement: It is appropriate to modify solicitation language to be consistent with the Foundation’s and SAA’s strategic goals and missions, to ensure greater clarity for donors, and to mitigate risk.

Fiscal Impact: None.

APPENDIX A.

Fund Name	Fund Description - from website "Donate" tool	Proposed Fund Description	Net Asset Balance at 6/30/2019				Total Foundation Funds
			Without Donor Restriction	Donor Restriction - Council Designated	With Donor Restriction - Purpose	With Donor Restriction - Permanent	
Strategic Growth Fund	Established in honor of the Society of American Archivists' 75th Anniversary, this fund supports the Foundation's strategic priorities, including professional and public education, publications, and research.	Established in honor of the Society of American Archivists' 75th Anniversary, this fund supports the Foundation's strategic priorities, including professional and public education, publications, research, the SAA Awards Program, and general operations of the SAA Foundation.	198,878.00	-	-	-	198,878.00
Linda J. Henry Fund	Established from the estate left to SAA by Linda J. Henry, this unrestricted fund is used to further the Foundation's priorities.	Established from the estate left to SAA by Linda J. Henry, this unrestricted fund is used to further the Foundation's priorities.	697,793.00	-	-	-	697,793.00
Margaret Cross Norton Fund	Established from the estate left to SAA by Margaret Cross Norton, this unrestricted fund is used to further the Foundation's educational activities.	Established from the estate left to SAA by Margaret Cross Norton, this unrestricted fund is used to further SAA's general educational mission.	215,200.00	-	-	-	215,200.00
Mosaic Scholarship	Promotes diversification of the American archives profession by providing financial and mentoring support to students of color pursuing graduate education in archival science.	Promotes diversification of the American archives profession by providing financial and mentoring support to students of color pursuing graduate education in archival science.	-	11,366.00	41,978.00	-	53,344.00
The Awards Fund	Awards honor contributions to the archives profession, advocacy on behalf of the profession, and writing and publishing: Archival Innovator Award Brenda S. Banks Travel Award C.F.W. Coker Award Distinguished Service Award Diversity Award Emerging Leader Award Oliver Wendell Holmes Travel Award J. Franklin Jameson Archival Advocacy Award Sister M. Claude Lane, OP, Memorial Award Waldo Gifford Leland Award Theodore Calvin Pease Award Fellows Ernst Posner Award Preservation Publication Award Spotlight Award	Eliminate this fund because these funds support regular annual operating activities of SAA programs. Should be folded into the Strategic Growth Fund.	-	91,535.00	-	-	91,535.00
Harold T. Pinkett Student of Color Award	Promotes increased minority participation in SAA by exposing students of color to the experience of attending national meetings and encouraging them to join SAA.	Founded by the Archivists and Archives of Color Section, this fund promotes increased minority participation in SAA by exposing students of color to the experience of attending national meetings and encouraging them to join SAA.	-	75,471.00	38,765.00	-	114,236.00
Donald Peterson Student Scholarship Award	Provides financial assistance to students and recent graduates of archival education programs to attend SAA's Annual Meeting.	This fund provides financial assistance to students and recent graduates of archival education programs to attend SAA's Annual Meeting.	-	33,167.00	17,929.00	-	51,096.00
National Disaster Recovery Fund for Archives	Established in 2005 in the wake of Hurricanes Katrina and Rita, this fund provides grants to support recovery of archival collections from major disasters, regardless of region or repository type.	Established in 2005 in the wake of Hurricanes Katrina and Rita, this fund provides grants to support recovery of archival collections from major disasters, regardless of region or repository type.	-	48,415.00	20,933.00	-	69,348.00
Philip Hamer & Elizabeth Hamer-Kegan Award	This fund supports an award that recognizes efforts to increase public awareness of manuscripts and archives through compilation, transcription, public presentation, exhibition, or publication.	This fund supports an award that recognizes efforts to increase public awareness of manuscripts and archives through compilation, transcription, public presentation, exhibition, or publication.	-	-	7,492.00	-	7,492.00
F. Gerald and Elsie Ham Scholarship	Established by long-time SAA member and leader F. Gerald Ham and his wife Elsie, this fund provides graduate archival students with scholarship support in their second year of study.	Established by long-time SAA member and leader F. Gerald Ham and his wife Elsie, this fund provides graduate students in archives education programs with scholarship support in their second year of study.	-	-	18,932.00	112,492.00	131,424.00

APPENDIX A.

			Net Asset Balance at 6/30/2019				
Fund Name	Fund Description - from website "Donate" tool	Proposed Fund Description	Without Donor	Donor Restriction - Council Designated	With Donor Restriction - Purpose	With Donor Restriction - Permanent	Total Foundation Funds
			Restriction				
Spacesaver	Not on website		-	1,002.00	-	-	1,002.00
Japan-Us	Not on website		-	5,341.00	-	-	5,341.00
			1,111,871.00	266,297.00	146,029.00	112,492.00	1,636,689.00
		Administration Fund	(55,606.00)	-	-	-	(55,606.00)
			1,056,265.00	266,297.00	146,029.00	112,492.00	1,581,083.00

**Society of American Archivists Foundation
Board of Directors
Interim Action
May 2020**

**Repurposing 2020 Travel Award Funds
(Prepared by Scott Cline)**

BACKGROUND

The FY2020 Foundation budget includes \$12,000 designated for twelve \$1,000 Annual Meeting Travel Awards. Due to the COVID-19 pandemic, the 2020 Annual meeting has been changed from a traditional conference to a virtual meeting. The only cost to attendees will be registration and it is expected that registration fees will be lower than for past meetings. This provides an opportunity to give many more travel awards to attendees.

The SAA Foundation created the Archival Workers Emergency Fund in April 2020 in response to archivist economic dislocation related to the COVID-19 pandemic. Donations and seed money have allowed the Foundation to provide more than 110 awards to applicants. This has resulted in the AWEF fund balance dropping to near zero. Although fund raising is continuing, there is an immediate need for an infusion of funds to ensure that AWEF awards keep up with the weekly demand.

DISCUSSION

The Foundation Executive Committee discussed both the Travel Award and AWEF and are suggesting that the Board approve splitting the Travel Award. This would provide a short-term boost to AWEF of \$6,000, which will most likely translate to seven grants. The remaining \$6,000 would be used to subsidize conference registrations on a need basis. Although we do not yet know what registration fees will be, a hypothetical example is: If registration is as low as \$100, then the Foundation would be able to give 60 awards.

RECOMMENDATION

THAT \$6,000 from the Travel Award budget be transferred to the Archival Workers Emergency Fund; and

THAT the \$6,000 remaining in the Travel Award budget be used to subsidize registrations for the 2020 virtual SAA Annual Meeting.

Support Statement: The recommendation addresses the Foundation's goal of supporting attendance at the SAA Annual Meeting for those who demonstrate financial need as well as its commitment to the AWEF and assisting archivists who are experiencing economic dislocation resulting from the COVID-19 pandemic.

Fiscal Impact: No net impact on the SAA Foundation budget.

**Society of American Archivists Foundation
Board of Directors
Interim Action
June 2020**

**Travel Award Review Committee
Description and Application Guidelines
(Prepared by Foundation President Scott Cline and
Governance Manager Felicia Owens)**

BACKGROUND

In January 2018, the Foundation Board approved creation of a task force to develop and conduct a program offering ten \$1,000 travel awards, based on financial need, to assist SAA members to attend the 2018 CoSA/SAA Joint Annual Meeting. The Foundation awarded another ten \$1,000 scholarships for the 2019 Joint Annual Meeting.

DISCUSSION

In two successful cycles, the Travel Award program has garnered more than 100 applicants. At the Foundation annual meeting in August 2019, the Board approved an FY 2020 budget that included \$12,000 in funding for travel awards to assist SAA members in attending the 2020 Joint Annual Meeting.

As the program was approved for a third cycle, the Board agreed that a formal review committee should be established. Cline agreed to draft a committee description as well as an application guidelines and process document to better define the program. Cline worked with SAA staff members Nancy Beaumont and Felicia Owens through the fall to refine the following documents.

RECOMMENDATION

**THAT the following description for the Travel Award Review Committee be approved;
and**

THAT the following Travel Award Application Guidelines be approved.

SAA Foundation Annual Meeting Travel Award Committee

I. Purpose

The Annual Meeting Travel Award Committee is responsible for receiving and evaluating travel award applications according to the SAA Foundation Travel Award Application Guidelines, and for selecting the award recipients.

II. Committee Selection, Size, and Length of Term

The Annual Meeting Travel Award Committee is an appointed body of the SAA Foundation Board. The Committee consists of three Class B members and one member of the SAA Council. The SAA Council member may be one of the Foundation Board Class A members. If no Class A member volunteers to serve on the Committee, the SAA President shall appoint one Committee member from among the other Council members. Appointments are made at the board's annual meeting; appointments are for one-year terms beginning at the close of the annual meeting. The Executive Director serves *ex officio* on the committee.

III. Reporting Procedures

The Annual Meeting Travel Award Committee reports to each full meeting of the Foundation Board of Directors and at other times as requested by the Board. For travel award reviews, the Committee will consider applications (due May 1), conduct its review, and report its selections to SAA staff and the Board by June 1. The committee is responsible for preparing a brief post-review report that includes recommendations for improving the application and review process as well as other useful observations that will assist the next Travel Award Committee.

IV. Duties and Responsibilities

- Solicit from the Foundation Board the annual travel award funding allocation.
- Work individually and collectively to analyze and evaluate travel award applications, considering (but not limited by) the applicant's statement of need and statement of how attendance at the Annual Meeting will contribute to the member's professional development and career goals. Applicants at every career level should be given equal consideration.
- Meet in real time at least once (via phone or in person) to review and reconcile all evaluation results.
- Achieve consensus on recipients of the travel award no later than May 31. (All committee members are required to vote, unless they have an acknowledged conflict of interest.)
- Monitor the submission of impact statements and follow-up reports from travel award recipients.
- Comply with the Foundation's conflict-of-interest policy when performing travel award review work.
- Annually review and recommend revisions to the travel award application guidelines and submission form, as needed.

V. Meetings

The Committee meets via conference call periodically and may meet in person provided that 1) there is a compelling need and 2) the Board approves the necessary resources.

Adopted by the SAA Foundation Board of Directors, November 2019.

SAA Foundation Annual Meeting Travel Award Application Guidelines

Policy

Each year the SAA Foundation may make available funds (from its income from interest and dividends from, investment gains from, and contributions to its unrestricted funds) for travel awards to the SAA Annual Meeting. When given, funds will be awarded through a competitive application process based on demonstrated need.

The SAA Foundation Board of Directors will determine annually the number of awards to be distributed and the amount to be distributed per award. The funds available will be determined based on the payout rate and other program funding needs. The annual payout rate will be stated clearly for the benefit of Board members and donors.

Annual Meeting Travel Award Application Deadlines

Applications are due by May 1 unless another time is established by the Foundation Board. Final decisions are made and applicants are notified by June 1 or three weeks in advance of the early-bird registration deadline.

Funding Priorities

Travel awards may be applied only to conference registration fees and related expenses (such as travel, lodging, and food) incurred to attend the Annual Meeting. The primary criterion for selection will be financial need, including lack of institutional support, part-time employment, unemployment, education debt burden, health or healthcare expenses, caregiving responsibilities, or any other financial responsibilities that may affect one's ability to participate in the Annual Meeting. Applicants must complete an online form and attach a résumé or curriculum vitae.

Eligibility

Only current SAA members are eligible for this award.

Applying for an SAA Foundation Annual Meeting Travel Award

The Board and its committee will endeavor to follow a transparent, fair, and simple process of application and evaluation. No current SAA Foundation Board member may be the direct or indirect recipient of Foundation travel award funds. No Board member will participate in consideration of a travel award application in which the member has, or could be perceived as having, a personal interest, benefit, or relationship that could create a conflict of interest.

Award Application

Award determinations will be made by a selection committee comprising three SAA Foundation Board members and one SAA Council member and will be based on applicants' responses to the following:

- How will attendance at the SAA Annual Meeting contribute to your professional development and career goals?
- Provide an explanation of your financial need.

Decisions

All travel award applications will be received and processed by the SAA Foundation's Executive Director. The Executive Director will conduct an initial administrative review of each application to determine whether the applicant is an SAA member in good standing.

The Executive Director will forward the applications to the Travel Award Committee. The Travel Award Committee will evaluate the applications and determine the award recipients. The Executive Director will notify applicants of the committee's decision by June 1 or three weeks before the early-bird registration deadline.

Post-Project Reporting

Awardees are required to attend the entire conference from the opening plenary through the final session block. Within 30 days of the end of the Annual Meeting, awardees must submit:

- A meeting evaluation form demonstrating attendance at sessions and all-attendee events.
- [Travel expense form](#) and receipts totaling up to the amount of the award. If expenses total less than the award amount, the awardee must remit the balance with the receipts.
- A 400- to 600-word report assessing the value received from the travel award and noting any suggestions for improving the travel award process.

Adopted by the SAA Foundation Board of Directors, November 2019.

Support Statement: The Foundation has awarded travel awards for two years, assisting 20 SAA members to attend the Annual Meeting. The award has been well received by SAA members and the Board has approved travel award funds to support attendance at the 2020 Joint Annual Meeting. Having a formal description and application guidelines will improve transparency and accountability for the program and ensure that volunteers for the Review Committee are secured at the Board's annual meeting each year.

Fiscal Impact: No additional funds are required beyond the \$12,000 allocated to the travel awards in the approved FY 2020 budget.

Lisa Mangiafico

Cherry Hill, New Jersey

WORK EXPERIENCE**Soroptimist International of the Americas, Inc. 1993 - Present****Philadelphia, PA****Senior Director of Information Services**

Began employment in 1993 as Records/Archives Manager to establish institutional archives and records management program in anticipation of 75th anniversary; received steady promotions and additional non-archival duties through to promotion to Senior Director in 2005. Currently preparing for the 100th anniversary, serving as the Soroptimist International of the Americas representative on the Soroptimist International 100th Anniversary Committee.

Executive administration duties:

- Fully participate in board/executive staff design and evaluation of organization's strategic plan, operational budgets and work plans.
- Attend and present at organization board meetings and leadership development conferences; staff liaison to the Laws and Resolutions Committee.
- Provide primary Parliamentary and governance oversight/planning for SIA board; oversee organization elections for all federation-level offices, and approval of laws and resolutions.
- Manage on-site registration at biennial conventions and oversee meeting credentials.
- Supervise the Membership Services and IT units (4.25 FTE)
- Provide key club support for compliance with IRS 501(c)(3) group exemption.
- Provide primary executive support for organization's trade and service mark protections and related licensing of registered marks.
- Develop and update office-wide disaster preparedness/recovery plans.
- Participate Develop

Archival duties:

- Manage all inventory, appraisal, processing, preservation and reference services.
- Develop and manage collection finding aids, mission statement, collection development policy, annual department operating and preservation budgets, brochures, user forms.
- Develop and assure compliance for records retention policies, procedures and schedules.
- Identify potential Soroptimist manuscript collections and donors; initiate contact, follow-up, and deed of gift negotiation.
- Established Friends of the Archives group with an initial \$50,000 fundraiser, oral history program, and visiting researcher grant program.
- Established digital reformatting program, beginning with organization's "historic" member magazines from 1930-1996.
- Prepare written organization histories, including 75th anniversary commemorative book and 100th anniversary documents.
- Present records preservation and women's history workshops to members.

- Serve as organization's curator, and lead docent for our c. 1904 headquarters building.

General Federation of Women's Clubs 1989 - 1993

Washington, DC

Women's History and Resource Center Coordinator

Began employment as WHRC Assistant, responsible for processing the archival records of the 100-year old organization, funded by a National Historical Publications and Records Commission grant. Under direction of the Director, Women's History and Resource Center (WHRC), processed 600 linear feet of archival records, including appraisal, sorting, sampling, and preservation. Maintained records database; prepared and produced collection finding aid. Monitored environmental control of archives area. Handled internal and external reference research; special writing assignments as requested. Provided visiting scholars with reference research strategy assistance. Assisted in WHRC library with inter-library loan and card catalog functions; supervision of interns. Acted as docent for historic headquarters building. Participated on staff committees overseeing headquarters computer development.

OTHER EXPERIENCE

CAPES Consultant 1998 - present

Mid-Atlantic Regional Archives Conference New Jersey Caucus

Affiliated with the New Jersey caucus of the Mid-Atlantic Region Archives Conference (MARAC), the Caucus Archival Preservation Evaluation Service (CAPES) provides operational surveys, and conservation and arrangement workshops to New Jersey public libraries, historical societies, and other non-profit archival repositories with no professional archival staff, as approved by the New Jersey Historical Commission. Have provided more than 30 operational surveys (one day on-site, followed by an extensive CAPES template report covering fundamental issues such as collection policies and funding, preservation/environmental conditions, and arrangement and description with recommendations to bring that repository to good, better or best practice standards).

Information Processor 1988 - 1989

University of Massachusetts-Amherst Tower Library Technical Services Department

Assisted in the maintenance of a hard-copy card catalog in main academic research library.

National Historical Publications and Records Commission, SHRAP Peer Grant Reviewer 2006-2017

New Jersey Division of Archives and Records Management PARIS (Public Archives and Records Infrastructure Support) Grants Reviewer 2005 – 2009

EDUCATION

Rutgers, The State University of New Jersey

New Brunswick, New Jersey

School of Communications, Information and Library Studies

Master of Library and Information Science

University of Massachusetts
Amherst, Massachusetts
Master of Arts in History

James Madison University
Harrisonburg, Virginia
Bachelor of Arts in History
Magna cum laude; degree awarded with Distinction in History

PROFESSIONAL AFFILIATIONS

Society of American Archivists
Member of Council 2013-2016
Executive Committee 2015-2016
Society of American Archivists Foundation Board Member 2015-2016

Mid-Atlantic Regional Archives Conference
Distinguished Service Award 2013
Chair 2003 - 2005
Steering Committee Member-at-large 2001 - 2003
Chair, Ad Hoc Committee on MARAC Bylaws Revision 2014-2015
Chair, Distinguished Service Award Committee 2005 - 2007
Chair, Development Committee 2005 – 2006
Chair, Membership Development Committee 1998 - 2002
Co-Chair, Conference Local Arrangements Committee Spring 2001; Spring 2007
Finance Committee 2010 - 2014
Ad Hoc Committee on Development 2000 - 2002
Conference Local Arrangements Committee Fall 2000
Ad Hoc Committee on Administrator Contractual Evaluation 1999 - 2003
Conference Program Committee Spring 1997, Fall 2007
Membership Development Committee 1996 - 1998

Delaware Valley Archivists Group
American Society of Association Executives

APPOINTMENTS

New Jersey State Historical Records Advisory Board 2004 - 2018
James Madison University College of Liberal Arts Alumni Advisory Board 2009 – 2018
Vice President 2010 - 2012
Cherry Hill Historical Commission 1998 - present
Cherry Hill 50th Anniversary Citizens Advisory Committee 2010 - 2012

PUBLICATIONS

Dictionary of Virginia Biography, contributor
Encyclopedia of New York State, contributor
Guide to the Archives of the General Federation of Women's Clubs, co-author
GFWC Centennial Gift to the Nation/World, compiler

Soroptimist International of the Americas: Serving Communities for Seventy-five Years, co-author
Best for Women (formerly *The Soroptimist of the Americas*), regular contributor
Cherry Hill: A Brief History, co-author, published by History Press

CONTINUING EDUCATION (Archives and Records Management)

Archives Leadership Institute, July 2011
Copyright: The Archivist and the Law, May 2007
Encoded Archival Description, May 2006
MARC According to DACS, August 2005
Digitization for Cultural Heritage Professionals, University of North Carolina-Chapel Hill, March 2002
Database Development for Archivists, May 2000
Preservation Enclosures for Archival Collections, November 1995
Creating an Oral History Program, April 1995

WORKSHOPS/PRESENTATIONS/CONFERENCE SESSIONS (Archives and Records Management)

“Documenting Social Change: Lessons Learned from the Women’s March” session chair
Fall 2017 MARAC Conference, Buffalo, NY
“Lean In: Archival Management and the Gender Dynamics of Leadership”, panelist
2014 Society of American Archivists Conference, Washington, DC
“Internal Advocacy for Your Archives” session moderator
Fall 2010 MARAC Conference, Harrisburg, PA
“Life in the CAPES Trenches”
Fall 2009 MARAC Conference, Jersey City, NJ
“MARAC at 35—Voices from the Past, Present, and Future” panelist
Spring 2008 MARAC Conference, Chautauqua, NY
“SHRAB, SNAP and C³NJ”
2008 New Jersey Division of Archives and Records Management Great Expectations Conference,
Trenton, NJ
“Members as Donors: Getting Personal for Donations to the Soroptimist Archives”
Fall 2006 MARAC Conference, Morristown, NJ
“Transformation of an Association Archivist”
Fall 2005 MARAC Conference, Dover, DE
“Revolutions in Documenting Making a Difference for Women”
Spring 2003 MARAC Conference, Trenton, NJ
“Internal Outreach”
Spring 2000 MARAC Conference, New Brunswick, NJ
“Caring for the Past: Preserving Family Documents and Photographs”
1999 and 2000 Camden County (NJ) Cultural and Heritage Commission
2001 Home Economists of Camden and Burlington Counties, NJ
2003 Noyes Museum of Art, Galloway Township, NJ
2005 Cherry Hill Public Library

WORKSHOPS/PRESENTATIONS/CONFERENCE SESSIONS (Soroptimist)

“Celebrate the Soroptimist Legacy”
2014 Midwestern Region Conference, Columbus, OH

2012 Desert Coast Region Conference, Costa Mesa, CA
"Oral History: Capturing Women's Experiences and Memories"
2000 Soroptimist Biennial Convention, Honolulu, HI
"Paper Everywhere: Establishing Order out of Chaos with a Club Records Retention Schedule"
1999 Soroptimist Founder Region Leadership Workshop, Sonoma, CA
2000 Soroptimist Northwest Region Conference, Spokane, WA
2001 Soroptimist South Atlantic Region Leadership Conference, Richmond, VA
2006 Soroptimist North Atlantic Region Conference, Philadelphia, PA
2008 Soroptimist South Atlantic Regional Leadership Training, Fredericksburg, VA
"Preserving Your Club's History"
1996 Soroptimist Biennial Convention, Anaheim, CA
1996 Soroptimist Diamond Jubilee Celebration, Oakland, CA
1996 Soroptimist joint local club meeting, Washington, DC
2000 Soroptimist Northwest Region Conference, Spokane, WA
"Writing Women into History"
1997 Soroptimist Orientation and Leadership Training Conference, Chicago, IL
1999 Soroptimist Founder Region Leadership Conference, Sonoma, CA