

**Society of American Archivists
Council Meeting
August 3, 2020
Virtual Meeting**

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

Reports on Membership, Education, Publications, the Annual Meeting, and Technology appear elsewhere in the staff reports for this Council meeting (0820-VI-D). This report summarizes other Headquarters activities since May 2020.

STRATEGIC PRIORITIES

Our big news is that SAA has been awarded a \$249,499 IMLS grant to conduct A*CENSUS II, a comprehensive survey of archivists and archival institutions. Work begins on September 1. As noted in the [Strategic Plan actions](#), the conduct of A*CENSUS II will have a major impact on Goals 1.2.G., 2.1.H, 3.2.C., 3.2.F., and 4.3.F.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- With the exception of Finance/Administration Director Peter Carlson, who has worked in the SAA office throughout the pandemic due to the limitations of financial management/accounting software, the staff has worked remotely since March 16. I have reported previously on the various methods that we use to keep in touch.
- Peter researched and implemented the CARES Act Employee Retention Tax Credit program, which helped reduce direct cash flows by \$20,250. See my [0520-VI-D-1-ExecDir](#) report for more information about the many steps taken to mitigate the effects of the pandemic on SAA's personnel and office administration.
- Peter and accounting specialist Lakesha Thaddis are in the throes of preparing for the annual audit—whose requirements have certainly not lessened (and in some cases have increased) in light of the pandemic.
- As the Council knows, we are operating with 10 FTEs plus one 75% contractor in Education—down from 12 FTEs as recently as February 28. Although we are aware that many members are experiencing significant workloads due to the pandemic—as well as significant furloughs and layoffs—the Council should be aware that the staff is continuing to perform at a very high level with an increased workload.

- Given the nature of remote work, the all-hands-on-deck requirement imposed by the retooling of our education offerings and the Joint Annual Meeting, and the fact that there were no salary increases for FY21, the SAA staff, as a whole, decided to delay performance appraisals until December 2020.

GOVERNANCE

- Governance Manager Felicia Owens:
 - Drafted the minutes of the 0520 and 0620 Council meetings, which were approved by the Council and posted [online](#).
 - Worked with SAA's 46 sections to complete their elections.
 - Assisted Vice President/President-Elect Rachel Vagts and the Appointments Committee in completing their work; sent official communications to all appointees; and shepherded through completion the appointment of early-career members to appointed groups and section steering committees.
 - Provided significant technical support and guidance in implementing the Council's listening sessions on Black Lives and Archives (June 12 and July 24) and "Investing in Your Membership" (July 17).
 - Worked with SAA's 46 sections and 16+ appointed groups to schedule their annual business meetings in conjunction with the Joint Annual Meeting.
- Peter and I worked with Treasurer Amy Fitch and Council member Eric Chin to prepare scripts and slides for the "Investing in Your Membership" Council forum.
- Teresa Brinati and I served on the Journal Editor Search Committee.
- The entire SAA staff is passionate about providing support for the Archival Workers Emergency Fund, established by the SAA Foundation in mid-April in response to a request from a dynamic group of members who have done so much to raise funds and put in place an effective application process. We are grateful to the volunteers whose enthusiasm and commitment has not flagged. Again, though, I would be remiss if I didn't point out to the Council that this unplanned, pandemic-related program has required a significant number of unbudgeted hours of staff work—primarily for Felicia and Peter—to ensure effective implementation. They have done outstanding work!

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