

**Society of American Archivists  
Council Meeting  
August 2, 2021  
Virtual Meeting**

**Executive Director's Report  
(Prepared by Jacqueline Price Osafo, MBA, CAE)**

Reports from the Membership, Education, and Publication business units may found under agenda item (0821-1-D-VI-2-4). The report below represents activities from June and July 2021.

**HEADQUARTERS OPERATIONS / HUMAN RESOURCES**

- Since my start date, I have attended section and committee meetings and portions of the Leadership Orientation. My onboarding also included background information on A\*CENSUS II, AWEF, financials, and other significant priorities. Attending the Presidential Address was invaluable; it provided me with the opportunity to meet and network with members. During this event, I had the pleasure to meet and network with Barbara Teague from the Council of State Archivists (CoSA).
- I had an introduction meeting with Meg Phillips from NARA. I have a meeting scheduled with John from AASLH. It was insightful to participate in the Finance Committee meeting, and attending the SAA Foundation orientation meeting provided me with the opportunity to meet new board members.
- Staff continue to evaluate requirements, association best practices, and other resources to determine changes to the telecommuting policies and procedures.
- On behalf of the staff, I would like to thank the Council for supporting performance merit increases. Anecdotally, the association community is experiencing high staff turnover. The number of employers offering flexible work schedules has increased expeditiously.

**ANNUAL MEETING**

- As of July 30, we have 1902 paid registered for annual meeting compared to 1910 at this time in 2020. The number of registrants increased by 300 the Friday prior to conference in 2020; unfortunately, we are not experiencing this trend in 2021. Like 2020, we are anticipating post annual meeting registrants. Sponsorships are outperforming by \$12,550, compared to budgeted revenue of \$72,000.

**GOVERNANCE**

Since May 2021, Governance Manager Felicia Owens has:

- Drafted the minutes of the 0521 and 0621 Council meetings, which were approved by the Council and posted [online](#), as well as to the “To Do” list from those meetings and the notes from monthly Executive Committee meetings.
- Assisted with conducting online orientation sessions with the newly-elected Council members as well as the new Class A and Class B members of the SAA Foundation Board.
- Worked with SAA’s 46 sections to conduct their annual elections, and worked with Matt Black to implement a new “[ballot page](#)” on the MySAA platform to better aggregate and control access for each ballot. Fourteen sections will be conducting their elections in August, due to delays in seeking and confirming a full slate of candidates.
- Provided staff support to the Council groups working on bylaws revisions, assessment of sections, and the 2021 Leadership Orientation and Forum as well as the 2022 Nominating Committee.
- Provided technical and logistics support for the [SAA Forum on Reopening Archives Safely](#) hosted by Council member Melissa Gonzales on June 3, 2021. More than 360 individuals registered for the event, and more than 180 attended live.
- Launched a new “[Event Calendar](#)” feature on SAA Connect, with assistance from Matt Black, to share information for all July governance meetings. (In August, this feature will be open for all SAA leaders/members to post events to the shared public calendar.) Provided staff support and “Zoom tips” for the 60+ open meetings happening throughout July as well as collecting and posting recordings to the SAA website.
- Assisted Vice President/President-Elect Courtney Chartier and the Appointments Committee in completing their work; sent official communications to all 80+ new appointees, notified current leaders, and updated rosters and online listervs; and managed process to appoint 13 early-career members to various appointed groups.
- Continued to support the SAA Foundation by: assisting the Nominating Committee with a new volunteer application process; shepherding new AWEF applications through the review committee; providing staff support to the newly-created AWEF Task Force; assisting the NDRFA Review Committee with one new application; and meeting with development consultants Schultz & Williams as part of their initial interview and survey process.

## **SAA FOUNDATION**

- The Foundation Board President, Margery Sly, and staff meet with Schultz & Williams for an introduction and project update.
- For detailed information on projects and grant updates, see the agenda materials for the upcoming Foundation Board meeting, scheduled for Tuesday, August 10.