

**Society of American Archivists
Council Meeting
August 12, 2021
Virtual Meeting**

Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda comprises Consent Items, Action Items, Discussion Items, and Reports, and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports generally are not summarized in the minutes, but provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see the SAA website.

President Courtney Chartier called the meeting to order at 1:02 p.m. on Thursday, August 12. Present were Vice President Terry Baxter; Treasurer Sharmila Bhatia; Executive Committee Member Meg Tuomala; Council members Erin Chin, Stephen Curley, Jasmine Jones, Dominique Luster, Derek Mosley, Mario Ramirez, Tonia Sutherland, and Rachel Winston; and SAA Executive Director Jacqualine Price Osafo, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzman, Information Systems Administrator Matt Black, and Governance Manager Felicia Owens.

Guests included immediate past Treasurer Amy Fitch and former Council member Melissa Gonzales.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Chartier introduced the agenda. Bhatia moved adoption of the agenda as revised, Sutherland seconded, and the agenda was adopted unanimously (**MOTION 1**).

B. Introductions

Chartier invited Council members to briefly introduce themselves and share their preferred super power.

C. Conflict of Interest Forms

Price Osafo reminded all Council members to complete a conflict-of-interest statement for the 2021-2022 term and submit to staff no later than Friday, September 13.

D. Council Expectations

Chartier reviewed general information about Council policies and procedures as well as the duties of Council liaisons to component groups.

E. 2021-2022 Council Meetings Schedule

Chartier noted that the Council will return to meeting quarterly for the 2021-2022 term. Meetings will be scheduled for November 2021, February 2022, May 2022, and August 2022 (in conjunction with the Annual Meeting). As discussed during the FY 2022 budget meeting (0621), the Council will tentatively plan to meet in person for the May 2022 meeting, pending safety guidelines and travel restrictions from the CDC. Staff will confirm exact dates and send calendar invites accordingly.

Chartier also noted that, per standard practice, she will meet with the Executive Director and Vice President weekly, and meet with the Executive Committee monthly for various business. Tuomala will share notes from these Executive Committee meetings with the full Council.

II. DISCUSSION ITEMS

A. Vision for the 2021-2022 Term

Chartier shared her vision for the 2021-2022 term, noting a particular focus on the DEIA Work Plan as well as strategic planning and reviewing the structure of SAA sections. See the President's Message in the September/October 2021 issue of *Archival Outlook* for more information from Chartier about her vision for her Presidential term.

B. Strategic Plan

Chartier led the Council through a brief review of the SAA Strategic Plan Actions and Timelines Dashboard, noting that strategic planning will be the main emphasis of the November 2021 meeting. The Council discussed various ways to help all SAA leaders feel more connected and engaged with the SAA Strategic Plan.

C. DEIA Work Plan

Tuomala provided an update on the current draft DEIA Work Plan and the recent forum held on Friday, August 6, in conjunction with *ARCHIVES*RECORDS 2021*. The Council reviewed the four main pillars of the work plan and shared additional suggestions. Tuomala noted that the working group will issue a call for member comments through the month of September, and will plan to host another open forum before the deadline to gather more feedback. The working group plans to have a final draft for the Council to approve at the November 2021 meeting.

D. Debriefing on 2021 Annual Meeting

The Council briefly shared initial impressions and feedback received for the virtual 2021 SAA Annual Meeting.

E. Other Discussion Items from Council Members

Chartier noted that she will connect with the Council via email to further discuss the recent letter and subsequent apology from the American Historical Association regarding the National Archives' reopening plan.

I. COUNCIL BUSINESS (continued)

F. Adjournment

Chin moved adjournment, Mosley seconded, and the Council meeting was adjourned by unanimous consent at 3:01 p.m. CT on Thursday, August 12.