

**Society of American Archivists Foundation
Board of Directors Meeting
August 10, 2021
Virtual Meeting**

**Annual Report of the Nominating Committee
(Prepared by Dennis Meissner)**

The work of the Nominating Committee (Meredith Evans, Wilda Logan, Lisa Mangiafico, and Dennis Meissner) during the 2020-2021 cycle focused on revising the process for selecting Class B Board members, recruiting and recommending new Class B Members, and conducting the nominating process for the election of 2021-2022 officers at the 2021 Board meeting.

Revising the Class B Member Recruitment Process

At its August 13, 2020, virtual meeting the Foundation Board directed the Nominating Committee to reexamine the process and procedures by which Class B board members are identified and recruited, with an eye toward making the process more transparent and accessible to SAA members, as well as ensuring that board composition reflects the full diversity of the SAA membership. Over the following several months the Committee developed a new recruitment process based on a separate open call for members facilitated by a Web-based application procedure based on SAA's volunteer recruitment application. The new process is detailed in Appendix A to this report.

The initial launch of the new process revealed a few shortcomings. Namely, the Nominating Committee agreed that the application form needs to provide a space for applicants to expressly state their qualifications for Board service and their reasons for wanting to serve on the Board.

The Committee also plans to promote Board service more actively in the coming year in an attempt to increase the size of the applicant pool.

Recruitment of Class B Members for the 2021-2024 Term

In keeping with the new recruitment procedures, an open call for volunteers to fill five open seats on the SAAF Board was launched in February 2021, with an April 15 application deadline. The call yielded seven qualified applications, which committee members each evaluated and preliminarily ranked in April. The committee met via Zoom on May 3 to discuss the candidates in detail. The meeting produced a consensus decision that five of the seven candidates were fully qualified to serve on the SAAF Board. The five candidates are:

- Robert Clark, Rockefeller Archive Center

- Elizabeth Joffrion, Western Washington University
- Gina Minks, Consultant and sitting Board member
- Elizabeth Myers, Smith College
- Gerrienne Schaad, Florida Southern College

All five candidates are SAA members and all have experience or expertise that suggests they would make valuable additions to the existing complement of Board members. The committee put forward the candidates to the full Board, which approved the recommendation to send to the Council for final approval. The candidates were elected by a vote of SAA Council at their June meeting.

It should be noted that, while four of the available Board seats are for full three-year terms, the fifth seat would fill a shorter two-year position that is created by the pending resignation of Sharmila Bhatia who will move to a Class A seat in August. The full report recommending the appointments is attached as Appendix B.

Nomination of Board Officers for 2021-2022

To better facilitate the annual election of officers at what will be a virtual Board meeting, the Nominating Committee conducted a pre-meeting nomination process in June and July with a call for nominations to the Board members. At the close of the nominating period on July 9, the following nominations had received and seconded:

<i>President:</i>	Margery Sly
<i>Vice-President:</i>	Lisa Mangiafico
<i>Executive Committee Member:</i>	Dennis Meissner

Officers will be elected at the August 10 meeting of the Foundation Board.

SAA Foundation Board of Directors Nominating Committee Recommendations on the Recruitment of Board Members

At its August 13, 2020, virtual meeting the Foundation Board directed the Nominating Committee to reexamine the process and procedures by which Class B board members are identified and recruited, with an eye toward making the process more transparent and accessible to SAA members, as well as ensuring that board composition reflects the full diversity of the SAA membership.

- *First of all, the process should be handled through an annual open call for volunteers.* The existing process has been characterized as being too dependent on the personal networks of existing board members. This is certainly the case. The most effective way to open up the process would be to invite those interested to apply on an annual basis, utilizing a form-driven process similar to SAA's general call for volunteers.
- *The open call should be separate from the general call for SAA volunteers.* Because the requirements for board membership are distinctive (e.g., archival skills may be less important than development experience) it would make sense to conduct a separate application process separated in time from SAA's general call.
- *The invitation should be linked to an application form that provides the initial stage of the vetting process.* An online form, based as closely as possible on the existing SAA application form, will be familiar to members and therefore less daunting. The form, or associated information, should make as clear as possible the qualities and experience that are being sought. Applicants might be required to submit a resume or a diversity statement as part of the application package.
- *The second stage of vetting will be evaluation of applications by the Nominating Committee, or some other group designated by the Nominating Committee.* Committee members will evaluate and rank the applications received. If the number of applications is large, the committee may recruit additional board members to assist with the review.
- *The final stage of vetting will be finalist interviews by members of the Nominating Committee.* Committee members (individually or as a group) will interview a small group of finalists via Zoom or phone call.
- *Following interviews, the committee will confer and will recommend new appointments to the board.*

The committee emphasizes that the open call for members should not restrict its ability to actively prospect potential new board members throughout the year. It will always be a duty of Nominating Committee members to be alert to individuals whose abilities could make a positive

contribution to the Foundation Board.

Managing the terms of current board members. It was decided that we will require sitting members whose terms are expiring to go through the same application process as potential new members. They will be considered for reappointment on the basis of merit and current board needs as part of the same overall candidate pool.

There are no constraints on appointing non-members to the SAAF board. However, all appointees who are not SAA members should possess significant specialized expertise in an area that represents a current need of the board. We might consider appointing non-members as non-voting advisers, rather than as full-fledged members. An unresolved question is how we would compensate or reward non-members for their service, *if at all*.

Finally, the Committee drafted the content for an application form. In doing so, we strove to closely parallel the content used for SAA self-nominations so as to create a familiar experience for applicants. We also attempted to keep the form as brief as possible to prevent the experience from being over burdensome. We also asked applicants to attach both a Diversity Statement and a resume/c.v., both of which we felt to be necessary. And lastly, we provided links from the form to external narrative pieces explaining useful skills and experiences sought in SAAF Board members, as well as answering common questions about the requirements of Board service.

Dennis Meissner, Nominating Committee Chair
February 8, 2021

Society of American Archivists Foundation Board Interim Action

Nomination of 2021-2024 Class B Members (Submitted by the SAA Foundation Nominating Committee)

BACKGROUND

The SAA Foundation is a 501(c)(3) organization whose purposes are exclusively charitable and educational. The sole corporate member of the Foundation is the Society of American Archivists. The Foundation Board comprises:

- **Class A Directors:** The four individuals comprising the SAA executive committee, plus the immediate past president of SAA.
- **Class B Directors:** No fewer than six and no more than eleven individuals not concurrently serving as directors or officers of SAA.

Class B directors are elected by the SAA Council based on a slate developed by the Foundation Board. Class B directors serve staggered three-year terms and may be reelected to an unlimited number of successive terms in office.

Following is a roster of current Board members:

Class A:

Rachel Vagts	(SAA President, Board Term: 08/19-08/21)
Meredith Evans	(SAA Immediate Past Pres, Board Term: 08/20-08/21)
Courtney Chartier	(SAA Vice President, Board Term: 07/20-08/21)
Amy Fitch	(SAA Treasurer, Board Term: 08/18-08/21)
Melissa Gonzales	(SAA Executive Committee, Board Term: 07/20-08/21)

Class B:*

Margery Sly	(SAAF President 2020-2021, Board Term: 2016-2022)
Sharmila Bhatia	(SAAF Vice President 2016-2020, Board Term: 2016-2022)
Scott Cline	(Board Term: 2016-2022)
Fynnette Eaton	(Board Term: 2012-2021)
Wilda Logan	(Board Term: 2016-2022)
Lisa Mangiafico	(Board Term: 2020-2023)
Dennis Meissner	(Board Term: 2014-2023)
Gina Minks	(Board Term: 2016-2021)
Michele Pacifico	(Board Term: 2017-2020)

* Term dates have changed over time as the Foundation Board has shifted the dates of its annual meeting.

Angelique Richardson (Board Term: 2018-2021)
JoyEllen Williams (Board Term: 2018-2021)

DISCUSSION

The 2020-21 Nominating Committee—Meredith Evans, Wilda Logan, Lisa Mangiafico, Dennis Meissner (chair)—began its work with the Foundation Board at full capacity, but with the terms of five members expiring in August. The five expiring seats are held by:

- Sharmila Bhatia (2017-2023; but elected SAA Treasurer in 2021)
- Fynnette Eaton (Board Term: 2012-2021)
- Gina Minks (2016-2021)
- Angelique Richardson (2018-2021)
- JoyEllen Williams (2018-2021)

In keeping with the new recruitment procedures that were finalized in January, an open call for volunteers to serve on the SAAF Board was launched in February with an April 15 application deadline. The call yielded seven applications, which committee members each evaluated and preliminarily ranked in April. The committee met via Zoom on May 3 to discuss the candidates in detail. The meeting produced a consensus decision that five of the seven candidates were fully qualified to serve on the SAAF Board. The five candidates are:

- Robert Clark, Rockefeller Archive Center
- Elizabeth Joffrion, Western Washington University
- Gina Minks, Consultant and sitting Board member
- Elizabeth Myers, Smith College
- Gerrienne Schaad, Florida Southern College

All five candidates are SAA members and all have experience or expertise that suggests they would make valuable additions to the existing complement of Board members. The committee therefore recommends their appointment.

It should be noted that, while four of the available Board seats are for full three-year terms, the fifth seat would fill a shorter two-year position that is created by the pending resignation of Sharmila Bhatia who will move to a Class A seat in August. After some discussion, the Nominating Committee recommends that Clark, Joffrion, Myers, and Schaad each be appointed to three-year Class B terms on the SAAF Board, and that Minks, who has already completed several years of Board service, be appointed to fill the two-year position.

The curriculum vitae of each candidate is appended to this document. [These documents were shared confidentially with the Board.]

RECOMMENDATION

THAT Robert Clark, Elizabeth Joffrion, Elizabeth Myers, and Gerrienne Schaad be nominated for election by the SAA Council as Class B members of the Foundation Board

for appointments from August 2021 to August 2024, and that Gina Minks be similarly nominated for an appointment from August 2021 to August 2023.

Support Statement: All five candidates named above are well-qualified to serve in the important role of Class B members of the SAA Foundation Board of Directors.

Fiscal Impact: None.