

# **Society of American Archivists**

## **Council Meeting**

### **August 24, 2022**

### **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 10:10 a.m. ET on Wednesday, August 24. Present were Vice President Terry Baxter; Treasurer Sharmila Bhatia; Executive Committee Member Meg Tuomala; Council members Eric Chin, Stephen Curley, Jasmine Jones, Dominique Luster, Derek Mosley, Mario Ramirez, Tonia Sutherland, Meg Tuomala, and Rachel Winston; and SAA Executive Director Jacqueline Price Osafo, interim Publications Director Abigail Christian, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzmann, and Governance Manager Felicia Owens.

Guests included incoming vice president Helen Wong Smith and incoming Council members Krystal Appiah, Joyce Gabiola, and Lydia Tang.

## **I. COUNCIL BUSINESS**

### **A. Adoption of the Agenda**

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

### **B. Status of Council To Do List**

Council members briefly reviewed and provided updates on the status of actions listed in this internal working document.

## **II. CONSENT AGENDA**

The following items were adopted by consent (**MOTION 2**).

**Move Consent Items:** Ramirez

**Second Consent Items:** Chin

**Vote:** PASSED (unanimous)

#### **A. Ratify Council Interim Actions**

**THAT the following interim actions taken by the Council between June 2022 and August 2022 be ratified:**

- Elected the following individuals to serve as Class B members to the SAA Foundation Board: Natalie Bauer, Jessica Chapel, and Carli Lowe for three-year terms. (June 29, 2022)
- Approved the new Task Force on Membership Funding and Pathways for Diverse Archives Workers. (July 5, 2022)
- Approved revisions to the description and charge of the Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (TS-GRD). (July 18, 2022)
- Prepared and approved three Council Exemplary Service Awards and four Council Resolutions, to be presented at the 2022 Annual Membership Meeting in Boston. (Appendix A). (August 10, 2022)

#### **B. Ratify Executive Committee Interim Actions**

**THAT the following interim actions taken by the Executive Committee in June 2022 be ratified:**

- Approved a [statement](#), drafted by the Committee on Public Policy, calling for further consideration of policy changes for operation of the George W. Bush Presidential Library. (June 29, 2022)
- Approved a [statement](#) welcoming the nomination of Dr. Colleen J. Shogan as the next Archivist of the United States at the National Archives and Records Administration. (August 16, 2022)

#### **C. Approve May 2022 Council Meeting Minutes [CONFIDENTIAL]**

**THAT the May 2022 Council meeting minutes, as drafted, be approved.**

Following this meeting, the May 2022 meeting minutes were made available on the SAA website at: <https://www2.archivists.org/groups/saa-council/may-18-20-2022-council-meeting-minutes>.

#### **D. Standards: Endorse External Standard: A4BLiP**

**THAT the SAA Council endorse the Archives for Black Lives in Philadelphia Anti-Racist Description Resources (A4BLiP) as an SAA External Standard. (II.D., Appendix B)**

**Support Statement:** SAA endorsement of Archives for Black Lives in Philadelphia Anti-Racist Description Resources (A4BLiP) as an external standard will promote its use as guidelines for

archives, archivists, and other information professionals looking to complete reparative or conscientious description projects.

**Impact on Strategic Priorities:** Endorsement of Archives for Black Lives in Philadelphia Anti-Racist Description Resources (A4BLiP) as an SAA External Standard will support Goal 3 of the 2023-2025 Strategic Plan. Creators of A4BLiP have already taken the initiative to identify a need for guidelines and developed best practices; by endorsing the standard, SAA will help disseminate this information.

In addition, by offering guidance on language, descriptive practices, and legacy work, endorsement of this standard supports specific action items on the Strategic Plan dashboard, including 3.1.D “Develop and provide easy access to existing resources for archivists on antiracism and DEIA topics,” 3.1.E “Support[ing] critical reexaminations of descriptive practices and language used for description, narratives, and exhibits. Promote inclusive language,” 3.1.F “Support[ing] post-custodialism, radical empathy, communication, and ethics in collecting,” and 3.1.H “Address[ing] the shortcomings of archival description and the presence of bias.”

**Fiscal Impact:** No known fiscal impact.

#### **E. Revise Description: Committee on Research, Data, and Assessment**

**THAT the Committee on Research, Data and Assessment (CORDA) description and charge be revised as follows (*strikethrough* = *deletion*, *underline* = *addition*):**

### **Committee on Research, Data and Assessment**

#### **I. Purpose**

The Committee on Research, Data, and Assessment provides access to significant and useful data and research about SAA, American archives, and their users that evidence the value of archives for society and help us improve our services to SAA members and to our consumers. The Committee will work to conduct or support relevant research and to create, gather, and preserve data by directing and engaging in several areas of activity:

- Providing SAA members with standardized tools for gathering and analyzing data;
- Providing a repository or portal for data and other research outputs;
- Providing training on gathering, analyzing, interpreting, and using data; and
- Providing up-to-date and reliable basic facts and figures about archives and archivists.;
- Providing a space to discuss and share information about research initiatives with relevance for archives and records management through the SAA Research Forum.

#### **II. Committee Selection, Size, and Length of Term**

The Committee shall consist of a minimum of ~~nine~~ eleven appointed members (including two co-chairs) serving staggered three-year terms with the possibility of reappointment. The Vice President, on behalf of the Council and with the recommendation of the Committee, appoints new members and co-chairs. Because the Committee may benefit from members who possess specialized skills and abilities that may vary from time to time, a Request for Applicant-based process may be necessary to help surface the best candidates in any particular appointment

cycle. Maximum Committee size is variable, depending on the number, nature, and complexity of the projects and activities in which the Committee is engaged at any particular time.

To better facilitate the Committee's diverse work, members may be distributed among multiple project- or activity-based subcommittees, each of which is headed by a subcommittee chair appointed by the Committee co-chairs to repeatable annual terms. The Committee co-chairs may recommend that the SAA Council form (and disband) subcommittees from time to time, based on current needs.

The vice chair of the Committee on Education will serve as an *ex officio* member of the committee. The outgoing co-chair may serve as an *ex officio* member of the committee for up to one year after rotating off the committee.

### **III. Reporting Procedures**

The Committee co-chairs shall submit a report for each Council meeting, summarizing current activities and projects and progress toward stated objectives. As directed by the Council, the Committee co-chairs may submit a written report upon the conclusion of specific projects.

### **IV. Duties and Responsibilities**

The Committee shall enjoy a great deal of latitude in developing and engaging in research projects and data accumulation. In so doing, the Committee must maintain frequent communication with the Council, which approves and advises on the Committee's strategic directions, tactics, resources, activities, and projects. This communication is facilitated by the Committee co-chairs, who must ensure that the Council is aware of emergent planning and directional changes.

The Committee maintains responsibility for achieving its purpose by:

- Looking strategically at the organization's information needs and sharing its strategies with the SAA Council and relevant component groups;
- Proactively commissioning or directly engaging in necessary and strategic research, including dissemination, preservation, promotion, and education of survey data and research (such as A\*CENSUS II);
- Manage the SAA Research Forum.
- Gathering quantitative and qualitative information of strategic value for SAA in the areas of advocacy, public awareness, improved audience service, and community engagement;
- Evaluating such information and surfacing it to SAA members via dashboards, reports, and constructed data sets that members can use to better understand and act on their own environments and to perform better as archivists;
- Engaging academic and other communities within SAA to perform research by helping to set research agendas and by utilizing grants, fellowships, conferences, and other tools and levers;
- Providing a repository (or repositories) and analytical tools for sharing and evaluating useful data about archivists, repositories, audiences, and the environments in which archives function; and
- Building and maintaining, in collaboration with other SAA groups, a training site for archivists around research, data gathering, evaluation and assessment, and business intelligence.

## V. Meetings

The Committee shall conduct its business largely through email and conference calls. The Committee shall meet formally each year at the SAA Annual Meeting. Any additional in-person meetings that may be necessary shall occur only with Council approval and funding.

*Approved by the SAA Council, November 2018.*

*Revised: May 2022, August 2022.*

**Support Statement:** The change to the committee structure in Section II will provide CORDA with two additional members to help carry out its recently revised charge and new responsibilities with managing the SAA Research Forum and assisting with A\*CENSUS II and other research related initiatives.

**Impact on Strategic Priorities:** These changes support Goal 3.2 (Foster and disseminate research in and about the field), specifically Goal 3.2.C (Seek effective means to elevate information presented at Research Forum). These changes also support the SAA DEIA Work Plan 1.3 (Conduct A\*CENSUS on a regular schedule).

**Fiscal Impact:** None.

## III. STRATEGIC PLANNING

The following document was provided for reference:

- A. [Current Strategic Plan 2023-2025](#)
- B. [2023-2025 Strategic Plan Actions and Timelines](#)
- C. [Work Plan on Diversity, Equity, Inclusion, and Accessibility \(DEIA\)](#)

## IV. ACTION ITEMS

### A. [Records and Information Management Certificate Program](#)

Jones introduced a recommendation from the Committee on Education, with input from the Records Management Section, to establish a new certificate program for records and information management. The Council discussed the logistics of establishing a new certificate program, particularly staffing necessary to support the program, and asked that the committee consider further questions to submit a revised proposal.

### B. Other Action Items from Council Members

No additional action items were brought forward.

## C. Executive Session

The Council met in a private Executive Session to discuss the process for annual evaluations of the *American Archivists* and Publications editors

### **MOTION 3**

**THAT the Council move into a confidential Executive Session.**

**Motion:** Sharmila

**Second:** Derek

**Vote:** PASSED (unanimous)

## V. DISCUSSION ITEMS

### A. 2022 SAA Annual Meeting

Council members and staff provided updates on plans for a variety of Annual Meeting-related events, including the Annual Membership Meeting, the Diversity Committee Forum, the Leadership Orientation and Forum, sponsors and exhibitors, and more.

### B. Sections Health Assessment Update

Chartier, Jones, and Luster provided an update on the next phase of the section health assessment planning. The group has drafted a targeted survey to share sooner after the Annual Meeting and provide analysis for the next Council meeting. In the meantime, the group will also develop a detailed timeline for next steps in this process.

### C. Other Discussion Items from Council Members

No additional discussion items were brought forward.

## V. REPORTS

*Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee). They do, however, 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 <http://www2.archivists.org/governance/reports>.*

The Council reviewed, but did not discuss, the following reports:

A. [President](#)

B. [Vice President/President-Elect](#)

C. [Treasurer](#)

D.1. [Staff Report: Executive Director](#)

D.2. [Staff Report: Membership](#)

D.3. [Staff Report: Education](#)

**D.4. Staff Report: Publications**

**D.6. Staff Report: Technology**

**E. American Archivist Editor**

**F. Publications Editor**

**G. Final Report: 2022 Nominating Committee**

**H. SAA Foundation Board**

**D.5. Staff Report: Annual Meeting (Verbal Update)**

Price Osafo provided a brief additional update on the Annual Meeting, noting that there were currently 1,468 registrants, with more expected to register both virtually and on-site as the conference begins.

**I. Other Reports from Council Members/What Are You Hearing from Members?**

No additional reports were brought forward.

**I. COUNCIL BUSINESS (continued)**

**C. Council Orientation**

Price Osafo led an initial orientation session for both current and newly-elected Council members, covering roles and responsibilities, meeting procedures, and the Strategic Plan. An open Q&A session followed, with current Council members sharing their tips and wisdom.

**D. Review of August 2022 To-Do List and Talking Points**

Council members reviewed the draft list of action items stemming from the meeting.

**E. Meeting Debriefing**

The Council briefly discussed the benefits and drawbacks of the hybrid meeting structure.

**F. Adjournment**

Mosley moved adjournment, Bhatia seconded, and the Council meeting was adjourned by unanimous consent at 3:00 p.m. ET on Wednesday, August 24.

**Society of American Archivists  
Council Exemplary Service Award  
*Honoring***

**Barbara Teague**

***WHEREAS*** she retired as Executive Director of the Council of State Archivists in June 2022 after four years of stewarding CoSA and working to bring SAA and CoSA together on issues of mutual concern; and

***WHEREAS*** she retired as Kentucky State Archivist and Records Administrator in 2015 after serving the Kentucky Department for Libraries and Archives and the people of Kentucky for 32 years; and

***WHEREAS*** she has been an active member of the archives profession for almost 40 years serving on numerous SAA and CoSA committees, working groups, boards, and initiatives; and

***WHEREAS*** she has been a tireless advocate for archives including testifying before Congress in 2010 in support of the National Historical Publications and Records Commission, championing the 2018 “Archives on the Hill” effort that empowered 70 archivists from around the US to engage in advocacy with members of the US Senate and House, and supporting the never-ending effort to increase federal funding for archives; and

***WHEREAS*** she has been the most gracious of colleagues, offering up her time, knowledge, and experience in support of archival professionals across the country;

***NOW, THEREFORE, BE IT RESOLVED*** that Barbara Teague be honored with a 2022 Council Exemplary Service Award for being a dedicated and passionate archivist who has committed herself to our profession and advocated for government archives and records and the researchers who make use of them.



**Society of American Archivists  
Council Exemplary Service Award  
*Honoring***

**Bryan Whitledge**

***WHEREAS*** Bryan Whitledge has served SAA as a member and now Chair of the Committee on Public Policy from 2018–2022; and

***WHEREAS*** Bryan also serves as an ex-officio member of the Committee on Public Awareness; and

***WHEREAS*** Bryan also serves as a member of the CoSA/NAGARA/RAAC/SAA Joint Working Group on Issues and Awareness; and

***WHEREAS*** Bryan also serves SAA and its members as a liaison to the Policy Board of the National Coalition for History; and

***WHEREAS*** Bryan actively encourages advocacy for archives and archivists through organized events such as National Humanities Advocacy Day; and

***WHEREAS*** Bryan actively seeks out opportunities to raise SAA's profile as an expert and essential organization to comment on national policy issues that impact archives and archivists; and

***WHEREAS*** Bryan tirelessly educates SAA elected leadership on the nuances of advocating to elected officials, government agencies, and the public;

***NOW, THEREFORE IT BE RESOLVED*** that Bryan Whitledge be honored with a 2022 Council Exemplary Service Award for his long-standing and passionate commitment to advocating for a better world for archives, archivists, and the public.

**Society of American Archivists  
Council Exemplary Service Award  
*Honoring***

**The Intellectual Property Working Group**

***WHEREAS*** the Intellectual Property Working Group (IPWG) represents SAA on key litigation and resolutions related to intellectual property and copyright, as well as responding in a timely fashion to requests from SAA Council for background information and recommendations on these specific matters; and

***WHEREAS*** they track intellectual property issues and news that could impact the archives profession and SAA membership. By staying informed, they provide expert advice and draft issue briefs and policy positions for SAA Council approval on possible papers, statements, and other documents relating to intellectual property; and

***WHEREAS*** they bring to the attention of SAA Council the possible areas of fruitful collaboration with other organizations that are interested in intellectual property and, under SAA Council direction or with its approval, cooperate with such organizations to further SAA's interests; and

***WHEREAS*** members of IPWG regularly represent SAA at the World Intellectual Property Organization meetings, educating global policymakers about the vital role of archives and the need for special copyright exceptions for librarians and archives, ensuring that the profession's perspectives are heard; and

***WHEREAS*** the Intellectual Property Working Group has promoted intellectual property education among archivists; members of IPWG have in their individual capacity taught SAA workshops, authored SAA-published books, and assembled regularly to provide interesting panels and discussion at SAA Annual Meetings;

***NOW, THEREFORE, BE IT RESOLVED*** that the Intellectual Property Working Group be honored with a 2022 SAA Council Exemplary Service Award for their outstanding contributions and representation to the Society's involvement with intellectual property matters.

**Society of American Archivists**  
**Council Resolution**  
*Honoring*

**Career Development Subcommittee of the  
SAA Membership Committee**

***WHEREAS*** the Career Development Subcommittee of the SAA Membership Committee under the stewardship of Maggie Hoffman, Jenifer Monger, Brittany Newberry, and Samuel Alexander have created and maintained the SAA Career Services Commons; and

***WHEREAS*** this group drafted and implemented a permanent online career portal for SAA members. Throughout the planning process for the 2020 Career Center, subcommittee members discussed whether the online Career Center might pave the way for a permanent resource for SAA members. Surveys sent to participants at the close of the 2020 Annual Meeting confirmed the subcommittee's belief that a permanent, online version of the SAA Career Center would be a valuable resource for SAA's membership; and

***WHEREAS*** the SAA Commons offers the same services traditionally offered in person at the SAA Career Center but online throughout the year. Participants can choose from Career Advising sessions, Mock Interviews, or Resume Review sessions; and

***WHEREAS*** rather than relying on the volunteer model used at the SAA Career Center, subcommittee members solicited a call for SAA Career Counselors who would commit to offering three hours per month for a one-year period;

***NOW, THEREFORE, BE IT RESOLVED*** that the Career Development Subcommittee of the SAA Membership Committee be honored with a 2022 SAA Council Resolution for their effort in developing and sustaining the SAA Career Services Commons.

**Society of American Archivists**  
**Council Resolution**  
*Honoring*

**The Committee on Research, Data, and Assessment**

**WHEREAS** the Committee on Research, Data, and Assessment was established in 2019 and principally charged to “provide access to significant and useful data and research about SAA, American archives, and their users that evidence the value of archives for society and help us improve our services to SAA members and to our consumers;” and

**WHEREAS** the Committee has published the Facts + Figure microsite which provides a conduit to data, resources, and tools to support archival advocacy efforts, assessment of archival impact, and research and innovation in the Society and archival profession; and

**WHEREAS**, in 2021, the Committee developed and launched the SAA Dataverse Repository for data created by the SAA community and allied organizations and individuals, in support of the “reuse of datasets for purposes of fostering knowledge, insights, and a deeper understanding of archival organizations, the status of archivists, and the impact of archives and archival work on the broader society;” and

**WHEREAS** the Committee has developed educational and outreach offerings and established collaborative relationships and initiatives to build and ensure sustainability of data, research, and assessment in the Society and archival profession; and

**WHEREAS**, in 2022, the Committee will embark on incorporating and managing the SAA Research Forum, that just celebrated its 16<sup>th</sup> year; and

**WHEREAS** the Committee, in support of Goal 3: Advancing the Field in the SAA Strategic Plan, has embarked upon producing a Research and Innovation Roadmap that will frame and inform future archival research, work, and scholarship;

**NOW, THEREFORE, BE IT RESOLVED** that the Committee on Research, Data, and Assessment be honored with a 2022 SAA Council Resolution for their work to advance research, innovation, data, and assessment in the Society.

**Society of American Archivists**  
**Council Resolution**  
*Honoring*

**The Native American Archives Section**

**WHEREAS** the Native American Archives section “serves as a forum to educate archivists on the complexities and beauty of Native American archives of the Western Hemisphere and as a source of communication and inspiration for archivists working with Native American collections;” and

**WHEREAS** this section was formed by member petition and approved by a unanimous vote of the Council on August 13, 2005; and

**WHEREAS** they work to keep their membership and the wider archives community informed of news, standards, resources, and issues related to Native American archives, archivists, and collections; and

**WHEREAS** in 2020 the section granted five scholarships to Native American and tribal archivists which provided both a one-year membership to SAA and registration at the 2020 Annual Meeting; and

**WHEREAS** in 2021 the steering committee (Diana Marsh, Selena Ortega-Chiolero, Rose Buchanan, Brian Carpenter, Samantha Meier, Rachel Menyuk, Lotus Norton-Wisla, Katherine Satriano, and Nathan Sowry) and volunteers (Vina Begay, Eric Hung, Liza Posas, Jonathan Pringle, Melissa Stoner) submitted extensive and thoughtful comments and feedback on the draft of the SAA Work Plan on Diversity, Equity, Inclusion, and Accessibility; and

**WHEREAS** they recommended to Council the creation of an Archival Repatriation Committee charged with ensuring “that the organization’s services, activities, policies, communications, and products support archivists in repatriating and receiving archival materials,” which was approved by a unanimous vote of the Council on May 18, 2022;

**NOW, THEREFORE, BE IT RESOLVED** that the Native American Archives Section be honored with a 2022 SAA Council Resolution for their work toward advocating for and supporting archivists working with Native American collections.

**Society of American Archivists**  
**Council Resolution**  
***Honoring***

**Saving Ukrainian Cultural Heritage Online**

**WHEREAS** the Saving Ukrainian Cultural Heritage Online initiative was established in March 2022 by founders Quinn Dombrowski, Sebastian Majstorovic, and Anna Kijas, drawing together a global team of over 1,000 volunteer archivists, librarians, digital humanists, IT professionals, and others in partnership with Internet Archive, Harvard Ukrainian Research Institute, and the University of Alberta to rapidly archive Ukrainian cultural heritage on the internet during Russia's invasion of Ukraine; and

**WHEREAS** this group self-assembled into a nimble yet skilled and robust team of experts in using web crawlers, curating metadata, conducting quality control, and leading outreach efforts; and

**WHEREAS** since the launch of this initiative, more than 5,000 websites and 50TB of data have been archived from Ukrainian cultural heritage institutions with the goal of digital repatriation after the war; and

**WHEREAS** this group established partnerships with the [NFDI4Culture](#), National Library of Sweden, [Society of Archives and Records Management in Sweden](#), and many more organizations to fund and supply digitization equipment directly to Ukrainian institutions; and

**WHEREAS** their work is exemplar of rapid disaster response archival action during the invasion of a sovereign country by an aggressor;

**NOW, THEREFORE, BE IT RESOLVED** that the Saving Ukrainian Cultural Heritage Online be honored with a 2022 SAA Council Resolution for their decisive and dedicated effort in saving the online cultural heritage of Ukraine.