

**Society of American Archivists
Council Meeting
August 24, 2022
Boston, Massachusetts**

**Consent Agenda: Ratify Council Interim Actions
(Prepared by Governance Manager Felicia Owens)**

BACKGROUND

Current parliamentary policy agrees on validating board decisions made remotely, and ratifying the Council's online and conference call decisions via the Consent Agenda does not conflict with any existing SAA policy.

DISCUSSION

Given the Council's use of an e-mail discussion list to function as a group and make decisions remotely, approving interim Council actions via the Consent Agenda contributes to streamlining the group's work and improves access to the interim decisions of SAA's elected decision makers.

RECOMMENDATION

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. (Appendix A) (June 29, 2022)
- Approved the new Task Force on Membership Funding and Pathways for Diverse Archives Workers. (Appendix B) (July 5, 2022)
- Approved revisions to the description and charge of the Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (TS-GRD). (Appendix C) (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. (Text for these awards will be included in the August 2022 Council meeting minutes). (August 10, 2022)

**Note: This item was first brought to the SAA Foundation Board in May 2022 to confirm the recommendation. This item was then brought forward to the Council in June 2022 for review and final approval.*

**Society of American Archivists Foundation
Board Interim Action
May 23, 2022**

**Nomination of 2022-2025 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:

Courtney Chartier	(SAA President, Board Term: 08/21-08/22)
Rachel Vagts	(SAA Immediate Past President, Board Term: 08/21-08/22)
Terry Baxter	(SAA Vice President, Board Term: 08/20-08/21)
Sharmila Bhatia	(SAA Treasurer, Board Term: 08/21-08/24)
Meg Tuomala	(SAA Executive Committee, Board Term: 08/21-08/22)

Class B:^{1*}

Margery Sly	(SAAF President 2020-2022, Board Term: 2016-2022)
Scott Cline	(Board Term: 2016-2022)
Wilda Logan	(Board Term: 2016-2022)

^{1*} Term dates have changed over time as the Foundation Board has shifted the dates of its annual meeting.

Lisa Mangiafico	(SAAF Vice President 2021-2022, Board Term: 2020-2023)
Dennis Meissner	(Board Executive Committee, 2021-2022, Board Term: 2014-2023)
Gina Minks	(Board Term: 2016-2023)
Michele Pacifico	(Board Term: 2017-2023)
Robert Clark	(Board Term: 2021-2024)
Elizabeth Joffrion	(Board Term: 2021-2024)
Elizabeth Myers	(Board Term: 2021-2024)
Gerrienne Schaad	(Board Term: 2021-2024)

DISCUSSION

The 2021-2022 Nominating Committee—Wilda Logan, Lisa Mangiafico, Dennis Meissner (chair), and Rachel Vagts—began its work with the Foundation Board at full capacity, but with the terms of three members expiring in August. The three expiring seats are held by:

- Scott Cline (2016-2022)
- Wilda Logan (2016-2022)
- Margery Sly (2016-2022)

In keeping with recruitment procedures that were adopted in January 2021, an open call for volunteers to serve on the SAAF Board was launched on March 11, 2022, with an April 24 application deadline. The call yielded three applications, which committee members each evaluated and preliminarily ranked in April. The committee met via Zoom on May 5 to discuss the candidates in detail. The meeting produced a consensus decision that all three candidates were fully qualified to serve on the SAAF Board. The three candidates are:

- Natalie Baur, Pratt Institute
- Jessica Chapel, Harvard University
- Carli Lowe, San José State University

All three candidates are SAA members and all possess experience, goals, and expertise that suggest they would make valuable additions to the existing complement of Board members. The committee therefore recommends their appointment.

The curriculum vitae of each candidate is appended to this document.

RECOMMENDATION

THAT Natalie Baur, Jessica Chapel, and Carli Lowe be nominated for election by the SAA Council as Class B members of the Foundation Board for appointments from August 2022 to August 2025.

Support Statement: All three 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.

**Society of American Archivists
Council Interim Action
June 23, 2022**

**Draft Charge for Task Force on Membership Funding and
Pathways for Diverse Archives Workers
(Prepared by Meg Tuomala)**

Discussion at the Council's February 2022 meeting and subsequent conversations with the Diversity Committee and Executive Committee have underscored the need for SAA to provide access to membership funding and leadership pathways for diverse archives workers.

In response to this need, the proposed task force will draft a plan for funding memberships and annual meeting attendance scholarships for diverse archives workers.

BACKGROUND

Goal 2 of [SAA's DEIA Work Plan](#) calls for us to examine and eliminate **Structural Barriers** that exist within SAA so that leadership represents membership.

We have heard feedback from members and non-members that SAA's membership fees and annual meeting costs are prohibitive to members and a barrier for participation. This particularly and disproportionately impacts BIPOC archives workers, archives workers with disabilities, and archives workers from underrepresented and marginalized communities.

Furthermore, these inequities have been highlighted and exacerbated by the COVID-19 pandemic, the economic recession, and increased social awareness of systemic racism and oppression, which only add to the urgent need to take steps to reduce barriers for folks to participate in SAA.

Providing access to either immediate, emergency funding—or an ongoing funding program to cover membership and/or annual meeting costs for diverse archives workers—could easily reduce the barrier for many folks to become members and participate in SAA.

Recent discussions with the Diversity Committee have underscored the need for SAA to take action to secure ongoing funding for diverse archives workers based on similar work and programming that SAA's Native American Archives Section (NAAS) has undertaken to [fund membership and annual meeting attendance for Native American and tribal archivists](#).

DISCUSSION

There are various approaches to this sort of program or funding model that should be explored and considered by the Task Force. Emergency/short-term vs. long-term programs; application procedures; funding models and sources; new programs vs. extending and expanding existing program...etc.

A revised draft with tracked changes, per Council discussion at the May 2022 meeting, can be found at:

<https://docs.google.com/document/d/1kTF57XePs1UDwHTtpzKGJJ3ycJpa77YpwNPWstjBdw0/edit?usp=sharing>

RECOMMENDATION

THAT the following charge for the Task Force on Membership Funding and Pathways for Diverse Archives Workers be approved.

Task Force on Membership Funding and Pathways for Diverse Archives Workers

I. Purpose

The Task Force on Membership Funding and Pathways for Diverse Archives Workers will

1. **By March 2023, draft a plan** for ongoing funding to support memberships and annual meeting attendance scholarships for diverse archives workers, including retention and engagement (phase 1), and
2. **By Annual Meeting 2024, make recommendations** to Council on a plan, program, or track focused on building accessible leadership pathways for diverse archives workers (phase 2).

The plan and recommendation will take into account the Society's Strategic Plan 2023-2025 and the DEIA Work Plan and be informed by existing goals and strategies developed by SAA component groups – specifically the Diversity Committee, the Membership Committee, and the SAA Foundation.

The plan and recommendations will be focused on their approach to secure funding and provide clear and accessible membership and leadership pathways for diverse archives workers. They will outline ways to reduce barriers to participation in the Society – specifically through funding memberships and annual meeting attendance costs for diverse archives workers.

The plan and recommendations will be first implemented in FY2024, with the goal of the first round of membership and annual meeting funding being distributed during that fiscal year (i.e., for the 2023 Annual Meeting). And a second phase–focused on accessible leadership pathways for diverse archives workers– to be implemented subsequently.

II. Task Force Selection, Size, and Length of Terms

The task force will consist of eight members who will be appointed by the SAA Vice President/President-Elect. Representatives from the Awards Committee, Diversity Committee, Finance Committee, Membership Committee, SAA Foundation Board, the Accessibility and Disability Section, Diverse Sexuality and Gender Section, and the Native American Archives Section shall serve on the Task Force. The chair will be selected by the task force from among the current task force members. The Task Force members' terms will end in August 2024.

III. Duties and Responsibilities

- By March 2023, draft a plan and approach for funding memberships and annual meeting attendance scholarships for diverse archives workers, including retention and engagement, starting in FY2024 (i.e., the 2023 Annual Meeting).
- By Annual Meeting 2024, make recommendations to the SAA Council on a plan, program, or track focused on building accessible leadership pathways for diverse archives workers.
- Consult with allied professional groups funding similar programs. Examples include– but are not limited to– ACRL, and the American Society of Association Executives Diversity Executive Leadership Program.
- Consult with SAA component groups who have implemented similar programs. Examples include– but are not limited to– the Native American Archives Section, the Harold T. Pinkett Student of Color Award, the Brenda S. Banks Travel Award, and the Mosaic Scholarship.
- Make recommendations to the SAA Council on necessary actions to ensure continued participation of– and secure funding for– diverse archives workers.
- Explore options for securing ongoing funding for these programs.

IV. Reporting Procedures

The Task Force on Membership Funding and Pathways for Diverse Archives Workers reports to the Council and works closely with its Council liaison, the President, and the Executive Director to ensure that it is responsive to the Council's needs. The chair is responsible for submitting a mid-term update and annual report to the Council, a phase 1 report and recommendation by March 2023, a phase 2 report and recommendation by Annual Meeting 2024, and may also submit items for Council action or discussion and feedback as necessary. The chair is also responsible for ensuring that minutes of the Task Force's meetings are prepared and posted on the Task Force's microsite to inform SAA members of its activities and comply with SAA's record-keeping requirements.

V. Meetings

The Task Force shall meet virtually as needed to conduct its work. The Task Force may conduct its business by email, telephone, or virtual meeting during the course of the year.

Support Statement: Creation of the Task Force on Membership Funding and Pathways for Diverse Archives Workers will reduce structural barriers within SAA, ensuring future leadership

represents membership.

Impact on Strategic Priorities: Aligned with DEIA Workplan Goal 2: Structural Barriers and all Goals of the [2023-2025 Strategic Plan](#), but especially Goal 4: Meeting Members' Needs and Goal 2: Enhancing Professional Growth.

Fiscal Impact: At this time, the only fiscal impact is staff time associated with the standing up and governance of a new task force. The recommendations of the task force may require that significant funds to be allocated to this program on either a limited (e.g., 1-2 years for a pilot program) or permanent basis.

**Society of American Archivists
Council Interim Action
July 2022**

**Technical Subcommittee on Guidelines for Reappraisal and
Deaccessioning: Revise Description and Charge**
(Prepared by Dara Baker, Elizabeth Russell and Dainan Skeem)

BACKGROUND

The first iteration of the Guidelines for Reappraisal and Deaccession was created during 2009-2012 by the Reappraisal and Deaccessioning Development and Review Team. Eight archivists composed the original team. The Guidelines were approved by the SAA Council in May 2012. The Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (TS-GRD) was created in 2012 and tasked with revision and maintenance of the Guidelines during a five-year term. This sub-committee's revision was approved by the SAA Council in May 2017. A new revision term began in 2017 with a subcommittee consisting of entirely new members.

DISCUSSION

The subcommittee members selected in 2017 were charged to complete their term by 2022. From the beginning, the technical subcommittee has been challenged by a lack of institutional knowledge, due to the fact that all the committee members began their terms in 2017 and minimal communication or documentation from the outgoing review team. The lack of overlap or defined direction resulted in confusion about the extent to which changes to the Guidelines were desired by the Standards Committee and Council. TS-GRD reached out on a consistent basis for direction, meeting with Standards Council liaisons, but they were unable to provide a clear way forward. The Covid-19 pandemic also caused delays to the committee's work. As a result, as 2021 came to a close the subcommittee began to have conversations about asking for a term extension and reached out to Standards Committee member Kira Dietz to discuss possible changes to the charge. In 2022, Council liaison Meg Tuomala was brought into the discussion. These discussions led to the decision to request an extension and other changes to the charter by TS-GRD members.

First, the subcommittee requests an extension of the three current members term as well as an addition of new members. This will allow the current sub-committee to hand off their work to allow for a seamless transition. There is also a recommendation for staggered terms for the completion of the charge and for the addition of a vice-chair whose role would transition to chairperson after one year. The subcommittee's last recommendation is to emphasize the

subcommittee's role in promoting and leading educational efforts about the Guidelines. This recommendation stems from the observation during the past five years that many SAA members do not know that the Guidelines exist.

TS-GRD members believe that clear guidance from Standards and SAA Council on the role of the Guidelines is of significant importance; this guideline, unlike many others supported and regularly amended by SAA Technical Subcommittees and Committees, has not been expansively adopted by the cultural heritage community.

RECOMMENDATIONS:

THAT the term for the Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning be extended for a second review cycle through August 2025, and

THAT the following revisions to the description and charge for the Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning be approved.
(~~strikethrough~~ = deletion, underline = addition)

Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (TS-GRD)

I. Purpose

The Technical Subcommittee on *Guidelines for Reappraisal and Deaccessioning* (TS-GRD) of the SAA Standards Committee is responsible for overseeing the timely and ongoing maintenance, review, promotion, outreach, and education-related to the ~~and development of~~ *Guidelines for Reappraisal and Deaccessioning*. These guidelines provide resources, recommended procedures, and other information for archivists who may be involved in reviewing their institutional holdings. *Guidelines for Reappraisal and Deaccessioning* is an SAA-approved standard and is available via the SAA Standards Portal (<http://www2.archivists.org/standards/>).

II. Committee Selection, Size, and Length of Term

The TS-GRD ~~shall be~~ was charged for five years, beginning August 2012, to develop the standard, with the charge expiring at the SAA Annual Meeting of the fifth year. The Guidelines continue to be an approved standard of SAA. ~~After the charge is completed, if the Guidelines for Reappraisal and Deaccessioning continues to be an approved standard of SAA, the TS-GRD shall be re-charged for a subsequent review cycle.~~ In May 2017, the Council extended the technical subcommittee for ~~another~~ a second 5-year review cycle, to be completed by August 2022. In 2022, the Council approved an extension of the second review cycle to August 2025.

The technical subcommittee shall be composed of ~~three~~ five to six ~~eight~~ individuals, including the ~~chair(s)~~ Chair and Vice-chair, to be recommended by the Standards Committee for appointment by the Vice President. The Chair of the second review cycle will serve until August 2023. A Vice Chair will be appointed for a three-year term beginning August 2022: the first year as Vice Chair, and the second and third years as Chair. All members shall demonstrate

significant knowledge of and experience with archival appraisal, reappraisal, reprocessing, and/or deaccessioning. Members and chairs may be reappointed to the TS-GRD for two consecutive review cycles, but at least ~~one~~ two new SAA members must be appointed per review cycle.

Ex officio members of the Technical Subcommittee for *Guidelines for Reappraisal and Deaccessioning* shall include the following if they are not regular members of the Subcommittee:

- Chair of the Standards Committee (or an appointed representative);
- Chair of the Acquisitions and Appraisal Section (or an appointed representative).

III. Reporting Procedures

The chair(s) of the TS-GRD shall report at least annually to the chair(s) of the SAA Standards Committee on the occasion of the SAA Annual Meeting. If extramural funding is obtained by SAA, the chair (or co-chairs) shall provide all necessary narrative reports to the SAA office in order that the reporting requirements of SAA and the funding source are met.

IV. Duties and Responsibilities

To fulfill this mission, the TS-GRD is specifically charged to:

- Carry out the maintenance and ~~development~~ review of *Guidelines for Reappraisal and Deaccessioning*, an SAA standard, in accordance with the schedule laid out by the charges and SAA's Procedures for Review and Approval of an SAA-Developed Standard.
- Promote the understanding and use of *Guidelines for Reappraisal and Deaccessioning* by the archival community.
- Support SAA's educational efforts related to *Guidelines for Reappraisal and Deaccessioning* by SAA.

VI. Meetings

The TS-GRD shall carry out its charge primarily via electronic mail, ~~regular mail~~, and conference and video calls. The TS-GRD will meet quarterly, at minimum, using video or conference technology. It shall meet at the SAA Annual Meeting and as necessary with funding from SAA or from extramural sources (with prior approval by the SAA Council).