

**Society of American Archivists
Council Meeting
August 24, 2022
Virtual Meeting**

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

Reports from the Membership, Education, and Publication business units may be found under agenda items (0822-1-VI-D-2-4). The report below represents activities from June and July 2022.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- A*CENSUS II - an overview of the “All Archivists” survey will be presented on behalf of ITAKA and SAA members Saturday during Annual Meeting. So that membership is aware of next steps, the Working Group will share a list of FAQs. It is anticipated the “Admin” survey results will be available during the winter.
- Join Working Group (RAAC, CoSA, NAGARA, and SAA) – during the July meeting, the group discussed: Federal Budget, Divisive Concept Legislation, and Bush Library Agreement. The JWG asked CoSA and SAA to develop a joint Diversity Statement to represent the working group.
- NARA – during the July meeting, the group was asked to provide an update on research and data projects. SAA provided an update on A*CENSUS II. The Acting Archivist Debra Wall also attended the meeting.
- NCH – along with Bryan Whitley, I serve on the board where topics related to the next AOTUS, advocacy, NCH Board Policies, and member value are discussed.
- SAA staff:
 - The office is operating under a hybrid work model, where local staff are in the office four days during a two-week period and all in-person once a month.
 - After Annual Meeting, staff will ramp up recruitment for an Education/Annual Meeting Coordinator. This position will support the Education Department and Annual Meeting. A Program and Editorial Coordinator will be hired to support publications and governance. It is anticipated this position will minimize the workload for those who have been absorbing additional responsibilities.
 - For 2022, staff received a performance evaluation, where the focus was on broad areas. For 2023, performance evaluations will be goal driven and based on strategic priorities.

ANNUAL MEETING

- As of August 16th, we have 1630 paid registered for annual meeting compared to budget of 1875. The break-down is as follows:
 - 49% - virtual
 - 47% - F2F/virtual,
 - 4% - combination of one-day passes and students
- In 2021, 1902 registered for the full-virtual annual meeting.
- It is anticipated, the association will experience a slight increase onsite for both F2F and virtual.
- Sponsorship is at 41 compared to budget of 60.
- Once all revenue and expenses are recognized, Council will receive a final Annual Meeting financial report.

GOVERNANCE

Since May 2022, Governance Manager Felicia Owens has:

- Attended weekly meetings with President Courtney Chartier, Vice President Terry Baxter, and Executive Director Jackie Price Osafo.
- Drafted the minutes of the 0522 Council meeting, updated the “To Do” list from this meeting, maintained notes from monthly Executive Committee meetings, and prepared materials for the 0822 Council meeting.
- Supported Vice President/President-Elect Terry Baxter 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. Kudos to Terry Baxter and the 2022 Appointments Committee for a great year!
- Initiated the application process for the new Archival Repatriation Committee, and am currently supporting the Appointments Committee and Vice President Terry Baxter to confirm these appointments by the end of August.
- Assisted preparations for orientation sessions with the newly-elected Council members as well as the new Class A and Class B members of the SAA Foundation Board, to be held during each group’s upcoming meetings.
- Worked with SAA’s 46 sections to conduct their annual elections and update rosters accordingly. Six sections will be conducting their elections in September, 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, the 2022 Leadership Orientation, and the 2023 Nominating Committee.
- Continued to support the SAA Foundation by:
 - meeting bi-monthly with President Margery Sly, Vice President Lisa Mangiafico, and Executive Director Jackie Price Osafo;

- supporting the Development Committee during monthly meetings and preparations for the 2022 Annual Meeting;
- coordinating the Annual Meeting Award process with the review committee to support more than 60 archivists to attend *ARCHIVES*RECORDS 2022*;
- assisting the Nominating Committee with the Board volunteer application process and establishing a new application process for committee volunteers;
- assisting the NDRFA Review Committee with new applications; and
- meeting with development consultants Schultz & Williams about asset development for the 2022 annual appeal.

SAA FOUNDATION

- The Foundation in the process of seeking a Development Manager along with outsourcing upcoming promotional giving activities with Schultz & Williams.
- For detailed information on projects, programs, and strategic plan, the upcoming Foundation Board meeting will take place Wednesday, September 14th (1-4pm CT).