

The Society of American Archivists  
Council Meeting Minutes  
February 11, 2025  
Virtual Meeting  
11:00 am – 3:00 pm Central Time

*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 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 Tomaro Taylor called the meeting to order at 11:01 AM CT on February 11, 2025. Present were Vice President Derek Mosley; Treasurer Denise Rayman; Krystal Appiah, Executive Committee Member; Council members: Alison Clemens, Joyce Gabiola, Michelle Ganz, Selena Ortega-Chiolero, Lydia Tang, Eira Tansey, Bryan Whittedge, Jillian Cuellar; and SAA Chief Executive Officer Jacqueline Price Osafo, Chief Operations Officer, Cherie Newell, Chief of Training & Organizational Development, Rana Hutchinson Salzmann, Assistant Director Foundation Astoria Edwards, Assistant Directory, Governance Jill Burgos

Guests on February 11, 2025: Jeremy Lewin, SAA Attorney, Lisa Mangiafico, President, SAA Foundation, Itza Carbajal, Lauren Lincoln, and Gayle O'Hara.

## **I. COUNCIL BUSINESS**

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

SAA President Tomaro Taylor introduced the agenda;

The Council further agreed to add a NARA discussion item to agenda item III-D-Other Discussion Items.

**(MOTION 1)** Moved to adopt the agenda, seconded and carried without dissent

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

The Council will review the Council To-Do List after the February meeting on the Council listserv.

### **C. Declare Conflicts of Interest**

Price Osafo asked Council Members to declare any conflicts of interest for this meeting.

There were none.

## **D. Meeting Management**

The SAA Council reviewed meeting management protocols, including adhering to Roberts Rules of Order and managing speaking orders, especially for virtual participants.

## **II. CONSENT AGENDA**

The following items were adopted by the consent agenda

### **A. Approved November 2024 Council Meeting Minutes (via SAA Council Listserv)**

**THAT the November 2024 Council meeting minutes, as drafted, be approved. Following this meeting, the November 2024 meeting minutes will be made available on the SAA website.**

### **B. Ratify Council Interim Actions ([0225-II-B-Council](#))**

**THAT the following interim actions taken by the Council between November 11, 2024, to January 30, 2025, be ratified:**

The SAA Council approve joining NHA with its strong record of legislative advocacy that aligns with the interests of SAA and its archivists (01/30/25 – Appendix A)

The SAA Council appointed Audra Eagle Yun, Ricky Punzalan and Christina Zamon to serve on the Committee on the Selection of SAA Fellows (12/20/24)

### **C. Ratify Executive Committee Interim Actions ([0225-II-C-Exec](#))**

**THAT the following interim actions taken by the Executive Committee between November 11, 2024, to January 30, 2025, be ratified:**

Public Archives Resiliency Act, The Executive Committee issued a statement in support of the (1) Archivist of the United States, acting jointly with the Director of the Institute of Museum and Library Services, shall award grants through the National Historical Publications and Records Commission and the Institute of Museum and Library Services, on a competitive basis, to eligible entities for the purpose of supporting long term climate resiliency in order to provide continuity and access to covered records, as described in subsection

WSJ - SAA's statement in response to the WSJ article about the article published on October 29, 2024, and the response posted by the Archivist of the United States, Dr. Colleen Shogan, on October 30, 2024, the Society of American Archivists affirms that archivists are professionals bound by a Code of Ethics guiding archival engagement

96– Response to the WSJ article in which the Executive Committee approved the following  
97 statement in response to the WSJ article, “Archives Must Be Allowed to Operate Without  
98 Political Interference.”  
99

100 – Pro Codes Act - SAA signed onto a letter issued to the Honorable Chuck Schumer in  
101 support of not attaching the Pro Codes Act to “must-pass,” legislation  
102

103– CoSA and SAA issued a joint letter with the Council of State Archivists (CoSA), and  
104 other stakeholders to present key recommendations for the IMLS reauthorization  
105 language aimed at enhancing the capacity and sustainability of our nation's archival  
106 institutions.  
107

108 – That EC asked Council to approve the Dictionary Working Group’s revisions to its  
109 standing rules (October 23, 2024 – Appendix D)  
110

111 **(MOTION 2)** Moved that the SAA Council approve all the Consent Agenda interim actions.  
112 seconded and carried without dissent  
113

### 114 **III. Discussion Items**

#### 116 **A. SAA Council Exemplary Service & Resolution ([via SAA Council Listserv](#))**

117  
118 -We ask that everybody start to draft their resolutions, identifying people. The council  
119 will be voting on nominations in May.  
120

#### 121 **B. ARCHIVES\* RECORDS 2025 (August 24 – 27; Anaheim, CA)**

122  
123 -All details can be found in the CEO’s report. Overall, the number of presentation  
124 submissions increased as well as the poster presentations for Archives Records 2025.  
125 Hotel prices will be available on the website soon. Please book your hotel as soon as  
126 possible.  
127

#### 128 **C. Parliamentary Position Discussion ([via SAA Council Listserv](#))**

129  
130 - Clemens provided a great introduction to the Governance Manual edit group’s  
131 proposal about a new Council position that doesn't have an official title yet but is based  
132 on its proposed duties. It's really intended to be an intersection of a parliamentarian and  
133 a secretary. Robust discussion occurred without motion, but an action item was issued.  
134 The group was asked to review the parliamentarian position, to strike out responsibilities  
135 that do not belong, and comment on how this position will help the Council meet their  
136 responsibilities.  
137

#### 138 **D. Other Discussion items by Council Members**

- 139  
140  
141 1. NARA Situation Discussion Taylor led the discussion about possible responses in  
142 support of NARA after termination of AOTUS.

## IV. ACTION ITEMS

### A. Community on Public Policy: Standing Rules ([0225-IV-COPP](#))

**(MOTION 3)** MOVED that the SAA Council adopted the proposed revisions made by the Committee on Public Policy to the Committee's Standing Rules. The SAA Council seconded and carried without dissent.

**Support Statement:** Updates to the Committee on Public Policy's standing rules will clarify officer roles and will officially establish an Immediate Past Chair position to ease leadership transitions. The Committee has discussed these changes at length and requests that the Council recognize this work by approving our changes. If the request cannot be supported, we are open to further discussion with Council on COPP standing rules.

**Impact on Strategic Priorities:** There are no notable impacts on the strategic priorities; however, these changes may help COPP fulfill the requested contributions to SAA's strategic plan by reducing burnout within the committee and easing leadership transitions.

**Fiscal Impact:** There is no fiscal impact to this request.

### B. Diverse Sexuality and Gender Section: Standing Rules ([0225-IV-B-DSGS](#))

**(MOTION 4)** MOVED that the SAA Council adopted the recommendations made by the Diverse Sexuality and Gender Section to its standing rules. Moved, seconded and carried without dissent

**Support Statement:** The proposed changes would reinforce the structure of DSGS and clarify the distribution of responsibilities among the Steering Committee members. Also, these proposed changes would align the section's Standing Rules with the updated standards adopted by other sections listed in the SAA Governance Manual.

**Impact on Strategic Priorities:**

- The proposed recommendations address specifically point 5 in the Core Organizational Values of the SAA Strategic Plan 2023-25 (ensuring transparency, accountability, integrity, professionalism, and social responsibility in conducting its activities) and the following points from goals 2, 3 and 4:
- 2.4. Foster communities for professional interaction.
- 3.4. Support the development of executive leadership skills and encourage participation in leadership opportunities by archivists in all stages of their careers.
- 4.1. Facilitate effective communication with and among members.
- 4.2. Create opportunities for members to participate fully in the association.
- 4.3. Foster an inclusive association and profession through educational and leadership opportunities.

- 188 – 4.4. Ensure that leaders are accessible and that their work is transparent.  
189

190 **Fiscal Impact:** This decision has no fiscal impact on the organization.  
191

### 192 **C. Governance Manual Review ([0225-IV-C-Gov](#))**

193  
194 The Governance Manual review team presented their updates/changes to the  
195 Governance Manual. The Council thanked them for their efforts and asked them to  
196 incorporate suggestions and resubmit them to the Council for the next quarterly  
197 meeting.  
198

### 199 **D. Other Items (by Council members)**

200  
201 -Tang asked for clarification about the budget especially in terms of the TS-EAS funding  
202 request. Price Osafo responded about the budgetary process and how component  
203 groups that need funding to attend the annual meeting or some other type of conference  
204 may need to apply for it one year in advance.  
205

206 **(Motion 5)** MOVED that the Council moves to a private executive session, second and  
207 carried with one dissention and one abstention.  
208

### 209 **V. Executive Session**

#### 210 **A. Ethical Action in Sponsorship and Investment (Via SAA Council Listserv)**

211  
212  
213 **(Motion 6)** MOVED that the Council moves out of its executive session, seconded and  
214 carried without dissent  
215  
216

The Society of American Archivists  
Council Meeting Minutes  
February 12, 2025  
Chicago, IL  
Virtual

***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 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 Tomaro Taylor called the meeting to order at 11:03 AM CDT on February 12, 2025. Present were President Tomaro Taylor, Vice President Derek Mosley; Treasurer Denise Rayman; Krystal Appiah, Executive Committee Member; Council members: Alison Clemens, Joyce Gabiola, Michelle Ganz, Selena Ortega-Chiolero, Lydia Tang, Eira Tansey, Bryan Whittedge, Jillian Cuellar; and SAA Chief Executive Officer Jacqueline Price Osafo, Chief Operations Officer, Cherie Newell, Chief of Training & Organizational Development, Rana Hutchinson Salzmänn, Assistant Director Foundation Astoria Edwards. Assistant Director Governance Jill Burgos, Assistant Director and Assistant Director Publications, Savannah Tiffany.

Guests on February 12, 2025: Jeremy Lewin, SAA attorney, Lisa Mangiafico, President, SAA Foundation, Itza Carbajal, Lauren Lincoln, and Sara Wade.

### **III. Discussion Items (Continued)**

Continuing the discussion about Ethical Action in Sponsorship and Investment including observations and recommendations from the private Executive Session that was conducted on February 11, 2025.

**(MOTION 7)** MOVED that the SAA Council agree to work with the appropriate parties in investigating ethical investment strategies, such parties to include the Finance Committee, the SAA Foundation and the Society's investment managers, seconded, and carried without dissent.

**(MOTION 8)** MOVED that the SAA Council agree to follow the recommendations of the Finance Committee following their evaluation of our potential ESG portfolio options, seconded and discussion began. Motion did not pass.

**(MOTION 9)** Moved that, in FY25, Council member volunteers will investigate and gather information from similarly sized professional associations about what they are

doing to address sponsorships and other affiliations in an ethical manner and develop the findings into criteria, seconded, and carried without dissent.

## **VI. STRATEGIC PLANNING**

### **A. 2023-2025 Strategic Plan Actions and Timelines (Reference, Adopted April 2022) (TK) \***

Council members reviewed the Strategic Plan and shared their groups' findings. Because updates were incomplete, , the Council agreed to continue the goals until the end of the calendar year. Council members are asked to populate the strategic plan grid with their updates. The new strategic plan will be discussed at the November Council meeting.

## **VII. REPORTS**

Reports are discussed by the Council only as needed and are not summarized in the minutes (except 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>

### **A. President ([0225-VII-A-Prez](#)) \***

Taylor updated the Council on national meetings that she attended, statements issued, and endorsements granted.

### **B. Vice President / President-Elect ([0225-VII-B-VP](#)) \***

Mosley said that he has participated in a regularly scheduled meeting with the NARA + group (NARA, SAA, NAGARA, RAAC, ATALM, ACA). We discussed each organization's plans for the America250 in 2026.

### **C. Treasurer Report (via SAA Council Listserv [0225-VII-C-Treasurer](#)) \***

Newell provided an update about SAA Financials and the timeline for the FY24 audit.

### **D.1. Chief Executive Officer ([0225-VII-D-1-CEO](#))**

Price Osafo provided the Council with an update including the dissolution of the National Coalition of History and the new relationship with the National Humanities Alliance, budget process, membership recruitment and retention and staff updates.

### **D.2. Operations (includes Member Report ([0225-VII-D-2-Ops](#)) \*)**



Newell talked about information technology and updates to SAA's IT structure, the service center. The key IT projects, membership is growing, and strategic outreach initiatives.

### **D.3. Education ([0225-VII-D-3-Edu](#)) \***

Salzman Hutchinson reported on the scheduling of fall 2025 classes and the success of pre-cons, with plans to make them virtual due to cost, enrollment challenges result in the need to beef up virtual offerings for accessibility and cost containment and emphasized the importance of networking and content delivery in in-person classes but acknowledges the need to adapt to changing circumstances.

### **D.4. Publications ([0225-VII-D-4-Pubs](#)) \***

Tiffany provided quarterly updates, Publications Board, and books under production.

## **E. SAA Foundation President**

Mangiafico provided an overview of the Foundation activities

1. The Foundation launched the new opportunity grants that are for projects that are emerging
2. The grant review committee is looking at tweaking guidelines to help clarify which candidates apply for which grants.
3. The Foundation has streamlined the grant application process.
4. The SAA Foundation is also open for nominations for three positions which will be opening this year. The Foundation has received 21 applications so far.
5. The Development Committee is conducting a campaign around Valentine's Day to have members "show some love," to fellow archivists and those who hold collections that need some love.

## **F. Publications Editor ([0225-VII-F-PubsEditor](#))**

Information was offered that the Initial, ongoing projects are nearing completion. Further, two proposals were returned to potential authors for revision and resubmission.

## **G. American Archivists Editor**

## **H. Other Reports from Council Members/What are we hearing from our members**

**(MOTION 10)** MOVED that the Council moves to an executive session, seconded and carried unanimously.



358 **IV. Executive Session**

359  
360 B. Community Guidelines ([Via SAA Council Listserv](#))

361 C. Scenario Planning (Via SAA Council Listserv)

362  
363 **(MOTION 11)** MOVED that the Council adjourns and closes the meeting, seconded and  
364 carried unanimously.