

**Society of American Archivists
Council Conference Call
October 6, 2017
1:00 pm – 2:00 pm EST**

**Executive Director's Report
(Prepared by Nancy Beaumont)**

This report summarizes Headquarters activities since July 2017.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- On September 13 and 14 all staff participated in “discovery” interviews with Ellipsis Partners, the consulting group with which we’re working to select a new association management software system. An RFP will be issued to prospective vendors in November.
- Peter Carlson completed his work with the auditors on August 31 and we are awaiting final audit results, which will be presented to the Council at the November 5-7 meeting.
- Kara Adams resigned as SAA Director of Education on September 22. Her last day in the office is October 6. Our search for a new director has begun.

GOVERNANCE

- We drafted the minutes of the 0717 Council meetings and the August 22 conference call and assisted the Executive Committee and Council in online discussions and votes. (See 1017-CC-II-A and 1017-CC-II-B for a summary of Council and Executive Committee interim actions.)
- Felicia collected annual reports from each of SAA’s 46 sections and from those appointed groups that have not yet reported in this calendar year. These annual reports will be on the agenda for the Council’s November 5-7 meeting.
- Felicia worked with the Independent Archivists, Architectural Records, Lesbian and Gay Archives, and Recorded Sound sections to prepare action items for the Council’s consideration on this conference call.

ANNUAL MEETING

2017 Annual Meeting

- We solicited feedback on the 2017 Annual Meeting via an online survey that was completed by 516 attendees (approximately 25% of registrants). [Results](#) were posted on September 18 and announced via all SAA media. Verbatim responses containing sensitive information about “preferred” and “not

preferred” speakers and sessions were shared with the Program Committee and Council, and verbatim responses related to the city and venue were shared with the Host Committee.

- We completed review of all invoices, reconciled all accounts, paid all conference-related bills, and issued invoices for chargebacks to other organizations.
- As in past years, we sent thank you notes to all Program and Host committee members, exhibitors and sponsors, and service providers.

2018 Joint Annual Meeting

- Surveyed all possible DC metro-area sites for an all-attendee reception. Our first choice – the National Museum of African American Heritage and Culture – is unavailable for rental in August 2018. Apparently there is unprecedented interest in hosting events at the Museum and the staff will be developing new policies during the month of August.
- We are awaiting comments from CoSA and NAGARA before completing a draft Schedule B. Once completed (in October), I will seek your input on how it might be improved.
- I will be participating with C&LC staff in a Marriott Wardman Park site visit on October 17-18. It is clear that we will need more space than is currently contracted. I welcome your thoughts and ideas about offsite space that might accommodate pre-conference courses and affiliate groups.

Site Selection for Future Annual Meetings

I have initiated with Conference & Logistics Consultants preliminary investigation of Annual Meeting sites for 2021, 2022, and 2023. The 2019 meeting is scheduled in Austin and the 2020 meeting is scheduled at the Chicago Hilton. Since 2006, we have met jointly with CoSA and NAGARA every four years in Washington, DC; if that pattern were to continue, we would meet again in DC in 2022. C&LC is starting the search with RFPs to Anaheim, Boston, Cincinnati, Denver, Long Beach, Minneapolis, Pittsburgh, Seattle, and Washington DC (Omni and Marriott Marquis rather than Marriott Wardman Park).

SAA FOUNDATION

- In light of a string of natural disasters beginning with Hurricane Harvey and (we hope!) ending with Hurricane Maria, we have publicized broadly the availability of funding from the National Disaster Recovery Fund for Archives. As of September 22, LACCHA Co-chairs Ana Rodriguez and María Isabel Molestina-Kurlat are translating into Spanish the NDRFA background and application materials on the website to enable broader participation in the grant funding.
- The Foundation Board completed its recommendations for Class B members, which were submitted to the Council for online vote in September. All new members will attend the Foundation Board’s November 4-5 meeting in Chicago.

As always, I’m happy to respond to any questions, comments, or suggestions.