

**Society of American Archivists Foundation
Board of Directors Meeting
October 5, 2020
Virtual Meeting**

Agendas and background materials for SAA Foundation Board meetings are publicly available via the SAA website at: <http://www2.archivists.org/groups/saa-foundation-board-of-directors>.

Foundation Board President Margery Sly called the meeting to order at 12:00 pm Central time on Monday, October 5. Present for the entire meeting were Class A members Rachel Vagts (SAA President), Courtney Chartier (SAA Vice President), Amy Fitch (SAA and SAAF Treasurer), and Melissa Gonzales (SAA Executive Committee Member); Class B members Sharmila Bhatia (SAAF Vice President), Fynnette Eaton, Michele Hagen (early-career member), Wilda Logan, Lisa Mangiafico, Dennis Meissner (SAAF Executive Committee Member), Gina Minks, Michele Pacifico, Angelique Richardson, and JoyEllen Williams; and Executive Director Nancy Beaumont, Finance/Administration Director Peter Carlson, and Governance Manager Felicia Owens.

Not attending were SAA Immediate Past President Meredith Evans and Class B member Scott Cline.

I. BOARD BUSINESS

A. Adoption of the Agenda

Sly introduced the agenda. Eaton moved for adoption as presented, Bhatia seconded, and the Board adopted the agenda unanimously. (**MOTION 1**)

B.1. August 2020 Board Minutes

Sly noted that the August 2020 meeting minutes were adopted by online vote of the Foundation Board on September 1, 2020, and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In The Loop*, the website, and social media.

B.2. Bylaws

Sly noted that the Bylaws were included in the meeting materials for reference purposes.

II. DISCUSSION

A. Proposal to Create a Communications Subcommittee of the Development Committee

Richardson and Williams shared their proposal to establish a Communications Subcommittee of the Development Committee, whose purpose would be to coordinate both internal

communication among Board members and external communication with members and donors. The Board agreed that creation of such a group would help to meet the current needs of the SAA Foundation. Richardson and Williams will work with Beaumont and Owens to draft a formal subcommittee description to share with the Board for online review and vote as soon as possible.

B. 2020 Development Plan / Development Consultant

Bhatia initiated review of the 2020 Development Plan, which included recent updates on giving campaigns and respective donation totals. The Board discussed initiatives and goals for 2021 as well as areas of focus for a development consultant. Beaumont will draft a Request for Proposal as soon as possible.

C. 2020 Annual Appeal

The Board discussed the 2020 Annual Appeal and modes of communication for this last giving campaign of the year, emphasizing a shift away from mailed letters to focus on email, social media, and other digital communication channels. Bhatia confirmed that the Development Committee will draft an initial focus letter for the Board to review prior to the appeal launch.

D. Other Discussion Items from Board Members

No other action items were brought forward.

III. Reports

A. President

Sly briefly reported that she is transitioning into her new role as Board President and conducting many calls with various members of the Board and staff.

B. Vice President / Development Committee

Bhatia reported that she is transitioning into her new role as Board Vice President, which has been smooth given her recent tenure on the Development Committee. She will be scheduling the first Development Committee meeting soon to launch work on the 2020 Annual Appeal.

C. 2020 Travel Award Recipients (Compiled)

The Board reviewed, but did not discuss, the compiled reports from 2020 Travel Award recipients. The Development Committee and staff will identify strong quotes for use in future promotional efforts for the travel award and the SAA Foundation.

The Board briefly discussed renaming the fund to better align with virtual or hybrid meetings in the future. Beaumont said the Program Committee is working on the conference format, which could help inform the new fund name.

I. BOARD BUSINESS (Continued)

C. Date of Next Board Meeting

Owens reminded the Board that the next meeting will be held on November 11 at 2:00 pm ET / 11:00 am PT. Agenda items or reports for this meeting must be submitted by October 19.

Sly introduced, and the Board agreed to, meeting every other month for the coming term, to facilitate better communication throughout the year and break up what would otherwise be long virtual meetings. The Board will plan to meet in February, April, and June.

D. Adjournment

Meissner moved and Minks seconded adjournment, and the meeting was adjourned at 1:14 pm CT.