

**Society of American Archivists
Council Meeting
November 9 – 12, 2014
Chicago, Illinois**

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

Reports on Membership, Education, Publications, the Annual Meeting, Technology, and the status of the Council-adopted recommendations of the Communications Task Force appear elsewhere in the staff reports for this Council meeting (1114-VIII-E). This report summarizes other Headquarters activities since August 2014.

STRATEGIC PRIORITIES

Goal 1: Advocating for Archivists and Archives

- Working with the Committee on Public Awareness, Teresa Brinati, Anne Hartman, and I formulated the #AskAnArchivist Day campaign and launched it on October 21.
- I supported the Committee on Advocacy and Public Policy in completing an issue brief (a joint brief with CoSA and NAGARA) on Adequate Funding for Government Archives and Archival Programs (see 1114-VII-B).
- I worked with Kathleen Roe to prepare the Council action item to create, with CoSA and NAGARA, a Joint Working Group on Issues and Awareness. The Council approved the description via online vote on October 15.
- In a loosely related item, I serve as chair of the National Coalition for History Policy Board committee that is conducting a performance appraisal for NCH Executive Director Lee White. This role has given me a wonderful opportunity to speak with a variety of NCH members representing the archives, history, public history, and genealogy communities.

Goal 2: Enhancing Professional Growth: I continued discussions with the Membership Committee and its Career Development Subcommittee about creation (or adaptation) of website materials that would address this strategic priority.

Goal 3: Advancing the Field: No additional activity in this area since my August 2014 report.

Goal 4: Meeting Members' Needs: No additional activity in this area since my August 2014 report (which is not so say that we've not been addressing members' needs on a daily basis!).

GOVERNANCE

- René drafted and I reviewed the minutes of the August Council meetings, which were sent to the Council on August 27 and approved on September 16.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- Peter worked with the auditors at Mann Weitz and Associates to complete all requirements for the FY 2014 audit.
- Working with legal counsel, we reviewed and updated the Employee Handbook to reflect current practices. We clarified language regarding exempt and non-exempt employee classifications and added whistleblower and conflict-of-interest policies. Beginning in January 2015, all employees will be asked to sign (annually) a conflict-of-interest statement.
- We were able to renew our very competitive health care coverage for 2015 at an increase of 6%. All other employee insurance coverage was renewed at a 4% increase.
- As in 2013, we will conduct staff performance appraisals at the end of the calendar year rather than at the end of the fiscal year because we are concerned that the full range of May/June activities (Council meeting, budget preparation and follow up, Annual Meeting prep, and audit prep) can compromise the amount of time and level of thought given to performance appraisals. Every staff member completes a written self-appraisal; every supervisor completes a written appraisal; and staff members meet with their supervisors to discuss their performance, set goals for the coming year, and review job descriptions. All salary increases are merit-based.

SAA FOUNDATION

- Based on input from the Development Committee and Board of Directors, I drafted and oversaw production of the Foundation's 2014 Annual Report, based largely on the flyer that we produced for distribution at the Joint Annual Meeting. Added to the flyer are financial information (FY14 year-end Balance Sheet and Income Statement), testimonials from several individuals who have given to the Foundation or benefitted from its activities, and a list of donors. The Foundation Annual Report will be produced an insert in the November/December issue of *Archival Outlook*.
- I worked with Development Committee Chair Carla Summers, Foundation President Fynnette Eaton, and Kathleen to draft materials for the 2014 Foundation Annual Appeal, which will launch in mid-November.

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