

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

*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 generally 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 Kathleen Roe called the meeting to order at 5:31 p.m. on Sunday, November 9. Present were Vice President Dennis Meissner; Treasurer Mark Duffy; Executive Committee Member Tanya Zanish-Belcher; Council members Pam Hackbart-Dean, Geof Huth, Michelle Light, Lisa Mangiafico, Tim Pyatt, James Roth, Helen Wong Smith, and Rachel Vagts; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Solveig De Sutter, Web and Information Systems Administrator Matt Black, and Program Coordinator René Craig.

## **I. COUNCIL BUSINESS**

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

Roe introduced the agenda with additions proposed by the Executive Committee. The Council agreed to add to the Discussion agenda the following items: Issues and Advocacy Roundtable Statement on Mission, Vision, and Core Values Document; Proposed Jobs Survey; International Attendee Registration Rate for Annual Meeting; and Scheduling of January 2015 Council Conference Call and May 2015 Council Meeting.

Huth moved adoption of the agenda as revised, Zanish-Belcher seconded, and the agenda was adopted unanimously **(MOTION 1)**.

### **B. August 2014 Minutes**

Roe noted that the August 2014 meeting minutes were adopted by online vote of the Council on September 16, 2014, 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.

### **C. Status of Council Action List**

Council members briefly reviewed and provided updates on the status of actions listed in this internal working document.

## II. CONSENT ITEMS

The following items were adopted by consent **(MOTION 2)**.

**Move:** Duffy

**Second:** Mangiafico

**Vote:** PASSED (unanimous)

### II.A. Ratify Interim Council Actions

*THAT the following interim actions taken by the Council between July 31 and October 23, 2014, be ratified:*

- Unanimously adopted August 11-12 and August 16 Council meeting minutes. (September 16, 2014)
- Unanimously adopted the description of SAA's Representative to the Coalition to Advance Learning in Archives, Libraries, and Museums. (September 30, 2014) (Appendix A)
- Unanimously adopted the description of the CoSA/NAGARA/SAA Joint Working Group on Issues and Awareness. (October 15, 2014) (Appendix B)

### II.B. Ratify Interim Executive Committee Actions

*THAT the following interim actions taken by the Executive Committee between July 31 and October 23, 2014, be ratified:*

- Signed on to an OpenTheGovernment.org letter asking leadership of both parties in both chambers of the U.S. House of Representatives and Senate to post their rules for the 114<sup>th</sup> Congress. (September 12, 2014)
- Signed on to an OpenTheGovernment.org letter asking President Obama to go on the record regarding needed legislative reforms to the Freedom of Information Act. (October 20, 2014)

### II.C. Adopt Principles and Priorities for Planning Joint Meetings with Other Professional Organizations

*THAT "Principles and Priorities for Planning Joint Meetings with Other Professional Organizations" as presented below be adopted.*

#### **Principles and Priorities for Planning Joint Meetings with Other Professional Organizations**

Joint meetings of SAA with other professional organizations should aspire to:

- Be consistent with SAA's "Principles and Priorities for Continuously Improving the SAA Annual Meeting." <sup>1</sup>
- Be consistent with SAA's Governance Manual.

- Be consistent with SAA’s commitment to social responsibility in all aspects of meeting planning and execution.
- Attract new and more diverse attendees.
- Enhance SAA’s relations with other organizations.
- Explore partnerships with non-traditional (i.e., non-records-focused) organizations.
- Result in an improved program.
- Not have an unreasonable impact on SAA staff workload.
- Result in increased revenue from new members and vendors.
- Experiment with new program features and formats.

When considering a joint meeting, the SAA Council and staff should consider the following in their discussions:

- What does SAA hope to gain from a joint annual meeting?
- What are the benefits to SAA's membership (in total, and from the perspective of component groups) from a joint annual meeting?
- What types of programming would best leverage a joint annual meeting for SAA's members?
- What collaborative assets does the other organization bring to planning and holding a joint annual meeting?
- What is the mission of the proposed partner and how can learning about it enhance the work of SAA’s members?
- What financial bottom lines (in terms of both expenditures and profits) would help determine the feasibility of a joint annual meeting?
- What are the top two things that would make a joint annual meeting a success from the perspective of SAA and its members?
- What one or two things would make a joint annual meeting less than successful from the perspective of SAA and its members?
- From SAA’s perspective, what benefits does it bring to the other prospective associations that would encourage participation in a joint meeting?

Any SAA member who is interested in submitting an idea for a joint annual meeting should contact the SAA Executive Director, who will forward ideas to the SAA Executive Committee and the Council for discussion.

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<sup>1</sup> See “Principles and Priorities for Continuously Improving the SAA Annual Meeting” (as adopted by the SAA Council, August 12, 2013):

- We will explore new locations, structure, and content for the Annual Meeting on an ongoing basis.
- We will embrace a culture of experimentation and will be willing to take calculated risks with respect to the Annual Meeting. No aspect of the meeting will be off limits based on “tradition.”
- We will make every meeting as useful, affordable, accessible, and enjoyable as possible for all attendees.
- We will encourage diversity among the people attending the meeting, contributing to its content, and benefitting from its results.
- We will actively pursue ways of making meeting content available online.
- We will integrate a commitment to social responsibility and sustainability into all aspects of meeting planning and execution.
- We will continuously seek feedback from both attendees and non-attendees on all aspects of the meeting.

**Support Statement:** These “Principles and Priorities” support SAA’s efforts to collaborate with other organizations and to offer expanded educational and networking opportunities for its

membership. It has become clear that the *ad hoc* way in which SAA has considered and negotiated joint meetings in the past is not sustainable in the future. A more structured framework is needed to help define SAA's goals for holding joint annual meetings, to evaluate potential annual meeting partners, and to guide negotiations with other organizations.

**Impact on Strategic Priorities:** These “Principles and Priorities” assist in achieving:

- **Goal 2: Enhancing Professional Growth—Archivists have access to the professional resources they need to be successful and effective in their careers.** 2.1. Provide content, via education and publications, which reflects the latest thinking and best practices in the field.
- **Goal 3: Advancing the Field—Professional knowledge expands to keep pace with an increasingly diverse archival record.** 3.2. Foster and disseminate research in and about the field. 3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge.

**Fiscal Impact:** As stated in the draft “Principles and Priorities,” we can expect that there will be a direct fiscal impact, but it is difficult to assess what that would be. Every annual meeting entails a certain level of financial risk; a proposal for a joint meeting with a new partner organization raises that level of risk, while also providing the potential for increased revenues. Indirect impact is inevitable, given the considerable staff time involved in getting to know a potential partner's leaders and negotiating a new set of meeting requirements. Future Councils will need to weigh the risk with the potential benefits to the organization and the profession.

## **II.D. Standards Committee: SAA-ACRL/RBMS Joint Task Force for Development of Guidelines on Primary Source Literacy**

*THAT an SAA-ACRL/RBMS Joint Task Force on the Development of Guidelines for Primary Source Literacy be established; and*

*THAT the following description for the SAA-ACRL/RBMS Joint Task Force on the Development of Guidelines for Primary Source Literacy be adopted. (Underline = addition, strikethrough = deletion from the version presented to the Council in August 2014.) (Note: Acting on new information, the Council altered this decision [in a later vote], which changed the start date to September 2015.)*

### **SAA-ACRL/RBMS Joint Task Force on the Development of Guidelines for Primary Source Literacy**

#### **I. Purpose**

The SAA-ACRL/RBMS Joint Task Force on the Development of Guidelines for Primary Source Literacy (hereafter “Task Force”) is responsible for the development of guidelines (hereafter “Guidelines”) that will provide competency standards for primary source literacy ~~that are directly tied to the unique needs of archives and special collections repositories.~~ The Guidelines will define “primary source literacy.” ~~Focusing on instruction to college and university students, the Guidelines will consider and address students’ ability to interpret and analyze primary sources (artifactual literacy) and students’ understanding of and ability to apply effective research skills (archival intelligence) across multiple disciplines. The~~

Guidelines might also address ethical uses of primary sources, the understanding of legal and social implications of records, the cultivation of historical empathy, the contextualization of documents into broader historical frameworks, and the curiosity and appreciation for the past.

The Guidelines will be submitted for approval by the appropriate standards review committees and executive bodies of SAA and the Association of College and Research Libraries (ACRL) and ACRL's Rare Books and Manuscripts Section (RBMS). The Task Force will recommend a plan for maintenance and review of the Guidelines at the time the Guidelines are submitted to SAA and ACRL/RBMS for approval.

## **II. Selection, Size, and Length of Term**

The Task Force is charged for a two-year period that begins in ~~September~~ January 2015 and continues through the 2017 SAA Annual Meeting. The Task Force may be charged for an additional year if SAA or ACRL standards and executive bodies determine that the ~~Guidelines need~~ Standard needs further development before ~~they~~ it can be approved. The Task Force will include ~~ten~~ twelve members, with an equal number of members appointed by SAA and ACRL according to their normal appointment procedures. A Task Force member may be a member of both organizations but will be appointed to the Task Force representing one organization only. In addition to the committee members, ex officio members and liaisons will be appointed by each organization according to its normal procedures.

Due consideration will be given by each organization to appointing members who have the requisite knowledge and experience in instruction ~~within special collections and archives settings with primary sources~~ and prior experience with standards development. ~~In addition to the committee members, ex officio members, and liaisons will be appointed by each organization according to its normal procedures.~~

One member appointed by each organization will be designated to serve as a Task Force co-chair. The co-chairs will be responsible for convening Task Force meetings, leading Task Force work, ensuring that deadlines are met, following procedures of their respective organizations, and communicating as needed or required with the standards and executive bodies of their respective organizations. The Task Force will also assemble an (informal) advisory board of experts and representative stakeholders who will review and comment on the Guidelines as they develop.

## **III. Reporting Procedures**

The Task Force co-chairs will report at least semi-annually to the chairs of the standards committees of their respective organizations. In conjunction with the chairs of their respective standards committees and in coordination with each other, the co-chairs may also schedule public hearings or conduct public comment periods or both to solicit input on draft versions of the Guidelines. The public hearings may be conducted in person at the SAA Annual Meeting, the midwinter or annual meetings of the American Library Association, biennial ACRL conferences, and/or annual RBMS ~~preconferences~~ pre-conferences. Public hearings may also be conducted virtually.

If the Task Force is granted funding support from its parent or extramural organizations, the co-chairs will provide all necessary narrative reports to the SAA and ACRL offices to ensure that reporting requirements of SAA and ACRL and the funding source are met.

## **IV. Duties and Responsibilities**

To fulfill its purpose as described above, the Task Force is specifically charged to:

- Develop a definition of primary source literacy and a set of guidelines—standards, performance indicators, and outcomes—— ~~for teaching primary source literacy to~~ directed at college and university students. ~~The~~ These Guidelines will address primary sources wherever they might be available (e.g., in physical collections, in published volumes, in licensed databases) and will be applicable to a wide range of institutional types that offer instructional services.
- Consult broadly in developing Guidelines with professional organizations of those who teach and use primary sources, in addition to archives and library organizations.
- Ensure that the language and scope of the Guidelines are appropriate ~~to archival repositories and special collections libraries in the United States, with due consideration given to aligning the Guidelines for those teaching and learning with terminology, definitions, and formats employed in other relevant national and international standards.~~ primary sources.
- Publicize and conduct public hearings, public comment periods, or both to ensure that members of the archives and library professions have adequate opportunities to become aware of and contribute to the development of the Guidelines.
- Follow procedures outlined in SAA's *Procedures for Review and Approval of an SAA-Developed Standard* and ACRL's *Procedures for Preparation of New Standards and Guidelines* to ensure that the SAA Standards Council, ACRL Standards, and RBMS Executive Committee can approve and adopt the Guidelines in a timely manner.

## V. Meetings

The Task Force will carry out its charge primarily via electronic mail, conference calls, and online meetings in accordance with the meeting policies of the respective organizations.<sup>1</sup> Face-to-face meetings will also be scheduled during the SAA Annual Meeting (pending space availability) and the midwinter and annual meetings of the American Library Association, which is when ACRL/RBMS business meetings are conducted. Task Force members will be encouraged but not required to attend face-to-face meetings in person; if possible, however, the co-chairs will make arrangements for virtual participation in these meetings via conference call or online meeting software. Co-chairs will be required to attend (in person) the face-to-face meetings held during the regular meetings of their respective organizations and will be strongly encouraged to attend (in person) the face-to-face meetings of the other organization.

Minutes will be prepared for each face-to-face meeting and any conference call or online meeting that meets policy definitions for a meeting, and the minutes will be posted within thirty days to the public websites of the respective organizations.

<sup>1</sup> See [http://www2.archivists.org/governance/handbook/appendices/app\\_a/Group\\_Support\\_AM](http://www2.archivists.org/governance/handbook/appendices/app_a/Group_Support_AM) and <http://www.ala.org/acrl/resources/policies/chapter8>.

**Support Statement:** SAA participation in the development of primary source literacy guidelines for higher education will fill a void in information literacy guidelines specific to archival and special collections materials. The guidelines will address primary sources wherever they might be available (e.g., in physical collections, in published volumes, in licensed databases) and will be applicable to a wide range of institutional types that offer instructional services.

**Impact on Strategic Priorities:** Addresses goals of participating in new standards development (3.1), participating in partnerships (3.3), and creating opportunities for members to participate in SAA (4.2).

**Fiscal Impact:** The Task Force will require meeting space at the SAA Annual Meeting and will increase the administrative load of SAA staff and infrastructure (including a microsite, a discussion list, and conference calls). Additional funding for the work of the subcommittee is not requested nor anticipated.

## **II.E. Approve SAA Foundation Bylaws Amendment**

*THAT the bylaws of the Society of American Archivists Foundation be amended as follows to allow the Board to determine the most appropriate time for its Annual Meeting (strikethrough = deletion, underline = addition), and*

### **Proposed Amendments to Foundation Bylaws**

**5.3.2.** Class B Directors shall be elected by the Corporate Member at the annual meeting of the Corporate Member (in August), based on a slate developed by the Corporation's existing Board or a committee thereof. The terms of Class B Directors shall commence as of the start of the Annual Meeting of the Corporation (~~the following January~~), and shall continue for a period of three (3) years thereafter, expiring immediately prior to the start of the Annual Meeting in such year. Terms of Class B Directors shall be staggered such that approximately one-third (1/3) of the Class B Directors' terms expire each year. Class B Directors may serve an unlimited number of successive terms in office.

**Section 5.9. Annual Meeting.** The Annual Meeting of the Board of Directors to vote on the election of officers, the appointment of committees, and the transaction of any other proper business shall be held ~~in January~~ of each year, ~~unless otherwise as~~ as determined by the Board. The Board of Directors may provide, by resolution, the place, date and hour for the holding of additional regular meetings of the Board of Directors, without other notice than such resolution.

**Section 6.2. Election and Term of Office.** The officers of the Corporation shall be elected by the Board of Directors at the Annual Meeting of the Board of Directors (~~in January~~). Officers shall take office as of the close of such Annual Meeting, and shall serve a term of one (1) year, expiring as of the close of the Annual Meeting in the following year. Election of an officer shall not of itself create contract rights. Officers may serve an unlimited number of successive terms in office.

**Support Statement:** There is no legal requirement to specify in the Foundation Bylaws the month in which the Annual Meeting will be held. The proposed amendment allows the Foundation Board greater flexibility in determining the schedule of its Annual Meeting.

**Fiscal Impact:** If the Board chooses to hold its Annual Meeting at a time other than in conjunction with the SAA Council's scheduled fall/winter or spring/summer meeting, the Foundation will incur the travel expenses associated with attendance by the four Class A members who serve on the SAA Executive Committee. Direct expenses for airfare and hotel for four individuals are estimated to total approximately \$2,000 (depending on meeting location and time of year).

## **II.F. Approve Revised Archivists' Toolkit™/Archon™ Roundtable Name, Mission, Goals, and Bylaws**

***THAT the name of the Archivists' Toolkit™/Archon™ Roundtable be changed to Collection Management Tools Roundtable;***

***THAT the following revised description of the roundtable be adopted (strikethrough = deletion; underline = addition):***

The ~~Archivists' Toolkit™/Archon Roundtable~~ Collection Management Tools (CMT) Roundtable of the Society of American Archivists provides a forum for archivists from all types of repositories to identify and discuss key issues relevant to the implementation, support, comparison, analyses, and integration of collection management tools and systems. ~~the use, development and sustainment of the Archivists' Toolkit™ (AT) and Archon™ archive management applications and the integration of AT™ and Archon™ once that product becomes available.~~

*and*

***THAT the following changes to the roundtable's mission, goals, and bylaws, reflecting the new software-neutral scope of the roundtable and consolidating the mission, goals, and bylaws into one document, be adopted (strikethrough = deletion; underline = addition):***

**Archivists' Toolkit™/Archon Roundtable Collection Management Tools (CMT) Roundtable Bylaws**

**I. NAME**

The name of the roundtable shall be the ~~Archivists' Toolkit™/Archon Roundtable~~ Collection Management Tools (CMT) Roundtable.

**II. MISSION AND GOALS**

**A. Mission**

The ~~Archivists' Toolkit™/Archon Roundtable~~ Collection Management Tools (CMT) Roundtable of the Society of American Archivists provides a forum for archivists from all types of repositories to identify and discuss key issues relevant to the implementation, support, comparison, analyses, and integration of collection management tools and systems ~~the use, development and sustainment of the Archivists' Toolkit™ (AT) and Archon™ archive management applications and the integration of AT™ and Archon™ once that product becomes available.~~ Particular concerns of the roundtable membership will include:

- Recording archival descriptions in ~~the software products~~ collection management tools;
- Managing the life cycle of archival collections in a broad spectrum of archival functions;
- Promoting efficient processing and description, minimizing backlogs, ~~and;~~
- Facilitating access to archival collections through EAD finding aids, collection-level MARC records, and Web publishing of descriptions and digital objects;
- Comparing tools and systems;
- Sharing user experiences and case studies, and;
- Integrating collection management tools with other systems

**B. Goals of the Archivists' Toolkit™/Archon Roundtable Collection Management Tools (CMT) Roundtable**

- Organize and participate in activities that increase the utility and availability of AT™ and Archon™ of archival collection management tools to the archives profession.
- Provide an unbiased and neutral forum for discussion of various products and tools.
- ~~Identify and document additional features and functions needed to manage archival collections and output additional products to support access, use, and preservation of archival materials. Communicate with both community developers and the AT™, Archon™, and ArchivesSpace development teams about such needs.~~
- Facilitate communication between and among user communities and developers, if needed.
- Share knowledge and expertise in using the software products collection management tools among its members to achieve the ability to utilize the features and functions of these tools to their full potential.
- Facilitate and provide a forum for communication among AT™, Archon™, and ArchivesSpace user communities of collection management tools.
- ~~Evaluate the roundtable's ability to provide continued support to AT™ and Archon™ users once the integrated product becomes available.~~

### **III. MEMBERS**

Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

### **IV. GOVERNANCE**

#### **A. Officers and Duties**

The Chair, Vice-chair, and Web Liaison serve as officers of the roundtable. Only individual members of SAA and the ~~Archivists' Toolkit™/Archon Roundtable~~ CMT Roundtable may hold these positions.

The Chair directs and reports the activities of the roundtable, organizes and conducts the annual meeting of the roundtable, chairs the steering committee, acts as liaison for the roundtable to other bodies, appoints roundtable committees as needed, and is responsible for administrative matters, including, but not limited to, annual reports to the SAA.

The Chair may appoint ex-officio members to the ~~roundtable~~ Steering Committee, with approval of the Steering Committee.

The Vice-chair serves as acting Chair in the absence of the Chair and participates as a member of the Steering Committee in all its activities.

A new Vice-chair shall be elected at each annual meeting of the roundtable and shall serve for one year as Vice-chair, succeeding automatically to the office of Chair for the subsequent year.

If for any reason the Vice-Chair is unable to serve his/her term as Chair, a new Chair shall be elected in the annual election for a one-year term.

The Web Liaison manages the Roundtable's web presence, including the SAA microsite, by posting meeting minutes, community resources, election information, and any other communication on behalf of the Steering Committee for a two-year term.

Per the SAA Governance Manual, Section X.V.A., no person may serve as the senior leader of a Roundtable for more than three successive years.

## **B. Steering Committee**

The Steering Committee shall be composed of six core members, including the officers (Chair, Vice-chair, and Web Liaison). ~~The All Steering Committee shall be composed of at least one representative from the Archivists Toolkit community and at least one representative from the Archon community~~ members shall have demonstrated experience in utilizing a collection management tool.

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the Chair, including ex-officio appointments and when vacancies occur. Committee members help establish projects to work on through the year, and plan the annual roundtable meeting. A member of the Steering Committee shall take minutes at the annual roundtable meeting, and assist the Chair in editing the minutes to be posted on the ~~Archivists' Toolkit™/Archon Roundtable~~ CMT Roundtable website.

Steering Committee members make a commitment to serve for at least two years.

## **C. Nominations and Elections**

The officers shall issue a call for nominations, including self-nominations, for open Steering Committee positions every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

Annual elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Section elections as specified in Section IX. of the SAA Governance Manual. Availability of the online ballot and the deadline for voting shall be announced by the Chair to all roundtable members via the roundtable's official email discussion list and website.

The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

If an annual ballot is absent of Chair, Vice-chair, or Web Liaison nominees, those positions shall be appointed by the six-member Steering Committee.

## **V. MEETINGS**

The roundtable shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other times as deemed appropriate by the officers. The time and agenda shall be communicated in advance via the roundtable's official email discussion list and website.

## **VI. AMENDMENTS**

Amendments to these bylaws shall be determined by a majority vote of roundtable members in a referendum held in conjunction with the roundtable's annual election. Once adopted, new or revised bylaws shall be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.

Approved by the SAA Council in November 2014.

**Support Statement:** Changing the name and scope of the roundtable allows for broader participation among SAA’s members. Rather than restricting the focus of the roundtable to two collection management software programs, the newly defined roundtable encourages participation by all repositories that use any kind of collection management tool. Consolidating the revised mission, goals, and bylaws into one document aligns the roundtable’s governing documents with those of SAA.

**Impact on Strategic Priorities:** The changes align most closely with the following:

- Strategy 3. 1: “Identify the need for new standards, guidelines, and best practices and lead or participate in their development.” Broadening the scope of the roundtable will facilitate the development of standards, guidelines, and best practices for a more diverse set of collection management tools that are currently in use by the archives community or that may be adopted in the future.
- Strategy 4.2. “Create opportunities for members to participate fully in the association.” Although Archivists’ Toolkit™ and Archon™ were perhaps the most widely utilized programs for managing archival collections, several repositories have adopted or built other collection management systems. The newly defined roundtable will invite and encourage participation from SAA members who use any kind of collection management tool, rather than the two specific software programs that previously defined the roundtable. It also anticipates the possibility of new tools that may be developed in the future.

**Fiscal Impact:** None.

## **II.G. Approve Roundtable Bylaws**

***THAT the following bylaws of the Latin American and Caribbean Cultural Heritage Archives Roundtable be approved:***

### **Bylaws of the Latin American and Caribbean Cultural Heritage Archives Roundtable**

**I. NAME.** The name of the roundtable shall be the Latin American and Caribbean Cultural Heritage Archives Roundtable.

**II. MISSION.** The Latin American and Caribbean Cultural Heritage Archives (LACCHA) Roundtable serves as a forum for discussion and advice on issues relating to the management and preservation of archival and cultural heritage materials housed in U.S. repositories and originating from the Latin American and Caribbean area or created in the United States by Latin American and Caribbean diaspora or special-interest groups.

**III. MEMBERS.** Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

[See <http://www2.archivists.org/governance/handbook/section10> ].

**IV. GOVERNANCE.** The officers of the roundtable shall be a Senior Co-chair and a Junior Co-chair. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair.

**A. Duties of Officers.**

The Senior Co-chair and Junior Co-chair shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

**B. Other Elected Position(s).**

An Online Communication Liaison shall be elected bi-annually for a two-year term. The Online Communication Liaison shall:

- Maintain and update the LACCHA (SAA) microsite: After the annual meeting, post to the website updated contact information for new elected officers. Post annual report and minutes and any announcements to the LACCHA SAA microsite as needed.
- Maintain LACCHA's blog, *Memoria*: Solicit and/or schedule blog postings. Edit and lay out blog sections with the advice of the Co-chairs. Revise and edit blog postings. Add links to LACCHA website when a new blog publication is available. Announce new additions to the blog on the LACCHA listserv and other social media outlets. Add relevant links and news items from the LACCHA listserv and social media outlets to the blog on a regular basis.
- Coordinate social media communications: Post relevant links to LACCHA social media outlets regarding roundtable official business and news and information relevant to the group's mission. Encourage members to post articles, photos, and/or news to the group's social media outlets.

**C. Nominations.**

The Chair shall issue a call for nominations, including self-nominations, for any vacancies in the positions of Junior Co-Chair and Online Communication Liaison every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

**D. Elections.**

Elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Section elections as specified in Section IX. of the SAA Governance Manual. Availability of the online ballot and the deadline for voting shall be announced by the Co-chairs to all roundtable members via the roundtable's official email discussion list and website.

**E. Appointments.**

Ad hoc committees may be appointed on an as-needed basis by the roundtable Co-chairs for assistance with special projects designated by the Co-chairs.

**V. MEETINGS.** The roundtable shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other times as deemed appropriate by the officers. The time and agenda shall be communicated in advance via the roundtable's official email discussion list and website.

**VI. AMENDMENTS.** Amendments to these bylaws shall be determined by a majority vote of roundtable members in a referendum held in conjunction with the roundtable’s annual election. Once adopted, new or revised bylaws shall be submitted for approval by the Council to ensure they become part of the permanent record as a component of Council meeting minutes.

*Approved by the SAA Council in November 2014.*

**Support Statement:** The Latin American and Caribbean Cultural Heritage Archives Roundtable’s bylaws meet the minimum requirements of the Council and are in alignment with SAA’s governance documents. By approving the Section’s bylaws, the Council places them in the official record.

**Impact on Strategic Priorities:** To the extent that review, revision, and member adoption of bylaws enhances transparency and understanding of how component groups function, this action is related to Goal 4.1. (Facilitate effective communication with and among members), Goal 4.2. (Create opportunities for members to participate fully in the association), and Goal 4.3. (Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.)

**Fiscal Impact:** None.

***THAT the following revised bylaws of the Lone Arrangers Roundtable be approved (strikethrough = deletion, underline = addition):***

### **Bylaws of the Lone Arrangers Roundtable**

**I. NAME.** The name of the roundtable shall be Lone Arrangers Roundtable.

**II. MISSION.** The Lone Arrangers Roundtable (LAR) of the Society of American Archivists seeks to provide education, stimulate communication, and encourage support among archivists working in “lone arranger” settings. The term “lone arranger” includes those working alone or in very small staff situations.

**III. MEMBERS.** Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

**IV. GOVERNANCE.**

#### **A. Steering Committee**

The Steering Committee is composed of members willing to serve, including the officers (Chair, Vice-Chair/Chair-Elect, and Immediate Past Chair). The Steering Committee consists of 8 – 10 current members of the LAR.

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the Chair if vacancies occur. Committee members help establish projects to work on through the year, appoint a newsletter editor as necessary and contribute to the newsletter and to other activities, plan the annual business meeting, and determine whether to endorse SAA program sessions presented to the

roundtable. A member of the Steering Committee shall serve as secretary at the annual roundtable meeting and take minutes.

## **B. Officers**

The Chair, Vice-Chair/Chair-Elect, and Immediate Past Chair serve as officers of the roundtable. Only individual members of SAA and the Lone Arrangers Roundtable may hold these positions.

The Chair directs and reports the activities of the roundtable, organizes and conducts the annual meeting of the roundtable, chairs the Steering Committee, acts as liaison for the roundtable to other bodies, appoints roundtable committees as needed, ~~chairs the Program Committee~~, and handles administrative matters, including, but not limited to, annual reports to SAA.

The Vice-Chair/Chair-Elect serves as acting Chair in the absence of the Chair and participates as a member of the Steering Committee in all its activities.

The Immediate Past Chair serves as a member of the Steering Committee and as Chair of the Nominating Committee.

The officers make a commitment for ~~six~~ three years to serve one year each as Vice-Chair/Chair-Elect, Chair, and Immediate Past Chair. ~~Officers are~~ Each is expected to attend the annual meeting.

### ***Terms of Service:***

The Chair will serve for ~~2~~ one year before moving to the position of Nominating Committee Chair.

The Vice-Chair/Chair-Elect will serve for ~~2~~ one year before moving to the position of Chair. Elections will be held annually for Vice Chair/Chair-Elect.

Steering Committee members will serve for 2 years, with the option of continuing on a 2 year basis for two years and may be reappointed for additional two-year terms. Each year the Nominating Committee chair will issue to the roundtable membership a call for Steering Committee volunteers. Members of the committee are self-nominated and final selections are made by the Nominating Committee in consultation with the LAR leadership.

~~Elections will be held on even years for Vice Chair/Chair Elect. New Steering Committee volunteers will be asked for on odd (or non?) election years.~~

The Website Editor will serve for two years, and may be reappointed for additional two-year terms.

The Newsletter Editor will serve for two years and may be reappointed for additional two-year terms.

## **C. Newsletter Editor**

One or two newsletter editors shall be appointed by the Steering Committee as needed. The newsletter editor serves as a member of the Steering Committee. A member serving as newsletter editor shall not serve concurrently as Chair of the roundtable.

The newsletter editor is responsible for editing, publishing, and distributing two newsletters per year and any other special issues or mailings as determined by the Steering Committee. He/she negotiates all newsletter matters with the SAA office as appropriate.

#### **D. Website Editor**

The website editor shall be appointed by the Steering Committee as needed. The website editor serves as a member of the Steering Committee. The website editor shall not serve concurrently as Chair of the roundtable.

The website editor is responsible for maintaining and updating the LAR website as needed and for negotiating all website matters with the SAA office as appropriate.

#### **E. Committees**

Committees may be appointed by the Chair upon recommendation of the Steering Committee or by action of the membership at its annual meeting.

#### **F. Endorsing Proposals for the Annual Meeting**

~~Endorsements may be given to sessions submitted to the SAA's Program Committee and the LAR by the appropriate proposal deadline dates. Rules and guidelines for endorsement from the SAA shall be followed. Priority will be given to proposals submitted by LAR members. The Steering Committee members will review the proposals and respond with either a yes or no vote for endorsement. The proposals receiving the most affirmative votes will be endorsed. In the event of any ties the Steering Committee will reconsider. If the tie is not broken, the decision will be made by the Chair. The Chair will forward the endorsement of the LAR to the SAA by the appropriate endorsement deadline.~~

~~Members of the Steering Committee who are participating in the proposals are not eligible to vote on the endorsement.~~

#### **F. Nominating Committee and Elections**

The Nominating Committee is composed of the immediate past Chair and two members of the Steering Committee. Current members of the LAR can self-nominate for the positions. Appointments are made by the LAR Chair in consultation with the Steering Committee. If any of these cannot serve, the roundtable Chair shall appoint LAR members as needed.

~~The Nominating Committee solicits candidates for the next year's Vice chair/Chair elect, using a notice in the newsletter and on the roundtable's listserv (if any) and receives the names of volunteers of persons recommended, and prepares an appropriate slate for the position from those nominees agreeing to place their names in nomination. The committee ensures that there is at least one nominee. All candidates for election must be individual members of SAA and the roundtable and be present at the annual meeting. The committee publicizes the slate on the website and via the LAR and Archivists listserv at least one month preceding the annual meeting. The committee prepares a ballot and conducts an electronic election via the SAA website before the annual meeting. Only members of the roundtable may vote. Candidates with the highest number of votes shall be elected. The winner will be announced at the annual meeting, as well as via the listserv right after the annual meeting. New leadership assumes office at the conclusion of the annual meeting of the roundtable.~~

The Nominating Committee shall issue a call for nominations, including self-nominations, for Vice-Chair/Chair-Elect every June to all roundtable members via the roundtable's official email discussion list and website. A slate shall be established by the Nominating Committee and announced to roundtable members no later than June 15.

Elections shall be conducted online with the assistance of SAA staff and in accordance with the guidelines for Section elections as specified in Section IX. of the SAA Governance Manual. Availability of the online ballot and the deadline for voting shall be announced by the Chair to all roundtable members via the roundtable's official email discussion list and website.

If for any reason the Vice-Chair is unable to succeed to the office of Chair, a new Chair shall be elected following the same procedures as election for a Vice-Chair. The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

## **G. Liaisons**

The SAA Council periodically requests volunteer liaisons to committees and other groups. These positions will be filled from qualified volunteers from the roundtable at large. Appointments are made by the LAR Chair in consultation with the Steering Committee.

The roundtable leadership will appoint regional liaisons to regional archival organizations and states as appropriate.

**V. MEETINGS.** LAR will meet at least once during the Society of American Archivists' annual meeting and at other times as deemed appropriate by the Steering Committee. ~~Affiliated "lone arranger" groupings are encouraged at regional archives meetings.~~ Regional groupings are encouraged at regional archives meetings.

**VI. COMMUNICATION.** LAR will submit information to the Lone Arrangers newsletter, SAA's ~~Archival Outlook newsletter~~, the Lone Arrangers List, ~~and the Archives Listserv~~ and other appropriate media. The roundtable will also disseminate information about its work through its website.

## **~~V. Roundtable Leadership & Council~~**

~~As appropriate, LAR leadership may meet with Council Representatives to discuss matters of mutual concern~~

## **VII. ENACTMENT AND AMENDMENTS.**

These bylaws were first approved and enacted by a majority vote of the membership in August 2009. These bylaws were revised and enacted by a majority vote of the membership in August 2014 and were approved by the SAA Council in November 2014. These bylaws shall be reviewed at least every four years by the Steering Committee.

~~Proposed amendments to the Bylaws must be published in the newsletter and on the website at least one month preceding the annual meeting. Amendments must be approved by a two-thirds majority of the Steering Committee and must be ratified by a two-thirds majority of the total votes cast by members present at the annual meeting of the roundtable and by members voting by absentee ballot. Any member of the roundtable who is unable to attend the annual meeting may request an absentee ballot from the Chair of the Nominating Committee. Absentee ballots must be returned to the Chair of the Nominating Committee prior to the annual meeting. A copy of the Bylaws shall be available to any member through the roundtable's website and upon request to the Chair.~~

Amendments to these bylaws shall be determined by a majority vote of roundtable members in a referendum held in conjunction with the roundtable's annual election. Once adopted, new or revised bylaws shall be submitted for approval by the Council to ensure that they become part of the permanent

record as a component of Council meeting minutes.

*Adopted August 2009; revised August 2014. Approved by the SAA Council in November 2014.*

**Support Statement:** The Lone Arrangers Roundtable’s revised bylaws meet the minimum requirements of the Council and are in alignment with SAA’s governance documents. By approving the Section’s bylaws, the Council places them in the official record.

**Impact on Strategic Priorities:** To the extent that review, revision, and member adoption of bylaws enhances transparency and understanding of how component groups function, this action is related to Goal 4.1. (Facilitate effective communication with and among members), Goal 4.2. (Create opportunities for members to participate fully in the association), and Goal 4.3. (Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.)

**Fiscal Impact:** None.

***THAT the following revisions in the bylaws of the Metadata and Digital Objects Roundtable be approved (strikethrough = deletion, underline = addition):***

*Section IV. Governance, C. Nominations:* The Chair shall issue a call for nominations, including self-nominations, for Chair/Co-Chair and other Steering Committee positions as needed, every June, to all roundtable members via the roundtable’s official email discussion list and website. MDOR Co-Chairs may be nominated from the general membership or the steering committee. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

*Section IV. Governance, D. Elections:* ...The Co-Chairs and Steering Committee members are to be elected annually by the membership in an electronic election. MDOR shall comply with the SAA’s criteria and rules for Section elections.

*Section IV. Governance, E. Appointments:* Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, Internship Program Coordinator, Social Media Coordinator, etc.) by majority vote of the Steering Committee. These leadership roles shall have one-year (renewable) terms, as decided by a majority vote of the Steering Committee. Further descriptions of these roles may be found in the Metadata and Digital Object Roundtable Leadership Handbook.

**Support Statement:** The proposed changes eliminate confusion and uncertainty in MDOR’s bylaws regarding the length of term of MDOR Steering Committee leadership roles by clarifying that MDOR Steering Committee leadership roles shall have a one-year (renewable) term.

**Impact on Strategic Priorities:** This action is related to Goal 4.1. (Facilitate effective communication with and among members), Goal 4.2. (Create opportunities for members to participate fully in the association), and Goal 4.3. (Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.)

**Fiscal Impact:** None.

## **II.H. Approve Middle Tennessee State University Student Chapter Petition**

*THAT the petition to form an SAA Student Chapter at Middle Tennessee State University be approved.*

**Support Statement:** The Middle Tennessee State University petition to form an SAA student chapter meets all requirements for Council approval.

**Impact on Strategic Priorities:** This action is related to Goal 4.1. (Facilitate effective communication with and among members) and Goal 4.2. (Create opportunities for members to participate fully in the association).

**Fiscal Impact:** None.

### III. ACTION ITEMS

#### A. Proposed Revision to SAA Member Categories and Dues

SAA Treasurer Mark Duffy presented a briefing paper outlining considerations for Council discussion regarding a change in the SAA dues structure as well as introduction of a proposal to increase member dues via a three-year stepped adjustment, effective July 1, 2016 (i.e., fiscal year 2017). During the past two years, Duffy and the Finance Committee have discussed 1) various options for revising member dues categories (currently totaling 16) to both ensure equitability and simplify the overly complex structure and 2) the contribution of member dues to SAA's overall financial health, particularly in light of the ambitious agenda outlined in the Strategic Plan.

Duffy led the Council through 13 discussion questions as well as a preliminary draft "schedule" suggesting five individual dues categories, two institutional dues categories, and the dues amounts that might apply to each category in the first year of a three-year stepped dues increase. Beaumont noted that previous dues increases have been voted on by members in attendance at the Annual Membership (Business) Meeting, but that a Council-drafted change in the SAA bylaws now requires that proposed adjustments in member dues be put forward to an all-member online referendum.

Following a lively and thorough discussion, the Council adopted two related motions.

#### **MOTION 3**

*THAT the SAA Council support, pending its final approval, the introduction of a revised dues structure (per [Appendix B](#) of the original report), effective July 1, 2016, that would result in the first of a three-year dues increase for most categories of membership and an overall increase in dues revenue to support future operations and strategic activities.*

**Move:** Duffy

**Second:** Smith

**Vote:** PASSED (unanimous)

## **MOTION 4**

*THAT Council members, officers, and staff engage the membership in a discussion of the proposed changes and incorporate member feedback into a final proposal to be presented for an all-member referendum no later than November 20, 2015.*

**Move:** Duffy

**Second:** Zanish-Belcher

**Vote:** PASSED (unanimous)

**Support Statement:** SAA has set itself on a growth-oriented path with an ambitious five-year Strategic Plan, healthy but leveling membership numbers, a high-demand education program in keeping with its core mission, an enlivened but still young Foundation, and commendable staff leadership. The Council must either sustain this growth strategy from predictable revenue sources or acknowledge that its plans are heavily contingent on the increasing success of its annual program and member offerings.

It is highly advisable that the SAA Council ensure that future dues revenue, in combination with the Society's non-dues revenue, not only will support association operations but also provide a yearly contribution to reserves of approximately 3% to 6% (\$78,000 - \$155,000). Such forward planning argues for adjusting dues with a stepped increase and revenue target that will be sufficient to support SAA's strategic priorities and contribute significant funds to reserves for technology, communication, and future member services.

**Impact on Strategic Priorities:** The pursuit of an ambitious strategic plan hinges on the Society's ability to fund new initiatives, particularly in education, performance measures, technology development, and advocacy.

**Fiscal Impact:** Most of the costs associated with proposing and implementing a dues increase will be realized as staff-time expenses to prepare communications pieces, field member concerns, prepare and implement a member referendum, re-tool association membership software to reflect category changes, revise the website, and implement changes to dues notification processes. Volunteer time will be significant.

### **B. Other Action Items from Council Members**

No other action items were brought forward.

### **C. Executive Session (as needed)**

Beaumont provided an update on personnel and revision of the Employee Handbook.

## **IV. LEADERSHIP DISCUSSION**

With the assistance of facilitator Mary Ann Rainey, Council members discussed the nature of leadership within a professional association environment and identified their preferences for how the group will work together in the coming year, with a focus on establishing direction for the organization, collaboration, and decision-making.

## V. MEGA ISSUE DISCUSSION

### **Discussion Topic: Diversifying the Historical Record**

With the assistance of facilitator Mary Ann Rainey, the Council discussed various aspects of “diversifying the American historical record,” a concept that has been captured in the SAA Strategic Plan since 2005 but on which the organization has not made significant progress. Council members generally agreed that the most important focus for SAA in the near term should be to persuade archivists of the importance of cultural competency and to provide information and education that will help members develop this competency.

The group then drafted ideas about how to proceed with development of education and resources and agreed that it would create an internal working group of the Council to develop a plan of action to achieve a long-term strategy of incorporating cultural competency and diversity into all aspects of SAA’s work. **The Council asked Helen Wong Smith to provide an overview session on the principles and practices of cultural competency at its May 2015 meeting.**

### **MOTION 5**

***THAT the Council create an internal working group to: 1) provide the Council with greater focus and direction in achieving the Society’s strategic goals in the area of diversity; 2) explore meaningful new initiatives to support the place of diversity in SAA’s mission and core values; and 3) coordinate with the work of the Diversity Committee, the Cultural Heritage Working Group, and appropriate component groups to leverage their contributions into broader cultural competency for the SAA’s Council, staff, and members.***

#### ***Description/Charge:***

- ***Develop and recommend to the Council a plan of action to achieve a long-term strategy of incorporating cultural competency and diversity into all aspects of the SAA’s work.***
- ***Work with the Committee on Education and Director of Education to develop a cultural competency curriculum for SAA members including the skill set needed for 21<sup>st</sup> century archivists in multi-cultural American society.***
- ***Link and coordinate component group activities and programming with the SAA’s overall vision and strategic plan***

**Move:** Duffy

**Second:** Zanish-Belcher

**Vote:** PASSED (unanimous)

**Support Statement:** The Society’s Mission, Core Organizational Values, and Strategic Plan emphasize the importance of ensuring the diversity of SAA’s members and leaders, the profession, and the historical record. Creation of an internal Council working group will provide the Council with a means for both focusing on advancing SAA’s initiatives in this area and ensuring coordination among the various groups doing work on diversity and cultural competency.

**Fiscal Impact:** Staff time and conference calls.

## **VI. STRATEGIC PLANNING SESSION**

### **A. Current Strategic Plan (Reference)**

The Council referred to this document (adopted January 24, 2014) as it discussed revisions and updates for the Strategic Plan 2015–2018.

### **B. Review of Strategic Plan Actions and Timelines**

With the assistance of facilitator Mary Ann Rainey, the Council discussed the goals and objectives outlined in the Strategic Plan 2014–2018, refining the language in the four primary goals, identifying activities that had been completed, agreeing to delete some objectives and activities that no longer seemed viable, and suggesting activities that might be added going forward. Staff will compile Council members’ comments, draft new activities that may assist in achieving the goals, and present a revised document for Council review and discussion via conference call in January 2015.

## **VII. DISCUSSION ITEMS**

### **A. Committee on Advocacy and Public Policy: Recommendations Regarding SAA Advocacy Agenda**

Among the Council-assigned duties of the Committee on Advocacy and Public Policy (CAPP) is periodic review of SAA’s Advocacy Agenda to suggest revisions. CAPP Chair Frank Boles noted in the report that, “With the development of various, and more lengthy, position papers approved by the Council, and keeping in mind the Council’s prior directives that it prefers short documents, CAPP chose to substantially modify the previously used format.” The Council discussed the revised approach and recommended several content changes, with a request that CAPP return a revision to the Council as soon as possible for an online discussion and vote.

### **B. Committee on Advocacy and Public Policy: DRAFT Advocacy Agenda Issue Brief on Funding of Government Archives Programs**

Strategy 1.2.2. in SAA’s 2014-2018 Strategic Plan calls for the organization to “develop and maintain advocacy resources, including up-to-date issue briefs and talking points on a wide variety of topics that can be adapted easily by archivists, supporters, and the media” in support of

the Society's Advocacy Agenda. Working in collaboration with representatives of the Council of State Archivists and the National Association of Government Archives and Records Administrators, SAA's Committee on Advocacy and Public Policy presented an issue brief on funding of government archives programs for the Council's discussion. Given the collaborative nature of development of the brief, Council members' chose to approve it as written.

## **MOTION 6**

***THAT the following issue brief on Adequate Funding of Government Archives and Archival Programs be approved:***

### **Adequate Funding of Government Archives and Archival Programs**

*This Issue Brief was drafted by appointed representatives of SAA, the Council of State Archivists, and the National Association of Government Archives and Records Administrators and was approved by the governing bodies of the three organizations.*

#### **SUMMARY**

Government archives are responsible to both preserve and make accessible the permanent records of government. By any reasonable comparison the legally required records of government, as well as valuable historical documents found in government archives, receive too little funding. Even when compared with other "cultural agencies" that receive federal funding, such as the Smithsonian Institution and the Library of Congress, federal archives receive less support. State and local government archives also function with minimal funding as many local governments across the nation have no archives funding.

Neither the federal government nor any state or local governmental agency has systematically studied the cost of maintaining the archival record required by a democratic nation to preserve the legally required and culturally valuable records created by public institutions. In an era in which the public increasingly realizes the need to allocate vital resources rationally, government has failed to ascertain the true cost of maintaining an adequate documentary record of our democracy.

To resolve this problem:

In the short run, the Council of State Archivists, the National Association of Government Archives and Records Administrators, and the Society of American Archivists believe that:

- Increased federal spending for archives is necessary to manage, preserve and make accessible the federal government's records. Total funding for the National Archives and Records Administration should be increased to approximately \$600 million.
- Grant support from the federal government for state and local archival work should be expanded significantly to equal the level of support already given to the library and museum communities nationwide.
- State governments should appropriate, on a per capita basis, at least as much for the care of archival records as is spent by the federal government.

Systematic federal and state studies should be undertaken to determine the true cost of maintaining – in archives – public records that are legally required to assure individual rights, document government

actions, provide government transparency and accountability, and document historical actions taken by government. Additionally, state archives should recruit local city and county governments to participate in conducting studies. Ensuring that all levels of government records are included, beginning with local government, is important in estimating the true cost of archival preservation.

## **THE ISSUE**

In the United States the funding made available to public archives is not adequate to serve the public's legitimate right for access to and preservation of documents that must, by law, be maintained and through which public accountability and historical interpretation are made possible.

Using federal spending as a bellwether for public spending on archives:

- In Fiscal Year 2012 the National Archives and Records Administration's budget was \$391.5 million, of a total federal budget of \$3.7 trillion. This represented an expenditure of about \$1.24 per resident at that time.

The National Archives is significantly underfunded when compared to similar organizations supported by the federal government. In FY12, for example:

- Congress appropriated \$635,511,552 in operating funds for the Smithsonian Institution, about \$2.00 per resident.
- The Library of Congress appropriation was \$587 million, about \$1.85 per resident.

The federal government has not invested grant funds in state and local records at the rate at which it has supported similar state and local cultural activities:

- The National Historical Publications and Records Commission (NHPRC) received funding of \$5 million in FY12, half of which was expended to support archival activity at the state and local level, or about .015cents per resident.
- The Institute for Museum and Library Services (IMLS) in FY12 granted \$189,035,000 in funding to libraries nationwide (about 60 cents per person) and \$30,140,000 to support museums nationwide (about 9 cents per resident).

Thus the federal government underfunds archives, when compared with similar organizations, both in terms of budgets allocated to somewhat comparable organizations and in grant support for archival activity throughout the nation.

## **THE SOLUTION**

The Council of State Archivists, the National Association of Government Archives and Records Administrators, and the Society of American Archivists believe that three steps should be taken to ensure the protection of America's public records:

- Archival programs at the federal level of government should, at a minimum, remain at their current level of approximately \$1.24 per resident (adjusted annually for population and inflation), lest unanticipated and irreparable damage occur to the nation's documentary heritage. More

appropriately, funding should be increased to \$600 million – approximately equivalent to the amounts received by the Library of Congress and the Smithsonian.

- Federal grant funding for archival programs made available through the NHPRC should increase immediately to a minimum of \$30 million, approximately the level of grant support offered to museums nationwide. Over a longer period, new legislation should be introduced to create equity of federal grant opportunities among state and local archives, museums, and libraries. Such equity could be established by adoption of the Preserving the American Historical Record Act (PAHR), which proposes a minimum funding level of \$50 million for this critical area, or 16 cents per resident.
- State governments must fund state archives and records programs at no less than the current level established by the federal government of \$1.24 per resident. In 2012, on average, state governments devoted just 43 cents per resident to the care of archival records.

In the longer term, governments at the federal, state, and local levels should initiate studies to determine the amount of funding needed to ensure the necessary and required preservation of America's public records.

#### **ADDITIONAL REFERENCE SOURCES**

For more information on the Preserving the American Historical Record Act, see:  
<http://www2.archivists.org/initiatives/preserving-the-american-historical-record>.

For more information on the work of state archives in documenting government, promoting history, and securing rights, see:  
<http://www.statearchivists.org/reports/Importance%20of%20State%20Archives.pdf>

*Approved by the SAA Council: November 2014.*

**Support Statement:** This issue brief reflects the Society's position on the need for adequate funding of government archives and archival programs as a core tenet of SAA's Advocacy Agenda. It provides background that may be useful to members and others who wish to understand the associated issues and advocate on behalf of SAA's position.

**Relation to Strategic Plan:** Goal 1, Advocating for Archives and Archivists / Strategy 1.2. Educate and influence decision makers about the importance of archives and archivists.

**Fiscal Impact:** None, unless SAA determines that it will enter into one or more legal briefs to support its position on this issue.

**Move:** Pyatt

**Second:** Duffy

**Vote:** PASSED (Yes: Duffy, Hackbart-Dean, Huth, Light, Mangiafico, Meissner, Pyatt, Smith, Vagts, Zanish-Belcher. No: None. Abstain: Roth.)

#### **C. Committee on Public Awareness: 2014-2015 Work Plan**

The Committee on Public Awareness' (COPA) written report sought the Council's guidance on a 2014-2015 work plan and budget implications.

#### **D. Data Gathering and Assessment**

Meissner led a discussion of the most productive ways in which SAA might engage in data gathering and assessment, particularly as a means of supporting Goal 1 of the Strategic Plan. The group agreed that SAA should not seek funding to repeat the 2004 A\*CENSUS survey, but should instead look at the feasibility of a planning grant that would re-frame the survey to focus on users and user impacts rather than on archives and archivists (i.e., focus on demand rather than supply), follow the resulting scaled-back survey with an iterative sequence of pop-up surveys to tease out more helpful information, and use these accumulated data to build an evidence-based value proposition about archives and archivists to support SAA's advocacy efforts. The Council agreed that Meissner should lead an effort to submit a preliminary proposal for an Institute of Museum and Library Services planning grant in the next cycle.

#### **E. Task Force on Member Affinity Groups: Final Report and Recommendations**

The Council discussed at some length the Task Force's final report and recommendations and adopted the following motions.

##### **MOTION 7**

*THAT the following sentence be added to the end of Governance Manual, Section VIII. Task Forces, B. Membership, 2.: "Task forces will have a Council liaison appointed to the task force when the task force membership does not include at least one Council member."*

**Support Statement:** The Governance Manual currently allows for the possibility that a task force could be established without a representative member of the Council as an appointed member. Clear reciprocal communication between the Council and its appointed bodies is essential to realize the full potential of the expended efforts and human resources. The function of the Council liaison is to provide that vital organizational connectivity. This change makes clear the need for a Council member to be appointed to the liaison position when at least one Council member, who would typically serve that function, has not been appointed as an expert member of the group.

**Move:** Duffy

**Second:** Meissner

**Vote:** PASSED (Yes: Duffy, Hackbart-Dean, Light, Mangiafico, Meissner, Roth, Smith, Vagts, Zanish-Belcher. No: Huth, Pyatt. Abstain: None.)

##### **MOTION 8**

*THAT the Task Force on Member Affinity Groups be disbanded with thanks.*

**Support Statement:** The Task Force on Member Affinity Groups has concluded its charge by making its final report to the Council.

**Move:** Mangiafico  
**Second:** Roth  
**Vote:** PASSED (unanimous)

## **MOTION 9**

*THAT the Council create a Council internal working group on SAA's affinity groups to explore options for simplifying component group structure while preserving the advantages and services provided by existing Sections and Roundtables. The internal working group will assess the impact of a flatter organizational structure, provisions for sun-setting component groups that become inactive, and support for virtual groups as an alternative way of organizing within SAA.*

**Support Statement:** The Task Force on Member Affinity Groups presented to the Council a number of interesting proposals on how SAA might re-structure affinity groups, manage their numbers, and consider non-traditional ways for them to network while maintaining the Society's recognition and support. The Task Force's proposals generated thoughtful conversation by Council members. The internal working group of the Council will synthesize that conversation, explore the implications of proposed changes, and report back to the Council for focused discussion and decision.

**Move:** Duffy  
**Second:** Huth  
**Vote:** PASSED (unanimous)

## **F. WIPO Representation**

As Council liaison to the Intellectual Property Working Group, Mangiafico provided a verbal update on discussions about William Maher's attendance at previous World Intellectual Property Organization / Standing Committee on Copyright and Related Rights meetings as SAA's representative, as well as his possible attendance at the December 2014 SCCR meeting. Because there appear to be compelling reasons to maintain a presence at the "table" and because travel expenses were included in the FY 2015 budget, the Council agreed that Maher should attend the December meeting. The Council also encouraged IPWG to consider sources of external funding to support attendance at future SCCR meetings.

## **G. Archives and Archivists Listserv Update Following 0814 Council Action**

Council liaisons Geof Huth and Lisa Mangiafico provided a brief verbal update about activity on the Archives and Archivists Listserv since the August 2014 meeting of the Council, including violations of the Terms of Participation that had occurred in October 2014 and how those were handled by the liaisons, the list coordinator, the SAA president, and the executive director. The Council briefly discussed alternatives to hosting the discussion list should the Council decide in May 2015 to discontinue hosting the current list.

## **H. Future Mega Issue Discussion Topics**

Council members agreed that setting aside time during Council meetings to discuss “mega issues” is very valuable, particularly in light of the number of big issues embedded in SAA’s Strategic Plan. They provided ideas for future discussion topics.

## **I. Other Discussion Items**

The Council also discussed:

- Recent distribution of the Issues and Advocacy Roundtable’s “Statement of Mission, Vision, and Core Values” by the roundtable’s steering committee to all roundtable members.
- Staff’s plan to conduct a “burst survey” of members on the subjects of salaries and employment as a means of updating the information last gathered via the 2004 A\*CENSUS survey.
- A request from the Latin American and Caribbean Cultural Heritage Archives Roundtable to consider implementing an “International” attendee rate for the Annual Meeting. The Council agreed to establish an International rate and charged the staff to implement a rate that is not less than the full member rate, as international attendees are welcome to join SAA to obtain the member rate.
- Preferred dates for a Council conference call in January 2015 and a full meeting of the Council in May 2015.

## **VIII. REPORTS**

*Reports are discussed by the Council only as needed and generally are not summarized in the minutes. 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. Executive Committee**

The Council reviewed, but did not discuss, this report.

### **B. President**

The Council reviewed, but did not discuss, this report.

### **C. Vice President / President-Elect**

The Council reviewed, but did not discuss, this report.

### **D. Treasurer**

SAA Treasurer Mark Duffy and Director of Finance/Administration Peter Carlson distributed and addressed the FY2014 Audit Report, which was delayed due to transition in the staff director position in April. The auditors asserted that SAA’s financial statements were free of material misstatements, and no management findings were reported.

## **MOTION 10**

*THAT the FY2014 audit of the Society of American Archivists and the Society of American Archivists Foundation conducted by the audit firm Mann Weitz be accepted.*

**Move:** Pyatt

**Second:** Mangiafico

**Vote:** PASSED (unanimous)

### **E.1. Staff: Executive Director**

The Council reviewed, but did not discuss, this report.

### **E.2. Staff: Membership**

The Council reviewed, but did not discuss, this report.

### **E.3. Staff: Education**

The Council reviewed, but did not discuss, this report.

### **E.4. Staff: Publications**

The Council reviewed, but did not discuss, this report.

### **E.5. Staff: Annual Meeting**

The Council reviewed, but did not discuss, this report.

### **E.6. Staff: Technology**

The Council reviewed, but did not discuss, this report.

### **E.7. Staff: Update on Progress Toward Council-Adopted Recommendations of Communications Task Force**

The Council reviewed, but did not discuss, this report.

### **F. *American Archivist* Editor**

The Council reviewed, but did not discuss, this report.

### **G. Publications Editor**

The Council reviewed, but did not discuss, this report.

#### **H. Diversity Committee (Annual Report)**

The Council reviewed, but did not discuss, this report.

#### **I. Standards Committee (Annual Report)**

The Council reviewed, but did not discuss, this report.

#### **J. Committee on Archives, Libraries, and Museums (CALM) (Annual Report)**

The Council reviewed, but did not discuss, this report.

#### **K. Intellectual Property Working Group (Annual Report)**

The Council reviewed, but did not discuss, this report.

#### **L. Cultural Heritage Working Group (Annual Report)**

The Council reviewed, but did not discuss, this report.

#### **M. Other Reports from Council Members / What Are You Hearing from Members?**

No other reports were received.

### **VI. COUNCIL BUSINESS**

#### **A. Review of November 2014 Action List**

Council members reviewed the draft list of action items stemming from the meeting.

#### **B. Review of November 2014 Talking Points**

Council members reviewed the decisions made at the meeting.

#### **C. Meeting Debriefing**

Council members discussed the flow of the meeting and agenda and offered several constructive suggestions for conducting strategic planning, in-person, and online Council discussions.

#### **D. Adjournment**

Meissner moved adjournment, Huth seconded, and the Council meeting was adjourned by unanimous consent at 4:04 p.m. on Tuesday, November 11, 2014.

## Representative(s) to Coalition to Advance Learning in Archives, Libraries, and Museums

### I. Purpose

The purpose of the Coalition is to work in deliberate coordination across organizational boundaries to devise and strengthen sustainable continuing education and professional programs that will transform the archives, library, and museum workforces in ways that lead to measureable impact on our nation's communities.

As of formation of the Coalition in 2013, three working groups have been established to address that purpose (descriptions prepared by the Coalition):

- **Governance and coalition-building:** An essential component to forging and sustaining collaboration will be ensuring and codifying agreements on purpose and directions, building effective internal relationships, guiding decision-making, and providing common information for dissemination on the work of the Coalition.
- **Assessing the field:** Gathering information on the status of continuing education and professional development in each of the collaborating fields will ensure solid data for planning, identify existing programs on which to build, and support effective development of further joint efforts. (*In development: Nexus Project by Educopia, Inc.*)
- **Developing a prototype:** Perhaps the most tangible demonstration of the value of collaborative continuing education/professional development will be the creation of an educational opportunity that quickly and effectively meets the needs of all cooperating professions in a common area of much-needed training.

### II. Number and Length of Appointments

SAA is represented by up to three individuals appointed by the SAA Vice President, in consultation with the Executive Committee and the Committee on Education, for two-year terms that are renewable.

One individual will serve as "lead" representative to the Coalition and as representative to the "Governance and Coalition-Building" working group. Criteria for serving in this role are the following:

- The individual must be an SAA member in good standing.
- To ensure that the individual has a broad understanding of and experience with SAA's existing policy, organizational structure, and communication channels, the individual must be a current member of the Council or have served on the Council.
- The individual must have a demonstrated understanding of the importance of collaboration across organizations and must be able to collaborate with those in the library and museum professions.
- The individual must have excellent communication skills.

Up to two individuals will serve as representatives to the Coalition's "Assessing the Field" and "Developing a Prototype" working groups. Criteria for serving in these roles are the following:

- The individual must be an SAA member in good standing.
- The individual must have a demonstrated understanding of the importance of collaboration across organizations and must be able to collaborate with those in the library and museum professions.

- The individual must have excellent communication skills.

### **III. Duties**

- A. Each representative reports the best interests of the archival community to the Coalition/working group on which he/she sits.
- B. Each representative seeks advice from the Council on issues to be placed on the agenda for consideration at Coalition/working group meetings.
- C. Each representative participates actively in Coalition/working group work and discussions, whether virtual or in person.
- D. Each representative prepares timely reports, as addressed below.

### **IV. Reporting Procedures**

Each representative prepares an annual report to the Council in accordance with established procedures. (The annual reports shall be compiled and submitted as a whole by the lead representative.) Additionally, each representative provides a written report to the Council within 30 days of attending a Coalition or working group meeting. All reporting requirements are the responsibility of the appointed representative, regardless of whether she/he is able to attend meetings.

### **V. Meetings**

The Coalition will seek funding from the Institute of Museum and Library Services and the Gates Foundation for support of its work, including funding for meetings. (*Note: SAA does not fund attendance at Coalition or working group meetings.*)

(The Coalition will meet in person in October 2014 to review and assess progress, refine directions, and consider further plans for collaborative action in professional development and continuing education.)

### **VI. Related SAA Bodies**

- Committee on Education
- ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums (CALM)

**CoSA/NAGARA/SAA  
Joint Working Group on Issues and Awareness**

**I. Purpose**

The Joint Working Group coordinates efforts and initiatives of the Council of State Archivists, the National Association of Government Archives and Records Administrators, and the Society of American Archivists in areas of common concern and action, including: 1) coordinating action to address public policy and legislative concerns for the archives profession, 2) cooperating on efforts to raise awareness of the value of archives, and 3) coordinating strategies for the preservation of and access to archival records throughout the United States, its territories, and the District of Columbia.

**II. Size, Composition, Selection, and Length of Terms**

The Joint Working Group consists of six members. Each organization selects two members to serve on the Joint Working Group for a period of two years; the terms of SAA representatives are renewable and staggered to provide continuity. The SAA Vice President appoints the SAA representatives, generally one individual serving on the SAA Committee on Advocacy and Public Policy and recommended by the chair of that committee and one individual serving on the SAA Committee on Public Awareness and recommended by the chair of that committee.

The Joint Working Group determines its chair or shared method of leadership.

**III. Reporting**

Joint Working Group members are responsible for reporting to their leadership group according to the standards of each organization.

SAA representatives prepare a report – or work with Working Group members to provide a group report – for each meeting of the SAA Council and also prepare an annual report for the Council’s information. The SAA representatives also share information on an ongoing basis with the two committees that they represent to ensure coordination and collaboration.

**IV. Duties and Responsibilities**

The Joint Working Group creates an annual action plan that identifies tactics, communication with respective boards, and development of broad networks of allied organizations. The plan is approved annually by the boards of the three organizations.

The Joint Working Group focuses on issues, trends, and positions in the following areas:

- Ongoing issues, such as existing federal programs, budgets, and strategic initiatives (NARA, NHPRC, NEH, IMLS, etc); federal budget implications; and federal legislation and regulation implications.
- Federal block grant funding for archives.
- Standards and practice for records access, preservation, and management; transparency; and ethics.
- State and local legislation and budget issues (such as threats to core programs, institution closures, funding for initiatives to improve access to records, ethical breaches).

The Joint Working Group may also initiate and support ongoing conversations about the future of the field.

## **V. Meetings**

The Joint Working Group determines an appropriate meeting schedule to complete its annual plan. Funding for conference calls is supported equally by the three organizations. Other funding for in-person meetings or products and initiatives of the Joint Working Group is determined collaboratively by the leaders of the three organizations.