

**Society of American Archivists Foundation  
Board of Directors Meeting  
November 13-14, 2016  
Chicago, Illinois**

# Written background report for discussion and possible action.  
\* Written report, with discussion and clarification only as needed.

**\* PLEASE READ ALL MATERIALS IN ADVANCE OF THE MEETING\***

<b>SUNDAY, NOVEMBER 13 12:00 pm – 5:00 pm 17 North State Street, Room 820 (Dinner: 6:00 pm at Remington’s, 20 North Michigan Avenue)</b>			
<b>I.</b>	<b>BOARD BUSINESS</b>		
	<b>A. Adoption of the Agenda</b> (1116-SAAF-I-A-Agenda) #		Eaton
	<b>B. Reference:</b> <b>1. August 2016 Board Meeting Minutes</b> (Approved September 6, 2016) (1116-SAAF-I-B-1-Minutes0816) * <b>2. SAAF Bylaws</b> (1116-SAAF-I-B-2-Bylaws) * <b>3. Past Actions, 2006-2016</b> (1116-SAAF-I-B-3-PastActions) * <b>4. 2016-2017 Development Plan</b> (1116-SAAF-I-B-4-DevPlan) *		Eaton
	<b>C. Review of SAAF Action List</b>		Eaton
	<b>D. 2016-2017 Conflict of Interest Forms</b>		Beaumont
<b>II.</b>	<b>ACTION</b>		
	<b>A. Grant Review Committee Description / Selection</b> (1116-SAAF-II-A-GrantRevComm) #		Eaton
	<b>B. Elect SAAF Officers</b> (1116-SAAF-II-B-ElectOfficers) #		McGovern
	<b>C. Other Action Items from Board Members</b>		Eaton
<b>III.</b>	<b>DISCUSSION</b>		
	<b>A. Donor / Gift Report and Analysis</b> (1116-SAAF-III-A-DonorReport) #		Carlson

	<b>B. Donor Pledges and Installment Payments</b>		Gunn
	<b>C. Development Tasks and Schedule</b> 1. <b>Development Plan Actions List</b> (1116-SAAF-III-C-1-DevActions) # 2. <b>Communication Plan for 2016-2017 Appeals</b> (1116-SAAF-III-C-2-CommPlanAppeals) #		Summers/ Beaumont
	<b>D. Role of Board Members in Contacting Prospective Donors</b>		Summers
	<b>E. Planned Giving</b> (1116-SAAF-III-E-PlannedGiving) #		Summers
	<b>F. Mosaic Scholarship Sponsorship</b>		Beaumont
	<b>G. Website Development</b>		Carlson/ Black
	<b>H. Other Discussion Items from Board Members</b>		Eaton
<b>MONDAY, NOVEMBER 14</b> <b>8:00 am – 12:00 pm</b> <b>17 North State Street, Room 820</b> <b>(Breakfast: 8:00 – 8:30 am in Room 820)</b> <b>(To Go Lunch: 12:00 pm)</b>			
<b>IV.</b>	<b>REPORTS</b>		
	<b>A. President</b> (1116-SAAF-IV-A-Prez) *		Eaton
	<b>B. Treasurer: FY17 Year-to-Date Financials</b> (1116-SAAF-IV-B-YTD-FY17) *		Duffy/ Carlson
	<b>C. Executive Director</b> (1116-SAAF-IV-C-ExecDir) *		Beaumont
	<b>D. Technology</b> (1116-SAAF-IV-D-Tech) *		Black
<b>I.</b>	<b>BOARD BUSINESS (Continued)</b>		
	<b>C. Date of Next Board Meeting</b>		Eaton
	<b>D. Adjournment</b>		Eaton