

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

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

Since the Foundation Board's August 2016 meeting, the staff office have accomplished the following:

- Conducted an online discussion and vote by the SAA Council to elect the slate of Class B nominees put forward by the Foundation Board. We then notified the newly elected Class B members and updated all rosters and lists.
- At the suggestion of Carla Summers, we sent a letter from Foundation President Fynnette Eaton to all exhibitors at the 2016 Joint Annual Meeting. (See the President's Report at IV.A.)
- Implemented all accounting and marketing changes associated with the Board- and Council-approved consolidation of funds. Revised the Foundation's online donation form at <https://saa.archivists.org/4DCGI/donate/form.html>. And sought testimonials from scholarship award winners and our 2016 grant recipient to begin development of more engaging content for the website.
- Based on the Board-adopted [Development Plan](#), drafted a general actions list and a communication plan for Foundation appeals from November 2016 through December 2017. (See Agenda Item III.C.)
- Drafted the 2016 year-end annual appeal communications for review by the SAA and SAAF presidents and Annual Appeal Committee members Waverly Lowell and Larry Gates.
- Attended a webinar on #GivingTuesday to gather ideas, tips, and tricks for implementation of the Foundation's event on Tuesday, November 29.
- Had several phone and email communications with a potential multi-year sponsor of the Mosaic Scholarship. I will update the Board at this meeting.
- Prepared the September-end financial statements. (See Agenda Item IV.B.)

- Placed simple messages about the Foundation’s grant funding program in the September 14, September 28, October 12, and October 26 issues of *In The Loop*. The two messages that have run thus far:
  - **SAA Foundation Updates Grant Guidelines, Invites Proposals**  
The SAA Foundation Board recently increased the funding range for grants to \$500 to \$5,000. Proposals should be preceded by a letter of inquiry. Read the updated grant guidelines [here](#). **Proposal deadline: February 1, 2017.**
  - **SAA Foundation Invites Grant Proposals**  
The SAA Foundation Board invites grant proposals that address the mission and goals of the Foundation and the [strategic planning priorities](#) of SAA. The Board recently increased the funding range for grants to \$500 to \$5,000. Proposals should be preceded by a letter of inquiry. Read the updated grant guidelines [here](#). **Proposal deadline: February 1, 2017.**
- Prepared materials and planned logistics for the Foundation Board’s annual meeting.

In addition, the executive director’s column in the November/December issue of *Archival Outlook* highlights individuals who have been members of SAA for 40 years or more. This is my sly way of thanking these folks for their loyalty.... As in the past few years, my column in the January/February issue will highlight our CY2016 Foundation donors.

And have we mentioned that the **Chicago Cubs** won the **World Series** on November 2, 2016?

As always, I welcome your questions, ideas, and suggestions.