

**Society of American Archivists Foundation
Board of Directors Meeting
November 4-5, 2017
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***

SATURDAY, NOVEMBER 4 10:00 am – 4:00 pm 17 North State Street, Room 820 (Group Dinner: 6:00 pm at TBD)		
I.	BOARD BUSINESS	
	A. Adoption of the Agenda (1117-SAAF-I-A-Agenda) #	Eaton
	B. Reference: 1. July 2017 Board Meeting Minutes (Approved Sept 12, 2017) 2. SAAF Bylaws	Eaton
	C. Review of SAAF Action List	Eaton
	D. 2017-2018 Conflict-of-Interest Forms	Beaumont
II.	ACTION	
	A. Revision of Grant Application Procedures (1117-SAAF-II-A-GrantAppProcedures) #	Cline
	B. Elect 2017-2018 SAAF Officers (1117-SAAF-II-B-ElectOfficers) #	Zanish-Belcher
	C. Grant Review Committee Selection (1117-SAAF-II-C-GrantRevComm) #	Eaton
	D. Other Action Items from Board Members	Eaton
III.	DISCUSSION	
	A. Donor / Gift Report and Analysis [Confidential] (1117-SAAF-III-A-GiftReport) #	Carlson

	B. Development Tasks and Schedule 1. Reference: Approved Development Plan 2016-2017 (1117-SAAF-III-B-1-DevPlan2016-2017) # 2. Proposed Development Plan 2017-2019 (1117-SAAF-III-B-2-PropDevPlan2017-2019) # 3. Communication Plan for 2017-2018 Appeals (1117-SAAF-III-B-3-CommPlanAppeals) #	Sly/ Beaumont
	C. Scope of National Disaster Recovery Fund for Archives	Zanish-Belcher
	D. NDRFA Grant Review Committee	Beaumont
	E. “Co-dependency” of SAA Awards Program and SAAF Awards Funds	Beaumont
	F. Outreach (1117-SAAF-III-F-Outreach) #	Cline
	G. 2018 Joint Annual Meeting Plans and Activities	Eaton
	H. Other Discussion Items from Board Members	Eaton
SUNDAY, NOVEMBER 5 10:00 am – 12:00 pm 17 North State Street, Room 820 (Breakfast: 9:00 – 9:30 am in Room 820) (To-Go Lunch: 12:00 pm)		
IV.	REPORTS	
	A. President (1117-SAAF-IV-A-Prez) *	Eaton
	B. Treasurer: FY18 Year-to-Date Financials (1117-SAAF-IV-B-FinRev-FY18) *	Stadel-Bevans/ Carlson
	C. Executive Director	Beaumont
	D. SAA/SAAF Technology (1117-SAAF-IV-D-Tech) *	Black
I.	BOARD BUSINESS (Continued)	
	E. Date of Next Board Meeting	Eaton
	F. Adjournment	Eaton