

**Society of American Archivists
Council Meeting
November 5 – 7, 2017
Chicago, Illinois**

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

Because I prepared a report for the Council's [October 2017 conference call](#), the following report is brief.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- Work on selection of a new Association Management Software (AMS) system continues. See Matt Black's report at VI-E-6-Tech for greater detail. Requests for proposal were issued on Friday, October 13. Full proposals are due on November 8, and we have set aside the weeks of December 4 and December 18 for vendor demonstrations.
- I am currently supervising the Education Department as our recruitment of a new Director of Education continues. In the meantime, Education Coordinator Mia Capodilupo has experienced a severe health event that will keep her out of the office for an indefinite period. With just one full-time staff person in the department plus Solveig De Sutter as a part-time consultant, we are looking at creative options to ensure that our education program plan remains on track.

GOVERNANCE

- We drafted the minutes of the 1017 Council conference call and assisted the Executive Committee and Council in online discussions and votes.
- We prepared all materials for the Council's November 5-7 meeting.

ANNUAL MEETING

2018 Joint Annual Meeting

- With our meeting logistics team, on October 17-18 I conducted a site visit of the Marriott Wardman Park Hotel as well as several potential all-attendee reception sites. We are currently in negotiations with the hotel for additional meeting space. As noted in my October 2017 report, we continue to survey all possible DC metro-area sites for the all-attendee reception given that our first choice – the National Museum of African American Heritage

and Culture – is unavailable for rental in August 2018. (Apparently the unprecedented interest in hosting events at the Museum has caused the staff to shut down rental opportunities while developing new policies during the month of August.)

- **A draft Schedule C is attached for your information – and feedback!**
- We have worked closely with the CoSA and NAGARA executive directors to get feedback on proposed conference registration fees (no increase from 2017) and the exhibitor/sponsor prospectus.

Site Selection for Future Annual Meetings

As noted in my October 2017 report (and repeated here for your convenience), I have initiated with Conference & Logistics Consultants preliminary investigation of Annual Meeting sites for 2021, 2022, and 2023. The 2019 meeting is scheduled in Austin and the 2020 meeting is scheduled at the Chicago Hilton. Since 2006, we have met jointly with CoSA and NAGARA every four years in Washington, DC; if that pattern were to continue, we would meet again in DC in 2022. C&LC has begun the search with RFPs to Anaheim, Boston, Cincinnati, Denver, Long Beach, Minneapolis, Pittsburgh, Seattle, and Washington DC (Omni and Marriott Marquis rather than Marriott Wardman Park).

SAA FOUNDATION

- We have publicized widely the availability of disaster recovery funding from the Foundation's National Disaster Recovery Fund for Archives. As of October 13, we have received just one application for support.
- We prepared all materials for the Foundation Board's November 4-5 meeting in Chicago.

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