

**Society of American Archivists
Council Meeting Minutes
November 2-3, 2018
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 Meredith Evans called the meeting to order at 9:06 a.m. on Friday, November 2. Present were Vice President Michelle Light; Treasurer Amy Fitch; Executive Committee Member Erin Lawrimore; Council members Steven Booth, Courtney Chartier, Melissa Gonzales, Brenda Gunn, Petrina Jackson, Bertram Lyons, Ricardo Punzalan, and Audra Eagle Yun; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzman, Information Systems Administrator Matt Black, and Governance Program Manager Felicia Owens.

Shannon Sullivan served as facilitator for the Council’s strategic planning session on Friday, November 2, from 9:00 am to 1:00 pm.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Evans introduced the agenda. The Council agreed to re-order several agenda items to enhance the efficiency of the meeting. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.)

Chartier moved adoption of the agenda, Gunn seconded, and the agenda was adopted unanimously (**MOTION 1**).

B. 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 AGENDA

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

Move Consent Items: Gunn
Second Consent Items: Lawrimore
Vote: PASSED

A. Ratify Council Interim Actions

THAT the following interim actions taken by the Council in October 2018 be ratified:

- Approved the minutes of the [August 13](#) and [August 18](#) Council meetings. (October 1, 2018)

B. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee between September 12, 2018, and October 15, 2018, be ratified:

- Approved the description for the Task Force to Develop Guidelines for Exhibits, Sponsorships, and Advertising. (Appendix A) (September 12, 2018)
- Approved a request from the Congressional Papers Section to accept funding in the amount of \$1,000 from the Dirksen Congressional Center to support publication of materials related to Congressional papers. (September 26, 2018)
- Approved revisions to the requirements for the Waldo Gifford Leland Award and the Brenda S. Banks Travel Award. (Appendix B) (October 15, 2018)

C. Visual Materials Cataloging and Access Section Merger

THAT the Visual Materials Cataloging and Access Section be merged with the Visual Materials Section and become a standing Cataloging and Access Committee of the section.

Support Statement: Leaders and members of both sections agree that consolidating the VMS and VMCAS sections will be a benefit to SAA members, as they can now find all things visual materials on one section discussion list.

Fiscal Impact: This measure will save staff time and resources that were allocated to the VMCAS annual election, annual section meeting, and other needs throughout the year.

D. Best Practices for Volunteers in Archives

THAT “Best Practices for Volunteers in Archives” be approved as revised.

Best Practices for Volunteers in Archives

BACKGROUND

Best Practices for Volunteers is a set of suggested guidelines for archives institutions and organizations.

Sections include Background; Recommendations; Examples of Acceptable Volunteer Arrangements; and Additional Resources. It is a companion to *Best Practices for Internships as a Component of Graduate Education*.

INTRODUCTION

Some 65 million people volunteer each year in the United States.¹ Volunteers may provide unpaid, charitable assistance to nonprofit cultural organizations or public institutions with responsibilities for archives. Individuals who volunteer their time and expertise provide important services that help further an organization's mission and ensure the survival of and access to our nation's heritage. Volunteers can be essential to community-based archives that help ensure the diversity of our historical record. There are community-based historical organizations whose doors would close without the support of local volunteers. In turn, voluntary service provides volunteers with valuable experiences and personal satisfaction. Volunteer opportunities help increase community involvement in and support for an organization and the archival enterprise. There are also online opportunities for volunteers to assist in increasing access to the archival record.

In the past five years, SAA members have voiced increasing concerns about the possible misuse of volunteers, especially of volunteer graduate students or new archives professionals. In lean economic times, some institutions might be tempted to turn to skilled but unpaid volunteers to get work accomplished. These best practices recognize that there is an important role for volunteers in the preservation, use, and appreciation of our cultural heritage, but also caution institutions against using volunteers as substitutes for the knowledgeable, skilled, and fairly compensated professional archivists. Volunteers must enhance, not depreciate, the value of professional archival work. Similarly, in a competitive job market, new professionals and graduate students may seek volunteer work to gain additional professional experience. In these situations, it may be more appropriate to define an internship and clarify expectations about learning outcomes.

Volunteers are distinct from interns. An internship is an educational experience designed to benefit the intern and is under the mentorship of a professional. SAA has also provided [Best Practices for Internships as a Component of Graduate Archival Education](#).² A volunteer offers service for a civic, charitable, **community**, religious, or humanitarian purpose without any promise or expectation of compensation or reward.

These guidelines are intended for institutions that employ archivists and also use volunteers. Some recommendations may not be applicable to smaller archives or historical societies that are sustained exclusively by volunteers.

RECOMMENDATIONS

For institutions that employ archivists but seek additional volunteer assistance, SAA recommends the following best practices:

1. Organizations should be aware of and follow all applicable labor laws, regulations, and bargaining agreements governing volunteer activities.³
2. Individuals may volunteer their services to public institutions or religious, charitable or similar non-profit organizations, "usually on a part-time basis, for public service, religious, or humanitarian objectives, **including mandated community service**." Individuals should not serve as volunteers for for-profit, private- sector institutions.⁴
3. Volunteers should not replace or displace paid employees.⁵ Volunteers should support and augment the work of paid employees.

4. Volunteers should volunteer their services freely, without pressure, coercion, or promise of compensation or future employment.
5. To ensure success, an institution should ensure that volunteers have adequate training and supervision, and have access to a designated staff member for questions. Volunteer work should be evaluated periodically by a designated staff member, and volunteers should receive feedback about their contributions.
6. Organizations should consider developing written policies and procedures for volunteers so they know what is expected of them. This documentation might include position descriptions, tasks and instructions, required qualifications, preferred schedules, and expected time commitments.⁶ Organizations should also consider keeping records about the number of volunteers and the number of hours contributed.
7. Organizations should provide a safe work environment for volunteers and ensure that volunteers are covered by their liability insurance.
8. Organizations should recruit, interview, and screen volunteers in equitable, nondiscriminatory ways that respect the diversity of their communities and ensure protection of their communities' historical assets. Volunteers and organizations should both ensure that their expectations about the volunteer experience are compatible.
9. An equitable procedure should be followed when a volunteer is asked to leave. Volunteers should have access to grievance procedures.
10. Organizations should strive to give volunteers a satisfying experience. An organization should consider ways to recognize or celebrate the important contributions of their volunteers.

EXAMPLES OF ACCEPTABLE VOLUNTEER ARRANGEMENTS

1. An individual volunteers his or her time, expertise, and services after a natural disaster to rescue historical materials.
2. An individual volunteers to assist with the archives of his or her local religious congregation.
3. An individual volunteers to assist a grassroots, community-based archive.
4. As a public service, an individual helps process an archival collection that might never be processed otherwise.
5. Under supervision, an individual performs a public service in assisting an archivist to complete a range of archival tasks.
6. An individual compiles an online catalog of archival resources in his or her area of interest and shares this reference resource with the public and staff at archival institutions.
7. An individual volunteers to help an organization increase its open hours for the public to access its collections.
8. An individual volunteers to microfilm records from an archival repository for his or her church.
9. An individual volunteers to conduct oral histories within his or her community.
10. An individual volunteers to serve on an archives' advisory board and offer his or her time and services in support of the archives' initiatives.

More acceptable examples are certainly possible.

FOR ADDITIONAL INFORMATION

“Resources for Volunteer Programs in Archives.” National Archives and Records Administration and the Society of American Archivists (2012). Available at files.archivists.org/pubs/free/Resources_for_Volunteers-Final-V3.pdf. This publication contains valuable information and tools, but does not fully consider the ethical and legal contexts of volunteer activities.

“Standards and Best Practices for Museum Volunteer Programs in Museums,” American Association of Museum Volunteers. (Revised May 2012). Available at <https://aamv.wildapricot.org/Standards-and-Best-Practices>.

National Park Service Director’s Order #7: Volunteers in Parks
https://www.nps.gov/policy/DOrders/DO_7_2016.htm.

“Energ!ze Inc. Especially for Leaders of Volunteers,” RGK Center for Philanthropy and Community Service (University of Texas). Available at <https://www.energizeinc.com/>

~~“Volunteer Resource Management: What Is It and How Is It Done?” RGK Center for Philanthropy and Community Service. Available at <http://www.serviceleader.org/leaders>.~~

Herman, Melanie Lockwood, “Employee or Volunteer: What’s the Difference?” Nonprofit Risk Management Center. Available at <https://www.nonprofitrisk.org/resources/articles/volunteer-or-employee-do-you-know-the-difference/>.

“Need to Know Basics of Managing Volunteers.” Volunteer Maine: Maine Commission for Volunteer Service (2008). http://www.volunteermaine.org/shared_media/publications/old/E245B0A4d01.pdf.

“Best Practices for Volunteer Management Professionals,” Action Without Borders/Idealist.org. Available at <http://www.idealist.org/info/VolunteerMgmt/Best>.

¹ In the United States, about 64.5 million people (approximately 20% of the population) volunteered for an organization at least once between September 2011 and September 2012. For more information, see the Bureau of Labor Statistics report on “Volunteering in the United States in 2012” at <http://www.bls.gov/news.release/pdf/volun.pdf>.

² “Best Practices for Internships as a Component of Graduate Archival Education,” Society of American Archivists (2014). Available at <http://www2.archivists.org/standards/best-practices-for-internships-as-a-component-of-graduate-archival-education>

³ The U.S. Department of Labor has provided online resources to clarify the definition of volunteer work under the Fair Labor Standards Act (FLSA). See the U.S. Dept. of Labor, FLSA Advisor on Volunteers at <http://www.dol.gov/elaws/esa/flsa/docs/volunteers.asp>. Several opinions offered by the Wage and Hour Division provide further guidance, for example: “In determining whether a particular activity involves ‘ordinary volunteerism,’ the Department considers a variety of factors, including the nature of the entity receiving the services, the receipt by the worker (or expectation thereof) of any benefits from those for whom the services are performed, whether the activity is less than a full-time occupation, whether regular employees are displaced, whether the services are offered freely without pressure or coercion, and whether the services are of the kind typically associated with volunteer work.” (FLSA2001-18 at http://www.dol.gov/whd/opinion/FLSA/2001/2001_07_31_18_FLSA.htm)

³ State laws, institutional policies, and bargaining contracts may also apply to volunteer labor in certain contexts.

⁴ See the U.S. Dept. of Labor, FLSA Advisor on Volunteers at <http://www.dol.gov/elaws/esa/flsa/docs/volunteers.asp>.

⁵ See, for example, FLSA2002-9 at http://www.dol.gov/whd/opinion/FLSA/2002/2002_10_07_9_FLSA.htm: “The Wage and Hour Division has recognized that a person may volunteer time to religious, charitable, civic, humanitarian, or similar non-profit organizations as a public service and not be covered by the FLSA. Typically, such volunteers serve on a part-time basis and do not displace regular employed workers or perform work that would otherwise be performed by regular employees.”

⁶ *Resources for Volunteer Programs in Archives*, compiled by the National Archives and Records Administration and published by SAA in 2012, provides some examples. See http://files.archivists.org/pubs/free/Resources_for_Volunteers-Final-V2.pdf.

Support Statement: “Best Practices for Volunteers in Archives” provides basic guidance for archives institutions and organizations about the use of volunteers to ensure a positive and productive experience for all parties involved. As a complement to “Best Practices for Internships as a Component of Graduate Archival Education” (currently under review), this document provides a necessary and appropriate context for volunteers as distinct from student interns and distinguishes the work of volunteers from that of paid staff.

Impact on Strategic Priorities: Assists in achieving portions of all four of SAA's goals as stated in the 2014-2018 Strategic Plan. The clear statement that “volunteers should not replace or displace paid employees in the course of normal business” contributes to achievement of Goal 1 (“advocating for archives and archivists”). The guidelines were developed in response to member comments, notably those representing small organizations, thus contributing to Goal 4 (“meeting members' needs”). Issues of privilege have been prominent in the discussions noted above, particularly the realization that in many cases people experiencing various socio-economic circumstances cannot afford to volunteer to gain archival experience. The statement that "volunteers should not replace or displace paid employees" is a step toward addressing Strategy 4.3 (“Continue to enrich the association and the profession with greater diversity in membership....”).

Fiscal Impact: None.

E. Change Name of Harold T. Pinkett Student Award

THAT the name of the Harold T. Pinkett Minority Student Award be changed to the “Harold T. Pinkett Student of Color Award,” and that the word “minority” be replaced with “person/student of color” in all instances in the award description.

Support Statement: Changing the name of the Harold T. Pinkett Minority Student Award to the Harold T. Pinkett Student of Color Award will help SAA’s awards better reflect the self-identification of many marginalized racial and ethnic groups.

Impact on Strategic Priorities: This name change reflects the desire to engage with “an increasingly diverse community in a welcoming, equitable, and responsive manner,” as described in the SAA Statement on Diversity and Inclusion.

Fiscal Impact: None.

III. STRATEGIC PLANNING

A. Strategic Planning Session

References:

- [Current Strategic Plan](#)
- [Current Strategic Plan Actions and Timelines](#)
- [Member Comments on Current Goals and Objectives](#)
- [Strategic Planning Worksheet](#)

With the guidance of facilitator Shannon Sullivan, Council members and staff considered the most important needs for SAA members and the profession to establish strategic priorities for the organization in 2019-2021. In light of agenda items III.B. and IV.A., the group spent significant time addressing SAA's potential involvement in research activities (Goal 3: Advancing the Profession). Sullivan will create a final report on which the Council and staff will build a Strategic Plan dashboard that summarizes goals, strategies, activities, and timelines for the coming years.

B. Mega Issue Discussion: Research Agenda and A*CENSUS II

Reference: [Mega Issue Worksheet](#)

Evans led the Council in a discussion about conducting a second iteration of A*CENSUS, which was the first truly comprehensive nationwide survey of the archives profession conducted in 2004. The Council considered which aspects of the original survey should be included, how the survey might be expanded to include new and emerging needs and trends in the profession, and what might be likely sources of funding.

The Council agreed to convene a task force to begin preparations for conducting a second iteration of A*CENSUS. Evans and Beaumont will prepare a recommended roster of task force members as soon as possible for the Council to review.

MOTION 3

THAT a task force be formed to identify potential resources and partners for preparation of a second iteration of A*CENSUS; and

THAT the task force be appointed no later than December 1 and comprise six individuals representing the diversity of our organization; and

THAT a final report be submitted for Council consideration at its May 2019 meeting.

Motion: Chartier

Second: Lyons

Vote: PASSED (unanimous)

Support Statement: This task force is necessary to begin initial preparations for conducting a second iteration of A*CENSUS. Once completed, this "census of archives and archivists" will provide invaluable data on all aspects of the profession.

Impact on Strategic Priorities: A second iteration of A*CENSUS will contribute to furthering all four goals of the current strategic plan.

Fiscal Impact: None at this time. The task force will meet virtually.

IV. ACTION ITEMS

A. Task Force on Research/Data and Evaluation

Light led the Council through the final report prepared by the Task Force on Research/Data and Evaluation (which she chaired). The task force recommended that a standing Committee on Research, Data, and Assessment be established. The Council enthusiastically approved creation of the new committee thanked the task force for its excellent, thorough work.

MOTION 4

THAT a standing Committee on Research, Data, and Assessment be established, with the following description:

Committee on Research, Data, and Assessment Description

I. Purpose

The Committee on Research, Data, and Assessment provides access to significant and useful data and research about SAA, American archives, and their users, which evidence the value of archives for society and help us improve our services to SAA members and to our consumers. The committee will work to conduct or support relevant research and to create, gather, and preserve data by directing and engaging in several areas of activity:

- Providing SAA members with standardized tools for gathering and analyzing data;
- Providing a repository or portal for data and other research outputs;
- Providing training on gathering, analyzing, interpreting, and using data; and
- Providing up-to-date and reliable basic facts and figures about archives and archivists.

II. Committee Selection, Size, and Length of Term

The committee shall consist of a minimum of nine appointed members (including two co-chairs) serving staggered three-year terms with the possibility of reappointment. The Vice President, on behalf of the Council and with the recommendation of the committee, appoints new members and co-chairs. Since committee members may need to possess specialized skills and abilities, which will vary from time to time, an RFA (Request for Applicant)-based process may be necessary to help surface the best candidates in any particular appointment cycle. Maximum committee size is variable, dependent upon the number, nature, and complexity of the projects and activities in which the committee is engaged at any particular time.

To better facilitate the committee's diverse work, members may be distributed among multiple project- or activity-based subcommittees, each of which is headed by a subcommittee chair appointed by the committee co-chairs to repeatable annual terms. The Committee co-chairs may recommend that the SAA Council form (and disband) subcommittees from time to time, based on current needs.

The vice chair of the Committee on Education will serve as an *ex officio* member of the committee.

III. Reporting Procedures

The committee co-chairs shall submit a report for each Council meeting, summarizing current activities and projects and progress toward stated objectives. As directed by the Council, the committee chair may submit a written report upon the conclusion of specific projects.

IV. Duties and Responsibilities

The committee shall enjoy a great deal of latitude in developing and engaging in research projects and data accumulation. In so doing, the committee must maintain frequent communication with the Council, which approves and advises on the committee's strategic directions, tactics, resources, activities, and projects. This communication is facilitated by the committee co-chairs, who must ensure that the Council is aware of emergent planning and directional changes.

The Committee maintains responsibility for achieving its purpose by:

- Looking strategically at the organization's information needs and sharing its strategies with the SAA Council and relevant component groups;
- Proactively commissioning or directly engaging in necessary and strategic research;
- Gathering quantitative and qualitative information of strategic value for SAA in the areas of advocacy, public awareness, improved audience service, and community engagement;
- Evaluating such information and surfacing it to SAA members via dashboards, reports, and constructed data sets that members can use to better understand and act upon their own environments and to perform better as archivists;
- Engaging academic and other communities within SAA to perform research by helping to set research agendas and by utilizing grants, fellowships, conferences, and other tools and levers;
- Providing a repository (or repositories) and analytical tools for sharing and evaluating useful data about archivists, repositories, audiences, and the environments in which archives function; and
- Building and maintaining, in collaboration with other SAA groups, a training site for archivists in the area of research, data gathering, evaluation and assessment, and business intelligence.

V. Meetings

The committee shall conduct its business largely through email and conference calls. The committee shall meet formally each year at the SAA Annual Meeting. Any additional in-person meetings that may be necessary shall occur only with Council approval and funding.

Move: Chartier

Second: Lawrimore

Vote: PASSED

Support Statement: Creation of a standing Committee on Research, Data, and Assessment will be useful to SAA and its members and will advance important elements of SAA's strategic plan. The committee will be constituted in a scalable manner that does not put a new and immediate burden on the association's resources. Going forward, additional resources are likely to be directed to support of the committee.

Impact on Strategic Priorities: Establishing a standing committee will support and help to advance three priorities within the 2018-2020 SAA Strategic Plan: 1.4. Strengthen the ability of those who manage and use archival materials to articulate the value of archives; 3.1. Identify the

need for new standards, guidelines, and best practices and lead or participate in their development; and 3.2. Foster and disseminate research in and about the field.

Fiscal Impact: A standing committee has the potential to consume significant operating resources, including the allocation of new staff. Therefore, the committee will be established as a scalable entity that is initially driven by volunteer efforts, lightly supported by existing staff, and with the possibility of some projects supported by the SAA Foundation and external grants and gifts. Additional resources may be allocated as the committee demonstrates the value of its efforts.

MOTION 5

THAT the Task Force on Research/Data and Evaluation be disbanded with thanks.

Motion: Lawrimore

Second: Yun

Vote: PASSED

Support Statement: The Council thanks the task force for its excellent and thorough work.

Impact on Strategic Priorities: Not applicable.

Fiscal Impact: None.

B. Election to Committee on Selection of SAA Fellows

Each year the Council elects three individuals to serve on the Committee on the Selection of SAA Fellows. The Committee comprises the five most recent past presidents of the Society and three Fellows who are elected by the Council. The Council reviewed the list of eligible Fellows and put forward three nominees. Beaumont will contact each to obtain consent to serve and the Council will conduct a final vote online or via conference call.

C. Standards: Art and Rare Materials BIBFRAME Ontology Extension Working Group

The Standards Committee brought forward a proposal from the Association of College and Research Libraries/Rare Book and Manuscript Section Bibliographic Standards Committee asking that SAA participate in a working group to develop specialist ontologies to extend BIBFRAME, including models from the description of art and rare materials. The Council agreed that it is important that SAA be involved in this effort and decided that SAA would issue an open call for volunteers to serve as SAA representatives to the working group.

MOTION 6

THAT SAA participate in the Art and Rare Materials BIBFRAME Ontology Extension Working Group (ARM WG) by adopting the group charter below; and

THAT an open call for volunteers (to include a statement of interest) be issued to select a co-chair and three to four additional SAA representatives to the ARM WG, with recommendations provided by the ARM WG representative.

Art and Rare Materials BIBFRAME Ontology Extension Working Group

Working with a broad representation from library and archival special collections communities, the Art and Rare Materials BIBFRAME Ontology Extension Working Group (ARM WG) will publish and refine a BIBFRAME[1] ontology extension for the description of special collections materials. The work will build upon the Art and Rare Materials BIBFRAME Ontology Extension[2] established as part of the first phase of the Linked Data for Production (LD4P) project, 2016-2018[3]. Potential partners of the joint working group include the Art Libraries Society of North America (ARLIS/NA), the Rare Books and Manuscript Section (RBMS) of ALA/ACRL, and the Society of American Archivists (SAA).

Objectives:

- Review initial modeling of the Art and Rare Materials BIBFRAME Ontology Extension (ARM) and build upon areas for future work identified by the LD4P project. Identify use cases not yet covered by ARM, especially those that may be required for discovery of archival material. Extend and refine the ontology as appropriate.
- Publish an initial version of the ARM ontology extension, potentially in coordination with the Library of Congress Linked Data Service.
- Identify long-term strategies and structures for the administration of ARM.
- Work with the Library of Congress to further define the relationship between the core ontology (BIBFRAME) and the ARM extension.
- Work with the Program for Cooperative Cataloging (PCC) to incorporate ARM into PCC application profiles for the description of special collections materials.

The working group will be charged with a term of two years to complete initial project goals.

The size of the working group is envisioned to be between 10 and 15 members. Each of the three primary partner organizations will have a representative responsible for chairing the group (in rotation). The tentative chairs are Marie-Chantal L'Ecuyer-Coelho (ARLIS/NA), Jason Kovari (RBMS), and Elizabeth Russey Roke (SAA). The three partner organizations will also name liaisons to their respective standards bodies: the SAA Standards Committee, the RBMS Bibliographic Standards Committee, and the ARLIS/NA Cataloging Advisory Committee. The chair and liaison roles may be combined and served by one individual, at the discretion of the partner organization. The remaining membership will be based on an open call for volunteers. A group representing the primary sponsors will select the membership.

[1] BIBFRAME (Bibliographic Framework Initiative): <http://www.loc.gov/bibframe/>

[2] Art & Rare Materials BIBFRAME Ontology Extension (ARM):
<https://wiki.duraspace.org/pages/viewpage.action?pageId=101781410>

[3] Linked Data for Production (LD4P):
<https://wiki.duraspace.org/pages/viewpage.action?pageId=74515029>

Move: Chartier
Second: Gonzales
Vote: PASSED

Support Statement: SAA participation in the Art and Rare Materials BIBFRAME Ontology Extension Working Group affords members the opportunity to contribute to cross-disciplinary efforts to make archives and library resources more discoverable and accessible to our shared users.

Impact on Strategic Priorities: The work of the proposed working group would directly contribute to Goal #3 of the strategic plan by (3.1) participating in the developing of a new standard while also (3.3) participating in relevant partnerships with allied organizations. It is our hope, too, that the working group membership can (4.2) afford opportunities for member participation in a key association activity.

Fiscal Impact: None, as the majority of the group's work will be done remotely. Space and time may be required at the SAA Annual Meeting to host an open forum.

D. Other Action Items from Council Members

1. Off-Cycle Component Group Funding Requests

In response to a recent inquiry from a section leader, Lyons asked the Council to consider appropriate procedures for sections to submit off-cycle funding requests. After discussing the budget process and related implications, the Council agreed to add language to the Funding Sources for SAA Groups web page to clarify the process.

MOTION 7

THAT the following language be added to the Funding Resources for SAA Groups page: "If you have an urgent off-cycle funding request, please complete the Component Funding Request form and send it to your Council liaison and the Executive Director. Limited funding for off-cycle requests may be available at the discretion of the President and the Executive Director."

Motion: Punzalan
Second: Yun
Vote: PASSED

Support Statement: This language will make the component funding request process more flexible and transparent for SAA leaders.

Impact on Strategic Priorities: Not applicable.

Fiscal Impact: None at this time.

2. Standards Committee and the Standards Portal

Lyons noted that the Standards Portal is not formally maintained by any group, as the portal is not mentioned anywhere in the Standards Committee description. The Council agreed to add this critically important task to the committee description.

MOTION 8

THAT the SAA Standards Committee description be revised as follows:

(underline=addition; strikethrough=deletion)

SAA Standards Committee Description

I. Purpose

The Standards Committee is responsible for initiating and facilitating the development of standards;* providing review and comment on standards that are relevant to archival theory and practice; educating the archives community about the value and role of standards; maintaining and updating the SAA Standards Portal; and partnering with related information management professional organizations on standards of mutual concern and interest.

* For the purposes of this document, the term "standards" includes standards, technical standards, conventions, rules, guidelines, and best practices. See *Standards Development and Review* for more information.

II. Committee Selection, Size, and Length of Term

The Standards Committee consists of nine appointed members (including two co-chairs) appointed by the SAA vice president / president-elect for staggered three-year terms. The Committee also shall include *ex officio* members, including chairs of all technical subcommittees and development and review teams that report to the Standards Committee, representatives of other SAA groups whose interests and activities closely interact with those of the Standards Committee, and members who serve as SAA's representatives to external organizations that deal with matters within the Committee's area of concern. *Ex officio* members shall include:

- The immediate past co-chair of the Standards Committee, who shall serve as an *ex officio* member for one year;
- SAA's representative *to* the [American Library Association's Committee on Cataloging: Description and Access and MARC Advisory Committee](#);
- SAA's representative *to* the [ARMA International Standards Development Committee](#) (ARMA-SDC);
- SAA's representative *to* the [International Council on Archives Experts Group on Archival Description](#) (ICA-EGAD);
- SAA's representative *to* the [National Information Standards Organization](#)(NISO);
- A representative *from* the [Canadian Council of Archives' Canadian Committee on Archival Description](#) (CCA-CCAD);
- A representative *from* the [International Council on Archives Committee on Best Practices and Standards](#) (ICA-CBPS);

- Other SAA representatives appointed to standards-developing organizations; and
- Chairs of each technical subcommittee and development and review team.

The SAA vice president / president-elect annually appoints three members based on recommendations from the Standards Committee co-chairs, whose terms begin at the end of the Annual Meeting. The co-chairs are appointed for staggered two-year terms, and are normally appointed based on the recommendation of the co-chairs by the vice president / president-elect from among the current and previous members of the Committee. Following the co-chair's two-year appointment, the co-chair shall become an *ex officio* member for one year.

Technical subcommittees. The Standards Committee may recommend that the SAA Council form (and disband) technical subcommittees. The SAA Council may charge a technical subcommittee to oversee SAA-developed standards. Technical subcommittees are responsible for the maintenance and review of the assigned standard (which requires that they monitor all feedback and calls for revision of the standard) and for promoting the standard and educating appropriate communities about it. Technical subcommittee chairs serve as regular or *ex officio* members of the Standards Committee.

With the recommendations of the Standards Committee co-chairs, the SAA vice president / president-elect appoints technical subcommittee chairs and members. Technical subcommittee members must have expertise related to the standard that they are responsible for maintaining. Technical subcommittees are ongoing as long as the adopted standard remains in use. Technical subcommittee chairs serve as regular or *ex officio* members of the Standards Committee.

Development and review teams. The Standards Committee may recommend that the SAA Council form (and disband) development and review teams to research and develop a specific standard, review a specific standard, study the need for a standard, or address a particular topic. Development and review teams are *ad hoc* and will be charged for an appropriate period of time as determined by the Council in consultation with the Standards Committee, not to exceed three years, and with the possibility of renewal.

With the recommendations of the Standards Committee co-chairs, the SAA vice president / president-elect appoints development and review team chairs and members. Development and review team members must have expertise related to the topic being addressed, and will most often be from the group that proposed the original project. Development and review team chairs serve as regular or *ex officio* members of the Standards Committee.

III. Reporting Procedures

The Standards Committee reports to the Council, providing a formal written report annually and reporting on special initiatives as necessary or requested. The co-chairs are responsible for coordinating the formulation and evaluation of the annual report and other planning documents as needed in consultation with Standards Committee members. The chair of each current technical subcommittee and development and review team is responsible for preparing and submitting an annual report of the group's activities to the Standards Committee co-chairs.

IV. Duties and Responsibilities

To fulfill its mission as described above, the Standards Committee is specifically charged to:

- Oversee the process of standards development by identifying standards needs; recommending to the Council the establishment of technical subcommittees or development and review teams, as necessary, to research, prepare, monitor, and review standards; and recommending action on proposed standards to the Council.
- Ensure that the SAA Standards Portal is maintained and updated on a timely basis.
- Develop, implement, and periodically review a profession-wide plan to address all standards needs across all the core competencies of the profession.
- Monitor and review, and recommend for endorsement when appropriate, other national and international standards that affect archival practice.
- Implement a process for the periodic review of all standards that are relevant to archival theory and practice.
- Conduct maintenance reviews of SAA-adopted standards in accordance with established review cycles.
- Publicize and promote standards-related news and information to the archives community.
- Work in concert with the Program and Education committees and SAA staff to endorse and develop workshops, conference programs, and other educational opportunities related to archives standards.
- Collaborate with international and national associations on standards development projects, with an understanding that the SAA Council must approve in advance all contractual and financial obligations.
- Coordinate the work of SAA representatives to standards organizations.
- Investigate for all SAA-developed standards the feasibility of adoption by the American National Standards Institute as a national standard.

VI. Meetings

The Standards Committee meets once per year at the SAA annual meeting. Depending on operational need and contingent on SAA Council funding, the Committee or subgroups of it may meet midyear. Periodic conference call meetings may be scheduled as needed. Although regular meetings are open to any SAA member who wishes to attend, the Committee shall also hold public meetings as needed at the SAA annual meeting to report on the progress of ongoing standards development or to review projects and to receive questions and suggestions.

*Approved by the SAA Council: June 1991 (for a period of three years); June 1992, extended to June 1995
Revised: June 1998, February 2010, January 2011, January 2012, August 2013, November 2018.*

Motion: Fitch

Second: Chartier

Vote: PASSED

Support Statement: The Standards Committee is the natural choice to ensure that the Standards Portal is maintained and reviewed regularly.

Impact on Strategic Priorities: Contributes to Goal 3: Advancing the Field.

Fiscal Impact: None.

V. DISCUSSION ITEMS

A. Guidelines for Exhibits, Sponsorships, and Advertising

Beaumont provided an update on the Task Force to Develop Guidelines for Exhibits, Sponsorships, and Advertising, noting that she and Evans have struggled to confirm a full roster for the group. Council members offered recommendations for task force members and revised the task force charge to extend the timeline and require the final report for the Council's January conference call.

B. ["Petition to SAA Council for Ethical Sponsorships"](#)

The Council considered a petition submitted by SAA members regarding ethical sponsorships, particularly related to former units of the Hewlett Packard Company and their involvement in the Israeli-Palestinian conflict. Staff noted that SAA does not currently have any business relationships or affiliations with companies indicated in the petition. Evans, Gonzales, Lawrimore, Yun, and Beaumont agreed to prepare a response to the petitioners to be sent as soon as possible following the meeting.

C. SAA Code of Conduct

As the next scheduled review for the SAA Code of Conduct, the Equal Opportunity/Non-Discrimination Policy, and the Diversity Statement is May 2019, the Council agreed to convene a subgroup to review and revise the documents for the May 2019 Council meeting. Booth, Gunn, and Yun volunteered to conduct the review.

MOTION 9

THAT a Council subgroup, comprising Booth, Gunn, and Yun, be convened to conduct the scheduled review of the SAA Code of Conduct, the Equal Opportunity/Non-Discrimination Policy, and the Diversity Statement, for the May 2019 Council meeting.

Move: Yun

Second: Booth

Vote: PASSED

Support Statement: This timeline aligns with the next regularly scheduled review of these documents in May 2019.

Impact on Strategic Priorities: Not applicable.

Fiscal Impact: None.

D. Cultural Heritage Working Group

Lawrimore and Punzalan provided an update on their research into the current membership and activities of the Cultural Heritage Working Group. The group was created in 2005 following the Council's decision not to endorse *Protocols for Native American Archival Materials*. With the decision to endorse the Protocols in August 2018, and in light of the Council's ongoing discussions with the Diversity Committee, the Native American Archives Section, and other parties interested in cultural heritage issues, the Council decided to disband the Cultural Heritage Working Group with thanks.

MOTION 10

THAT the Cultural Heritage Working Group be disbanded with thanks.

Move: Gonzales

Second: Jackson

Vote: PASSED

Support Statement: The Council is grateful for the work completed by the Cultural Heritage Working Group. As it determines SAA's priorities for 2019-2021, it may choose to appoint a group whose activities will be directed to those priorities.

Impact on Strategic Priorities: Not applicable.

Fiscal Impact: None.

E. Future Dues Increases

Fitch and Carlson briefly reminded the Council that they are reviewing and projecting dues revenues for the next few years to determine if a membership dues increase and/or other changes will be necessary in the near future. They will prepare a report for the May 2019 Council meeting so that the Council may have a deeper discussion on the topic.

F. Preliminary Schedule for 2019 Joint Annual Meeting

Beaumont asked the Council to staff develop creative alternatives to the typical Annual Meeting schedule. Due to the hotel's availability, the Annual Meeting will take place on different days of the week than in previous years. Rather than running from Sunday to Saturday, SAA will have meeting space from Wednesday, July 31, through Tuesday, August 6. Beaumont will work with the Executive Committee to prepare a few recommendations for an alternative schedule to share with the Council in the next few weeks.

G. Other Discussion Items from Council Members

1. Inquiry from the Diversity Committee

Punzalan reported that Diversity Committee Chair Harrison Inefuku requested that the Council provide guidance on initiatives or projects they would like the committee to pursue in the coming year. Council members suggested that the Diversity Committee might assist in work on cultural heritage issues and *Protocols for Native American Archival Materials*, and Salzman asked that the Diversity Committee collaborate with the Committee on Education to recommend topics for new diversity, equity, and inclusion courses and instructors. After reviewing the draft Strategic Plan priorities in January, the Council will offer additional feedback.

2. Promoting *Protocols for Native American Archival Materials*

Punzalan brought forward recommendations, prepared by the Native American Archives Section, for promoting and implementing the *Protocols for Native American Archival Materials*. The Council agreed to further consider these ideas as they review the Strategic Plan dashboard this winter, and noted a few initiatives that they would encourage the Section to pursue as the steering committee sees fit.

H. Executive Session

The Council convened in executive session to discuss two confidential matters.

VI. REPORTS

Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee). 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](#)
- B. [President](#)
- C. [Vice President / President-Elect](#)
- D. [Treasurer](#)
 - 1. [FY 18 Fiscal-Year-End Financials](#) (*forthcoming*)
 - 2. [FY 19 Year-to-Date Financials \[September close\]](#)
- E.1. [Staff: Executive Director](#)
- E.2. [Staff: Membership](#)
- E.3. [Staff: Education](#)
- E.4. [Staff: Publications](#)
- E.5. [Staff: Annual Meeting](#)
- E.6. [Staff: Technology](#)
- F. [American Archivist Editor](#)
- G. [Publications Editor](#)
- H. [Final Report: 2018 Program Committee](#)
- I. [Annual Report: Committee on Education](#)

- J. [Annual Report: Membership Committee](#)
- L. [Annual Report: Committee on Public Awareness](#)
- M. [Annual Report: Committee on Public Policy](#)
- N. [2018 Archives on the Hill Event](#)
- O. [Annual Report: Dictionary Working Group](#)
- P. [Status Report: Task Force on Accessibility Best Practices](#)
- Q. [Status Report: Tragedy Response Initiative Task Force](#)
- R. [Status Report: Lone Arrangers Section's Archivists to the Rescue Pilot Project](#)
- S. [Native American Archives Section: Attendance at Association of Tribal Archives, Libraries, and Museums Conference](#)
- T. [Oral History Section Line Item Budget](#)
- U. [2017-2018 Section Annual Reports](#)
- V. [Status Report: FY19 Section Funding Pilot](#)
- W. **Other Reports from Council Members/What Are You Hearing from Members?**

K. [Annual Report: Standards Committee](#)

The Standards Committee asked for an update on the currently vacant representative position to ARMA International. Beaumont reported that she recently discussed the matter by phone with the ARMA executive director, who said that, due to current restructuring within ARMA, it is not necessary or feasible to have an SAA representative to the organization at this time. The Council agreed to leave the position vacant for now and to reconsider in the future as needed.

I. COUNCIL BUSINESS (continued)

A. Review of November 2018 Action List

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

B. Review of November 2018 Talking Points

Council members reviewed the draft talking points stemming from the meeting.

C. Adjournment

Lawrimore moved adjournment, Booth seconded, and the Council meeting was adjourned by unanimous consent at 4:57 p.m. on Saturday, November 3.