

**Society of American Archivists  
Council Meeting  
November 2-3, 2018  
Chicago, Illinois**

**Consent Agenda: Ratify Executive Committee Interim Actions**  
(Prepared by Executive Committee Member Erin Lawrimore)

**BACKGROUND**

Current parliamentary policy agrees on validating board decisions made remotely, and ratifying the Council's online and conference call decisions via the Consent Agenda does not conflict with any existing SAA policy.

**DISCUSSION**

Given the Executive Committee's use of an e-mail discussion list to function as a group and make decisions remotely, approving interim Executive Committee actions via the Consent Agenda contributes to streamlining the group's work and improves access to the interim decisions of SAA's elected decision makers.

**RECOMMENDATION**

**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)

**Society of American Archivists  
Executive Committee Interim Action  
September 11, 2018**

**Task Force to Develop Guidelines for Exhibits,  
Sponsorships, and Advertising  
(Prepared by Nancy Beaumont)**

**BACKGROUND**

At its August 13, 2018, meeting in Washington, DC, the Council approved the following motion:

**THAT a task force be formed to develop guidelines for staff use in considering vendor exhibits, sponsorships, and advertising, and**

**THAT the task force be appointed no later than September 1 and comprise six individuals representing the diversity of our organization, and**

**THAT the task force's final report be considered at the November 2018 Council meeting.**

Beaumont agreed to develop a draft description of the group for Council approval in early September. The Executive Committee is being asked to review and approve the description because of the timeline required for the task force's work.

**DISCUSSION**

An inquiry in the spring of 2018 from an individual SAA member about the possibility of requiring the Council to develop guidelines for "ethical sponsorships" raised awareness of the fact that SAA has no guidelines for considering vendors for inclusion in SAA's exhibits, sponsorships, and advertising. These business decisions have been left to the discretion of the Executive Director.

As noted during the Council's August 13 meeting, many associations have no guidelines but some do. I would welcome the development of guidelines for staff use in considering prospective vendors. In my opinion, such guidelines should be simple and clear and should not require that significant research be done on a prospective vendor.

## RECOMMENDATION

**THAT the following description of the Task Force to Develop Guidelines for Exhibits, Sponsorships, and Advertising be approved:**

### **Task Force to Develop Guidelines for Exhibits, Sponsorships, and Advertising**

#### **I. Purpose**

The task force is responsible for drafting guidelines for staff use in considering vendor exhibits, sponsorships, and advertising.

#### **II. Selection, Size, and Length of Term**

The task force comprises six individual SAA members, appointed by the SAA President, who represent the diversity of the organization. One individual member will serve as chair. Terms begin on September 15, 2018, and end upon the Council's review of the proposed guidelines. The SAA Executive Director serves *ex officio* on the task force.

#### **III. Reporting Procedures**

Periodic updates to the Council via its Executive Committee are welcome. A final report is due to the Council for its November 2018 meeting (i.e., no later than October 26).

#### **IV. Duties and Responsibilities**

To fulfill its purpose as described above, the task force is charged to:

- Research current best practices in evaluating vendors that wish to exhibit, sponsor, or advertise with professional associations.
- Develop clear and specific guidelines that the SAA staff may apply when considering vendor exhibits, sponsorships, and advertising.
- Consider the appropriateness of applying an "ethical" standard to prospective vendors.

#### **V. Meetings**

The task force will carry out its charge via electronic mail and conference calls.

**Support Statement:** Providing a set of guidelines for staff use when considering vendors for exhibits, sponsorships, and advertising helps to ensure appropriate and consistent business practices.

**Relevance to Strategic Priorities:** Addresses Strategic Goal 4: Meeting Members' Needs.

**Fiscal Impact:** No direct expense; estimated 40 hours of volunteer and staff time over a six-week period.

**Society of American Archivists  
Executive Committee Interim Action  
September 26, 2018**

**Updating Requirements for Two Awards  
(Prepared by Teresa Brinati)**

**I. WALDO GIFFORD LELAND AWARD**

**Background**

At the Awards Committee meeting on August 15, 2018, in Washington, DC, the chair of the Waldo Gifford Leland Award selection committee, suggested the following change to the description of the award:

**THAT “finding aid” be removed from the eligibility requirements for the [Waldo Gifford Leland Award](#).**

**Discussion**

1. From: Jordan Patty <williamjordanpatty@gmail.com>  
Sent: Wednesday, August 15, 2018 12:33 PM  
To: Teresa Brinati <tbrinati@archivists.org>  
Cc: Willey, Eric <emwille@ilstu.edu>  
Subject: Changes to Leland Award

Hi, Teresa,

I'm following up on my suggestions made in the Awards Committee meeting. I'm cc'ing the incoming chair as well so he is in the loop on this.

I suggest removing the finding aid eligibility since I think it was originally intended for published funding aids, and the committee has not been receiving submissions like that. We usually receive one or two finding aid submissions, and they are usually only a few pages and are not up to the level of the monograph submissions. Additionally if you look back at past award winners, the past 15 years have been exclusively monographs. I still think documentary publications are appropriate for this award despite the lack of significant submissions, and perhaps future committees should consider reaching out to NHPRC grant recipients of the [Publishing Historical Records Awards](#) to invite them to submit.

I'm happy to answer any questions or clarify anything. Thanks!

Jordan Patty, Outgoing Leland Award Chair

2. In addition, Brinati notes that eliminating finding aids from the Leland Award eligibility would not shut out this type of publication from recognition. Another SAA award, the [C.F.W. Coker Award for Description](#), recognizes finding aids.

## **RECOMMENDATION**

**THAT the following revised eligibility requirement for the Waldo Gifford Leland Award be approved:**

### **Eligibility:**

Monographs, ~~finding aids~~, or documentary publications in print or digital editions published in English during the previous calendar year are eligible. Periodicals are not eligible.

**Support Statement:** Updating awards description to reflect submission reality.

**Relevance to Strategic Priorities:** Addresses Strategic Goal 4: Meeting Members' Needs.

**Fiscal Impact:** No direct expense. Estimated 2 hours of staff time to address this change.

## **II. BRENDA S. BANKS TRAVEL AWARD**

### **Background**

After the Awards Committee meeting on August 15, 2018, in Washington, DC, members of the Brenda S. Banks Travel Award suggested the following change to the "Purpose and Criteria for Selection" and the "Eligibility" for the award:

**THAT "employed in archives" be removed and replaced with "have demonstrated professional archival experience" in three places in the [Brenda S. Banks Travel Award](#).**

### **Discussion**

From: Vargas-Betancourt, Margarita <mvargasb@ufl.edu>

Sent: Tuesday, September 25, 2018 9:55 AM

To: Teresa Brinati <tbrinati@archivists.org>; 'Shanee' Yvette Murrain' <shaneeyvettemurrain@gmail.com>

Cc: kneal@library.berkeley.edu; Christina J Zamon <czamon1@gsu.edu>; jkinniff@loyola.edu

Subject: RE: Banks Travel Award - eligibility requirement change

Dear Teresa,

Below you can see our rationale:

Danna Bell, Shanee' Yvette Murrain, and Margarita Vargas-Betancourt (members of the Brenda S. Banks Travel Award) and Kathryn M. Neal (past chair of the committee) would like to propose a change in the wording of the award. We would like to replace the phrase "employed in

archives” to “have demonstrated professional archival experience.” The reason for this request is that when we were reviewing the candidates, we realized that archivists who have jobs related to archives but who do not work on actual archival repositories had to be excluded from the pool. We believe that the proposed wording will result in a more inclusive pool.

Best,  
Margarita

Margarita Vargas-Betancourt, Ph.D.  
Latin American and Caribbean Special Collections Librarian  
University of Florida

## **RECOMMENDATION**

**THAT the following revised text for the Brenda S. Banks Travel Award be approved:**

### **Purpose and Criteria for Selection:**

Created in 2017, this award recognizes and acknowledges individuals of color, such as those of African, Asian, Latinx, Native American, Alaska Native, or Pacific Islander descent, and who ~~are employed in archives~~ **have demonstrated professional archival experience** and manifest an interest in becoming active members of the Society of American Archivists.

This award supports the Society of American Archivists’ Archivists and Archives of Color Section’s objectives of:

- Providing individuals of color ~~employed in an archives~~ **who have demonstrated professional archival experience** with an opportunity for professional development and networking through engagement with SAA; and . . .

### **Eligibility:**

The applicant:

- Must be of American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latinx, or Native Hawaiian/Pacific Islander descent;
- Must ~~be currently employed in an archives~~ **have demonstrated professional archival experience**; and
- Shall not have previously attended an SAA Annual Meeting.

**Support Statement:** Updating awards description to attract a more inclusive pool of candidates.

**Relevance to Strategic Priorities:** Addresses Strategic Goal 4: Meeting Members’ Needs.

**Fiscal Impact:** No direct expense. Estimated 2 hours of staff time to address this change.