

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

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

Reports on Membership, Education, Publications, the Annual Meeting, and Technology appear elsewhere in the staff reports for this Council meeting (1118-VI-E). This report summarizes other Headquarters activities since August 2018.

ADVOCACY

We completed "[Archives, Public Policy & You: Advocacy Guide](#)" in late September for posting in time for American Archives Month in October. As noted on the web page:

SAA collaborated with the Council of State Archivists, the National Association of Government Archives and Records Administrators, and the Regional Archival Associations Consortium to sponsor "Archives on the Hill" Day on August 14 during the 2018 Joint Annual Meeting in Washington, DC. Archives on the Hill brought together more than 70 enthusiastic archivists and records managers who visited their Members of Congress to advocate on behalf of archives and archivists.

Now it's your turn to advocate for archives! Congress will recess in advance of the 2018 mid-term elections, which means that your Member of Congress and Senators will be at home during [American Archives Month](#) in October. It's the perfect time to begin building a relationship! For tips on making a district visit (or a Hill visit, if you'll be in Washington, DC, sometime soon) or inviting your Representative or Senators to an event, see our new [Advocacy Guide](#).

As you prepare to speak with your Member of Congress or congressional staff person, take advantage of the following Issue Briefs, which were developed for the Archives on the Hill event:

- [Federal Funding for Archives](#)
- [Electronic Records](#)
- [National Historical Publications and Records Commission](#)
- [Intellectual Property](#)

Please give us feedback about your visit or event by completing the Post-Visit Worksheet on page 23 of the Advocacy Guide and sending it saahq@archivists.org. **If you let us know about your visit, we'll send you an "I'm an Archives Advocate" button!**

The Guide is an expanded version of the Advocacy Guide that we provided to Archives on the Hill participants. See also the report at VI.N.

Read more about our [American Archives Month](#) activities and [#AskAnArchivist Day](#), and see Teresa Brinati's report at VI.E.4.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- The entire staff was involved in three days of discovery work in mid-September as we began implementation of our new association management software system (NimbleUser). Our target for “go live” is before Joint Annual Meeting registration opens in early April. See Matt Black's report at VI-E-6-Tech for more detail.
- Renovation of the staff offices in late August went relatively well; Peter Carlson (who did a splendid job of managing the renovation project) is still working on the punch list. We're very pleased with the changes: The five new workstations are much more friendly to human beings' backs and overall health, the revamped lighting will both save SAA money and reduce our headaches, and the expanded conference room allows us to hold full-staff meetings, small committee meetings, and perhaps small training sessions in our office space.
- Peter worked with the auditors to complete their financial review of FY 2018.
- We were delighted to welcome to our staff team on October 23 Akila Ruffin, who will serve as Education Program Specialist – LMS and Online Learning. Akila has a master's degree in Performance Improvement from Roosevelt University and a bachelor's degree in Psychology from Purdue University. She brings to SAA several years of experience in education program administration, most recently as the Clinical Placements Coordinator at Trinity Christian College.

GOVERNANCE

- Felicia Owens drafted the minutes of the 0818 Council meetings and assisted the Executive Committee and Council in online discussions and votes. See the Council and Executive Committee interim actions reports at II.A. and II.B.
- The staff prepared all materials for the Council's November 2-3 meeting.
- Felicia completed updates of all appointed group and section steering committee rosters and collected and compiled the section annual reports available at VI.U.
- Felicia compiled the vacancies spreadsheet for use by Michelle and the Appointments Committee in making 2019-2020 appointments. The call for volunteers was issued via the website and the November/December issue of *Archival Outlook*.
- I worked with Meredith and Michelle to identify potential appointees to the Task Force on Exhibits, Sponsorships, and Advertising, attempting to achieve an appropriate balance of

backgrounds and expertise. The process of lining up participants was challenging, due to their busy schedules. Our original schedule for this project was overly ambitious; we will have to extend the reporting period for this group beyond the November Council meeting.

- I participated in phone calls with Council members Erin Lawrimore and Ricky Punzalan regarding the Cultural Heritage Working Group; with Council liaisons Audra Yun and Brenda Gunn regarding coordinating the work of and communication between the Committee on Public Awareness and the Committee on Public Policy; with Brenda and Independent Archivists Section Chair Michelle Ganz regarding the Consultants Directory; and with Audra and Society of California Archivists President Teresa Mora regarding the 2019 Joint Annual Meeting. (See the Annual Meeting report at VI.E.5. for more on that subject.)
- I worked with Native American Archives Section Chair Stephen Curley and the staff of the Association of Tribal Archives, Libraries, and Museums to coordinate purchase of an SAA table at the ATALM conference (October 8-11) as well as preparation and shipping of materials for display.
- I worked with Debra Schiff of the Lone Arrangers Section to coordinate shipment of materials from University Products to the various Archivists to the Rescue! workshop locations. John Dunphy of UP has been wonderful and generous! At Debra's request, we issued individual "certificates of participation" to all workshop attendees.

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 12, we have received no requests for grant funding from North or South Carolina, Georgia, or Florida. We expect to receive applications once folks are able to assess the damage to their repositories.
- We prepared all materials for the Foundation Board's November 4-5 meeting in Chicago. The agenda for that meeting is available [here](#).

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