

**Society of American Archivists
Council Meeting
November 20, 2020
Virtual Meeting**

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 Rachel Vagts called the meeting to order at 2:03 p.m. CT on Friday, November 20. Present were Vice President Courtney Chartier; Treasurer Amy Fitch; Executive Committee Member Melissa Gonzales; Council members Eric Chin, Stephen Curley, Petrina Jackson, Ricardo Punzalan, Mario Ramirez, Meg Tuomala, and Rachel Winston; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzmann, Information Systems Administrator Matt Black, and Governance Manager Felicia Owens.

Absent was Council member Derek Mosley.

I. COUNCIL BUSINESS

A. Adoption of the [Agenda](#)

Vagts introduced the agenda, with addition of an action item (immediately following III. Strategic Planning) to approve a new appointment to the National Historical Publications and Records Commission. Ramirez moved adoption of the agenda as revised, Chin seconded, and the agenda was adopted unanimously (**MOTION 1**).

B. Status of Council To-Do 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: Fitch

Second Consent Items: Punzalan

Vote: PASSED (unanimous)

A. Ratify Council Interim Actions

THAT the following interim actions taken by the Council between September 23 and November 20, 2020, be ratified:

- Approved the September 23, 2020, Council virtual meeting [minutes](#). (October 6, 2020)

B. Expand and Extend Technical Subcommittee on Archival Facilities Guidelines

THAT the term for the Technical Subcommittee on Archival Facilities Guidelines be extended through August 2022, and

THAT the following revisions to the technical subcommittee description and charge be approved (strikethrough = deletion, underline = addition):

Society of American Archivists Technical Subcommittee on Archival Facilities Guidelines

I. Purpose

The Technical Subcommittee on Archival Facilities Guidelines (TS-AFG) of the SAA Standards Committee oversees the ongoing maintenance and development of *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* (“Facilities standard”), a standard adopted by SAA. The Technical Subcommittee also investigates the feasibility of expansion of the Facilities standard to a national standard and/or a multi-organizational standard.

II. Subcommittee Selection, Size, and Length of Term

TS-AFG shall be charged for five years, beginning August 2010, or until revisions to the Facilities standard are completed as described in the [Procedures for Review and Approval of an SAA-Developed Standard](#). *[TS-AFG's original length of term was extended to August 2016 by the SAA Executive Committee on July 27, 2015. The term was further extended to August 2018 by the SAA Council in November 2016. The term was further extended to August 2020 by the SAA Council in February 2019. The term was further extended to August 2022 by the SAA Council in November 2020.]* After revision work is completed, if the Facilities standard continues to be an approved standard of SAA, the TS-AFG shall be re-charged for a subsequent review cycle.

The members and chair(s) of the TS-AFG shall be appointed for the length of time necessary to complete revisions to the Facilities standard, which shall not exceed five years.

The Technical Subcommittee shall be composed of five to ~~eight~~ nine individuals, including the chair(s), to be recommended by the Standards Committee for appointment by the Vice President. The chair(s) and at least four other members of the Subcommittee shall be a member of SAA with demonstrated experience in archival facility issues. However, the Technical Subcommittee may include one to three members from other professions who have significant knowledge of and experience with archival facilities.

Ex officio members of the TS-AFG shall include the following:

- Co-chairs of the Standards Committee;
- Liaison from Canadian Council of Archives (CCA).

III. Reporting Procedures

The chair(s) of the TS-AFG shall report at least annually to the chair(s) of the SAA Standards Committee at the SAA Annual Meeting. If extramural funding is obtained by the SAA, the chair(s) shall provide all necessary narrative reports to the SAA office in order that reporting requirements of SAA and the funding source(s) are met.

IV. Duties and Responsibilities

To fulfill its mission as described above, the TS-AFG is specifically charged to:

- Carry out the maintenance and development of *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*, an SAA standard, in accordance with the schedules laid out by the charges and SAA's Procedures for Review and Approval of an SAA-Developed Standard.
- Investigate expansion of the Facilities standard to a national standard in conjunction with the American National Standards Institute. A report and recommendations will be submitted to the Standards Committee in 2013.
- Investigate expansion of the Facilities standard to a multi-organizational standard in conjunction with Canadian Council of Archives. A report and recommendations will be submitted to the Standards Committee in 2013.
- Promote the understanding and use of *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* by the American and international archival community.
- Support SAA's educational efforts related to *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*.

V. Meetings

The TS-AFG shall carry out its charges primarily via electronic mail, regular mail, and conference calls. It may meet at the SAA Annual Meeting and as necessary provided that SAA Council-approved funding is available.

Revised by the SAA Council: January 2011; December 2013; July 2015; November 2016; February 2019; November 2020.

Support Statement: Increasing the number of committee members and extending the technical subcommittee's term will allow the group to properly and successfully complete the current revision cycle for the facilities standard.

Impact on Strategic Priorities: This action supports Goal 3: Advancing the Field – Professional knowledge expands to keep pace with an increasingly diverse archival record.

Fiscal Impact: No direct costs assumed or additional staff time associated with these changes.

III. STRATEGIC PLANNING

The following documents were provided for reference:

A. [Current Strategic Plan 2020-2022](#)

B. [Current Strategic Plan Dashboard](#)

C. **Strategic Plan Discussion/Revisions**

Council members met in small groups to review SAA's 2020-2022 Strategic Plan to determine the best use of resources for FY21 and FY22. Council members will continue their discussion and complete revisions in the Strategic Plan dashboard by the end of the year.

ACTION ITEM

A. **SAA Representative to NHPRC**

Vagts reported that a new SAA representative to the National Historical Publications and Records Commission (NHPRC) is needed, as the term of current representative Dennis Meissner will conclude on December 31. Vagts recommended that Past President Tanya Zanish-Belcher be appointed, given her familiarity both with SAA and the NHPRC review process.

MOTION 3

THAT SAA Past President Tanya Zanish-Belcher be appointed to serve as SAA representative to the National Historical Publications and Records Commission for the 2021-2024 term.

Move: Punzalan

Second: Fitch

Vote: PASSED

Support Statement: Zanish-Belcher is well-qualified to serve in this important role on behalf of SAA.

Fiscal Impact: Not applicable.

IV. DISCUSSION ITEMS

A. [Editorial Board Recommendations for Task Forces on Conflict Mediation and Publications Ethics](#)

Ramirez introduced a recommendation from the *American Archivist* Editorial Board to form task forces to address conflict mediation and publication ethics. The Council agreed to continue

consideration of forming one or more appointed groups to address these critical topics across the organization.

B. Proposed Revisions to the SAA Constitution and Bylaws

Chin, Ramirez, and Tuomala presented proposed revisions to the SAA Constitution and Bylaws related to the threshold for member petitions and accommodating virtual annual membership meetings. The Council agreed with the proposed revisions and will soon issue an open comment period to gather feedback on the proposed revisions ahead of an all-member referendum held in conjunction with the 2021 general election ballot.

C. Proposal to Establish Sustainability Committee

Time did not allow for consideration of this item. The Council agreed to move this item to the January meeting agenda.

D. Other Discussion Items from Council Members

No additional items were brought forward.

V. 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>.

The Council reviewed, but did not discuss, the following reports:

D.1. Staff: Executive Director

D.2. Staff: Membership

D.3. Staff: Education

D.4. Staff: Publications

D.5. Staff: Annual Meeting

D.6. Staff: Technology

E. American Archivist Editor

G. Annual Report: Committee on Research, Data, and Assessment

H. Annual Report: Membership Committee

I. Annual Report: Committee on Education + Subcommittees

J. Annual Report: Committee on Ethics and Professional Conduct

K. Annual Report: Committee on Public Awareness

L. Annual Report: Committee on Public Policy

M. Annual Report: Diversity Committee

N. Annual Report: Standards Committee + Technical Subcommittees

O. 2019-2020 Section Annual Reports (Compiled)

A. President

Vagts reported that she is close to confirming all members of the A*CENSUS II Working Group and will have further updates soon.

B. Vice President/President-Elect

Chartier reported that all appointments for the Crisis, Disaster, and Tragedy Response Working Group are completed and she will be confirming a Council liaison for the group soon.

For the 2021 Appointments Committee, Chartier has confirmed two members thus far and will be seeking three additional members as soon as possible to complete the group.

C. Treasurer

Fitch reiterated the most important points from her written report, including that the first quarter of Fiscal Year 2021 is on track for expectations, but there are a few programs that are under budget. The Council and staff should remain diligent about the budget as the pandemic continues to affect SAA through FY21.

F. Publications Editor

Report received on December 2, 2020, and shared with the Council by email.

P. Other Reports from Council Members/What Are You Hearing from Members?

No further reports were brought forward.

I. COUNCIL BUSINESS (continued)

C. Review of November 2020 To-Do List / Talking Points

The staff will provide the draft list of action items stemming from the meeting.

D. Adjournment

Chartier moved adjournment, Punzalan seconded, and the Council meeting was adjourned by unanimous consent at 4:00 p.m. CT on Friday, November 20.