

**Society of American Archivists Foundation
Board of Directors Meeting
November 11, 2020
Virtual Meeting**

Agendas and background materials for SAA Foundation Board meetings are publicly available via the SAA website at: <http://www2.archivists.org/groups/saa-foundation-board-of-directors>.

Foundation Board President Margery Sly called the meeting to order at 1:04 pm CT on Wednesday, November 11. Present for the entire meeting were Class A members Rachel Vagts (SAA President), Courtney Chartier (SAA Vice President), Amy Fitch (SAA and SAAF Treasurer), Melissa Gonzales (SAA Executive Committee Member), and Meredith Evans (SAA Immediate Past President); Class B members Sharmila Bhatia (SAAF Vice President), Scott Cline, Fynnette Eaton, Michele Hagen (early-career member), Wilda Logan, Lisa Mangiafico, Dennis Meissner (SAAF Executive Committee Member), Gina Minks, Michele Pacifico, Angelique Richardson, and JoyEllen Williams; and Executive Director Nancy Beaumont, Finance/Administration Director Peter Carlson, and Governance Manager Felicia Owens.

I. BOARD BUSINESS

A. Adoption of the Agenda

Sly introduced the agenda. Meissner moved for adoption as presented, Eaton seconded, and the Board adopted the agenda unanimously. (**MOTION 1**)

B.1. October 2020 Board Minutes

Sly noted that the October 2020 meeting minutes were adopted by online vote of the Foundation Board on October 26, 2020, and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In The Loop*, the website, and social media.

B.2. Bylaws

Sly noted that the Bylaws were included in the meeting materials for reference purposes.

C. Board To-Do List

Board members briefly reviewed the status of actions listed in this internal working document. No updates were made.

II. CONSENT

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

Move Consent Items: Cline
Second Consent Items: Minks
Vote: PASSED

A. Board Interim Actions

THAT the following interim actions taken by the Foundation Board between September 1 and November 4, 2020, be ratified:

- Approved the [minutes](#) of the August 13, 2020, Board meeting. (September 1, 2020)
- Confirmed all Foundation committee assignments for the 2020-2021 term. (Appendix A) (September 14, 2020)
- Approved the [minutes](#) of the October 5, 2020, Board meeting. (October 26, 2020)
- Approved the description and charge for a new Communications Subcommittee of the Development Committee. (Appendix B) (November 4, 2020)

III. DISCUSSION

A. Future of Archival Workers Emergency Fund

The Board reviewed the status report from the Archival Workers Emergency Fund (AWEF) Review Committee, as scheduled in the group's description and charge. Given the ongoing health and economic effects of the pandemic, as well as the recent spike in cases across the country, the Board agreed to extend the fund through June 2021. (The fund was originally scheduled to sunset on December 31.) The Development Committee and staff will work with the review committee and the AWEF Organizing Committee (an external group) to increase fundraising efforts to maintain adequate funds for ongoing support.

The Board also considered questions from the review committee about making the AWEF a permanent fund and expanding its scope to include additional situations of financial need beyond the pandemic. The staff will seek advice from legal counsel about the Foundation, as a 501(c)(3) organization, providing ongoing mutual aid. The Board will continue to consider the review committee's questions as they gather more information.

MOTION 3

THAT the Archival Workers Emergency Fund, as established, be extended through June 30, 2021.

Move: Meissner
Second: Mangiafico
Vote: PASSED

Support Statement: As the pandemic continues and cases are spiking across the country, archivists are still in critical need of support, as evidenced by the applications received each week. Extension of the AWEF through June 30 will ensure that immediate needs are met and that the Board has adequate time to consider next steps for the Fund.

Fiscal Impact: Continued staff time to support logistics and accounting, as well as potential to affect donation efforts for other Foundation funds.

B. Request for Proposal for Development Consultant (Draft)

Beaumont presented a draft request for proposal to seek a development consultant for the Foundation. The Board suggested a few minor edits to clarify the objectives, and agreed to proceed with issuing the request as soon as possible.

C. 2020 Annual Appeal

Bhatia introduced the draft letter for the 2020 Annual Appeal, noting that, per the Communication Plan, the letter will be issued via email for most contacts, with a small handful of physical letters mailed to Fellows and Past Presidents. The Board brainstormed about creative ways to make mail and messages stand and decided to develop a greeting card to go with the physical appeal letters and to develop short videos for to add interest to social media and website messaging.

D. Other Discussion Items from Board Members

Meissner noted that the Nominating Committee will be working on a revised plan for soliciting new Board members, with hopes of implementing this year. The Nominating Committee will have a draft plan to share at the Board's February meeting.

IV. Reports

A. President

Sly reported that, since the October meeting, she has been working with Bhatia and Beaumont on plans for the Annual Appeal as well as the draft request for proposal for a development consultant (as presented in item III.B.).

B. Vice President / Development Committee

Bhatia reported that, since the October meeting, she has been working with Sly and Beaumont on the Annual Appeal, and particularly time-sensitive items like the draft appeal letter.

C. Archival Workers Emergency Fund Review Committee

This report was discussed in conjunction with agenda item III.A.

D. 2020 Travel Award Recipients (Compiled)

Beaumont noted that additional reports received since October were highlighted in the report. The Board agreed to discuss the Travel Award program during their February meeting in light of the likelihood of a virtual conference in 2021.

I. BOARD BUSINESS (Continued)

C. Date of Next Board Meeting

Sly confirmed that the Board will meet every other month, in February, April, and June. Owens will conduct a poll to confirm exact dates before the end of the year.

D. Adjournment

Eaton moved adjournment, Logan seconded, and the meeting was adjourned at 2:30 pm CT.