

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

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

Reports on Membership, Education, Publications, the Annual Meeting, and Technology appear elsewhere in the staff reports for this Council meeting (1120-V-D). This report summarizes other Headquarters activities since August 2020.

**STRATEGIC PRIORITIES**

- The Strategic Plan dashboard for FY20 to FY22, which the Council will be discussing in detail at this meeting, is available [here](#) (1120-III-B). As you will see in this and other staff reports, we're chipping away at the activities outlined in the dashboard.
- A\*CENSUS II: SAA President Rachel Vagts and I have met monthly with our project manager at Ithaka S+R. Discussions to date have focused on our memorandum of understanding (nearing completion after two rounds with legal counsel), appointment of a Working Group of ten subject matter experts that will work with Ithaka on the project, and a general timeline for completion.

**GOVERNANCE**

- Governance Manager Felicia Owens drafted the minutes of the [0820](#) and [0920](#) Council meetings, which were approved and posted online per the accepted schedule.
- Felicia worked with Vice President/President-Elect Courtney Chartier to complete the 2021 [call for volunteers](#) and prepared the worksheets needed by the Appointments Committee to manage its work.
- I worked with the Finance and Membership committees to draft and field a three-question [survey](#) of members to inform discussions about the dues structure.
- Matt Black, Carlos Salgado, Felicia, and I worked with the 2021 Program Committee to formulate and distribute the [2021 Call for Program Proposals](#) and to set up the submission form in Event Rebels. (See also the Annual Meeting report at 1120-V-D-5.)

## **HEADQUARTERS OPERATIONS / HUMAN RESOURCES**

- See the Technology report (1120-V-E-6) for details on our progress in implementing Nimble User.
- Peter Carlson worked with our external auditors in September and October to complete the FY 2020 (July 1, 2019 – June 30, 2020) audit.
- Peter is also providing staff support to the Executive Committee as it begins the recruitment process for SAA’s new executive director.
- We’re pleased to report that renewal of our health care insurance came it at an increase of 9%, against a budgeted increase of 15%. Our three-year rate is nearly flat, and we have elected to stay with our “grandmothered” health care plan.
- Peter has renewed SAA’s umbrella liability insurance, directors’ and officers’ insurance, and workers’ compensation insurance.
- As previously noted, we will be conducting staff performance appraisals in December. They were delayed from June by the pandemic and preparations for the virtual conference.

## **SAA FOUNDATION**

Staff support for the SAA Foundation has focused on the following:

- Assisting the Archival Workers Emergency Fund Review Committee with the review and approval process and ensuring that funds are dispersed.
- Assisting with two Board meetings (October 5 and November 11), including preparing agendas, reports, to-do lists, and minutes.
- Drafting a request for proposal for a development consultant (approved on November 11).
- Working with Foundation President Margery Sly and Vice President Sharmila Bhatia to develop the 2020 Annual Appeal message, including soliciting testimonials from four individuals and developing a communication plan for the campaign. Implementation will occur in November and December.

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