

Society of American Archivists Foundation
Board of Directors Meeting
November 19, 2021
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 TK pm CT on Friday, November 19. Present for the entire meeting were Class A members Courtney Chartier (SAA President), Terry Baxter (SAA Vice President), Sharmila Bhatia (SAA and SAAF Treasurer), Meg Tuomala (SAA Executive Committee Member), and Rachel Vagts (SAA Immediate Past President); Class B members Robert Clark, Scott Cline, Elizabeth Joffrion, Wilda Logan, Lisa Mangiafico (SAAF Vice President), Gina Minks, Michele Pacifico, and Gerrienne Schaad; and Executive Director Jacqueline Price Osafo and Governance Manager Felicia Owens.

Absent were Class B members Dennis Meissner, Beth Myers, and Kristy Martin (early-career member); and Finance/Administration Director Peter Carlson.

I. BOARD BUSINESS

A. Adoption of the Agenda

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

B.1. [August 10, 2021, Board Minutes](#)

Sly noted that the August 2021 meeting minutes were adopted by online vote of the Foundation Board on October 22, 2021, 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. Review 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: Joffrion
Vote: PASSED (unanimous)

A. Board Interim Actions

THAT the following interim actions taken by the Foundation Board in October 2021 be ratified:

- Approved the [minutes](#) of the August 10, 2021, Board meeting. (October 22, 2021)

III. ACTION

A. Future of Archival Workers Emergency Fund [CONFIDENTIAL]

Sly presented recommendations from the AWEF Task Force, including guidance from auditors and legal counsel, detailing how continuing the fund presents legal, tax, and operational risks for SAA and the SAA Foundation. The Board agreed that archival worker precarity is still a high priority and discussed possible initiatives to address these issues at a higher level, which will be further considered at the Board's strategic planning meeting in January.

THAT the Archival Workers Emergency Fund be sunset as of December 31, 2021; and

THAT the AWEF Review Committee be disbanded, with immense thanks to all of the hardworking and committed members for their good work.

Support Statement: Following legal and tax advice, the Foundation Board believes sunsetting the fund and limiting exposure is the correct course at this time. The Board is grateful for the extraordinary support from volunteers and membership for the program which met the immediate short-term need.

Fiscal Impact: Sunsetting AWEF will do away with staff time to administer the program and manage accounting as well as ensure that the SAA Foundation does not jeopardize its 501(c)3 tax status.

Move: Bhatia
Second: Clark
Vote: PASSED

B. FY 2022 Development Plan

Mangiafico introduced the 2021-2022 update to the Development Plan, noting that the document will need a thorough review following the Board's further review of the development consultant

recommendations and Foundation strategic planning. The Board agreed with the general outlined plans and to proceed with this living document evolving through the year.

C. Other Action Items from Board Members

No other action items were brought forward.

IV. DISCUSSION

A. Strategic Planning + Development Consultant Recommendations [Confidential]

Sly led the Board through reviewing recommendations from development consultants Schultz & Williams, specifically to establish a distinct strategic plan for the SAA Foundation. The Board discussed a general framework for the strategic plan as well as a mission and vision statement for the Foundation. The Board agreed to schedule a special meeting in January 2022 to focus on strategic planning.

B. 2021 Annual Appeal

Mangiafico introduced the communication plan for the 2021 annual appeal, noting that the campaign will focus on the Strategic Growth Fund. Price Osafo has contracted a video producer to develop short videos from Board members and recent grant/award recipients to highlight in email and social media messages. Board members volunteered to help with appeal outreach and thank you letters.

C. Other Discussion Items from Board Members

No other discussion items were brought forward.

V. Reports

A. President

The Board reviewed, but did not discuss this report.

B. Vice President / Development Committee

The Board reviewed, but did not discuss this report.

C. Treasurer (Financial Report)

The Board reviewed, but did not discuss this report.

D. Executive Director

Price Osafo shared updates on many Foundation projects, including producing videos for the

annual appeal and processing recommendations from Schultz & Williams. Price Osafo now meets bi-weekly with the Foundation President and Vice President, Sly and Mangiafico, to keep Foundation interests moving forward.

E. [Annual Report: National Disaster Recovery Fund for Archives \(NDRFA\) Review Committee](#)

The Board reviewed, but did not discuss this report.

I. BOARD BUSINESS (Continued)

C. Meeting Debriefing / Next Board Meeting

The Board briefly reflected on the highlights from the meeting and suggestions for improving future virtual meetings as well as possible dates for 2022 meetings.

D. Adjournment

Mangiafico moved and Bhatia seconded a motion for adjournment, and the meeting was adjourned at 3:54 pm CT.