

**Society of American Archivists
Council Meeting
November 10, 12, 2021
Virtual Meeting**

**Executive Director's Report
(Prepared by Jackie Price Osafo, MBA, CAE)**

Reports on Membership, Education, Publications, the Annual Meeting, and Technology appear elsewhere in the staff reports for this Council meeting (VI.D.2.–VI.D.6.). This report summarizes other Headquarters activities since August, 2021.

STRATEGIC PRIORITIES

During the past few months, I worked extensively with the President, President-elect, and Executive Committee to revise and update the Strategic Plan Dashboard. Council will review and discuss the proposed plan during this meeting. In addition to the Strategic Plan, I have worked with Meg Tuomala to solidify the DEIA Work Plan for approval by the Council. Both the Strategic Plan and **DEIA Work Plan** will have a significant impact on the future of the Society as it relates to membership, programming, and products.

With Beth Myers and Rachel Vagts, I have participated in biweekly meetings of the Ithaca S+R/SAA team, which is developing the **A*CENSUS II** survey instruments, and monthly meetings of the **A*CENSUS II** Working Group. **A*CENSUS II** launched Tuesday, October 19, 2021, and was received by 39,688 people. As of Tuesday, November 2, 2021, 3,743 people have completed the survey; of this 2,784 received a personal link, and 959 completed the survey through an open-access link. The survey will close on December 3, 2021, and the Archives Administrators Survey will deploy in early 2022.

As part of my listening tour, not only did I meet with Chris Prom and Bill Maher from the University of Illinois Urbana- Champaign, I also visited the archives section. I meet with Dave Jones and Cathy Popovitch, the Illinois State Archivists and Program Administrator. On November 12, 2021, I will tour the Chicago Public Library with Stacie Williams. I have virtual introduction meetings with NARA, AASLH, HENTF, CoSA, NAGARA, and others. Lastly, I held meetings with sponsors, such as Preservica and Lucidea.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

We continue to operate remotely. At this time, Peter Carlson and I are in the office most days. The Member Services/Accounting Specialist Lakesha Thaddis is in the office a few days a week. The leadership team (Peter, Rana, and Teresa) will re-visit the discussion regarding re-opening the office during the December Leadership Retreat. We will also discuss revenue recognition

standards, employee policies and benefits, and strategic plans. In the meantime, the directors and I meet weekly, I meet with individual directors bi-weekly, and all-staff continues to meet weekly.

The annual financial audit began in October and is scheduled to be completed in late November/early December. As of yet, there have been no findings. Staff are in the process of completing the state-mandated annual harassment training. To provide staff with an opportunity to expand their knowledge beyond SAA, membership to the Association Forum (association for association professionals) has been extended to those who were not already members. It is anticipated that the expanded body of knowledge will positively impact the services and resources provided to SAA members.

We are delighted that Michael Santiago has accepted a position with JP Morgan Chase in the asset management department. Michael came to SAA from the banking industry. We are in the process of re-evaluating this position to match SAA's current and future needs.

GOVERNANCE

Governance Manager Felicia Owens:

- Drafted the minutes of the 0821-1 and 0821-2 Council meetings (which were approved by the Council and posted [online](#)) as well as the "To Do" lists from those meetings and the notes from monthly Executive Committee meetings.
- Worked with Vice President/President-Elect Terry Baxter to complete the [2022 call for SAA leaders](#), and met with the 2022 Appointments Committee to discuss the appointments process and ideas for promoting the self-nomination form. To close the 2021 appointments cycle, Owens sent official thank you letters to all 100+ leaders who rotated off of appointed groups in August 2021.
- Supported the Nominating Committee as they selected and confirmed 14 candidates to run in the 2022 SAA election; the slate will be announced publicly soon, and candidate information pages will be available in early 2022.
- Met weekly with President Courtney Charier, Vice President Terry Baxter, and Executive Director Jackie Price Osafo, and met with the Executive Committee monthly, and managed documents to facilitate strategic planning.

SAA FOUNDATION

The staff provided support to the Foundation Board of Directors and its Development, Finance, Grant Review, and Nominating committees. Schultz and Williams recommendations were presented to the Foundation Board in September. The framework for a strategic plan will be shared with the Board at the November 19, 2021, meeting. The Board will also discuss the future of the Archival Workers Emergency Fund (AWEF) program.

Please don't hesitate to get in touch with me directly with questions.