

**Society of American Archivists
Council Meeting
November 1, 3, 2022
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.

Tuesday, November 1, 2022

President Terry Baxter called the meeting to order at 1:00 p.m. CT on Tuesday, November 1. Present were Vice President Helen Wong Smith; Treasurer Sharmila Bhatia; Executive Committee Member Derek Mosley; Council members Krystal Appiah, Stephen Curley, Joyce Gabiola, Jasmine Jones, Tonia Sutherland, Lydia Tang, and Rachel Winston; and SAA Executive Director Jacqueline Price Osafo, Assistant Director of Publishing Abigail Christian, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzman, and Governance Manager Felicia Owens.

Unable to attend the meeting was Council member Dominique Luster.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Baxter introduced the agenda. Wong Smith moved adoption of the agenda as revised, Mosley 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.

C. Declare Conflicts of Interest

No conflicts of interest were brought forward.

II. CONSENT AGENDA

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

Move Consent Items: Mosley
Second Consent Items: Bhatia
Vote: PASSED (unanimous)

A. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee between September 12 and October 13, 2022, be ratified:

- Approved a [list of questions](#) for the nominee for Archivist of the United States, as prepared by the SAA Committee on Public Policy (COPP) on behalf of the National Coalition for History (NCH), to submit to the Senate Committee on Homeland Security and Governmental Affairs. (September 12, 2022)
- Approved a [letter](#), as drafted by NCH, to the Committee on Homeland Security and Governmental Affairs endorsing the pending nomination of Dr. Colleen J. Shogan to become the eleventh Archivist of the United States. (September 16, 2022)
- Approved a [message](#), as drafted by COPP, encouraging SAA members to contact their senators to support Dr. Shogan’s nomination as the next Archivist of the United States. (October 13, 2022)

B.1. Approve August 24, 2022, Council Meeting Minutes [CONFIDENTIAL]

THAT the August 24, 2022, Council meeting minutes, as drafted, be approved.

Following this meeting, the August 24, 2022, meeting minutes were made available on the SAA website at: <https://www2.archivists.org/groups/saa-council/august-24-2022-council-meeting-minutes>.

B.2. Approve August 27, 2022, Council Meeting Minutes [CONFIDENTIAL]

THAT the August 27, 2022, Council meeting minutes, as drafted, be approved.

Following this meeting, the August 27, 2022, meeting minutes were made available on the SAA website at: <https://www2.archivists.org/groups/saa-council/august-27-2022-council-meeting-minutes>.

III. STRATEGIC PLANNING

A. Reference

The following documents were provided for reference:

1. SAA Strategic Plan, FY 2023-2025
2. 2023-2025 Strategic Plan Actions and Timelines

3. Work Plan on Diversity, Equity, Inclusion, and Accessibility

B. FY 2023 Activities and Liaison Expectations

The Council reviewed the current Strategic Plan Dashboard to determine the best SAA expert groups to address each of the listed items. Baxter, Wong Smith, Price Osafo, and Owens agreed to further review the dashboard following the meeting to assess fiscal year timelines and designate a lead coordinator group for each item. Following this work, Council liaisons will reach out to their groups to discuss their respective tasks.

IV. ACTION AGENDA

A. Digital Archives Specialist (DAS) Certificate Renewal Requirements

Jones introduced a proposal from the Digital Archives Specialist (DAS) Subcommittee to revise the requirements and pathways for DAS certificate renewals. The Council discussed questions about a rubric and timeline for assessing renewal petitions, and how to indicate which external courses and programs are eligible, prior to an individual expending funds to attend those courses. Jones agreed to bring these questions to the subcommittee and encourage them to submit a revised proposal at their earliest convenience.

B. Other Action Items from Council Members

No additional action items were brought forward.

C. Executive Session (As Needed)

The Council moved into private executive session to discuss evaluations for the publications editor and review the section health assessment process.

MOTION 3

THAT the Council move into Executive Session.

Move: Mosley

Second: Winston

Vote: PASSED (unanimous)

I. COUNCIL BUSINESS

Mosley moved adjournment, Winston seconded, and the Council meeting was adjourned by unanimous consent at 3:55 pm CT on Tuesday, November 1.

Move: Bhatia

Second: Sutherland

Vote: PASSED (unanimous; absent: Mosley)

Thursday, November 3, 2022

President Terry Baxter called the meeting to order at 1:00 p.m. CT on Thursday, November 3. Present were Vice President Helen Wong Smith; Treasurer Sharmila Bhatia; Executive Committee Member Derek Mosley; Council members Krystal Appiah, Stephen Curley, Joyce Gabiola, Jasmine Jones, Tonia Sutherland, Lydia Tang, and Rachel Winston; and SAA Executive Director Jacqueline Price Osafo, Assistant Director of Publishing Abigail Christian, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzmann, and Governance Manager Felicia Owens.

Guests included SAA Foundation President Lisa Mangiafico; SAA staff members Shavon Lewis, Cherie Newell, and Carlos Salgado.

Unable to attend the meeting was Council member Dominique Luster.

I. COUNCIL BUSINESS

Baxter introduced the agenda, noting that the Reports agenda would be covered first, followed by the Discussion agenda.

Move: Bhatia

Second: Winston

Vote: PASSED (unanimous)

V. DISCUSSION ITEMS

A. SAA Bylaws and Constitution Update

Price Osafo confirmed that she will work with the Executive Committee to assess timelines and draft an informational document to introduce and provide rationale for the proposed changes to the constitution and bylaws. The amendments will go forward for an all-member referendum on the spring 2023 SAA election ballot.

B. Section Health Assessment Update

Gabiola, Jones, Luster, and Tang introduced a communication and work plan for moving forward the section health assessment process. The Council reviewed the proposed timelines and steps, as well as a draft survey for targeted audiences, and discussed at length the overall framework for member engagement. The working group agreed to further review the plan and regularly update the Council on progress.

C. Strategy for Funding Standards Development

Tang introduced a proposal from the Standards Committee to consider seeking large grants that could support those conducting standards creation and review processes. The Council discussed a variety of merits and questions about the proposal, and requested that the group continue considering this model and prepare a more detailed report for the next Council meeting.

D. 2023 SAA Annual Meeting Planning

Price Osafo shared general updates about plans for the 2023 Annual Meeting. The call for proposals is currently open and will close on December 2. The call includes a new session type, “unconference,” see the call for more information. The 2023 meeting will again be a hybrid conference, and we are currently in re-negotiations with our hotel partner in Washington, DC. The conference will be a joint meeting with the Council of State Archivists (CoSA), and we plan to again hold an Archives on the Hill congressional visit, as we did in 2018.

E. Other Discussion Items from Council Members

No additional discussion items were brought forward.

VI. 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:

- A. [President](#)
- C. [Treasurer](#)
- D.1. [Staff: Executive Director](#)
- D.2. [Staff: Membership](#)
- D.3. [Staff: Education](#)
- D.4. [Staff: Publications](#)
- D.5. [Staff: Technology](#)
- E. [American Archivist Editor](#)
- F. [Publications Editor](#)
- G. [Final Report: 2022 Program Committee](#)
- H. [Annual Report: Committee on Education + Subcommittees](#)
- I. [Annual Report: Committee on Ethics and Professional Conduct](#)
- J. [Annual Report: Committee on Public Awareness](#)
- L. [Annual Report: Committee on Research, Data, and Assessment](#)
- M. [Annual Report: Diversity Committee](#)
- N. [Annual Report: Membership Committee + Subcommittees](#)
- O. [Annual Report: Standards Committee + Technical Subcommittees](#)
- P. [Annual Report: Crisis, Disaster, and Tragedy Response Working Group](#)
- Q. [Annual Report: Dictionary Working Group](#)
- R. [Report: Representative to NHPRC](#)

S. 2021-2022 Section Annual Reports (Compiled)

T. Report: SAA Foundation

B. Vice President/President-Elect

Wong Smith noted that Brenda Gunn has consented to serve as SAA representative to the International Council on Archives, as recommended by current representative Becky Haglund Tousey.

K. Annual Report: Committee on Public Policy

Due to other pressing advocacy matters, the Committee on Public Policy was not able to submit a report in time for this meeting. Curley agreed he would follow up and share the report once available.

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

No additional reports were brought forward.

I. COUNCIL BUSINESS (continued)

C. Review of November 2022 To Do List and Talking Points

Council members reviewed the draft list of action items stemming from the meeting.

D. Meeting Debrief

The Council briefly reflected on the highlights from the meeting and suggestions for improving future virtual Council meetings.

E. Adjournment

Bhatia moved adjournment, Appiah seconded, and the Council meeting was adjourned by unanimous consent at 3:55 p.m. CT on Thursday, November 3.