

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

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

Reports from the Membership, Education, Publication, and Technology business units may be found under agenda items (1122-1-VI-D-2-5). The report below represents activities from September and October 2022.

HEADQUARTERS OPERATIONS / HUMAN RESOURCES

- A*CENSUS II
 - An overview of the “Administrator” survey was presented to the Working Group October 21st. During this meeting, feedback was provided regarding how best to share the data in a manner that would provide insightful data to recipients regarding the profession.
 - In addition to publishing the data on the Society’s outlets, the grant stipulates results are to be publish on ICPSR’s site. Beth Meyers and I held a call with ICPSR to discuss the process and cost options.
 - The grant period end date for A*CENSUS II is February 2023.
- Join Working Group (RAAC, CoSA, NAGARA, and SAA) – during the recent meeting the group discussed: AOTUS nomination, Federal Budget, Wiped Communications Records re: Jan 6th, and Divisive Concepts Legislation
- NARA – During the October 28th meeting, each group will provide an update on future priorities and the benefits of future meetings.
- NCH – During the past few months, the focus has been on the nomination process for Dr. Colleen Shogan
- SAA staff - The Society continues to experience a shift in staff, listed below are the following positions, reason for vacancy, and status update:
 - Director of Finance and Operations – resignation (effective 12/31/22) of Peter Carlson. Status – in the process of investigation options and realignment
 - Program and Editorial Coordinator - shift in responsibilities because of Teresa Brinati’s departure. Status – in the process of interviewing candidates

- Education and Meeting Specialists – returning pre-COVID staffing and supporting annual meeting. Status – in the process of interviewing candidates
- Foundation and Development Manager – newly created position. Status – in the process of evaluating resumes

SAA FOUNDATION

- The recruitment process for a Foundation and Development Manager began in June. Based on feedback from other association executives, recruitment for this position has been challenging.
- Because of staffing resources, Schultz and Williams were contracted to develop content/marketing collateral for the year-end campaign.
- The president, vice-president, executive director and governance manager meet bi-weekly.

GOVERNANCE

Since August 2022, Governance Manager Felicia Owens has:

- Served on staff hiring committees for the Program and Editorial Coordinator position as well as the Foundation Development Manager position.
- Attended weekly meetings with President Terry Baxter, Vice President Helen Wong Smith, and Executive Director Jackie Price Osafo.
- Drafted the minutes of the 0822 Council meetings, updated the “To Do” list from this meeting, maintained notes from monthly Executive Committee meetings, and prepared materials for the 1122 Council meeting.
- Worked with Vice President Helen Wong Smith to issue the annual call for leaders. Applications are due by December 15, 2022.
- To close the 2022 appointments cycle, sent official thank you letters to outgoing leaders and appointment letters to incoming leaders.
- Established online microsite and listserv for the newly-appointed Archival Repatriation Committee, who are now beginning their work.
- Supported the Nominating Committee as they selected and confirmed 14 candidates for the 2023 SAA election; the slate will be announced publicly soon, and candidate information pages will be available in February 2023.
- Supported first-year Council members Jones, Luster, and Sutherland in hosting the 2022 SAA Leadership Orientation and Forum.
- Continued to support the SAA Foundation by:
 - meeting bi-monthly with President Lisa Mangiafico, Vice President Beth Myers, and Executive Director Jackie Price Osafo;

- worked with Marketing and Communications Specialist Julia Pillard to issue the next cycle for Strategic Growth Grants; deadline for letters of inquiry is November 15.
- assisting the NDRFA Review Committee with new applications; and
- meeting with development consultants Schultz & Williams about asset development for the 2022 annual appeal.