

1 **Society of American Archivists**
2 **Council Meeting**
3 **October 31-November 1, 2023**
4 **Hybrid Meeting-Chicago, IL**

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6 *Agendas and background materials for SAA Council meetings are publicly available via the*
7 *SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting*
8 *agenda comprises Consent Items, Action Items, Discussion Items, and Reports, and the*
9 *number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The*
10 *minutes summarize actions taken and the outcomes of discussions. Reports generally are not*
11 *summarized in the minutes but provide a wealth of information about the work of appointed*
12 *and component groups and the staff. To view the reports—and all other background*
13 *materials—see the SAA website.*
14

15 **Tuesday, October 31**

16
17 President Helen Wong Smith called the meeting to order at 10:30 a.m. EST on Tuesday, October
18 31, 2023. Present were Vice President Tomaro Taylor; Treasurer Sharmila Bhatia; Council
19 members: Krystal Appiah, Conor Casey, Alison Clemens, Joyce Gabiola, Michelle Ganz, Jasmine
20 Jones, Dominique Luster, Selena Ortega-Chiolero, and Lydia Tang; Foundation Board President
21 Lisa Mangiafico; and SAA Chief Executive Officer Jacqueline Price Osafo, Chief Operations
22 Officer, Cherie Newell, Chief of Training & Organizational Development, Rana Hutchinson
23 Salzmann, Assistant Director Foundation Astoria Edwards and Assistant Director Governance
24 Tonya Glover.

25
26 Guests included Rebecca Leung, Alison Quirion, Julie Yamashita, and Hannah Stryker.
27

28 **I. COUNCIL BUSINESS**

29
30 **A. Adoption of the Agenda**

31
32 President Wong Smith introduced the agenda with changes. The Council agreed to move
33 agenda item V.A. Polish Archivists Coalition discussion item to November 1, 2023, to enhance
34 the efficiency of the meeting. Agenda items are presented in these minutes based on the
35 original sequencing to minimize confusion.
36

37 Tang moved adoption of the agenda as revised, Gabiola seconded, and the agenda was
38 adopted unanimously.
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40 **Move:** Tang

41 **Second:** Gabiola

42 **Vote:** PASSED (unanimous)

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B. Status of Council To Do List

The 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.

II. CONSENT AGENDA

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

A. Ratify Council Interim Actions

THAT the following interim actions taken by the Council between July 26, 2023, to October 21, 2023, be ratified:

- Approved the name change of Lone Arrangers Section name to “Solo Archivists Section” and updates to the standing rules for the section (September 1, 2023) Appendix A
- Approved revision of the Native American Archives Section standing rules (September 1, 2023) Appendix B

B. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee between July 26, 2023 – October 17, 2023, be ratified:

- Approved the [news & press release](#) for the SAA Forum: Constitution and Bylaws Amendments posted on the SAA website and community list. (August 3, 2023)
- Approved the [news & press release](#) supporting ALA in Condemning the Montana State Library Commission’s Withdrawal from ALA (August 16, 2023)
- Approved supporting the draft [statement](#) to increase funding for the U.S. Department of Education's International Education and Foreign Languages Studies. (September 9, 2023)
- Approved the SAA Committee on Research, Data, and Assessment to submit a proposal to the [Laura Bush 21st Century Librarian Grant, Initial Draft Proposal](#). (September 14, 2023)

- 80 • Approved the [news & press release](#) supporting the Access to Knowledge (A2K) Coalition
81 call for SCCR to remove broadcast treaty from the agenda. (September 28, 2023)

82 **C. Approve July 2023 Council Meeting Minutes [CONFIDENTIAL]**

83
84 **THAT the July 2023 Council meeting minutes, as drafted, be approved.**

85
86 Following this meeting, the July 2023 meeting minutes were made available on the SAA website
87 at: [0723-Council-Minutes-AsApproved1123](#)

88
89 **Move Consent Items:** Bhatia
90 **Second Consent Items:** Ortega-Chiolero
91 **Vote:** PASSED (unanimous)

92
93 **III. Executive Session**

94
95 **A. Executive Session**

96 The Council moved into a closed Executive session.

97
98
99 **Motion to Move into Executive Session**

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101 **(MOTION 3)**

102
103 **Move:** Bhatia
104 **Second:** Appiah
105 **Vote:** PASSED (unanimous)

106
107 **Motion to Move out of Executive Session**

108
109 **(MOTION 4)**

110
111 **Move:** Bhatia
112 **Second:** Casey
113 **Vote:** PASSED (unanimous)

114
115 **B. FY24 Proposed Budget and March Financials Update**

116
117 The Council reviewed and discussed the FY24 Budget; amendments were made to the proposed
118 budget and approved with the deferment of hiring a project manager and funds for media
119 training.

120
121 **(MOTION 5)**

122

123 **THAT the FY24 Proposed Budget, as submitted by the SAA Finance Committee and staff, be**
124 **adopted with revenues of \$2,810,828, expense of \$2,994,913 and a project net loss of**
125 **\$184,085.**

126
127 **Move:** Ganz

128 **Second:** Casey

129 **Vote:** PASSED (unanimous)

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131 **IV. ACTION ITEMS**

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133 **A. Digital Archives Specialist Subcommittee: Amend Process and Requirement for Certificate** 134 **Renewal**

135

136 The Council reviewed and discussed adopting the revisions of the Certificate Renewal by
137 Petition option to the Digital Archives Specialist certificate renewal process.

138

139 **(MOTION 6)**

140

141 **THAT the SAA Council adopt the revisions to add a Certificate Renewal by Petition option to**
142 **the Digital Archives Specialist certificate renewal process.**

143 **Support Statement:** The Digital Archives Specialist program will now provide the flexibility of
144 two options for the process of certificate renewal which is required every five (5) years:
145 Option A - By DAS Coursework; or, the new, Option B - By Petition, which is a combination of
146 DAS coursework and professional development programs offered by other archival
147 organizations or allied professions that clearly fall within the archival discipline.

148

149 **Fiscal Impact:** This change to the DAS Certificate Renewal requirements should have an
150 overall net positive effect on the SAA Education budget. Although this alteration to the
151 program may impact enrollment numbers in existing courses, the program will benefit overall
152 due to the flexibility of allowing diversity of expert knowledge and retention of those who
153 have received the certificate. The impact on enrollment is expected to be minimal, due to the
154 fact that there are a limited number of SAA courses that certificate-holders can take once
155 they've completed the initial certificate requirements. In addition, SAA Education will need to
156 budget less for instructor travel reimbursements, meals, and hotel costs associated with in-
157 person teaching.

158

159 **Move:** Ganz

160 **Second:** Clemens

161 **Vote:** PASSED (unanimous)

162

163 **B. Archives in Context: Creation of Working Group**

164

165 The SAA Council approves the Archives in Context request to become a formal Podcast Working
166 Group within SAA.

167
168 **(MOTION 7)**

169
170 **That the SAA Council approves the Archives in Context request to become a formal Working**
171 **Group within SAA.**

172
173 **Support Statement:** It is clear from both the listenership and dedication of the team that the
174 podcast has proven itself 1) of interest to members and the archival community, 2) a
175 sustainable project with ongoing work, and 3) of value for SAA’s marketing in highlighting
176 programs and products as well as important work by members and Component groups. The
177 podcast is already established, so this request is a matter of formalizing its relationship to
178 SAA’s governing process for member groups.

179
180 **Impact on Strategic Priorities:** The podcast has clear goals to advance public awareness of
181 archives by discussing archival topics of broad interest (see the “Finding Aid to My Soul”
182 archival storytelling episodes or [Margot Note](#) on creating family archives) and in helping
183 archivists to share why archives are important (see [“Elevator Going Up!”](#) for archivists’
184 “elevator pitch” on archives, or the discussion with [KathleenD. Roe](#) on her book *Advocacy and*
185 *Awareness for Archivists*) (1.1). As a format, the free podcast “delivers information and
186 education via methods that are accessible, affordable, and keeps pace with technological
187 change” (2.3), “facilitates effective communication among members” (4.1) as an additional
188 marketing and content channel, and “creates opportunities for members to participate fully in
189 the association” (4.2) through work on the podcast team and as episode guests. This last point
190 is why it’s important to have the team become a Working Group so that it can be governed
191 and appointed according to other membership groups and processes.

192
193 **Fiscal Impact:** No fiscal impact is anticipated by the change in status. This podcast is already
194 supported by 1 SAA staff, and a budget line item (of \$1,000 for the sound engineer’s services
195 for the year) is included in the current *American Archivist* and program planner.

196
197 **Move:** Clemens

198 **Second:** Bhatia

199 **Vote:** PASSED (unanimous)

200

201 **C. User Experience Section: Standing Rules Approval**

202

203 The SAA Council reviewed and discussed and approved the standing rules of the User
204 Experience Section.

205

206 **(MOTION 8)**

207

208 **THAT the standing rules of the User Experience Section be approved.**

209
210 **Support Statement:** These standing rules have been reviewed by SAA staff and the section’s
211 Council liaison and have been determined to align with Section IX. Sections of the SAA
212 Governance Manual. These standing rules will provide the appropriate structure and flexibility
213 to establish this new section.

214
215 **Impact on Strategic Priorities:** These standing rules will provide the framework for this new
216 section in supporting the SAA Strategic Plan. The new section will serve an important role for
217 user experience work as a central and developing area of practice within the archives
218 profession.

219
220 **Fiscal Impact:** None

221
222 **Move:** Ganz

223 **Second:** Jones

224 **Vote:** PASSED (unanimous)

225

226 **D. Other Action Items from Council Members**

227

228 No additional action items were brought forward from council members.

229

230 **V. DISCUSSION ITEMS**

231

232 **A. Polish Archivists Coalition**

233

234 The SAA Council discussed a potential collaboration with the Polish Archivists Coalition. A
235 subset of the council members was assigned to develop a multi-level model to collaborate with
236 organizations nationally and internationally.

237

238 **(MOTION 9)**

239

240 **That the SAA Council creates an informal taskforce to develop a multi-level model to**
241 **collaborate nationally and internationally.**

242

243 **Move:** Appiah

244 **Second:** Bhatia

245 **Vote:** PASSED (unanimous)

246

247 **B. ARCHIVES*RECORDS**

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249 The Council did not discuss the ARCHIVE RECORDS 2023 report; see CEO report for additional
250 information regarding ARCHIVES*RECORDS 2023.

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C. Section Health Assessment Working Group

The Section Health Assessment working group provided an update on the section health assessment to the Council. The working group members and Council will share a report with SAA membership 1st quarter of 2024.

D. Other Discussion Items from Council Members

No other discussion items.

I. COUNCIL BUSINESS continued

C. Adjournment

President Wong Smith moved adjournment, Ganz seconded, and the Council meeting was adjourned by unanimous consent at 4:30p.m. CST on Tuesday, October 31, 2023.

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**Society of American Archivists
Council Meeting
Oct 31-Nov 1, 2023
Hybrid Meeting-Chicago, IL**

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Wednesday, November 1

President Helen Wong Smith called the meeting to order at 9:30 a.m. CST on Wednesday, November 1, 2023. Present were Vice President Tomaro Taylor; Treasurer Sharmila Bhatia; Foundation Board President Lisa Mangiafico; Council members: Krystal Appiah, Conor Casey, Alison Clemens, Joyce Gabiola, Jasmine Jones, Dominique Luster, Selena Ortega-Chiolero, and Lydia Tang; and SAA Chief Executive Officer Jacqueline Price Osafo, Chief Operations Officer, Cherie Newell, Chief of Training & Organizational Development, Rana Hutchinson Salzman, Assistant Director Foundation, Astoria Edwards and Assistant Director Governance, Tonya Glover.

VI. STRATEGIC PLANNING

A. 2023-2025 Strategic Plan Actions and Timelines

The Council reviewed each initiative, and members' updates on activities related to the 2023-2025 Strategic Plan. The strategic plan dashboard has been added to the website. <https://www2.archivists.org/governance/strategic-plan/2023-2025>

- a. SAA Strategic Plan, FY 23-25 ([Reference, Adopted April 2022](#))
- b. Work Plan on Diversity, Equity, Inclusion, and Accessibility ([Reference, Adopted November 2021](#))

VII. 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

315 *do, however, provide a wealth of information about the work of appointed and component groups and the staff.*
316 *To view the reports—and all other background materials—see <http://www2.archivists.org/governance/reports>.*
317

318 **NOTES:**

319
320 The Council reviewed and discussed the following reports:

321
322 A. [President](#)

323 B. [Vice President/President-Elect](#)

324 C. SAA Staff

325 1. [Chief Executive Officer](#)

326 2. [Membership](#)

327 3. [Education](#)

328 4. [Publications](#)

329 5. [Operations](#)

330 E. Annual Report: [2022-2023 Section Annual Reports](#) (Compiled)

331 F. [Publications Editor](#)

332 H. Annual Report: [American Archivist Editorial Board](#)

333 J. Annual Report: [Awards Committee](#)

334 K. Annual Report: [Committee on Education](#)

335 L. Annual Report: [Committee on Ethics and Professional Conduct](#)

336 M. Annual Report: [Committee on Research, Data and Assessment](#)

337 N. Annual Report: [Committee on the Selection of SAA Fellows](#)

338 O. Annual Report: [Diversity Committee](#)

339 P. Annual Report: [Host Committee](#)

340 Q. Annual Report: [Membership Committee](#)

341 R. Annual Report: [Nominating Committee](#)

342 T. Annual Report: [Standards Committee](#)

343 U. Annual Report: [Crisis, Disaster and Tragedy Response Working Group \(CDTWRG\)](#)

344
345 **D. SAA Foundation President**

346
347 Mangiafico provided the Council with an update on the SAA Foundation Board's current
348 initiatives and a recap of FY23 accomplishments.

349
350 **G. [SAA Rep ICA \(FPA\)](#)**

351
352 The Council reviewed and discussed the report from Gunn the SAA Rep ICA/FPA.

353
354 **I. Annual Report: [Appointments Committee](#)**

355
356 The SAA Council discussed changing the standing rules to include the Vice Chair position in the
357 Appointments Committee.

359 **(MOTION 12)**

360

361 **That the SAA Council approves the recommendation to add the Vice Chair position on the**
362 **Appointments Committee.**

363

364 **Move:** Clemens

365 **Second:** Tang

366 **Vote:** PASSED (unanimous)

367

368 **S. Annual Report: 2023 Program Committee**

369

370 The SAA Council discussed making the Chair of the 2023 Program Committee an Ex-officio for
371 the purposes of transition to the new Chair.

372

373 **(MOTION 13)**

374

375 **THAT the SAA Council approve the recommendation by the Program Committee to modify**
376 **the language for the chair (ex-officio) role to assist with transition.**

377

378 **Move:** Jones

379 **Second:** Gabiola

380 **Vote:** PASSED (unanimous)

381

382 **T. Annual Report: Standards Committee**

383

384 The SAA Council discussed granting a one-year extension request to the Technical
385 Subcommittee on Archival Facilities guidelines (TS-AFG) of the charge and roster for more
386 specific focus.

387

388 **(MOTION 14)**

389

390 **That the SAA Council approve the TS-AFG charge and roster extension for one year.**

391

392 **Move:** Clemens

393 **Second:** Casey

394 **Abstain:** Luster

395 **Vote:** PASSED

396

397 **Women's Collection Archives Section**

398

399 The Council discussed and approved changing the Women's Collection Archives Section to a
400 discussion group based on the Council liaison's discussions with the Section as part of the
401 Section Health Assessment.

402

403 **(MOTION 15)**

404

405 **THAT SAA Council approve the recommendation by the Women’s Collection Archives Section**
406 **to be changed to a discussion group.**

407

408 **Move:** Gabiola

409 **Second:** Appiah

410 **Abstain:** Luster, Ganz

411 **Vote:** PASSED

412

413 **V. Other Reports from Council Members/What are we hearing from our members?**

414

415 No other reports from Council members were brought forward

416

417 **I. COUNCIL BUSINESS (continued)**

418

419 **E. Review of November 2023 To-Do List and Talking Points**

420

421 The Council reviewed the to-do list and talking points for the Fall 2023 meeting.

422

423 **F. Meeting Debrief/Next Meeting Update**

424

425 The next Council meeting will be held virtually on February 5th & 6th from noon- 4 pm CST.

426

427 **G. Adjournment**

428

429 President Wong Smith moved adjournment, Jones seconded, and the Council meeting was
430 adjourned by unanimous consent at 4:30 p.m. CST on Wednesday, November 1, 2023.

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