Tuesday, October 31

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

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

I. COUNCIL BUSINESS

A. Adoption of the Agenda

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

Tang moved adoption of the agenda as revised, Gabiola seconded, and the agenda was adopted unanimously.

Move: Tang
Second: Gabiola
Vote: PASSED (unanimous)
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)
• Approved the news & press release supporting the Access to Knowledge (A2K) Coalition call for SCCR to remove broadcast treaty from the agenda. (September 28, 2023)

C. Approve July 2023 Council Meeting Minutes [CONFIDENTIAL]

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

Following this meeting, the July 2023 meeting minutes were made available on the SAA website at: 0723-Council-Minutes-AsApproved1123

Move Consent Items: Bhatia
Second Consent Items: Ortega-Chiolero
Vote: PASSED (unanimous)

III. Executive Session

A. Executive Session

The Council moved into a closed Executive session.

Motion to Move into Executive Session

(MOTION 3)

Move: Bhatia
Second: Appiah
Vote: PASSED (unanimous)

Motion to Move out of Executive Session

(MOTION 4)

Move: Bhatia
Second: Casey
Vote: PASSED (unanimous)

B. FY24 Proposed Budget and March Financials Update

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

(MOTION 5)
THAT the FY24 Proposed Budget, as submitted by the SAA Finance Committee and staff, be adopted with revenues of $2,810,828, expense of $2,994,913 and a project net loss of $184,085.

Move: Ganz
Second: Casey
Vote: PASSED (unanimous)

IV. ACTION ITEMS


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

(MOTION 6)

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

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

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

Move: Ganz
Second: Clemens
Vote: PASSED (unanimous)

B. Archives in Context: Creation of Working Group
The SAA Council approves the Archives in Context request to become a formal Podcast Working Group within SAA.

**(MOTION 7)**

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

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

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

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

**Move:** Clemens

**Second:** Bhatia

**Vote:** PASSED (unanimous)

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

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

**(MOTION 8)**

THAT the standing rules of the User Experience Section be approved.
Support Statement: These standing rules have been reviewed by SAA staff and the section’s Council liaison and have been determined to align with Section IX. Sections of the SAA Governance Manual. These standing rules will provide the appropriate structure and flexibility to establish this new section.

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

Fiscal Impact: None

Move: Ganz
Second: Jones
Vote: PASSED (unanimous)

D. Other Action Items from Council Members

No additional action items were brought forward from council members.

V. DISCUSSION ITEMS

A. Polish Archivists Coalition

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

(MOTION 9)
That the SAA Council creates an informal taskforce to develop a multi-level model to collaborate nationally and internationally.

Move: Appiah
Second: Bhatia
Vote: PASSED (unanimous)

B. ARCHIVES*RECORDS

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

NOTES:

The Council reviewed and discussed the following reports:

A. President
B. Vice President/President-Elect
C. SAA Staff
   1. Chief Executive Officer
   2. Membership
   3. Education
   4. Publications
   5. Operations
E. Annual Report: 2022-2023 Section Annual Reports (Compiled)
F. Publications Editor
H. Annual Report: American Archivist Editorial Board
J. Annual Report: Awards Committee
K. Annual Report: Committee on Education
L. Annual Report: Committee on Ethics and Professional Conduct
M. Annual Report: Committee on Research, Data and Assessment
N. Annual Report: Committee on the Selection of SAA Fellows
O. Annual Report: Diversity Committee
P. Annual Report: Host Committee
Q. Annual Report: Membership Committee
R. Annual Report: Nominating Committee
T. Annual Report: Standards Committee
U. Annual Report: Crisis, Disaster and Tragedy Response Working Group (CDTWRG)

D. SAA Foundation President

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

G. SAA Rep ICA (FPA)

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

I. Annual Report: Appointments Committee

The SAA Council discussed changing the standing rules to include the Vice Chair position in the Appointments Committee.
That the SAA Council approves the recommendation to add the Vice Chair position on the Appointments Committee.

Move: Clemens
Second: Tang
Vote: PASSED (unanimous)

S. Annual Report: 2023 Program Committee

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

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

Move: Jones
Second: Gabiola
Vote: PASSED (unanimous)

T. Annual Report: Standards Committee

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

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

Move: Clemens
Second: Casey
Abstain: Luster
Vote: PASSED

Women’s Collection Archives Section

The Council discussed and approved changing the Women’s Collection Archives Section to a discussion group based on the Council liaison’s discussions with the Section as part of the Section Health Assessment.
THAT SAA Council approve the recommendation by the Women’s Collection Archives Section to be changed to a discussion group.

Move: Gabiola
Second: Appiah
Abstain: Luster, Ganz
Vote: PASSED

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

No other reports from Council members were brought forward

I. COUNCIL BUSINESS (continued)

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

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

F. Meeting Debrief/Next Meeting Update

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

G. Adjournment

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