

1 **Society of American Archivists Foundation**
2 **Board of Directors Meeting**
3 **May 18, 2023**
4 **Virtual Meeting**
5

6 *Agendas and background materials for SAA Foundation Board meetings are publicly*
7 *available via the SAA website at: [http://www2.archivists.org/groups/saa-foundation-board-of-](http://www2.archivists.org/groups/saa-foundation-board-of-directors)*
8 *[directors](http://www2.archivists.org/groups/saa-foundation-board-of-directors).*
9

10 Foundation Board President **Lisa Mangiafico** called the meeting to order at 10:05 pm CT on
11 Thursday, May 18, 2023.

12 Present for the entire meeting were Class A members: **Terry Baxter** (SAA President), **Helen**
13 **Wong Smith** (SAA Vice President), **Derek Mosley** (SAA Executive Committee Member),
14 **Sharmila Bhatia** (SAA/SAAF Treasurer), and **Courtney Chartier** (SAA Immediate Past
15 President). Class B members: Elizabeth Myers (SAAF Vice President) **Jessica Chapel**, **Robert**
16 **Clark**, **Elizabeth Joffrion**, **Dennis Meissner**, **Michele Pacifico**, **Carli Lowe**, **Natalie Baur**,
17 **Gina Minks**, **Gerrienne Schaad** (SAAF Executive Committee Member), and **Megan Sokolow**
18 (SAAF Early-Career Member); Executive Director **Jacqueline Price Osafo**; Foundation and
19 Development Manager, **Astoria Edwards**,

20
21 Absent was Jessica Chapel
22

23 **I. BOARD BUSINESS**

24 25 **A. Adoption of the [Agenda](#)**

26
27 Mangiafico introduced the agenda with a proposed agenda item changes. Bhatia moved for
28 adoption as presented, Mosley seconded, and the Board adopted the agenda unanimously.
29 **(MOTION 1)**
30

31 **B.1. [Board Meeting Minutes](#)**

32
33 Mangiafico noted that the February 2023 meeting minutes would be adopted via the consent
34 agenda of this meeting. Upon approval, the minutes will be posted to the SAA website, and SAA
35 members will be notified of the availability of the minutes via *In The Loop*, the website, and
36 social media.
37

38 **B.2. [Bylaws](#)**

39
40 Mangiafico noted that the Bylaws were included in the meeting materials for reference purposes.
41

42 **C. Acknowledge Conflicts of Interest**

43
44 Baur and Sokolow acknowledged their conflict of interest.
45

46 **Notes:**

47 Sokolow – on the NAGRA Board as of March

48 Baur – Program Director Digital (Annual Meeting)

49 If you have questions about the agenda, please send them to Jackie via chat or email. Any non-
50 meeting items are sent via e, mail and staff will follow up next week.

51
52
53 **II. CONSENT**

54
55 The following items were adopted by consent **(MOTION 2)**.

56
57 **Move Consent Items:** Bhatia

58 **Second Consent Items:** Mosley

59 **Vote:** PASSED

60
61 **A. Approve February 2023 Board Meeting Minutes [CONFIDENTIAL]**

62
63 Following this meeting, the February 2023 meeting minutes were made available on the SAA
64 website at: [https://www2.archivists.org/groups/saa-foundation-board-of-directors/february-20-
65 2023-saa-foundation-board-meeting-minutes](https://www2.archivists.org/groups/saa-foundation-board-of-directors/february-20-2023-saa-foundation-board-meeting-minutes)

66
67
68 **B. Ratify the Nominating Committee (Class B Director Slate) [CONFIDENTIAL]**

69
70 The SAA Foundation Board approved the Class B Director slate in April 2023 for the 2023-2024
71 term.

72
73 **III. DISCUSSION**

74
75 **A. Executive Discussion**

76
77 **THAT the Foundation Board move into a confidential executive session.**

78
79 **(MOTION 3).**

80
81 **Move Consent Items:** Bhatia

82 **Second Consent Items:** Mosley

83 **Vote:** PASSED

84
85 Price Osafo provided an update to the SAA Foundation Board of Directs regarding FY23
86 financials.

87
88 **THAT the Foundation Board move out of the confidential executive session.**

89 **(MOTION 4).**

90
91 **Move Consent Items:** Bhatia

92 **Second Consent Items: Mosley**
93 **Vote: PASSED**

94
95 **B. SAA Foundation FY24 Operations Initiatives**

96
97 Edwards provided an update to the SAA Foundation Board of Directs regarding FY24 initiatives.
98

99 **V. STRATEGIC PLANNING**

100
101 **A. Review SAA Foundation Strategic Plan & Timeline**

102
103 The Board reviewed and updated the Strategic Plan & Timeline.

104
105 **B. “Mega Issue” Discussion Topic**

106
107 The Board reviewed and discussed the “Mega Issues” that impact the SAA Foundation Strategic
108 Plan.

109
110 **C. Mosaic Scholarship**

111
112 The Board reviewed and discussed growing the funds for the Mosaic Scholarship for FY25 (July
113 2024-June 2025)

114
115 **VI. ACTION**

116
117 **A. Approve 2022 Strategic Growth Grants [CONFIDENTIAL]**

118
119 Joffrion introduced recommendations from the Grant Review Committee to fund seven proposals
120 for projects to be conducted in the 2023 cycle. The Board-approved budget for grants in FY23 is
121 \$30,000, and the Grant Review Committee recommended expending \$29,799 to support the
122 seven following proposals.

123 **(MOTION 6)**

124
125 **THAT the proposal entitled “Excavating Bias: A Reparative Audit of Philadelphia Area**
126 **Finding Aids,” as submitted by Beth Lander for grant funding in the FY23 cycle, be funded**
127 **in the amount of \$4,286**

128
129 **Support Statement:** The proposal aligns with the SAA Foundation’s mission and goals, is
130 consistent with SAA strategic priorities, and reflects a worthy project of potential benefit to the
131 profession.

132
133 **Fiscal Impact:** \$4,286

134
135 **Move Items:** Mangiafico

136 **Second Items:** Bhatia

137 **Vote: PASSED**

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(MOTION 7)

THAT the proposal entitled “Southern Transgender Archives Practices & Resources,” as submitted by Maigen Sullivan for grant funding in the FY23 cycle, be funded in the amount of \$4800

Support Statement: The proposal aligns with the SAA Foundation’s mission and goals, is consistent with SAA strategic priorities, and reflects a worthy project of potential benefit to the profession.

Fiscal Impact: \$4,800

Move Items: Mangiafico

Second Items: Mosley

Vote: PASSED

(MOTION 8)

THAT the proposal entitled “Improving Metadata for Better Accessibility to Scholarly Archives for Disabled and Sensory Sensitive People,” as submitted by the Dene Grigar for grant funding in the FY23 cycle, be funded in the amount of \$3,288

Support Statement: The proposal aligns with the SAA Foundation’s mission and goals, is consistent with SAA strategic priorities, and reflects a worthy project of potential benefit to the profession.

Fiscal Impact: \$3,288

Move Items: Mangiafico

Second Items: Mosley

Vote: PASSED

(MOTION 9)

THAT the proposal entitled “Community Archiving Day,” as submitted by Lorena Gauthereau for grant funding in the FY23 cycle, be funded in the amount of \$4500

Support Statement: The proposal aligns with the SAA Foundation’s mission and goals, is consistent with SAA strategic priorities, and reflects a worthy project of potential benefit to the profession.

Fiscal Impact: \$4,500

Move Items: Mangiafico

Second Items: Wong Smith

184 **Vote:** PASSED

185

186 **(MOTION 10)**

187

188 **THAT the proposal entitled “Latin American Community Archives Workshops: Training**
189 **and Collectivity,” as submitted by the Archivist as Espanglish for grant funding in the**
190 **FY23 cycle, be funded in the amount of \$5,000**

191

192 **Support Statement:** The proposal aligns with the SAA Foundation’s mission and goals, is
193 consistent with SAA strategic priorities, and reflects a worthy project of potential benefit to the
194 profession.

195

196 **Fiscal Impact:** \$5,000

197

198 **Move Items:** Mangiafico

199 **Second Items:** Sokolow

200 **Vote:** PASSED

201

202 **(MOTION 11)**

203

204 **THAT the proposal entitled “Religious Archives in Transition Toolkit & Workshop: A**
205 **Pilot Program for Archivists for Congregations of Women Religious,” as submitted by**
206 **Casey Bowser for grant funding in the FY23 cycle, be funded in the amount of \$5,000**

207

208 **Support Statement:** The proposal aligns with the SAA Foundation’s mission and goals, is
209 consistent with SAA strategic priorities, and reflects a worthy project of potential benefit to
210 the profession.

211

212 **Fiscal Impact:** \$5,000

213

214 **Move Items:** Mangiafico

215 **Second Items:** Bhatia

216 **Vote:** PASSED

217

218 **(MOTION 12)**

219

220 **THAT the proposal entitled “Graduate School Archives Internships: Exploring the**
221 **Efficacy,” as submitted by Denise Rayman for grant funding in the FY23 cycle, be funded**
222 **in the amount of \$2,925**

223

224 **Support Statement:** The proposal aligns with the SAA Foundation’s mission and goals, is
225 consistent with SAA strategic priorities, and reflects a worthy project of potential benefit to the
226 profession.

227

228 **Fiscal Impact:** \$2,925

229

230 **Move Items:** Mangiafico
231 **Second Items:** Bhatia
232 **Vote:** PASSED

234 **B. Governance Working Group**

235
236 a. Codification of Non-Board Member on SAA Foundation Committees

237 **(MOTION 13).**

238
239
240 THAT the SAA Council (as SAA Foundation’s sole corporate member) the following actions:
241 (1) approve an amendment of Section 5.14 of the SAA Foundation Bylaws to expressly authorize
242 the use of non-Board members on SAA Foundation committees, and (2) following the
243 amendment of the Bylaws, the SAA Foundation Board should adopt a resolution ratifying the
244 prior actions of any committee that included the previously unauthorized non-Board members.

245
246 **Impact on Strategic Priorities:** The proposed recommendations will assist the SAA
247 Foundation in achieving its Strategic Goal 3: Strengthening Governance and Infrastructure by
248 establishing and clarifying the numbers and roles of non-Board Members on SAA Foundation
249 committees

250
251 **Fiscal Impact:** There is no adverse fiscal impact on the Foundation or SAA from the proposed
252 recommendations.

253
254 **Move Items:** Clark
255 **Second Items:** Bhatia
256 **Vote:** PASSED

257
258 b. Gift Acceptance Policy

259 **(MOTION 14)**

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261
262 **That the SAA Council (as SAA Foundation’s sole corporate member) that it approves the**
263 **proposed Gift Acceptance Policy that establishes a Gift Acceptance Committee, provides**
264 **general guidelines for the acceptance of non-traditional gifts or donations to the SAA**
265 **Foundation, and authorizes the committee to work with SAA staff and Executive Director**
266 **to develop specific procedures for accepting gifts.**

267
268 **Impact on Strategic Priorities:** The proposed recommendations will assist the SAA
269 Foundation in achieving SAA Foundation Strategic Goal 3.2.2, by clarifying gift acceptance
270 policies.

271
272 **Fiscal Impact:** There is no adverse fiscal impact on the Foundation or SAA from the proposed
273 recommendations. The proposal to adopt a Gift Acceptance Policy and establish a Gift
274 Acceptance Committee may result in a positive fiscal impact on SAA Foundation because of the
275 clarity the policy provides around accepting large and nontraditional gifts.

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Move Items: Clark
Second Items: Bhatia
Vote: PASSED

c. Nominating Committee

The Board reviewed and discussed the draft revised description, per discussion. The action was to refrain from voting until revision on updated based on the Board's recommendation.

C. Other Action Items from Board Members

No other action items from Board Members were brought forth.

VII. BOARD BUSINESS (Continued)

B. Review of Board To-Do-List (internal working document)

Board members briefly reviewed and provided updates on the status of actions listed in this internal working document.

VIII. DISCUSSION

A. 2023 Annual Meeting Plans

The Board discussed plans for the 2023 Annual Meeting. The Board agreed to again hold a Foundation reception and a forum on Strategic Growth Grants, as first introduced at the 2022 conference, and brainstormed further ways to increase the Foundation’s visibility. The Board will coordinate with staff to plan and prepare for various activities.

- a. Reception
- b. Grant Forum
- c. SAA Annual Meeting Membership Presentation
- d. SAA Foundation Information Desk

B. Other Discussion Items from Board Members

SAA President provided an overview of the [Archival Workers Labors Taskforce](#), which was approved during the May Council Meeting. The taskforce would include a Class B Director from the SAA Foundation.

IX. Reports

A. President

321 The President provided a verbal update regarding planning for Strategic Plan, the upcoming
322 Board Meeting, and the upcoming call for Board Officers.

323

324 **B. Development Committee**

325

326 The Vice President provided a verbal update for the Development Committee related to the last
327 appeal and future planning for fundraising efforts.

328

329 **C. Executive Director**

330

331 The Executive Director provides a verbal update regarding the upcoming Board meeting and an
332 update on the 2023 Annual Meeting.

333

334 **D. Gift Summary and Analysis**

335

336 The Board reviewed but did not discuss this report.

337

338 **E. Annual Meeting Award Committee**

339

340 The Vice President verbally updated the current application process for the Annual Meeting and
341 the in-person or virtual award recipients.

342

343 **F. NDRFA Review Committee**

344

345 The Chair of the NDRFA Review Committee provided an update of the current application
346 received for the National Disaster Relief Fund for Archives; no funds were awarded this quarter.

347

348 **I. BOARD BUSINESS (Continued)**

349

350 **E. Meeting Debriefing / Next Board Meeting**

351

352 The Board briefly reflected on the highlights from the meeting and made suggestions for
353 improving future virtual Board meetings.

354

355

356 **F. Adjournment**

357

358 Clark moved, and Bhatia seconded a motion for adjournment, and the meeting was adjourned at
359 11:54 p.m. CT.

360