

**Society of American Archivists Foundation
Board of Directors Meeting
November 21, 2024
Chicago, IL (Hybrid)**

Agendas and background materials for SAA Foundation Board meetings are publicly available via the SAA website at: <http://www2.archivists.org/groups/saa-foundation-board-of-directors>.

Foundation Board President **Lisa Mangiafico** called the meeting to order at 9:05 a.m. CT on November 21, 2024.

Present for the entire meeting were:

Elected Directors: **Carli Lowe** (Board Vice President), **Natalie Baur**, **Jessica Chapel**, **Nicolette Lodico**, **Karen Meyer-Roux**, **Mike Rush**, **Jeannie Speck-Thompson**, **Emily Dixon**, and **S. Elliot Maxwell** (Emerging Professional).

Society Directors: **Tomaro Taylor** (SAA President) **Derek Mosley** (SAA Vice President), **Denise Rayman** (SAA/SAAF Treasurer), and **Krystal Appiah** (SAA Executive Committee Member)

Society & Foundation Staff: Chief Executive Officer **Jacqueline Price Osafo**, Chief Operating Officer **Cherie Newell**, Assistant Director, Foundation **Astoria Edwards**.

Guest: Jeremey Lewin and Michael Reinhardt

Absent: Hope Dunbar (Elected Director), Sarah Ponichtera (Elected Director), Evelyn Davis (Elected Emerging Professional), Helen Wong Smith (SAA Immediate Past President)

I. Call to Order & Foundation Business

A. Adoption of the [Agenda](#)

SAA Foundation President Mangiafico introduced the agenda. Items were requested to be rearranged to allow for member engagement and flow. **Lodico** moved for adoption as presented, **Meyer-Roux** seconded, and the Board adopted the agenda unanimously. **(MOTION 1)**

B. Reference

Mangiafico noted that the June 2024 meeting minutes will be ratified via the consent agenda of this meeting. Also, note that the Bylaws were included in the meeting materials for reference purposes.

- a. [Board Meeting Minutes](#)
- b. [SAA Foundation Bylaws](#)

C. Acknowledge Conflicts of Interest

Rayman reported a potential conflict of interest as a previous Catalyst awardee. No other Board members identified any potential conflicts of interest for the meeting.

D. Approve May Meeting Minutes

Following this meeting, the June 27, 2024, Board of Directors meeting minutes were available on the SAA website at https://www2.archivists.org/groups/16869/group_minutes.

(Motion 2) Move Consent Items: Rush; Second Consent Items: Lodico;
Vote: PASSED; Abstain: Appiah

II. CALL TO ORDER & FOUNDATION BUSINESS

A. CEO Report

Price Osafo provided an update on the 2025 ARCHIVES*RECORDS conference, covering exhibitors' pre-sales, site visits, and potential future conference locations. Additionally, Price Osafo shared staff updates, including attendance at the CEO Symposium, Mellon Foundation Climate Convene, and discussions related to A*CENUS III.

B. President Report

Mangiafico provided an overview of her activities during the first quarter of FY25. Regular bi-weekly meetings were held with Lowe, Price Osafo, Edwards, and Burgos. Also, participated in the foundation's kick-off committee meetings to address questions and prepare for the fiscal year.

C. Operations Report (124-Foundation-II-C-Ops)

Edwards updated the Board of Directors on the Foundation's operational initiatives and discussed contribution trends, highlighting increased donations to the NDRFA Fund, Mosaic Fund, and Catalyst Fund.

III. MANAGING SAA FOUNDATION FINANCIAL RESOURCES

A. Fundraising Calendar & Theme

Lowe presented the Board of Directors with an overview of FY25 fundraising activities, highlighting the Development Committee's focus on raising funds for the Catalyst Fund. The FY25 theme is Burning Down Barriers.

B. Upcoming Appeals

88 Lowe provided an update on the first two-quarter fundraising appeals, highlighting that the
89 2024 ARCHIVES*RECORDS campaign raised nearly \$8,000 within four days. Upcoming appeals
90 will focus on Giving Tuesday and the End-of-Year campaign, emphasizing supporting the
91 Catalyst Fund.

92 93 **C. Annual Meeting Activities**

94
95 The Board of Directors reviewed fundraising activities from the 2024 ARCHIVES*RECORDS
96 conference and brainstormed ideas for the 2025 conference in Anaheim, CA. The Development
97 Committee and staff will continue assessing these activities and the site location.

98 99 **D. Introduction with SAA & SAA Foundation Legal Counsel**

100
101 Price Osafo introduced Jeremy Lewin, Legal Counsel for SAA and the SAA Foundation. Lewin
102 provided a high-level overview of the legal services offered and answered questions from the
103 Board.

104 105 **E. Introduction with SAA & SAA Foundation Investment**

106
107 Newell introduced Michael Reinhardt, the Investment Advisor for SAA and SAA Foundation.
108 Reinhardt provided a high-level overview of the investments and addressed questions from the
109 Board during the meeting.

110 111 **F. SAA Foundation Financials**

112 Newell provided an update on SAA Foundation Financials and the timeline for the FY24 audit

113 114 **G. FY26 Budget Process**

115 Edwards presented the timeline and process for the FY26 SAA Foundation proposed budget,
116 scheduled for discussion and approval at the virtual Board of Directors meeting in May 2025.

117 118 **IV. PROGRAMS/IMPACTS**

119 120 **A. Catalyst Grant Program**

121
122 Lodico reported on the Grant Review Committee's Q1 FY25 initiatives for the Catalyst Grant
123 Program. The committee finalized guidelines, applications, and an evaluation rubric for the
124 Catalyst Grant Program. Ongoing efforts include a communication plan to distinguish grant
125 types, a conference session on grant proposals, and impact measurement strategies.

126 127 **B. Opportunity Grant Program**

Lodico provided an update on the Grant Review Committee’s Q1 FY25 initiatives, including the launch of the new Opportunity Grants program, which offers \$300–\$2,500 for time-sensitive opportunities with no financial match required. The committee is finalizing the application process and evaluation rubric.

C. NDRFA Review Committee

Raymen provided an update on the NDRFA Review Committee, which approved one grant application this year to support a small organization. The committee is focused on ensuring NDRFA grants reach those most in need and is exploring ways to better support archives affected by climate change-related disasters.

V. GOVERNANCE

A. Nomination Update

Edwards provided an overview of the nomination process for the upcoming Board of Directors and Foundation Committee appointments. Open positions include three elected and two Emerging Professional seats on the Foundation Board of Directors. Additionally, there are appointments on the Foundation's Development and Grant Review Committees.

B. Bylaw/Governance Review

Mangiafico outlined the Governance Committee's focus for the fiscal year, including revising the officer and chair appointment process and addressing governance compliance matters.

I. CALL TO ORDER & FOUNDATION BUSINESS (CONTINUED)

E. Review of Day II – Foundation Board of Directors Meeting

Mangiafico provided an overview of the strategic planning session scheduled for discussion on the second day of the Board of Directors meeting.

**Society of American Archivists Foundation
Board of Directors Meeting
November 22, 2024
Chicago, IL (Hybrid)**

Agendas and background materials for SAA Foundation Board meetings are publicly available via the SAA website at: <http://www2.archivists.org/groups/saa-foundation-board-of-directors>.

Foundation Board President **Lisa Mangiafico** called the meeting to order at 9:02 a.m. CT on November 21, 2024.

Present for the entire meeting were:

Elected Directors: **Carli Lowe** (Board Vice President), **Natalie Baur**, **Jessica Chapel**, **Nicolette Lodico**, **Karen Meyer-Roux**, **Mike Rush**, **Jeannie Speck-Thompson**, **Emily Dixon**, and **S. Elliot Maxwell** (Emerging Professional).

Society Directors: **Tomaro Taylor** (SAA President), **Derek Mosley** (SAA Vice President), **Denise Rayman** (SAA/SAAF Treasurer), and **Krystal Appiah** (SAA Executive Committee Member)

Society & Foundation Staff: Chief Executive Officer **Jacqueline Price Osafo**, Chief Operating Officer **Cherie Newell**, Assistant Director, Foundation **Astoria Edwards**.

Absent: Hope Dunbar (Elected Director), Sarah Ponichtera (Elected Director), Evelyn Davis (Elected Emerging Professional), Helen Wong Smith (SAA Immediate Past President)

V. STRATEGIC PLAN

A. SAA FOUNDATION STRATEGIC PLAN

The Board of Directors reviewed the current strategic plan, discussed developing a 10-year vision statement, and started developing the SAA Foundation Strategic Plan for 2026-2028.

V. REPORTS/UPDATES

A. Annual Meeting Awards Committee

Chapel updated that the Annual Meeting Awards Committee will be meeting the week following the Board of Directors meeting in November to start reviewing the application and evaluation process for the 2025 award cycle.

B. Other Reports/Updates from the Board of Directors

The Board of Directors provided no additional reports or updates.

204 **I. CALL TO ORDER & FOUNDATION BUSINESS (CONTINUED)**

205
206 **E. Meeting Debriefing/Next Board Meeting**

207
208 The Foundation Board briefly reflected on the highlights from the meeting and made
209 suggestions for improving future virtual Board meetings.
210

211 **F. Adjournment**

212
213 Baur moved, and Lodico seconded a motion for adjournment. The meeting was adjourned at
214 11:51 a.m. CST.
215