

The Society of American Archivists
Council Meeting Minutes
November 18, 2024
Chicago, IL Hybrid

Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda comprises Consent Items, Action Items, Discussion Items, and Reports, and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports are not summarized in the minutes but 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 the SAA website

President Tomaro Taylor called the meeting to order at 9:30 AM CDT on November 18, 2024. Present were Vice President Derek Mosley; Treasurer Denise Rayman; Krystal Appiah, Executive Committee Member; Council members: Alison Clemens, Joyce Gabiola, Michelle Ganz, Selena Ortega-Chiolero, Lydia Tang, Eira Tansey, Bryan Whitledge, Jillian Cuellar; 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, Editorial & Program Specialists, Hannah Stryker

Guests: Rebecca Wells, Jose Castro, Nathaniel Arndts, Audra Eagle Yun, Sarah Buchanan, Meaghan O’Riordan, Margo Padilla, Rachel Searcy, Rosemary Davis

I. COUNCIL BUSINESS

A. Adoption of the Agenda

SAA President Tomaro Taylor introduced the agenda; agenda item IV-D-Stands was removed from the agenda per the Standards Committee Chair. The Council further agreed to re-order several agenda items to accommodate guests and enhance the efficiency of the meeting. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.)

Ganz moved to adopt the agenda, Appiah seconded, and it was adopted unanimously **(MOTION 1)**. PASSED

B. Status of Council To-Do List

The Council will review the Council To-Do List after the November meeting on the Council listserv.

C. Declare Conflicts of Interest

48 Council Members declare their conflict of interest. Whitledge declared a conflict of interest
49 regarding any item regarding TS-AFG. Cuellar is a Council liaison to the Publication
50 Board and currently has a manuscript under submission. In addition, Executive
51 Committee member Appiah will evaluate Council liaisons to support Council members'
52 involvement in other Society activities.
53

54

D. Meeting Management

55

56 The SAA Council reviewed meeting management protocols, including adhering to
57 Roberts Rules of Order and managing speaking orders, especially for virtual participants.
58

59

II. CONSENT AGENDA

60

61 The following items were adopted by the consent agenda (**MOTION 2**)
62

63

64 That the SAA Council approved all the Consent Agenda interim action.
65

66 Move: Ganz; Second: Tansey; Vote: PASSED
67

68

A. Approved August 2024 Council Meeting Minutes (CONF-1124-II-A-0824Minutes)

69

70 THAT the August 2024 Council meeting minutes, as drafted, be approved.
71

72 Following this meeting, the August 2024 meeting minutes were made available on the
73 SAA website at: [https://www2.archivists.org/sites/all/files/FY24_0814-](https://www2.archivists.org/sites/all/files/FY24_0814-Council%20Minutes%20Approved.pdf)
74 [Council%20Minutes%20Approved.pdf](https://www2.archivists.org/sites/all/files/FY24_0814-Council%20Minutes%20Approved.pdf)
75

76

77

78

B. Ratify Council Interim Actions (1124-II-B-CouncilInterimAction)

79

80 **THAT the following interim actions taken by the Council between September 1,**
81 **2024, to November 10, 2024, be ratified:**
82

83

84 – Approved the Council's approval of the Standards recommendation for the
85 assignment of responsibility for maintenance of the Guidelines for Primary Source
86 Literacy to SAA's Reference, Access, and Outreach Section. (September 29, 2024 –
87 Appendix A)

88

89 – Approved the Council's approval of the Standards recommendation for the
90 assignment of responsibility for maintenance of the Standardized Statistical Measures
91 and Metrics for Public Services in Archival Repositories and Special Collections
92 Libraries to SAA's Reference, Access, and Outreach Section. (September 29, 2024 –
93 Appendix A)

94

95 – Approved the Council's approval of the Standards recommendation for the revision
96 proposal for the Guidelines for Primary Source Literacy submitted by the Reference,
97 Access, and Outreach section. (September 29, 2024 – Appendix A)

98

99 – Approved the Council's approval of the Standards recommendation for the adoption
100 of the revised Guidelines for Accessible Archives for People with Disabilities. (October
101 1, 2024 – Appendix B)

102

- 94 – Approved the Council's approval of the Standards recommendation for the extension
95 of the revision cycle of the Guidelines for Accessible Archives for People with
96 Disabilities from 3 to 5 years. (October 1, 2024 – Appendix B)
97 – Approved the Council's approval of the Standards recommendation for the
98 assignment of responsibility for maintenance of the Guidelines for Accessible Archives
99 for People with Disabilities to the Accessibility and Disability Section of SAA. (October
100 1, 2024 – Appendix B)
101 – Approved the Council approval to extend the TS-AFG charge to run through the end
102 of the 2024-2025 year (all of whom have been serving on the TS since at least 2020.
103 (October 23, 2024 – Appendix C)
104 – Approved the Council approval Dictionary Working Group's revisions to its standing
105 rules (October 23, 2024 – Appendix D)
106

C. Ratify Executive Committee Interim Actions ([1124-II-C-ECInterimAction](#))

107
108
109 **THAT the following interim actions taken by the Council between September 1,**
110 **2024, to November 10, 2024, be ratified:**
111

112 The SAA Executive Council approved SAA Council member Bryan Whitledge six months
113 to finish his obligations to the TS-AFG by completing the written section. Bryan will not be
114 a voting member of the TS-AFG and will recuse himself from any Council vote/action
115 impacting TS-AFG. (October 3, 2024)
116

III. Discussion Items

A. ARCHIVES*RECORDS 2025 (Anaheim, CA)

117
118
119
120
121 Price Osafo shared updates on the 2025 ARCHIVES*RECORDS conference scheduled
122 for August 2025 in Anaheim, CA. The update included logistical planning for the annual
123 meeting, the release of the call for proposals, and initiatives to boost member
124 participation. The discussion highlighted the importance of fostering a supportive
125 environment for proposal submissions.
126

B. Future of the Profession

127
128
129 Taylor and Mosley announced the launch of a new Presidential Forum Series for SAA
130 members, featuring webinar-style presentations on key archival topics. The forum aims
131 to be member-driven and engaging, with input from identified component groups by the
132 Council.
133

C. America250

134
135
136 Whitledge highlighted the role of archives in the 250th anniversary of the Declaration of
137 Independence and proposed a collaborative project where repositories contribute a
138 document to showcase diverse histories and engage K -12 education. The Council
139 approved forming an American250 Task Force to plan activities.
140

141 **(MOTION 3)** Move: Rayman; Second: Tang; Abstain: Gabiola & Clemens; Vote: PASSED

142

143 **The SAA Council approved the establishment of the America250 Task Force.**

144

145

146 **D. National Coalition for History’s Dissolution**

147

148 Price Osafo updated the Council on the dissolution of the National Coalition for History,
149 effective December 31, 2024. The Council emphasized the importance of maintaining a
150 strong legislative advocacy presence and discussed the need to explore alternatives.

151

152 **E. NAAS Sustained Funding (1124-III-F-NAAS)**

153

154 The Council reviewed a recommendation and budget request from the Native American
155 Archives Section (NAAS) for Annual Meeting travel scholarships and SAA membership
156 support for Tribal archivists, emphasizing the need for sustained funding to ensure
157 Native participation and leadership within SAA. A proposal outlining funding options and
158 more information about the scholarship process will be developed and presented in
159 2025.

160

161 **IV. ACTION ITEMS**

162

163 **A. Podcast Working Group: Standing Rules (1124-IV-C_PodCast)**

164

165 The Council approved the Podcast Working Group's recommendation to update its
166 standing rules, modifying the project coordinator role to the chair.

167

168 **(MOTION 4)** Move: Ganz; Second: Whitledge; Vote: Passed

169

170 **The SAA Council approved the Podcast Working Group Standing Rules, with an**
171 **amendment to change “project coordinator” to “chair.”**

172

173 **Support Statement:** Revising the Podcast Working Group’s standing rules will help
174 define the group’s mission and goals and strengthen its sustainability.

175

176 **Impact on Strategic Priorities:** The podcast has clear goals to advance the public
177 awareness of archives by discussing archival topics of broad interest (see the “Finding
178 Aid to My Soul” archival storytelling episodes or Margot Note on creating family archives)
179 and in helping archivists to share why archives are important (see “Elevator Going Up!”
180 for archivists’ “elevator pitch” on archives, or the discussion with Kathleen D. Roe on her
181 book Advocacy and Awareness for Archivists, or see the discussion with Maryna
182 Paliienko on the preservation of archives in Ukraine). (1.1). As a format, the free podcast
183 “delivers information and education via methods that are accessible, affordable, and
184 keeps pace with technological change” (2.3), “facilitates effective communication among
185 members” (4.1) as an additional marketing and content channel, and “creates
186 opportunities for members to participate fully in the association” (4.2) through work on the
187 podcast team and as episode guests. By updating the standing rules, the working group

188 is more accurately accounted for and represented. It will help the group continue to
189 advance public awareness of archives by providing more flexibility regarding number of
190 episodes per season.

191
192 **Fiscal Impact:** The Podcast Working Group expects no fiscal impact as a result of
193 revising its standing rules. This revision is just to provide clarity and become more
194 consistent with the actual work of the group.

195
196 **B. CORDA Request for Council Review and Approval of IMLS Grant “Setting a**
197 **Research Agenda for the Archival Profession” ([1124-IV-D-CORDA](#))**
198

199 Tansey provided an overview of CORDA’s recommendation. The Council reviewed and
200 discussed the application and rubric for the IMLS grant; the SAA Council approved the
201 request based on the updated language provided to CORDA on November 19th.

202
203 **(MOTION 5)** Whitley; Second: Appiah; Vote: PASSED

204
205 **That the SAA Council reviews both the application and weighted rubric and lets the**
206 **CORDA-core team know if there are any objections prior to application launch on**
207 **November 20, 2024.**

208
209 **Support Statement:** Selecting applicants based on a weighted rubric (published as part
210 of the application process for transparency), grounded in SAA’s commitment to DEIA, will
211 ensure the Research Agenda reflects and serves not just the archival community and its
212 users, but society as a whole. Research guided by a thoughtful and inclusive Agenda will
213 inform archivists who wield significant power over who society documents, as well as
214 establish policies governing access to these valuable primary source materials.
215 Further ensuring inclusivity, IMLS funds will enable all Research Agenda Advisory
216 Collective members to receive full funding to attend the two-day forum, alleviating any
217 financial barriers to participation. In addition, SAA has offered discounted or gratis
218 membership, worth several hundred dollars, to enable participants to attend. Society of
219 American Archivists Code of Conduct will also provide a foundation for all in-person and
220 virtual interactions for this project to ensure a safe and welcoming environment for
221 participants.

222
223 **Impact on Strategic Priorities:** The work on the IMLS Grant is in direct alignment with
224 Goal #3 of the Strategic Plan, Advancing the Field. CORDA’s charge is central to the
225 success of SAA’s goal to foster and disseminate research in and about the field. Nearly
226 all CORDA’s work this year in some way advances this goal. Council adopted the
227 Research and Innovation Roadmap in August 2023. CORDA and SAA submitted a
228 proposal and was awarded a \$150,000 Institute of Museum and Library Services Laura
229 Bush 21st Century Librarian Grant program enabling our organization to convene
230 archivists from key sectors and professional positionality, and relevant non-archivist
231 stakeholders, to take the roadmap and establish a research agenda for the archival
232 profession.

233
234 **Fiscal Impact:** SAA will offer a discounted membership to participants.

235

236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282

D.1. Standards Committee: Archival Accessioning Best Practice
(1124-IV-D-1-Stands)

Tang provided an overview, and the SAA Council discussed and approved the Standards Committee's recommendation, incorporating Council changes to the application and weighted rubric. The updated application will launch on November 20, 2024.

(Move 10) Clemens; Second: Appiah; Abstain: Taylor; Vote: PASSED

That the SAA Council approves the Archival Accessioning Best Practices, v.1.0, as a SAA standard and that maintenance of the standard is assigned to the Acquisitions, Accessioning, and Appraisal section with a next revision due in 2027.

Support Statement: SAA's support of the Archival Accessioning Best Practices would provide important and necessary national endorsement of this new standard, provide essential new levels of support for archival accessioning work, allow for continuing professional efforts in this area of archival work, and create the conditions for the standard to be managed over the long-term by the Acquisitions, Accessioning, and Appraisal Section.

Impact on Strategic Priorities: SAA Council's approval of the Archival Accessioning Best Practices is consistent with Strategic Priorities 2.2 and 3.1: 2.2 Provide content, via education and publications, that reflects the latest thinking and best practices in the field. 3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.

Fiscal Impact: None

D.2. Archival Continuing Education Guidelines [1124-IV-D-2-Stands](#)

Tang presented the Standards Committee's recommendation to revise the Archival Continuing Education (ACE) Guidelines, which the Council reviewed and approved.

(Move 6) Whitledge; Second: Clemens; Vote: PASSED

That the SAA Council approves the proposal from the Committee on Education to revise the Archival Continuing Education (ACE) Guidelines.

Support Statement: Revision of the Archival Continuing Education (ACE) Guidelines will update the standard and ensure that the content of the standard is not outdated or incorrect. This will allow the Committee on Education to begin to bring the Guidelines in line with recent directions in archival practice and theory and provide a foundation for a more complete revision in the future.

Impact on Strategic Priorities: SAA Council's approval of the Archival Continuing Education (ACE) Guidelines is consistent with Strategic Priorities 2.2 and 3.1: 2.2 Provide content, via education and publications, that reflects the latest thinking and best

283 practices in the field. 3.1. Identify the need for new standards, guidelines, and best
284 practices and lead or participate in their development.

285
286 **Fiscal Impact:** None

287 288 **D.3. Proposal to Revise Best Practices for Internships (1124-IV-D-3-Stands)**

289
290 Tang presented the Standards Committee’s recommendation to revise best practices
291 for internships to better align with evolving professional standards and equitable
292 practices. The Council reviewed and approved the recommendation.

293
294 **(Move 7)** Move: Appiah; Second: Ganz; Vote: PASSED

295
296 **That the SAA Council approves the proposal from the Graduate Archival**
297 **Education Subcommittee to revise the Best Practices for Internships as a**
298 **Component of Graduate Archival Education.**

299
300 **Support Statement:** Revision of the Best Practices for Internships will provide a
301 needed update to the standard, bringing them in line with recent directions in archival
302 practice and theory. The revision will also place the Best Practices on a pathway to
303 long-term maintenance and collaboration on future revisions.

304
305 **Impact on Strategic Priorities:** SAA Council’s approval of the Best Practices for
306 Internships as a Component of Graduate Archival Education is consistent with Strategic
307 Priorities 2.2 and 3.1: 2.2 Provide content, via education and publications, that reflects
308 the latest thinking and best practices in the field. 3.1. Identify the need for new
309 standards, guidelines, and best practices and lead or participate in their development.

310
311 **Fiscal Impact:** None

312 313 **E.1. Models of Collaboration HUI Final Report (1124-IV-E-HUICOL)**

314
315 Tang presented the Models of Collaboration report, prompting a Council discussion on
316 enhancing partnerships with allied professional organizations through joint
317 programming, advocacy, and events. The Council approved forming a working group to
318 advance these efforts.

319
320 **(Move 8)** Move: Whitledge; Second: Clemens; Vote: PASSED

321
322 **That the SAA Council approve the Hui’s actions in exploring in greater depth**
323 **ways to craft impactful, and forward-looking modes of collaboration with allied**
324 **organizations. We recognize that our efforts are preliminary in this area and that**
325 **the suggestions that we have developed will require greater refinement and**
326 **follow-through by the SAA CEO, President, Vice President, and staff. We**

327 **encourage follow through with our draft deliverables and welcome questions and**
328 **feedback on what we have prepared.**

329

330

331

332 **The Council moves into a private executive session.**

333

334

335 **IV. Executive Session**

336

337 The Council moved into a confidential executive session to discuss nominees to serve on
338 the Committee on the Selection of SAA Fellows and the topics listed below.

339

340 **A. Council Requests for External Communications**

341 **B. Code of Conduct Discussion**

342 **C. Community Guidelines (Via SAA Council Listserv)**

343 **D. Update from Executive Committee**

344

The Society of American Archivists
Council Meeting Minutes
November 19, 2024
Chicago, IL Hybrid

Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda comprises Consent Items, Action Items, Discussion Items, and Reports, and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports are not summarized in the minutes but 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 the SAA website

President Tomaro Taylor called the meeting to order at 9:00 AM CDT on November 19, 2024. Present were Vice President Derek Mosley; Treasurer Denise Rayman; Krystal Appiah, Executive Committee Member; Council members: Alison Clemens, Joyce Gabiola, Michelle Ganz, Selena Ortega-Chiolero, Lydia Tang, Eira Tansey, Bryan Whitledge, Jillian Cuellar; 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, Editorial & Program Specialists, Hannah Stryker

Guest: Audra Eagle Yun, Jami Murphy, Michel Reinhardt, Jeremy Lewin, Lauren Goodley

VI. STRATEGIC PLANNING (CLOSED SESSION)

A. 2023-2025 Strategic Plan Actions and Timelines (Reference, Adopted April 2022) ([1124-VI-A-StratPlanDashboard](#)) *

(Motion 9) Move: Ganz; Second: Appiah; Vote: PASSED

That the Council moves out of a private executive session.

I. COUNCIL BUSINESS (CONTINUED)

A. Introductions to SAA Investment

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

B. Introductions to SAA Legal Counsel

391 Price Osafo introduced Jeremy Lewin, Legal Counsel for SAA and the SAA Foundation.
392 Lewin provided a high-level overview of the legal services offered and answered
393 questions from the Council.
394
395

396 VII. REPORTS

397
398 Reports are discussed by the Council only as needed and are not summarized in the
399 minutes (except the Executive Committee report, which details interim actions of the
400 Executive Committee). They do, however, provide a wealth of information about the
401 work of appointed and component groups and the staff. To view the reports—and all
402 other background materials—see <http://www2.archivists.org/governance/reports>.
403

404 A. President ([1124-VII-A-President](#)) *

406 B. Vice President / President-Elect

407
408 VP Mosley provided the Council with an overview of the engagement during the 1st
409 quarter of FY25.
410

- 411 – The appointments committee is set up and ready to go, with a kickoff meeting
412 scheduled for early December.
- 413 – The Vice President has attended weekly meetings with the President, as well as
414 meetings with the CEO and other SAA staff.
415

416 C. Finance Report

417
418 Newell provided an update on SAA Financials and the timeline for the FY24 audit.
419

420 D.1. Chief Executive Officer

421
422 Price Osafo provided the Council with an update on upcoming and future
423 ARCHIVES*RECORDS conferences, as well as ongoing and planned IT initiatives and
424 SAA operations. The update included highlights of preparations for upcoming
425 conferences, strategic planning for future events, advancements in IT infrastructure to
426 support organizational goals, and efforts to enhance operational efficiency within SAA.
427

428 D.2. Membership

429
430 Newell presented the first-quarter membership update, highlighting an increase in
431 membership compared to the same period in the previous year. The report underscored
432 the positive growth trend and the importance of sustaining this momentum. The Council
433 discussed the ongoing evaluation of membership trends and potential strategies to
434 enhance member engagement, including exploring innovative outreach efforts,
435 diversifying benefits, and creating new opportunities for professional involvement and
436 connection within the SAA community.
437

438 D.3. Education ([1124-VII-D-3-Education](#)) *

439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486

D.4. Publications ([1124-VII-D-4-Pubs](#)) *

D.5. Operations

Newell provided an update on SAA operations, outlining ongoing initiatives to modernize the organization’s technology infrastructure, optimize office space usage, and enhance staff benefits and well-being to foster a supportive and engaged work environment.

E. SAA Foundation President

Mangiafico provided an overview of the activities of the SAA Foundation, emphasizing its ongoing efforts to strengthen donor engagement and support impactful grant programs. The update highlighted initiatives to cultivate relationships with current and prospective donors, enhance fundraising strategies, and expand the Foundation's capacity to support innovative projects and programs within the archival community.

F. Publications Editor ([1124-VII-F-PubsEditor](#))

G. American Archivists Editor Annual Report ([1124-VII-G-AmArchivist](#))

H. Metadata and Digital Object Section Annual Report ([1124-VII-H-MDOS](#))

I. 2024 Section Annual Reports ([1124-VII-I-Sect](#))

J. Membership Committee Annual Report ([1124-VII-J-Memb](#))

K. Committee on Public Awareness Annual Report ([1124-VII-K-COPA](#))

L. Committee on Ethics and Professional Conduct ([1124-VII-L-CEPC](#))

M. Committee on Education Annual Report ([1124-VII-M-CoE](#))

N. Host Committee Annual Report ([1124-VII-N-Host](#))

O. Standards Committee Annual Report ([1124-VII-O-Stands](#))

P. Committee on Research, Data, and Assessment Annual Report ([1124-VII-P-CORDA](#))

Q. Crisis, Disaster and Tragedy Response Working Group Annual Report ([1124-VII-Q-1-CDTR](#))

R. Dictionary Working Group Annual Report ([1124-VII-R-DWG](#))

S. Intellectual Property Working Group Annual Report ([1124-VII-S-IPWG](#))

487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515

T. American Archivists Editor ([1124-VII-T-AmArchivist](#))

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

SAA Council Governance Manual Revision Subcommittee Update

The Governance Manual Review Committee proposes designating a point person to address governance-related questions and concerns from the Council, overseeing the onboarding process for new Council members to ensure they understand their responsibilities, and managing meeting agendas, support documentation, and communication to keep the Council informed on governance matters.

VIII. Council Business Continued

A. Meeting Debrief

The Council briefly reflected on the highlights from the meeting.

B. Talking Points

Council members discussed the action items stemming from the 2-day hybrid meeting.

IX. ADJOURNMENT

Whitledge moved adjournment, Appiah seconded, and the Council meeting was adjourned by unanimous consent at 3:00 p.m. CST on November 19, 2024.