

**Society of American Archivists
Council Meeting
December 3-5, 2019
Chicago, Illinois**

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 generally 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 Meredith Evans called the meeting to order at 4:10 p.m. on Tuesday, December 3. Present were Vice President Rachel Vagts; Treasurer Amy Fitch; Executive Committee Member Audra Yun; Council members Steven Booth, Eric Chin, Melissa Gonzales, Brenda Gunn, Petrina Jackson (via phone), Ricardo Punzalan, Mario Ramirez, and Meg Tuomala; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzmann, Information Systems Administrator Matt Black, and Governance Manager Felicia Owens.

I. COUNCIL BUSINESS

A. Adoption of the [Agenda](#)

Evans introduced the agenda. Ramirez asked to add a Discussion item regarding an inquiry from a section about signing on to a public letter regarding detainee records. The Council further agreed to re-order several agenda items to accommodate the schedule. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.) Yun moved adoption of the agenda as revised, Fitch seconded, and the agenda was adopted unanimously (**MOTION 1**).

B. Status of Council To Do List

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

II. CONSENT AGENDA

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

Move Consent Items: Fitch
Second Consent Items: Ramirez
Vote: PASSED

A. Ratify Council Interim Actions

THAT the following interim actions taken by the Council between August 15, 2019, and November 21, 2019, be ratified:

- Drafted a statement to SAA members, “[Update on Cancellation of American Archivist Brown Bag Lunch Event.](#)” (August 15, 2019)
- Approved the [August 1](#) and [August 6](#) Council meeting minutes. (August 27, 2019)
- Reviewed the annual report from the SAA representative to the Advisory Committee on Historical Diplomatic Documentation. (Appendix) (September 9, 2019)
- Approved the [October 14 Council conference call](#) minutes. (November 5, 2019)
- Approved a request from the Tragedy Response Initiative Task Force for \$17,800 to support a meeting in Chicago in February/March 2020 to continue work from the Think Tank held at the 2019 Joint Annual Meeting in Austin and to extend the task force’s charge through March 2020. (November 21, 2019)

B. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee between August 20, 2019, and November 25, 2019, be ratified:

- Signed on to an *amicus* brief to support the principle that district courts have the authority to order unsealing, in alignment with previous *amicus* briefs that SAA has supported. (Appendix A) (August 20, 2019)
- Approved a [Call for Applicants for SAA Publications Editor](#). (August 22, 2019)
- Approved revisions to the [CoSA/NAGARA/SAA Joint Statement on Conducting Public Business in Non-Government Email Accounts](#), first published in June 2015. The minor revisions included adding “other commercial electronic messaging apps and services.” (September 6, 2019)
- Signed on with the American Library Association, Association of College and Research Libraries, Association of Research Libraries, and Software Preservation Network to a September 27 [amicus brief to the U.S. Supreme Court in Allen v. Cooper](#), recognizing and celebrating the special role that state-owned archives and libraries have in preserving culture. (October 1, 2019)
- At the request of SAA representative to the World Intellectual Property Organization (WIPO) Standing Committee on Copyright and Related Rights (SCCR) William Maher, sent a letter to the National Archives of Columbia to request their support for the SCCR to work toward an international instrument to provide copyright extensions that enable archives preservation. (October 23, 2019)
- Issued a [statement](#) in support of the National Archives and Records Administration (NARA) inquiry into Wilbur Ross’ alleged misuse of private email to conduct government business. (October 29, 2019)
- Approved a request from the SAA Technical Subcommittee on Encoded Archival Standards to create patch releases when necessary to address bug fixes for SAA standards (and most readily for EAD3). (Appendix B) (November 25, 2019)

C. Standards: Endorse DACS Supplement: Guidelines for Archival Description of Notated Music

THAT the SAA Council endorse the *Guidelines for Archival Description of Notated Music: A Supplement to Describing Archives: A Content Standard*.

Support Statement: *Archival Description of Notated Music* is an upcoming Music Library Association and Society of American Archivists co-publication that was developed by the Music Library Association Working Group for Archival Description of Music Materials. Appendix B of this book, entitled *Guidelines for Archival Description of Notated Music, A Supplement to Describing Archives: A Content Standard*, will contain the first subject-specific supplement to DACS. The *Guidelines* were submitted to the SAA Standards Committee for endorsement through the SAA Performing Arts Section. The Standards Committee unanimously recommends the endorsement of these guidelines, which will support music librarians and archivists alike in understanding and applying archival description to notated music.

Impact on Strategic Priorities: Endorsement of this standard will assist in achieving SAA Strategic Goal #3 (*Advancing the Field*) by recognizing the need for a new standard for archival description of music materials (3.1) and acknowledging the participation of TS-DACS members in a collaborative process to improve this archive-related standard developed by the Music Library Association (3.3).

Fiscal Impact: None.

D. Approve Accessibility and Disability Section Standing Rules

THAT the following standing rules of the Accessibility and Disability Section be approved:

**Society of American Archivists
Accessibility and Disability Section**

STANDING RULES

I. NAME.

The name of the section shall be the Accessibility and Disability Section.

II. MISSION.

The Accessibility and Disability Section (ADS) of the Society of American Archivists is dedicated to engaging the archival profession on topics of accessibility and disability, visible and invisible, including archives workers with disabilities, users with disabilities, disability in the historical record, and the accessibility of collections, physical and digital spaces, and events.

III. STATEMENT OF GOALS AND OBJECTIVES

- To be a supportive community for archives workers with disabilities and allies to share their perspectives and fellowship.

- To encourage the participation of archives workers with disabilities within SAA and the broader archival profession.
- To educate the profession about accessibility best practices, disability awareness and etiquette, inclusiveness, and related topics.
- To compile and promote the development of tools, resources, and literature to improve accessibility and disability representation within the historical record and archival profession.
- To promote awareness of collections and people with disabilities within the historical record and archival profession.
- To support the Diversity Committee and advocate for disability awareness and inclusion within SAA and the broader profession for events, communication platforms, publications, and other avenues.
- To update the Guidelines for Accessible Archives for People with Disabilities as needed and requested by the SAA Council.

IV. GOVERNANCE: Bylaws and Standing Rules

- A. These standing rules of the Accessibility and Disability Section shall serve as a supplement to the SAA Section Bylaws, which govern all SAA sections. Please refer to [Section IX. Sections](#) of the SAA Governance Manual for information on membership, section election procedures, reporting requirements, and more.
- B. Officers. The officers of the section shall be a Senior Co-chair and a Junior Co-chair. The Junior Co-chair shall be elected annually for a three-year term, serving in year one as Junior Co-chair, year two as Senior Co-chair, and year three as Immediate Past Chair.
- C. Nominations. The Immediate Past Chair shall issue a call for nominations for the Junior Co-chair and available steering committee positions every May to all section members via the section's official email discussion list and website. A slate of candidates shall be announced to section members no later than June 15. All nominees must be current SAA members in good standing.
- D. Elections. Elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Section elections as specified in [Section IX.](#) of the SAA Governance Manual. Availability of the online ballot and the deadline for voting shall be announced to all section members via the section's official email discussion list and website.
- E. Should an officer be unable to complete their term, a special election will be held to elect a replacement.
- F. Officers
 - a. The ADS will have two co-chairs sharing the leadership of the section. They will be elected for staggered two-year terms. These individuals must be SAA members in good standing.
 - b. The outgoing senior co-chair will serve a third year as Immediate Past Chair, providing sustainability and institutional memory and participating as a member of the Steering Committee in all its activities. The Immediate Past Chair will coordinate the nomination and election process.
- G. Steering Committee
 - a. The Steering Committee consists of no fewer than four and no greater than eight elected members.
- H. Additional positions
 - a. Additional recommended positions including web editor, blog/communications coordinator, secretary, or subcommittees are appointed from among the Steering Committee or by volunteer section members.
- I. Liaisons

- a. The Senior co-chair, or designee, serves as an ex-officio member of the Diversity Committee to advocate for accessibility and disability awareness in the committee and to provide bi-directional communication between the Diversity Committee and the section.
- b. Additional liaison positions may be created as needed.

V. MEETINGS.

- A. ADS will meet at least once during the Society of American Archivists' Annual Meeting or virtually and at other times as deemed appropriate by the Steering Committee.
- B. The Steering Committee will convene remotely on a regular basis and as needed.

VII. ENACTMENT AND AMENDMENTS.

These standing rules were first approved and enacted by a majority vote of the membership in November 2019. These standing rules shall be reviewed at least every four years by the Steering Committee.

To ensure alignment with SAA's governance documents, any amendments to the section's standing rules should be reviewed by the Executive Director (or designee) and the section's Council liaison by May 1, before they are put forward in a referendum for a vote by the section membership. Proposed amendments to the section's standing rules will appear on the section's annual election ballot for final approval by a simple majority of voters. Any adopted amendments should be posted promptly to the section's official microsite and be noted in the section's next annual report to the Council. Any revisions to the section's name or mission/description must be submitted to the Council for final approval. For more information on amendment procedures, see [Section IX. Sections](#) of the SAA Governance Manual.

Adopted by the SAA Council, December 2019.

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 provide the appropriate structure and flexibility to establish this new section.

Impact on Strategic Priorities: These standing rules provide the framework for this new section in supporting all four goals outlined in the Strategic Plan. The new section will serve an underserved, but growing, demographic of the SAA membership and archives profession.

Fiscal Impact: None.

III. STRATEGIC PLANNING

A. Current Strategic Plan

The current Strategic Plan 2018-2020, as adopted in November 2017, was provided for reference.

[Strategic Plan 2018-2020](#)

[Strategic Plan Actions and Timelines](#)

B. Leadership and Management Education and Training

Evans led the Council in brainstorming ideas for providing opportunities for executive leadership education and training. The Council and staff will continue to pursue opportunities to develop programs—through the Education department, at the Annual Meeting, and beyond—to provide leadership and management training to archivists at any point in their career.

IV. ACTION ITEMS

A. Recommendation for Archival Salaries Task Force

Gonzales introduced recommendations to continue work introduced at the 2019 Annual Meeting and on the October 2019 Council conference call regarding the current state of archival salaries and steps that might be taken to influence salaries in the future. The Council approved two motions to address this issue. The SAA staff will work with the job board provider to determine the most efficient way to implement the action taken in Motion 3.

MOTION 3

THAT SAA offer an incentive to employers that provide a salary range in job postings to the online SAA Career Center site.

Move: Punzalan

Second: Gonzales

Vote: PASSED

Support Statement: The Society advocates for its members by recommending hiring institutions be as transparent as possible by listing salary ranges in job postings. Transparency in compensation information helps employers and archivists advocate for equitable pay and helps archivists evaluate potential employment opportunities. Additionally, the SAA Career Center job site is a source of revenue for the Society, with the goal of being the best resource for job opportunities for American archival professionals. A discounted rate for employers who choose to provide compensation information in job ads will meet the needs of job seekers while incentivizing employers to facilitate a culture of transparency, inclusivity, and equity.

Impact on Strategic Priorities: Addresses Strategic Goal 1 (*Advocating for Archives and Archivists*) and Goal #4 (*Meeting Members' Needs*).

Fiscal Impact: The current model has all employers paying a fee to post job ads to the SAA Career Center site. An incentive discount will result in a decrease in revenue for some listings and may result in a decrease in overall revenue (unless the difference is made up in volume). Indirect costs include SAA staff time spent on edits to the employer registration process, reconfiguration of the current system (if required), and review of job ad listings.

MOTION 4

THAT an Archival Compensation Task Force be charged per the following description, with a final report due to the Council no later than January 2022.

Archival Compensation Task Force

I. Purpose

The Archival Compensation Task Force is responsible for 1) identifying issues related to archival compensation, including benefits, salary negotiations, working conditions, etc.; 2) studying and evaluating archival compensation in its entirety using past, current, and new data generated on the subject; 3) creating and disseminating an archival compensation survey to SAA members; and 4) exploring the feasibility of creating a standing body within SAA to liaise and communicate with non-archival entities (such as O-Net, the Bureau of Labor Statistics, the Regulatory Affairs Professionals Society, and others) to ensure that SAA continues advocacy efforts and activities, including research and documentation pertaining to these groups.

II. Selection, Size, and Length of Term

The Task Force is charged, for a two-year period beginning in February 2020, with a final report with recommendations due to the Council no later than January 2022. The Task Force will comprise eight SAA members (one of whom will serve as chair) and two non-members (such as compensation and recruitment professionals). Included among the SAA members appointed will be a member of the Business Archives Section, the Committee on Research, Data, and Assessment (CORDA), the Independent Archivists Section, and the Student and New Archives Professionals Section. Task Force members will be appointed by the SAA Vice President/President-Elect.

III. Reporting Procedures

The Task Force will prepare a written status report for the Council's spring and fall meetings, and will prepare for Council consideration at its fall/winter 2022 meeting a final written report with recommendations.

IV. Duties and Responsibilities

To fulfill its purpose as described above, the Task Force is charged to:

- Research current best practices and resources for compensation, including conducting a literature review of allied (i.e. library, records management, museums, IT) and non-archives-adjacent professions.
- Conduct an SAA membership compensation package survey.
- Collaborate with allied organizations to ensure that current or recommended policies and practices reflect varied needs and strategies for cooperation among various archival institutions.
- Create and/or compile material for the SAA website documenting professional policies and best practices for salary-related topics, such as compensation by region/institution, benefits, negotiation practices, labor statistics, etc.
- Determine whether sufficient need exists to justify the effort and costs associated with establishing a standing body to serve as an Archival Compensation Advocacy Committee. If the group wishes to propose creation of a standing body, its recommendations shall include the following: 1) how such a standing body might be structured, staffed, and governed, with administratively and financially sustainable models for national-, regional-, and state-based structures; 2) how such a standing body might be financed and supported; and 3) how such a standing body might interact with other SAA groups and with external groups.

V. Meetings

The Task Force will carry out its charge primarily via electronic mail, conference calls, online meetings, and face-to-face meetings held in conjunction with the SAA Annual Meeting. Should the Task Force determine that an additional face-to-face meeting would be beneficial, it must apply to the Council (through the Executive Office) for funding.

Move: Booth

Second: Gunn

Vote: PASSED

Support Statement: In an effort to resolve archival compensation issues, the Society will provide our members with tools, resources, and standards to advocate for and foster sustainable, equitable pay for archivists at all levels in their careers.

Impact on Strategic Priorities: Addresses Goal 1 (*Advocating for Archives and Archivists*), Goal 2 (*Enhancing Professional Growth*), and Goal 4 (*Meeting Members' Needs*).

Fiscal Impact: Indirect fiscal impact: SAA staff support for email list and other communication tools; possible printing costs. Potential funding request to hire professional human resources and/or compensation consultants from outside the profession.

B. Standards: New DACS Rights Statement Elements

The Council reviewed but did not approve a recommendation from the Standards Committee and the Technical Subcommittee on Describing Archives: A Content Standard (TS-DACS) to introduce new rights statements elements to DACS. Instead, the Council asked that the technical subcommittee consider adding *single-level optimum* rights statements as elements 8.2 and 13.10 rather than *required* rights statements, noting that "optimum" usage would encourage archivists in a variety of institutional contexts to act on the revised DACS principle that "archival description should be easy to use, re-use, and share."

C. Other Action Items from Council Members

No other action items were brought forward.

D. Executive Session

The Council did not convene an executive session.

V. DISCUSSION ITEMS

A. SAA Sections Assessment

Prior to the meeting, Council members were asked to evaluate the general activity level and member engagement of the sections that they serve as liaison. Owens compiled the results for Council members to review during the meeting.

The Council had a robust discussion of the status of SAA's 46 sections' member engagement and activities and considered options for strengthening and ensuring the sustainability of member affinity groups. A Council working group comprising Chin, Punzalan, and Yun will continue work on this assessment.

B. Options for Future Dues Changes

Following annual review cycles, the Finance Committee and staff have begun work to consider member dues changes for the near future. As noted in their report, the most recent member dues changes were implemented in July 2016, following an all-member referendum that approved a three-year stepped increase in member dues. The stepped increases ended in July 2018 and dues have not increased since then. Fitch and Carlson led the Council in a discussion of how SAA's dues structure might be simplified and tied more directly and explicitly to member benefits. (Dues comprise a bit more than one-third of SAA's operating budget.) The Finance Committee and staff will create several scenarios for Council review based on the discussion.

C. Update on Journal Article Controversy

Evans, Ramirez, and Brinati updated the Council on the *American Archivist* Editorial Board meeting held in Chicago in late October to discuss all aspects of the controversy surrounding publication of an article that was to be discussed at a “Brown Bag Lunch” event at the 2019 Joint Annual Meeting. They applauded the Editorial Board for being a noteworthy example of how to manage conflict and strong emotions in a respectful manner. The Editorial Board is drafting a statement about its discussions, concerns, and intended actions to share via the *Off the Record* blog. Work continues to complete and publish the Fall/Winter issue of the journal, which will include a revision of the article along with several direct responses to it and a note from the Journal editor.

D. Review SAA Statement on Diversity and Inclusion

The Council reviewed the current version of the SAA Statement on Diversity and Inclusion and proposed several editorial changes. Booth, Gunn, and Yun will review with the Diversity Committee and plan to field the revisions for member comment in January.

E. Other Discussion Items from Council Members

Ramirez brought forward a question from the Issues and Advocacy Section about signing on to a letter regarding letters from the Otay Mesa Detention Center that were published online by archivists at San Diego State University. Booth noted that the Human Rights Archives Section steering committee was also grappling with this question. Concerns centered on privacy and security, as the letters are a current record that could jeopardize those currently detained if not handled properly. The Council reaffirmed SAA's long-standing policy that any use of SAA's name on public statements must be formally approved by the Council. Interested parties are encouraged to sign on to the letter as individuals.

VI. 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>.

The Council reviewed, but did not discuss, the following reports:

- A. [President](#)
 - C. [Treasurer](#)
 - D.1. [Staff: Executive Director](#)
 - D.2. [Staff: Membership](#)
 - D.3. [Staff: Education](#)
 - D.4. [Staff: Publications](#)
 - D.6. [Staff: Technology](#)
 - E. [American Archivist Editor](#)
 - F. [Publications Editor](#)
 - G. [Final Report: 2019 Program Committee](#)
 - H. [Annual Report: Committee on Education + Subcommittees](#)
 - I. [Annual Report: Committee on Public Awareness](#)
 - J. [Annual Report: Committee on Public Policy](#)
 - K. [Annual Report: Membership Committee](#)
 - L. [Annual Report: Standards Committee and Subcommittees](#)
- B. [Vice President / President-Elect](#)

Vagts noted that Barbara Teague, of the Council of State Archivists, has agreed to serve on the Appointments Committee, which completes the group roster.

D.5. [Staff: Annual Meeting](#)

Beaumont asked the Council to consider how live streaming should be handled for the next Annual Meeting, given the limited participation rates and the high cost to provide. The Council determined it would be beneficial to test this option further, but perhaps with only one room set for live streaming and all other sessions provided as audio recordings. Staff will build this into the proposed fiscal year 2021 budget for the Council's review in May. The Council also brainstormed about options and alternatives for the all-attendee reception in Chicago in 2020, given Beaumont's comments about the cost of the reception each year and the attendee evaluation results from the 2019 Joint Annual Meeting.

M. **Interim Report: Task Force on Vendor Guidelines**

Beaumont reported that she hopes to convene the group as soon as possible.

N. 2018-2019 Section Annual Reports (Compiled)

The Council discussed each question brought forward on the compiled reports. Council liaisons will connect with their respective groups as soon as possible.

Of particular interest was a question from the Native American Archives Section (NAAS) about connecting with more tribal archivists. The Council agreed to provide five complimentary memberships to tribal archivists, to be determined by the NAAS steering committee and to be sustained for three years. The Council hopes this will help more tribal archivists become involved with SAA and the section and will result in greater insight into how SAA can better support tribal archives and engage tribal archivists.

O. Representative Report: International Council on Archives Section on Professional Associations

The Council discussed questions posed by SAA representative Becky Haglund Tousey regarding support for ICA membership and SAA representation as well as the opportunity for Tousey to accede to chair of the Section on Professional Associations (SPA) if her term as representative is extended. The Council will seek more information about how the ICA dues structure and pricing will change before committing to further support.

P. Other Reports from Council Members/What Are You Hearing from Members?

No additional reports were brought forward.

I. COUNCIL BUSINESS (continued)

A. Review of December 2019 To Do List / Talking Points

Council members reviewed the draft list of action items stemming from the meeting.

B. Adjournment

Chin moved adjournment, Vagts seconded, and the Council meeting was adjourned by unanimous consent at 11:58 a.m. on Thursday, December 5.