

Date: December 14, 2004

Name of Section/Roundtable: Archives Management Roundtable

Officers: Casey Edward Greene, Chair  
Kerrie Cross, Newsletter Editor

Report from annual meeting:

- Number of attendees: Approximately 20
- Election results: None
- Summary of meeting activities:  
(or attach minutes or newsletter accounts)

The Archives Management Roundtable met in Boston on Saturday, August 7, 2004. Casey Edward Greene, chair, welcomed visitors. Kerrie Cross made an appeal for membership news for the newsletter. Greene then recognized Dr. Michael J. Kurtz, author of the newly published work, *Managing Archival and Manuscript Repositories*. Greene gave a presentation entitled "Give the People What They Want! An Alternative Strategy for Effective Handling of Office Politics." Audience discussion followed.

Completed projects/activities

Kerrie Cross prepared issues of the newsletter for March and August 2004 and distributed them electronically. The Archives Management Roundtable has a distribution list of 167 members.

Casey Greene wrote a testimonial that was printed on the back of Dr. Michael J. Kurtz, *Managing Archival & Manuscript Repositories* (Chicago: SAA. C2004). The Archives Management Roundtable is pleased to endorse his text, which integrates leadership and management theory and practice in a practical form easily understood by archivists.

Ongoing projects/activities

The Archives Management Roundtable endorsed three proposals for the 2005 SAA annual meeting:

1. "Baby Steps: Working Alone for the First Three Years" (workshop)
2. "Managing Diversity Programs in Archival Repositories" (traditional)
3. "MEMORY VS. EVIDENCE: Balancing the Needs of Current Electronic Records Management with Long-term Historical Needs of Our Institutions" (panel discussion)

New projects/activities

Casey Greene and Lois Hamill, College of the Holy Cross, discussed giving a mini-session on effective presentation skills for archivists for the 2005 Archives Management Roundtable meeting.

Diversity initiatives

Questions/concerns for Council attention