

Archives Management Roundtable
August 11, 2010
Annual Meeting

- Co-Chair Daria D'Arienzo called the meeting to order at 5:30 pm.
- She asked attendees to go around the room and introduce themselves, give their name and institution.

- Daria introduced Brenda Lawson, our Council Liaison who reported:
 - There are 2 Constitutional Amendments to vote on at the upcoming annual business meeting to
 - Reduce the grace period after non-payment of dues from 90 days to 30 days
 - To permit international members to become SAA Fellows
 - A proposed dues increase. Industry guidelines recommend 35% of the budget come from dues, currently that figure is only 29% for SAA.
 - In order to allow the entire membership to vote on issues through online balloting, not just those who are able to attend SAA, a bylaw change would be required.
 - That Council approved a diversity statement, which was a goal of the strategic plan.
 - Brenda has 1 more year to serve on Council, and as our liaison.
- Jennifer Young spoke for the 2011 Program Committee.
 - The 2011 theme is Archives 360 Degrees to commemorate the 75th Anniversary of SAA's founding.
 - Proposals are due Oct 1st. There is an online form at the SAA website.
 - Roundtables may endorse only 2 proposals. Endorsements are due by Oct 15th.
- Debra Kimok representing the Records Management Roundtable [RMRT] co-chairs the Joint Task Force on Diversity with Daria who represents the AMRT.
 - Debra proudly pointed out that this is the first ever joint Roundtable Task Force.
 - She distributed two handouts created by the taskforce and called attention to the Accessibility Forum scheduled for Thursday at 12:15 pm.
 - The Task Force now has a website so it can share resources and other information with people who are interested.
 - The task force had wanted to solicit and organize vendors who sell products or services which assist people with disabilities so they would have booths in the Vendors' Hall, but there was insufficient time to plan. The Task Force hopes to try again next year for this project.
- Daria gave a report for Kate Rogge, our Web Liaison. Kate will be co-coordinating the migration of our website to Drupal software over the next few months.
- Daria introduced Alexandra Gressitt and Mott Linn who agreed to run for chair and vice chair of the Roundtable respectively. Elections were held by paper ballot. It is anticipated that next year elections will be conducted online, and that the new

officers will help manage the transition to this new process. Lois counted the ballots. Alexandra and Mott were elected.

- Salvador Barragan, Records Section Chief of the Inter-American Development Bank, presented the program “Project Management for Archivists: the ‘Tweet’ Version.” His presentation can be found on the AMRT website.
- Daria led a discussion regarding Roundtable business and what members wanted to get from the Roundtable. Members are frequently new managers and are looking for information and tools to help them. This led to suggestions for SAA program proposals or for presentations at Roundtable meetings on:
 - Information about managing one’s own staff as well as inter-departmental relations, especially with IT.
 - How to manage a supervisor or a client who does not understand what archivists do.
- As the new Vice-chair and newsletter editor, Mott asked whether members would be interested in reviews of management books. The answer was yes, also a request that a compiled list be created on the website as a separate document rather than having to open every newsletter to locate reviews.
- In closing, Daria and Lois thanked those members present for the opportunity to serve as Co-chairs these last three years and welcomed Alexandra and Mott as the new Chair and Vice Chair.
- 24 people attended the Roundtable meeting.
- The meeting closed at 7:00 pm [early] so that members could attend the evening’s reception at the National Archives [from 7-9:00 pm].

Respectfully submitted,

Lois Hamill, Outgoing AMRT co-chair