

Society of American Archivists
COUNCIL MEETING MINUTES
August 25, 2008
San Francisco, California

President Mark Greene called the meeting to order at 8:08 am on Monday, August 25, 2008. Present were Vice President/President-Elect Frank Boles; Treasurer Ann Russell; Executive Committee member Carla Summers; Council members Bruce Ambacher, Rebecca Hankins, Nancy Lenoil, Leon Miller, Ben Primer, Margery Sly, Diane Vogt-O'Connor, and Sheryl Williams; newly elected Council members Peter Gottlieb, Rosalye Settles, Rob Spindler, and Tom Hyry; and SAA Executive Director Nancy Beaumont; Publishing Director Teresa Brinati; Education Director Solveig DeSutter; Member and Technical Services Director Brian Doyle; Finance/Administration Director Tom Jurczak; and Project Assistant René Mueller. Mary Jo Pugh, *American Archivist* Editor, was present for a conversation during a working lunch.

MONDAY, AUGUST 25, 2008

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Greene proposed amendments to the agenda to include items I.A.1. and III.D.1. Williams moved and Miller seconded adoption of the agenda as amended. PASSED.

1. Spindler Resignation from the Council

Robert Spindler indicated that, regrettably, personal matters arising since his election to the Council will cause him to resign from the Council, effective immediately. He apologized for any disruption that this may cause.

Council members discussed various methods for filling the vacancy and determined that the most fair method would be to approach the next-highest vote getter in the 2007-2008 election. Should that individual choose not to serve, the Council would proceed to the next-highest vote getter until the position is filled.

MOTION 1

THAT the SAA Council approach the next-highest vote getter from the 2007-2008 Council elections to fill the vacancy on the SAA Council created by Robert Spindler's resignation.

Support Statement: Because the SAA bylaws are mute about how to fill a vacancy on the Council, the Council discussed various options and decided that this method was the most transparent and fair.

Fiscal Impact: None.

Moved by Primer; seconded by Ambacher. PASSED (unanimously).

B. Approval of the May 2008 Minutes

Greene noted that the minutes had been adopted by the Council in early June and posted to the SAA website immediately.

C. Review of the May – August 2008 “To-Do List”

Council members reviewed the items listed on the May 2008 “To Do List” and provided updates on completed and incomplete items.

II. REPORTS

A. Report of the Executive Committee

Summers reported on the actions taken since June 2008:

- Approved a Greene letter commenting on the draft Strategic Direction 2008-2018 for the International Council on Archives. The final document was submitted for approval at the ICA Annual General Meeting in Kuala Lumpur.

- Approved a Greene letter in response to a letter from the Iraqi Memory Foundation, which was a response to the SAA/ACA joint statement on Iraqi records. The statement was issued via the SAA and ACA websites and lists on April 22. (See <http://www.archivists.org/statements/IraqiRecords.asp>)
- Agreed to sign on in support of Association of Recorded Sound Collections' effort to insert an amendment into current Orphan Works legislation to commission a study on the status of pre-1972 sound recordings. Greene had asked the Intellectual Property Working Group to review the amendment and the IPWG recommended that SAA sign on.
- Agreed to sign on to an American Association of Law Libraries letter to the Government Accountability Office raising substantive concerns with the exclusive deal made with Thomson West to digitize the GAO's legislative histories. AALL felt it represented a very troubling and growing trend that agencies are seeking commercial partners to digitize their legacy materials. The Executive Committee felt this was clearly a records access issue.
- Reviewed the FY08 financial results and discussed the net loss.

B. President's Report

Greene reported on international activity; on the year-end net loss that he believes SAA will make up during this fiscal year; and on various SAA advocacy efforts, including communication regarding Iraqi records held by the University of Colorado and by the Hoover Institution, testimony in a House oversight hearing on NARA, information about and access to presidential library records, the Electronic Communications Preservation Act. The Government Accountability Office's exclusive deal with Thomson West to digitize the GAO's legislative histories, archival input for the Department of Defense's Minerva project, and substantial cuts in funding for the National Endowment for the Humanities' preservation and access programs.

Addressing SAA's advocacy work as a whole, Greene supported Boles' intent to address (at the Closing Plenary session) the need for SAA to commit additional resources to advocacy. In addition, he noted his concern about the relationship between SAA and the Archives & Archivists List.

MOTION 2

THAT the SAA Council adopt a disclaimer, to be posted to the Archives & Archivists List, that opinions on the Archives & Archivists List are not the responsibility of SAA and are not endorsed by SAA.

Support Statement: The Archives & Archivists List should remain an open forum for discussion among individuals (SAA members and nonmembers) in the profession. By hosting the list, SAA does not align itself with any of the views posted on the list.

Fiscal Impact: None.

Moved by Primer; seconded by Miller. PASSED.

C. Vice President's Report

Boles noted that, without denigrating the importance of current SAA activities in the area of legislative and regulatory advocacy and what has been accomplished through them, he believes they are insufficient in accomplishing SAA's broader advocacy objectives. He intends to make a provocative proposal at the Closing Plenary session intended to stimulate discussion about a permanent lobbying presence in Washington, DC.

Boles provided a report summarizing the demographic characteristics of those whom he had appointed to various positions for 2008-2009. He noted several ongoing issues in the appointment process that should be addressed, including the challenging relationship between the self-nomination process and the limited number of positions available in any given year. He suggests that those interested in an appointment should be asked to complete a form and write a brief statement regarding why they have chosen to apply.

D. Treasurer's Report

Russell reported that SAA's balance sheet remained strong with a high degree of liquidity. She noted that weakness in the stock market had an adverse effect on SAA's balance sheet, and that the income statement posted a net loss of \$15,706.38 for the year ended June 30, 2008. Were it not for weakness in the stock market that adversely affected investment income, however, SAA would have had a net gain for FY 2008. Given the strength in the balance sheet, she believes that SAA is well-positioned for FY 2009.

E. Staff Reports

1. Executive Director: Beaumont summarized SAA Headquarters activities since May 2008, highlighting the preparation for the Annual Meeting (including two Council meetings and the Membership Meeting), completion of the 2008 American Archives Month Public Relations Kit, and completion of the appointments process. The report noted SAA's activities since May 2008 as they related to the strategic priorities. In response to the net loss for FY 2008, she encouraged Council members and staff to think in terms of establishing new sources of non-dues revenue based on member need and retiring programs that may not be sustainable.

2. Membership: Doyle provided an analysis of SAA's membership growth and of what strategies the Society might use to more effectively promote member retention. He had surveyed related associations to determine both actual retention rates and benchmarks for member retention. Responses suggested that while it is difficult to establish a standard benchmark, retention rates of less than 75-80% may be a cause for concern. Retention of student members is a significant challenge for SAA, as it is for many associations. Results from an online survey of SAA student members support the staff's long-standing impression that use in college and university classrooms of SAA-published books and *American Archivist* articles is a primary driver of student membership. Survey results showed that tangible member benefits and networking are the most important considerations in Annual Meeting attendance, both ranking above meeting location.

He noted that repeated member feedback indicates that membership renewal procedures need improvement, despite the streamlined processing afforded by the new association management software system, to address the problem, the staff will investigate the use of renewal letters to inform members about expiration dates and prompt them to visit the SAA website to renew. He hopes to implement this new procedure in October.

3. Education: De Sutter provided summary statistics on workshop offerings in FY 2008 and those scheduled thus far in FY 2009. Highlights since May 2008 included the popularity of the Privacy and Health Information web seminar; efforts to make seminar information available online on-demand and via CD; communication between the Education Committee and sections and roundtables regarding workshop development; an update on new workshops and marketing; and ongoing work to make education programming more prominent on the SAA website.

4. Publications: Brinati reported that publication revenues continued at a robust level in FY2008. Four new titles were launched during the SAA Annual Meeting in San Francisco. A new print catalog is available. Proposals for digitizing the back file of *The American Archivist* will be reviewed during the conference.

5. Annual Meeting: Beaumont reported that ARCHIVES 2008 was SAA's largest-ever West Coast gathering, and she thanked both the Program and Host Committees for their extensive work in developing outstanding educational and social events. She noted that SAA's Service Center was able to handle even the busiest registration periods within our 24-hour-turnaround goal and without temporary help. She also detailed the promotion of ARCHIVES 2008 and the Web enhancements that have allowed conference speakers to complete biographies and submit conference materials for posting on the SAA website.

F. *American Archivist* Editor

American Archivist Editor Mary Jo Pugh provided a written summary of manuscript review statistics and a detailed list of her activities since May 2008, highlighting attendance at the Society of California Archivists meeting; publication of the Spring/Summer 2008 issue online and in print; completion of content for the Fall/Winter 2008 issue; work with the Pease Award Subcommittee to select a winner; promotion of SAA publications at a conference at University of Wales, Aberystwyth; and completion of a self-evaluation for her annual performance review by the Council.

G. Editor, Print and Electronic Publications

Peter Wosh, Editor of Print and Electronic Publications, provided a written report indicating that, since May, the Publications Board had considered several new book proposals, worked to implement a number of ongoing projects, and targeted several new areas for development. The Publications Board scheduled a working dinner with the *American Archivist* Editorial Board in San Francisco in an effort to continue the momentum generated by the joint meeting in early March.

H. Standards Committee

Council liaison Margery Sly reported on a survey conducted late in the spring to inform the Committee's re-missioning discussions. The results appear in a 50-page report at: <http://www.archivists.org/saagroups/standards/>, and the Committee agreed that the next step in re-missioning is to draft a new mission/function statement.

I. Diversity Committee

In a written report, newly installed chair Terry Baxter noted that the membership of the Diversity Committee has experienced significant turnover and the recent resignation of Thomas Battle as chair has left a void in the organizational memory of the Committee. With three new members coming aboard in 2008, the Committee will work hard to get up to speed and to accomplish a general set of goals in the next year.

J. Archival Facilities Guidelines Task Force

Co-Chairs Thomas Wilsted and Michelle Pacifico reported that responsibilities for drafting the Guidelines were divided among members by section/subject and a draft document is available via the SAA homepage for browsing and comment. Readers will have 60 days for comment (ie, until October 6), and any changes or suggestions will be shared with the Committee. Letters requesting comment were sent to interested groups within SAA, as well as the Archives & Archivists List and the National Association of Government Archives and Records Administrators, the Council of State Archivists, and the Rare Books and Manuscripts Section of the American Library Association. The task force plans to submit the manuscript to the SAA Publications Board and to the SAA Editorial Office for publication by the end of 2008 and hopes to have the final volume in print and online by the time of the 2009 SAA/CoSA Annual Meeting.

K. Task Force on Technology Best Practices

In a written report, chair Naomi Nelson summarized the group's progress and future plans. Council members noted that determination of levels of collaboration with other groups should await release of a draft document.

L. 2008 Program Committee Report on Diversity

Co-chairs Sheryl Vogt and Joel Wurl reported that the Committee had worked very consciously to ensure the inclusion of sessions that would appeal to new and senior archivists, to those from large or small repositories, and to those working in various types of archival repositories or with manuscript collections. The report detailed Committee membership and processes and listed at least one session in every time block that addressed diversity issues.

M. 2008 Host Committee Report on Diversity

Chair Keri Koehler's written report listed committee members representing the diversity of repositories and repository types in San Francisco, acknowledged support received, and detailed how the committee addressed diversity when deciding on repository tours and open houses and preparing articles about San Francisco's history and attractions.

N. Joint Task Force on Partnership for the American Historical Record

Primer reported on the status of obtaining House co-sponsors for the Preserving America's Historical Record (PAHR) legislation and noted that the National Association of Secretaries of State recently had endorsed the legislation. The Task Force soon will begin the work of obtaining Senate sponsors.

O. Website Working Group

On behalf of the Website Working Group, Doyle reported on the many challenges presented by SAA's website and noted how a robust, easy-to-use content management system would enable SAA to address such challenges. The Website Working Group decided on a process for evaluating prospective CMS solutions, evaluated nine systems, and came up with a short list of three recommended systems. (See also Agenda Item III.I.)

P. Investments Comparative Data

Russell and Jurczak reported on the management of SAA's investments and suggested that several changes be made in SAA's investment policy and management procedures.

MOTION 3

THAT the SAA Council, in response to recommendations in the Investments Comparative Data Report (August 2008), create an Investment Committee composed of the SAA Treasurer, Executive Director, Finance Director, and three SAA members;

THAT the SAA Council adjusts membership according to the availability of expertise and the anticipated workload of the group;

THAT the SAA Vice President consults with the Investments Committee members to determine what expertise is needed as appointments are made.

Support Statement: Given the importance of investment strategy and income to the Society, it is appropriate that an Investments Committee comprising a majority of members be created.

Fiscal Impact: None.

Moved by Sly; seconded by Williams. PASSED.

MOTION 4

THAT the Investment Committee be charged with reviewing and recommending revisions to the current Investment Policy to address 1) the duties and responsibilities of the Investment Committee, 2) specific quantified income needs (eg, income that is at least adequate to cover projected fund expenses), 3) administrative fees, and 4) all other areas that are appropriate for such a policy;

Moved by Sly; seconded by Vogt-O'Connor. PASSED.

THAT the Committee explore options for reinvestment; and

Moved by Vogt-O'Connor; seconded by Ambacher. PASSED (with Ambacher dissenting).

THAT the Investment Committee, with all possible speed, issue a request for proposal to investment consultants, with a goal of selecting a consultant no later than December 2008.

Moved by Ambacher; seconded by Miller. PASSED.

Support Statement: Given the importance of investment strategy and income to the Society, it is appropriate that an Investments Committee take on these ongoing tasks.

Fiscal Impact: To be determined.

III. ACTION ITEMS

A. Task Force on Minority Scholarship

Council members reviewed a report prepared by Anne Gilliland, chair of the Minority Scholarship Task Force, providing background on similar scholarships offered by other organizations, and specifically ALA's Spectrum Scholarship Initiative. The Task Force applauded the Council decision to include in SAA's FY09 operating budget the funding for two \$5,000 scholarships, and emphasized the need for SAA to act quickly to encourage minority participation in archival education. The Task Force also proposed a much wider, staged initiative.

MOTION 5

THAT the SAA Council award two \$5,000 Minority Student Scholarships per year, budget permitting;

THAT these scholarships be advertised widely (including within Historically Black Colleges and Universities; Hispanic-serving Colleges and Universities; and archives, library, and museum institutions); and

THAT the scholarships be supplemented with complimentary membership in SAA (including subscriptions to *The American Archivist* and *Archival Outlook*) and waiver of Annual Meeting fees for the duration of each scholarship.

Support Statement: The Council views funding for two scholarships as a high priority, but cannot commit future Councils to this expenditure.

Fiscal Impact: The FY09 budget includes \$10,000 to fund two minority student scholarships. The cost associated with two free student memberships and conference registrations is nominal, totaling \$326.

Moved by Primer; seconded by Williams. PASSED.

MOTION 6

THAT the SAA Council refer to the Foundation Board for further consideration the establishment of an endowment and related fund-raising campaign to support outreach, scholarships, and mentoring for minority students in graduate archival education programs.

Support Statement: The establishment of endowments is most appropriately referred to the Foundation Board of Directors, as such a fund would be included in the 501(c)(3) organization.

Fiscal Impact: None associated with the referral; significant fiscal impact for the Foundation if the Board proceeds with establishment of an endowment.

Moved by Primer; seconded by Hankins. PASSED.

MOTION 7

THAT the SAA Council create a Minority Scholarship Award Selection Committee consisting of five SAA members, each of whom serves for one year; and

THAT the Vice President appoint these members after consulting with the SAA Council and the chairs of the Diversity Committee, the Archives and Archivists of Color Roundtable, the Archival Educators Roundtable, and prior scholarship recipients (once available).

Moved by Primer; seconded by Miller. PASSED.

MOTION 8

THAT the SAA Council Handbook be modified to incorporate the following language about the Minority Student Scholarship:

Society of American Archivists Minority Student Scholarship

Founded in 1936, the Society of American Archivists (SAA) is North America's oldest and largest national archival professional association. SAA's mission is to serve the education and information needs of more than 5,300 individual and institutional members and to provide leadership to ensure the identification, preservation, and use of records of historical value.

Goals of the Scholarships and Criteria for Selection

To provide financial and mentoring support to minority students pursuing graduate education in archival science; to encourage students to pursue a career as an archivist; and to promote the diversification of the American archives profession. The award will be given to applicants who demonstrate excellent potential for scholastic and personal achievement and who manifest a commitment both to the archives profession and to advancing diversity concerns within it.

About the Scholarships

As the budget permits, two scholarships of \$5,000 will be awarded annually to applicants who are pursuing graduate education in Archival Science. Awardees also will receive a one-year complimentary membership in the Society of American Archivists and complimentary registration to the Society's Annual Meeting for the year in which they received the scholarship.

Eligibility Requirements

The applicant must be a citizen or permanent resident of the United States or Canada.

The applicant must be of American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, or Native Hawaiian/Other Pacific Islander descent.

The applicant must be currently enrolled in a graduate program or a multi-course program in archival administration, or have applied to such a program for the next academic year.*

The applicant shall have completed no more than half of the credit requirements toward her/his graduate degree at the time of award (ie, June 1).

The applicant must be enrolled in a graduate program and begin school no later than September 1 or the fall semester/quarter immediately following the award. Otherwise the award will be rescinded.

Applicants may have full-time or part-time status.

The recipient must submit a 500-word report to the SAA Council upon completion of the second semester.

* The graduate program must offer at least three courses in Archival Science or be listed in the current *SAA Directory of Archival Education*. If the program is not listed in the *SAA Directory of Archival Education*, the applicant must provide proof of the three-course standard by submitting copies of course descriptions from the institution's current course catalog.

Application

The deadline for receipt of applications is **February 28, 2009**.

Applications must include the following documents:

- Completed Application Form.
- Transcript from the applicant's most recent academic program.
- Essay of not more than 500 words outlining the applicant's interests and future goals in the archives profession.
- Two letters of recommendation.

Awardees will be notified by June 1, 2009.

Moved by Primer; seconded by Miller PASSED.

B. Create Government Affairs Working Group

Greene described SAA's increased activity on the advocacy and public awareness fronts, citing a need for more consistent work and focused Washington contacts to continue to enhance SAA's activity and effectiveness. Drawing upon the "impressively effective" model of the Intellectual Property Working Group, Greene recommended that a Government Affairs Working Group be created.

MOTION 9

THAT the SAA Council create a Government Affairs Working Group with the following purpose; selection, size, and length of term criteria; duties and responsibilities; and reporting requirements:

Government Affairs Working Group

Purpose

"Government affairs" issues encompass areas of legislation and rule-making by federal and state government that have direct impact on archives and manuscript repositories, from the taxation of authors' works to the Health Insurance Portability and Accountability Act, from protection and preservation of Executive Office of the President email messages to declassification, from treatment of state and local executive office records as public to libel in oral histories. Government affairs issues are complex, and understanding, analyzing, and reacting appropriately to them requires a special expertise. They often demand a quick response, as, for example, when SAA is asked to join in litigation or respond to draft legislation.

The Working Group's purpose is to provide timely expertise and advice to the SAA Council. The Working Group responds to requests for assistance from the President (acting on behalf of the Council) or the Executive Director, tracks government affairs issues of concern (or potential concern) to archivists, and drafts for the Council approval responses or position statements as needed. Although the Working Group's purview is broad, its overarching priority is issues relating to the preservation of and access to government records. This priority takes precedence when there are competing issues demanding attention, and it should be pursued persistently when other issues do not demand immediate attention.

Working Group Selection, Size, and Length of Term

The size of the Working Group is not fixed. In response to requests from the Working Group, the Council adjusts membership according to the availability of expertise and the anticipated workload of the group. The President, on behalf of the Council and with the recommendation of the Working Group, makes new appointments. Terms of service on the Working Group are three years, with the opportunity for an unlimited number of successive terms.

Duties and Responsibilities

The Working Group has the following duties and responsibilities:

- Develop an advocacy agenda for Council approval.
- Respond in a timely fashion to requests from the President (acting on behalf of Council) or the Executive Director for background information and recommendations on matters relating to government affairs.
- Track legislative and regulatory issues that could be of concern to archivists in order that the Society may respond in a knowledgeable manner.
- Prepare drafts, for Executive Committee or the Council's approval, of position papers, statements, and other documents relating to government affairs issues that may benefit archives and archivists.
- Contribute to the education of SAA members and staff in relation to government affairs issues.
- Bring to the Council's attention areas in which collaboration with other organizations may advance the Society's government affairs interests and, under Council direction or with its approval, cooperate with such organizations in furthering SAA's interests.

Reporting

The Working Group works closely with the President, its Council Liaison, and the Executive Director in order to ensure that it is responsive to the Council's needs and is working in coordination with the staff office. In certain cases, when time is of the essence, Working Group communications with the President and Executive Director may be discussed and acted upon solely by the Executive Committee.

Support Statement: As demands for public affairs advocacy increase, the need for the President and Executive Director to be supported by a dedicated, expert group of archivists also increases.

Fiscal Impact: Minimal. It is likely that the Working Group would choose to meet periodically via conference call.

Moved by Summers; seconded by Miller. PASSED.

C. Create Task Force to Examine Feasibility of Developing SAA "Values Statement"

Greene suggested that a central component of professional identity is a set of widely accepted values. He cited the American Library Association's list of values and noted that his Presidential Address on August 29 would suggest a set of ten archival values that he would pose in an effort to move forward with a professional discussion of identity. He proposed the following motion.

MOTION 10

THAT the 2008-2009 President be charged to appoint a three-person task force, composed of one Council member, one senior member of the profession, and one junior member of the profession, to discuss and make the following recommendations to the Council at its Spring 2009 meeting: 1) whether SAA should formally undertake a process of debating and defining a set of professional values and 2) if so, what process should be used to accomplish this end, including the recommended composition of a second task force, timeline for completion, ideas about how to engender wide participation in the discussion, and recommendations about how to vet and/or approve a final product (i.e., vote by the Council, by membership at the Annual Business Meeting, by membership via mail ballot).

Support Statement: Defining a set of values for the archives profession could substantially clarify and communicate the identity and purpose of archivists.

Fiscal Impact: None, provided that the task force conducts its business via conference calls rather than in-person meetings.

Moved by Sly; seconded by Vogt-O'Connor. PASSED.

D. Charge for Task Force on Cultural Sensitivity

Primer indicated that the broad issue of cultural property was raised in the context of a Council discussion about the *Protocols for Native American Archival Materials*. He summarized a general list of issues relating to the rights and responsibilities of cultural groups and stakeholders affiliated with the records and special collections they hold, and recognized that a collection custodian's wish to be responsive to these concerns can run directly counter to the list of issues. Thus, he indicated, the proposed role for a Task Force on Cultural Property is to identify a process to foster discussion, clarify the issues, and move toward resolution of the various issues spelled out in the report, seeking to harmonize the conflicting best interests of a divergent group of stakeholders. Boles had drafted a substitute charge (Motion 11) that was put forward and discussed.

MOTION 11

THAT the SAA Vice President appoint a Task Force on Cultural Sensitivity composed of seven SAA members;

THAT the Task Force initially be charged to complete for Council consideration at its February 2009 meeting the following: a work plan; desired outcomes; and, if necessary, outside sources of funding. If possible, the Task Force also will draft a preliminary grant application; and

THAT the Task Force serve for three years and report on its activities to the SAA Council at each of the Council's meetings.

Support Statement: This motion represents the beginning of SAA's attempts to open a professional, national, and international discussion regarding the presence of cultural material in repositories. Some challenges in establishing the best practices for the culturally responsive care and use of Native American archival materials are illustrated in a specific discussion of *Protocols for Native American Archival Materials*. This Task Force broadens the discussion to include other repositories, professions, and cultures that face similar challenges when establishing best practices

Fiscal Impact: This effort could necessitate hiring a project manager for this potentially challenging project. Attachment A to this report lists funding agencies that might underwrite this work over a two- to three-year period. Ideally, such funds might allow the Task Force to come together for at least one meeting annually.

Moved by Primer; seconded by Vogt-O'Connor. PASSED.

Recommendation Regarding Ongoing Discussion of *Protocols for Native American Archival Materials*

Boles summarized the Council's previous discussions of the *Protocols for Native American Archival Materials* and noted his concern that the wishes of the Native American Archives Roundtable – that the *Protocols* receive ongoing discussion if not resolution – be honored.

MOTION 12

THAT a Forum on the *Protocols for Native American Archival Materials* take place at the 2009, 2010, and 2011 SAA Annual Meetings;

THAT the purpose of these Forums be to educate SAA members regarding the *Protocols* and to create a formal structure through which SAA members can express thoughts and share opinions about the *Protocols*;

THAT the SAA President contact the chairs of the Diversity Committee and the Native American Archives Roundtable and ask them to develop jointly the specific programs for these Forums;

THAT the Diversity Committee bear primary responsibility for the Forums; and

THAT the Diversity Committee, or a representative appointed by that committee, produce an annual report on the Forum's activity and discussion as well as a final summary report offering observations on the entire conversation, these reports to be published on the SAA website and/or be distributed by another suitable mechanism.

Support Statement: The motion honors the request of the Native American Archives Roundtable for a formal discussion of the *Protocols* within SAA; creates a mechanism for educating members about the document and fostering discussion of it; and establishes a mechanism for sharing the discussion throughout the profession.

Fiscal Impact: None.

Moved by Boles; seconded by Miller. PASSED (Hankins abstaining).

E. Create Task Force on Accreditation of Graduate Archival Education Programs

Responding to a recommendation from 38 SAA members to "appoint a task force to explore the desirability and feasibility of accrediting graduate archival education programs... composed of a broad cross-section of the SAA membership, as well as members with particular expertise in graduate archival education," the Council determined that such an exploration is most appropriately within the purview of an existing appointed group – the Committee on Education – provided that broad comment is sought from the SAA membership. The original recommendation was put forward and voted down unanimously, and the following motion was then made:

MOTION 13

THAT the SAA Council direct the Education Committee to explore the desirability and feasibility of developing and implementing an accreditation program in graduate archival education, that the Committee conduct a broad-based survey to obtain member input into the question, and that it provide a preliminary report with recommendations to the Council at its May/June 2009 meeting.

Moved by Lenoil; seconded by Russell. PASSED (with Summers opposed).

Support Statement: Education and training of archivists is central to SAA's mission. At a time when archival education is the primary form of entry into the field and archivist preparation is becoming increasingly diffuse, it is in the best interest of SAA and the archives profession to reexamine the issue of accreditation of graduate archival education programs. Given its charge, the Committee on Education is the appropriate group to conduct this investigation.

Fiscal Impact: While the fiscal impact of implementing an accreditation program could be significant, the fiscal impact of asking the Committee on Education to examine the feasibility of the issue will be minimal. There may be some costs associated with staff support and surveying.

F. Online Balloting for SAA National Elections

Primer and Williams gave background from previous reports and from informal Council discussion on the various options for conducting elections. The report presented voter-turnout statistics for the past five years and outlined the pros and cons of an online election using SAA's AMS "questionnaire" function and of an online election using an outside application service provider.

MOTION 14

THAT the SAA Council direct the SAA staff to issue a request for proposal and select an application service provider to conduct the 2009 SAA elections, with the provisos that total election costs will not exceed the \$5,095 budgeted for FY09 and that all members who request a mail-in ballot sufficiently in advance will be sent one with adequate time to cast a vote prior to the closing of the election.

Support Statement: Outsourcing SAA's election balloting to a practiced application service provider appears to be the most effective way to meet the Society's goals of increasing participation in the election process, ensuring confidentiality and auditability of the process, and demonstrating its commitment to embracing technology. At the same time, SAA is committed to ensuring that those members who prefer not to vote online are given the opportunity to participate in the national election.

Fiscal Impact: The recommendation limits expenditure to the \$5,095 that is currently included in the FY09 budget.

Moved by Primer; seconded by Williams. PASSED.

G. A&A List Terms of Participation

In a written report, the Task Force on the Archives & Archivists List Terms of Participation provided an update on its progress toward the outcomes outlined in the charge. The Task Force has compiled background information on past practice, progressed on developing a bibliography that is useful for monitoring and administering the List, and outlined collaborative documents. It now seeks permission to survey List subscribers.

MOTION 15

THAT the SAA Task Force on the Archives & Archivists List Terms of Participation Review and Revision conduct a survey of List subscribers to obtain widespread comment regarding the strengths and weaknesses of the current Terms of Participation, with a final recommendation regarding revision of the document due to the Council at its February 2009 meeting.

Support Statement: It is important that A&A List participants be consulted regarding their experiences and views as the Terms of Participation are reviewed and revised.

Fiscal Impact: None.

Moved by Primer; seconded by Hankins. PASSED.

H. SAA Fellows Selection Criteria

The Committee on Selection of Fellows has debated for several years about how to interpret the criteria for selection of Fellows. In particular there has been a concern that an emphasis on professional publications may skew the nomination process toward academics whose employers expect publishing activity, and away from archivists in other employing institutions whose contributions may be more heavily in the area of professional presentations and workshops.

MOTION 16

THAT the criteria for election of Fellows as presented in the Council Handbook be revised as follows: [strikethrough = deletion, underline = insertion]

~~**Fellows of the Society may constitute no more than five percent (5%) of the total individual membership reported at the last annual business meeting of the Society. Fellows of the Society must have been a full member of the Society in good standing for at least seven years immediately preceding election. A Fellow shall retain this designation so long as he remains a member in good standing.**~~

The Constitution provides that no more than five percent (5%) of the total individual membership reported at the last annual business meeting of the Society shall be elected as Fellows; that at least seventy-five percent (75%) of the members of the Committee on the Selection of Fellows must approve each candidate for a nomination to be approved; that no member of the Society shall be elected a Fellow who has not been a full member of the Society in good standing for at least seven (7) years immediately preceding election; and that a duly elected Fellow shall retain this designation so long as membership in good standing is maintained in the Society. In approving nominations, the Committee shall be guided by achievement in each of the following criteria:

- **Appropriate academic education and professional and technical training in any of the fields of the Society's interest;**
- **Professional archive experience in any of the fields of the Society's objectives for a minimum of seven years, which shall include evidence of professional responsibility;**
- **Contributions to the profession demonstrating initiative, resourcefulness, and commitment;**
- **Writings, presentations, and/or educational services (such as workshops or webinars) of superior quality and usefulness contributing to the realization of the Society's objectives;**
- **Contributions to the archives profession through active participation in the Society of American Archivists and innovative or outstanding work on behalf of the Society.**

Support Statement: As revised, the criteria provide clarified guidance to the Committee on the Selection of Fellows and ensure a more inclusive approach to the selection of Fellows, while retaining a strong standard for the honor of SAA Fellow.

Fiscal Impact: None.

Moved by Williams; seconded by Miller. PASSED.

I. SAA Content Management System

Based on the information presented in the Website Working Group Report (Agenda Item II.O.), staff made the following recommendations:

MOTION 17

THAT all current members of the Website Working Group be thanked for their service, the term of which has now expired;

THAT the President identify a new group of members, according to the particular practical knowledge required, and invite them to serve on the Website Working Group for 2008-2009; and

THAT the SAA staff, with appropriate assistance from the Website Working Group:

- **Develop a project plan by November 30, 2008;**
- **Issue an RFP and hire a Drupal site developer by January 31, 2009; and**
- **Deploy a new Drupal site in advance of SAA's 2009 Annual Meeting.**

Support Statement: Following an extensive needs assessment and identification and ranking of potential content management systems by the Website Working Group, it appears that Drupal will meet the majority of SAA's technical requirements without

substantial dedication of resources. Although there are remaining questions about how specifically Drupal will fulfill some requirements, delaying a decision pending further analysis carries the risk of not deploying a new CMS in 2009.

Fiscal Impact: The cost of a Drupal site developer is to be determined. Funding would come from the Technology Fund.

Moved by Summers; seconded by Vogt-O'Connor. PASSED.

J. Education Committee Appointments

Boles noted that the following recommendations reflect the logistical changes in committee structure resulting from the Council's decision in May 2008 to reconfigure the Committee on Education from two subcommittees into one group. The group should consist of nine members to help streamline the appointments process.

MOTION 18

THAT the Committee on Education consists of nine members (including a chair and vice chair);

THAT the duties previously assigned to the co-chair of the Graduate Education Subcommittee be assigned to the vice chair, including serving as an *ex-officio* member of the Theodore Calvin Pease Award Subcommittee of the SAA Awards Committee, as a liaison to the Archival Educators Roundtable, and as an informal advisor to the Student Forum; and

THAT the SAA Council approve the following changes in the Council Handbook that reflect these actions: [strikethrough = deletion; underline = addition]

Committee on Education

I. Purpose

The Committee on Education has three complementary purposes: 1) to assess the profession's educational needs; 2) to prepare and promote standards for archival education programs, those based in graduate schools as well as post-appointment and continuing education and training programs; and 3) to provide advice to the SAA Education Office.

The Committee on Education's work is based on the following assumptions:

- Education and professional development are essential to the continued advancement of the profession;
- Graduate education and continuing education must be addressed in a coordinated manner, ensuring that developments in both areas are based on a common understanding of the needs of the profession at all levels;
- Education and professional development offerings must be responsive to the forces and circumstances that could or should shape the profession; and
- Education and professional development should be a cooperative enterprise involving various participants, including SAA; other national, regional, and local archival organizations; graduate-level academic programs; employers; and related professional associations.

II. Committee Selection, Size, and Length of Terms

The Committee on Education consists of ~~ten~~ nine members (including a chair and vice chair) appointed by the SAA President for staggered three-year terms. The vice chair is appointed by the president normally from among the committee members serving the second year of their appointment. The vice-chair assumes the chair in his or her third year on the committee. The SAA Education Director serves as an *ex-officio* member of the committee.

The membership of the committee shall include a balanced mix of archival educators and of practicing archivists with administrative or supervisory experience.

The vice chair of the Committee on Education serves as an *ex-officio* member of the Theodore Calvin Pease Award Subcommittee of the SAA Awards Committee, as a liaison to the Archival Educators Roundtable, and as an informal advisor to the Student Forum.

III. Reporting Procedures

The committee reports to the Council, providing a formal written report in the spring of each year and reporting on special initiatives as necessary or requested. The committee works closely with the Education Director, serving in an advisory capacity in

education-related projects and programs operated out of the executive office. The committee maintains close liaison with the Archival Educators Roundtable, using it as a means of informing and seeking comments from individual educators related to committee initiatives.

IV. Duties and Responsibilities

The Committee on Education is charged with reviewing the needs for continuing education, assisting the SAA Education Office in developing relevant programming, and providing guidance to the Society in this area. Among the tasks or responsibilities that have been undertaken on a recurring basis are the following:

- Advise the SAA Education Director in establishing directions and priorities for the Society's continuing education program, monitoring the effectiveness of the offerings in light of professional needs and developments, ensuring that the education programs are of high quality, coordinating the work of the Education Office with other educational initiatives within SAA, and compiling a directory of educational opportunities;
 - Review educational initiatives proposed and/or undertaken by other SAA committees and roundtables;
 - Review and assess information provided by the Education Office on the full range of the profession's educational needs and the degree to which they are being met by existing educational opportunities, and make recommendations or undertake initiatives as appropriate;
 - Advise the Council on conditions and developments that affect educational program needs;
 - Maintain contact with educational offices/committees in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts;
- Develop and revise professional guidelines for continuing education.

The Committee on Education is also charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area. The committee establishes its own agenda except as otherwise directed by Council to perform specific tasks. Among the tasks or responsibilities that have been undertaken on a recurring basis are the following:

- Regularly assess existing guidelines for educational programs and if necessary propose appropriate revisions for Council approval;
- Review and assess information provided by the Education Office on the full range of the profession's educational needs and the degree to which they are being met by existing educational opportunities, and make recommendations or undertake initiatives as appropriate;
- Advise the Council on conditions and developments that affect educational program needs;
- Maintain contact with educational offices/committees in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts;
- Assist the Education Office with developing and maintaining the Education Directory;
- Assist the Education Office with issues relating to student chapters.

V. Meetings

The committee meets at the SAA annual meeting. Additional mid-year meetings are scheduled, depending upon the availability of financial resources.

Approved by the SAA Council: August 2008

Revised: January 1992, January 1998, *May 2005, August 2008*

Student Program Subcommittee

II. C. One member shall be a representative of the ~~Education Committee/Subcommittee on Graduate Education~~ Committee on Education, appointed by the chair of the ~~Subcommittee on Graduate Education~~ Committee on Education;

Support Statement: These revisions to the Handbook description of the Committee on Education are a result of decisions made at the May 2008 Council meeting as well as practical considerations for the appointment process

Fiscal Impact: In FY 2010 and beyond, the reduction in committee size from ten to nine members will result in a small savings for the travel of one individual to midwinter meetings.

Moved by Primer; seconded by Miller. PASSED.

K. (Re)Creation of Subcommittee to Review/Revise Council Handbook

Greene summarized the history of the issue of revisions to the Council Handbook, noting that the revision process has been spotty and recommending a slower but more sustainable process.

MOTION 19

THAT the SAA Council creates a standing subcommittee of its second-year members to review and revise the Council Handbook, taking as its charge both identifying long-needed updates and ensuring that new Council actions are reflected quickly in the relevant Handbook sections.

Support Statement: The proposed mechanism for revising and updating the Council Handbook seems to be the best way to ensure steady progress on this ongoing project.

Fiscal Impact: None.

Moved by Primer; seconded by Sly. PASSED (with Vogt-O'Connor abstaining).

L. Records Management Roundtable Recommendation Regarding RMRT "Scholarship"

Greene presented a request from the SAA Records Management Roundtable to "found an endowment through the SAA Foundation to provide three scholarships each year for attendance at the RMRT meeting at the SAA Annual Meeting." Included in the report were eligibility and selection criteria for awardees. Council members chose not to bring the recommendation forward given the current status of discussions about establishing one or more endowments within the Foundation (Special Funds).

IV. DISCUSSION ITEMS

A. Selection of Future Annual Meeting Sites

Beaumont provided a summary list of all sites within the United States that could host the SAA Annual Meeting in one hotel and presented statistics on the location of current SAA members. Council members expressed their concern that few institutions would support international travel to Canada or travel to gaming properties (eg, Las Vegas), and reiterated their preference that SAA meet every four years in Washington, DC, and every four years in Chicago.

B. Roundtable Membership Requirements

Greene reviewed an e-mail message from Records Management Roundtable Chair Russell James pointing out that less than half of all SAA roundtables have the required number of members (50) according to guidelines adopted by the Council in August 2007. Council members and staff discussed the fact that there is a lot of confusion about the requirement and communication with members has not been adequate to ensure their understanding and action. Going forward, staff should include information on all application and renewal forms (both online and paper) and in *Archival Outlook* and *Online News*.

C. ARCHIVES 2008

Council members and staff discussed their attendance and assignments at a variety of ARCHIVES 2008 events, including the Leadership Orientation and Forum, the Exhibit Hall, the Awards Ceremony, and the Annual Membership Meeting.

The Council meeting was adjourned at 3:15 pm.

V. SPECIAL FUNDS (FOUNDATION) BOARD OF DIRECTORS' MEETING

A meeting of the SAA Special Funds (SAA Foundation) Board of Directors was convened at 3:15 pm on Monday, August 25, 2008.

Society of American Archivists
FOUNDATION BOARD OF DIRECTORS MEETING
August 25, 2008
San Francisco, California

A meeting of the SAA Special Funds (SAA Foundation) Board of Directors was convened at 3:15 pm on Monday, August 25, 2008.

A. Report: Establishment of Endowment Fund

In a written report, Beaumont presented a summary of the “pros” and “cons” associated with establishing endowments. SAA has been named in the will of a deceased SAA member and will eventually receive a donation of substantial value. She noted that this donation could be used to “jumpstart” a permanent endowment. She also suggested that feedback received from outside sources as well as from members of the SAA Foundation Board be provided to the fundraising consultant and incorporated into the analysis and report that is scheduled to be delivered to the Board in February 2009.

B. Report: Request for Proposal for Fundraising Consultant

In a written report, Beaumont presented a request for proposal for a fundraising consultant to assist the Board and staff in considering whether and how to launch an endowment for the purpose of “supporting the Society’s current strategic priorities.” Board members had no changes in the draft RFP.

C. Report: Funding Sources for Board Development

In a written report, Vogt-O’Connor and Russell presented a list of options for “Foundation Funding for SAA Initiatives and Endowments,” organized under the headings of advocacy, diversity, foundation endowment, and technology.

The Foundation Board meeting was adjourned at 3:25 pm.

VI. COUNCIL BUSINESS

The SAA Council reconvened at 3:25 pm to review the action item list and to meet in executive session with Beaumont. The Council meeting was adjourned at 4:10 pm.

▲ TOP OF PAGE

Society of American Archivists
COUNCIL MEETING MINUTES
August 30, 2008
San Francisco, California

President Frank Boles called the meeting to order at 1:25 pm on Saturday, August 30, 2008. Present were Vice President/President-Elect Peter Gottlieb; Council members Rebecca Hankins, Sue Hodson, Tom Hyry, Nancy Lenoil, Rosalyn Settles, Margery Sly, and Diane Vogt-O’Connor; and SAA Executive Director Nancy Beaumont; Publishing Director Teresa Brinati; Education Director Solveig DeSutter; Member and Technical Services Director Brian Doyle; Finance/Administration Director Tom Jurczak, and Project Assistant René Mueller. Treasurer Ann Russell, Executive Committee member Leon Miller, and Council member Bruce Ambacher were absent. Publications Editor Peter Wosh joined the group for a portion of the meeting.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Gottlieb moved and Vogt-O’Connor seconded adoption of the agenda. PASSED.

II. REPORTS

A. Conversation with Publications Editor Peter Wosh

Wosh discussed with Council members the specifics of items that were presented in his written report to the August 25 Council meeting (Agenda Item II.E.4).

B. 2009 Program Committee

The report prepared by co-chairs Aimee Felker and Mark Duffy highlighted the following:

- The meeting theme – Sustainable Archives / Austin 2009 – has been selected and publicized.
- The Program Committee has been appointed. Factors in the appointment process included gender, geography, repository affiliation, diversity, referrals / recommendations, and the fact that this will be a joint meeting with the Council of State Archivists.
- The session proposal submission form has been streamlined, automated, and posted as a fillable MS Excel submission form to facilitate the submission process and to enable the committee to focus on content and quality. (See <http://www.archivists.org/conference/>).

The Committee's calendar for July 2008 – August 2009 deliverables has been finalized.

III. ACTION ITEMS

A. Presidential/Vice Presidential Appointments

Boles reported on inconsistencies involved in making appointments outside of the “normal” timeframe (for example, to task forces created by the Council in mid-year), and specifically the division of labor between the current president and vice president. He suggested that the problem should be addressed systematically by giving appointment power to one person who could coordinate the overall mosaic of appointments. As the vice president makes far more appointments than the president, the vice presidency is the logical office in which to vest the responsibility for appointments. The division of authority proposed is such that the president primarily is responsible for broad policy issues and in moving forward the organization's agenda, while the vice president is largely responsible for volunteer personnel decisions.

MOTION 1:

THAT the SAA Council approves changes in the Council Handbook (Section II: Officers, President, III.4. Duties, and Vice President, III.4. Duties) to place primary responsibility for mid-year appointments with the vice president, in consultation with the president, so that it would read as follows: [strikethrough = deletion, underline = insertion]

Section II: Officers

President

III. Duties

4. May at his or her discretion ~~Appoint~~ the chairs and the members of SAA standing committees, boards, and task forces as well as representatives whose positions are created or become vacant during his or her term of office, according to the guidelines for each of these and SAA practice. Traditionally, the vice-president/president-elect appoints representatives, chairs, and members of SAA bodies who will commence their service at the beginning of his or her term as president. In general, ~~the~~ vice-president fills vacancies occurring in mid-year in consultation with the ~~vice~~-president.

Vice-President

III. Duties

4. Appoint the chairs and members of SAA standing committees, boards, task forces, and representatives according to the guidelines for each of these and SAA practice. Traditionally, the vice-president/president-elect appoints representatives, chairs, and members of SAA bodies who will commence their service at the beginning of his or her term as president. The vice-president fills vacancies occurring in mid-year in consultation with the ~~vice~~-president.

Support Statement: The proposed change would largely delegate the power of appointment to the vice president. It would rationalize the relationship between the two offices in that the president would primarily serve as the officer responsible for overseeing matters of policy and moving forward the Society's overall agenda, while the vice president would primarily become responsible for volunteer personnel decisions.

Fiscal Impact: None.

Moved by Sly; seconded by Vogt-O'Connor. PASSED.

B. Dates for Next Council Meeting

Council members discussed possible meeting dates for their 2009 meetings (including the possibility of a joint meeting of the SAA, Council of State Archivists, and National Association of Government Archives and Records Administrators boards in Washington, DC, in January or February).

C. Joint meetings of COSA, NAGARA, SAA heads

D. Strategic Planning

Council members had a brief discussion about whether and how they would prefer to proceed with the strategic planning process.

Council members had a brief discussion about whether and how they would prefer to proceed with the strategic planning process.

IV. COUNCIL BUSINESS

A. Review of August 30, 2008, Action Item List

The Council members decided to forego this agenda item.

B. Adjournment

Sly moved and Gottlieb seconded adjournment of the meeting. PASSED. The meeting was adjourned at 2:40 pm.

Approved by the SAA Council and the SAA Foundation Board of Directors on October 15, 2008.