

Council Minutes

August 27, 1996

President Brenda Banks called the meeting to order at 8:15 a.m., Tuesday, August 27, 1996. Present besides Banks were: Vice President Nicholas Burckel, Treasurer Leon Stout, and Council members Karen Benedict, Bruce Bruemmer, Susan Davis, Timothy Ericson, Lori Hefner, Steven Hensen, Thomas Hickerson, Sharon Thibodeau, and Sharron Uhler. Also present were Vice President-elect William Maher, incoming Council member Valerie Browne, and Executive Director Susan Fox.

Motion to Adopt the Agenda

Ericson moved and Bruemmer seconded the motion to adopt the agenda. PASSED.

Motion to Approve the Minutes

Davis moved and Ericson seconded the motion to approve the minutes as amended. PASSED.

Report of the Executive Committee

Ericson reported on the executive committee meeting, which reviewed the agenda and discussed time management for the day's meeting.

Report of the President

Banks reviewed the schedule of annual meeting events which would require Council attendance.

Report of the Vice President

Burckel distributed a list of appointments and said his September Presidential column in *Archival Outlook* would address the newly released NARA strategic plan. He solicited Council input on topics for future presidential columns.

Report of the Treasurer

Stout reviewed the required Financial Accounting Standards Board changes to SAA which will couple income and expense to programmatic categories in SAA's budgeting procedure. He briefly reviewed the Treasurer's Report for the Business Meeting and received several suggestions for clarification.

Report of the Executive Director

Fox distributed a memo from Education Director Joan Sander summarizing three proposals she received to conduct an SAA educational needs assessment. Fox and Sander recommended Council retain Harrison Coerver and Associates to conduct the survey. Council engaged in general discussion of the survey, sample size, and expected outcome.

Ericson moved and Davis seconded the motion to accept Sander's recommendation of retaining Harrison Coerver to conduct the survey at a projected fee of \$28,100, and to investigate the possibility of doing so within a statistical sample. PASSED.

Fox reported that Teresa Brinati was pursuing the possibility of engaging the University of Chicago in a pro bono marketing survey of the Society's publications program. Fox said that in recognition of the excellence of her work, Brinati would be promoted from Managing Editor to Director of Publications effective September 1, 1996.

Fox said as of August 17th, 973 people had registered for the annual meeting. She expected over 1,000 registrants by the meeting's conclusion. Fox further reported that Mills signed an agreement with the Adam's Mark Hotel for the 2000 annual meeting in Denver.

Fox also noted that a focus group would be convened at the annual meeting to design the salary survey instrument, which would be distributed in the fall and the results expected to be published by February 1997.

Fox reported on two meetings she planned to attend in September. The MLA/AHA/ARL meeting on preservation of primary records would take place at the Library of Congress the second week in September. She would attend and recommend further SAA action, if necessary. The Library of Congress was also sponsoring a Publishing Archives Symposium in early October. She said she would report back on both meetings in January, if not sooner.

Fox introduced a draft policy addressing SAA support for directories created by Sections and Roundtables. After general discussion Banks delegated Hefner to redraft the policy for final consideration at the August 31 meeting.

Fox said she hoped to have voice mail fully operational in the Chicago office by mid-September.

Fox introduced an invitation from H-Net administrators to host an SAA list-serv. H-Net lists are moderated, Fox said, but are open to all who wish to subscribe. After discussing the merits of the proposal, Banks requested Bruemmer, Hensen, and Maher to report back on August 31 with implementation strategies.

Fox presented a draft digital imaging proposal on the table at the Conference on Fair Use negotiations (CONFU). She requested council review the document and return comments to her as soon as possible.

Council recessed at 9:50 a.m. and reconvened at 10:10 a.m.

Council Committee on Committees

Ericson said he expected the Committee on Goals and Priorities (CGAP) would recommend the committee be disbanded. This decision needed some further discussion within CGAP, but he saw it as a unanimous recommendation which would come to Council at the August 31 meeting.

Benedict distributed and discussed a Public Information Committee draft policy on implementing the PROFNET subscription service. Council responded favorably to the initiative and recommended that PIC also develop a tipsheet with guidelines on how best to respond to media inquiries.

Benedict then distributed draft procedures developed by the Committee on Ethics and Professional Conduct for SAA response to ethical complaints. Hickerson recommended making the Committee the investigative body and cautioned that SAA should be prepared to devote resources to support on-site inquiries into complaints.

Davis discussed the Task Force on Organizational Effectiveness (TFOE) plans for the Open Forum. Council engaged in a broad discussion of issues and the timetable for organizational changes. Hickerson expressed concern that the current TFOE profile of Sections and Roundtables did not address issues raised in the Task Force on Sections and Roundtables report. He said it was extremely important the Society move forward especially with those two entities. Banks encouraged Council to make full use of both official and unofficial leadership when instituting change.

Ericson distributed and discussed a memo he drafted to official representatives clarifying roles and responsibilities.

Bruemmer introduced a memo from the chair of the joint SAA/ARMA Committee which contained a series of recommendations for strengthening ties between the two organizations.

Bruemmer introduced and reviewed the *American Archivist* Task Force report. The report recommended SAA reduce the frequency of the journal to two issues a year, further develop the web page, enhance *Archival Outlook*, and eventually hire an additional FTE in the publications department to assist in enhancing communications. Council expressed high admiration for the quality of the report and commended Helen Tibbo and the task force members for their work on a difficult problem.

Council engaged in discussion of the report, requesting that Fox and Brinati report back in January with a more detailed financial analysis of the long range impact of implementing the recommendations and with a specific plan for changes to *Archival Outlook*.

Burckel briefly reported on the proposal for an SAA-ALA joint lobbying alliance. With the sudden resignation of ALA's executive director, he said the alliance might better be achieved via elected leadership rather than through the executive director. He said the main goal was to have an opportunity to influence ALA legislative positions in areas of mutual concern and to provide support when appropriate. He would continue to pursue the proposal.

Council Reorganization Reports

Bruemmer distributed a list of new Council member frequently asked questions (FAQs). He requested members review and provide feedback by mid-September.

Thibodeau discussed her matrix of SAA units parsed by function. Copies will be distributed for further discussion prior to the August 31 meeting.

Burckel directed discussion and feedback from Council members polling their liaisons on how Council could better serve unit needs. He urged Council not to just solicit agenda items from liaisons two weeks prior to a meeting, but to develop a new relationship to ensure that Council is considering their ideas and distributing timely information back to the units.

Hefner expressed her strong support for the effort and emphasized her belief in the need for customer feedback. She said she would like this initiative to be an ongoing assignment.

Council strongly encouraged Fox to institutionalize posting the "What Council Did" column immediately on the web site. Fox said she would also develop a longer reporting piece on council meetings and actions for *Archival Outlook* and investigate the use of broadcast fax to send out meeting synopses.

Council also strongly recommended reinstating the annual leadership meetings especially among Section and Roundtable chairs, but including Committee chairs as well. These meetings should be scheduled at a convenient time, perhaps as informal luncheons in order to give leaders the opportunity to meet, give presentations, and discuss issues.

Banks reported she conducted an informal poll of allied associations to determine whether or not they had developed a board code of conduct. She was unable to locate any examples and asked for Council assistance in researching the matter.

Hefner introduced a draft resolution on SAA use of litigation as a policy tool. After general discussion, she agreed to redraft the resolution and reintroduce it at the August 31 meeting.

Old Business

Bruemmer distributed a draft copy of a letter from Anne Van Camp to the Moynihan Commission on Protecting and Reducing Government Secrecy.

Hickerson said he was working with Paul Conway and Anne Kenney on developing an SAA position statement on the Role of Digital Imaging in institutions. He said he would have a draft for Council review in September with a final version for approval at the January meeting.

Stout read the To Do list.

Burckel presented Banks with a series of humorous gifts and spoke eloquently and warmly about the quality and effectiveness of Banks' leadership. He said she set a very high standard which he would try to achieve, not without a little trepidation. Council applauded Banks.

Davis moved and Burckel seconded the motion the meeting adjourn at 4:20 p.m. PASSED.