

Council Minutes

August 28, 1999

President H. Thomas Hickerson called the meeting to order at 5:50 p.m. Present was Vice President Lee Stout, Treasurer Robert Sink, and Council members Fynnette Eaton, Mark Greene, Becky Haglund-Tousey, Dennis Harrison, Karen Jefferson, Jane Kenamore, Richard Pearce-Moses, Helen Tibbo, and Wilda Logan Willis. Also present was Executive Director Susan Fox.

Adoption of the Agenda

Eaton moved and Kenamore seconded the adoption of the agenda as amended. PASSED.

Report of the President

Hickerson welcomed the new Council members. He said they could look forward to a demanding, enjoyable, and satisfying job over the course of the next year. He said that deliberations within the past year were excellent because they were conducted in a manner of personal respect for one another. While Council at times needed to confront difficult issues, Council members realized the need to be caring in presenting information. It was also important to be caring about confidentiality and the way information was to be conveyed outside of Council. It was important to be responsible.

Report of the Vice President

Stout said he was happy to be back at the Council table. He had not yet appointed a Chair of the Appointments Committee, but Marisa Keller agreed to serve as chair of the 2001 Host Committee and Karen Benedict would chair the Program Committee. A number of other people had graciously volunteered their service in various capacities, but he was open to all suggestions.

Report of the Treasurer

Sink said the passage of the 7% dues increase at the Business Meeting suggested that perhaps he should have recommended a 10% increase, because the 7% will keep SAA just at the status quo. It was very likely that Council would have to look again at another dues increase in two years= time. He said all would need to follow the Society=s finances carefully. Membership had voted that they would rather Council come to them for the increases, and not, as proposed, have automatic cost of living adjustments to the dues rates. The mandate would require that Council monitor finances closely.

Greene said he hoped that during the coming year Council would be willing to look seriously at reducing expenditures to be able to postpone any further dues increases.

Report of the Executive Director

Fox said she had no report.

SAA Units

SAA/ARMA Joint Committee

Kenamore reported that the current chair of the SAA/ARMA Joint Committee, Jim Tammaro, would be resigning his term as the SAA appointed Chair in April. It would then be ARMA=s turn to appoint a new chair for the committee, an individual yet to be identified. She said that the Joint Committee planned to contact the chair of the 2000 Program Committee, Jackie Dooley, to ask that special consideration be given to records management sessions.

Hickerson said he was asked to go to the ARMA board meeting in October to talk about cooperative opportunities between SAA and ARMA. He hadn=t had a chance to look at his schedule, but if he could he would try to attend.

CEPD

Greene distributed CEPD=s draft Adefinition of an archivist.@ He said the definition evolved out of a request that NARA had made to Council who then assigned it to CEPD. CEPD asked Greene to compose the first draft. That draft, somewhat modified by CEPD, was now on the table. He said he went to established SAA sources such as the PACE and M.A.S. guidelines for assistance in developing the definition.

Jefferson asked if CEPD considered the Academy of Certified Archivists role delineation in coming up with the definition. Greene said there had been discussion about whether or not the ACA role delineations on the one hand were an appropriate

statement or if they would add to the basic gist of the definition. CEPD decided they did not. However, he said, this was ultimately Council=s document and Council=s decision.

Tousey asked why the document had been requested. Eaton said that when Council engaged in a conversation with NARA they were trying to redraft the definition of an archivist to give them a broader context in order to think beyond the criteria of having taken a certain number of courses in American history.

Hickerson suggested that the best way to consider the document would be to send it to the Council listserv in order to begin to build a sense of direction.

Standards Committee

Eaton moved that Council accept the Standards Committee recommendation that EAD be adopted as an SAA standard. Kenamore seconded. PASSED.

Pearce-Moses said that a separate document detailing the budgetary implications of adopting the standard would also need to be developed.

Greene said the Privacy and Confidentiality Roundtable had developed guidelines for lawyers= case files. The Roundtable had inquired whether these guidelines should be considered a potential standard or if there was another avenue they could pursue. Hickerson said there were three kinds of standards listed in the Standards Committee guidelines, so it would be appropriate for the guidelines to indeed go through the Standards Committee.

Ethics Committee

Kenamore reported on the Ethics Committee Guidelines. She said the committee studied the codes of ethics from other Societies and found some guidelines stricter than others and therefore some had more stringent rules. She suggested that Council review the draft guidelines and vote on passage at the winter meeting.

Hickerson said that the guidelines had come before Council twice before and both times were sent back for revisions. Ideally, it would be best to know if there were any issues with the document prior to the winter meeting. He wanted to ensure that Council dealt with the issue expeditiously in January. He requested comments on the guidelines by the end of September.

Task Force on Continuing Education

Willis reported that the Task Force on Continuing Education met for the first time that week. The task force spent 90 minutes with CEPD discussing a range of issues and received a wide range of input. They decided to begin first by reviewing and collecting data, and they would be working with the NHPRC education conference organizers. Task force members would also be attended that conference.

Hickerson said that Council should appoint members to attend that conference. NHPRC had five slots reserved for SAA, Council would need to look at the best way for SAA to be represented. The Task Force and CEPD would need to be represented, but the Society needed to take a broad view. The invitation to appoint representatives would be coming to SAA, not the task force.

Old Business

Proposed ACA Commission

Tibbo reported that throughout the meeting she and Kenamore met frequently with the Academy of Certified Archivists= President David Gracy. They also met with NHPRC Executive Director Anne Newhall. Gracy agreed that the commission should include equal representation from SAA, ACA, and NAGARA. The list of potential participants included many with overlapping memberships in all three organizations.

Hickerson said what was really needed was a timetable for completing the proposal, since the NHPRC had an October 1 submission deadline. Gracy had indicated his comfort with SAA serving as the administrative body to receive the grant. He said it was still necessary to speak with NAGARA Executive Director Bruce Dearstyne to gauge their interest.

Kenamore said she and Tibbo planned to identify possible futurists to help inform the work of the proposed commission. She said they would have a conference call by the end of the week to work out the specifics of the proposal. Kenamore offered to serve as project manager.

S.217

Greene presented the issue of proposed legislation S.217, a bill to amend the IRS Code of 1986 to remove ambiguity about the tax consequences of donating personal papers to libraries and archives, to four SAA units and also spoke with Karen Benedict, Ethics Committee Chair. The main suggestion that came from them was to make sure that there was a statement in the letter about the goal of equality of access. There was some differing opinion among units about how specific and extensive that statement should be. He presented a revised version of the letter.

Stout moved that Council accept the letter as amended. Eaton seconded. PASSED. Willis abstained.

Hickerson directed Fox to post on the leadership listserv that a copy of the letter would be available on the website. Greene should prepare an explanatory paragraph to accompany the letter when it is published in Archival Outlook.

Fellows Focus Group

Eaton reported that the initial meeting was a good one with plenty of excellent brainstorming. She said there would be two sub-groups to plan for fundraising possibilities for the coming year. At the Denver annual meeting there would be a special event to commemorate Gerald Ham's gift to SAA.

Hickerson said he would have an article on the fundraising initiative in the November newsletter. He would also write an annual giving letter.

New Business

NHPRC

Hickerson said Newhall had many ideas for projects SAA could be pursuing, for example making the *American Archivist* available via the Internet. Newhall said she would talk with her staff and contact Hickerson the following week. He also said SAA should see if JSTOR was interested in providing such access, although JSTOR was very university-centric.

Newhall had also said she favored the development of a public service announcement to communicate the value of the archival profession. Hickerson said he would like to discuss the idea with her in more detail. It would be possible to have an advertising agency develop the spot on a pro bono basis. It could cost a great deal, but there would not be any point in doing one if it wasn't of high quality.

Hickerson said Nick Burckel had also suggested that SAA might come to NHPRC with a proposal for creation of an advanced fundamentals package of workshops to be conducted on-line. If they were created simultaneously they would be able to take advantage of synergies among them.

Hickerson inquired whether or not Council was comfortable with pursuing these ideas with Newhall. Council members assented.

Hickerson then reviewed for Council the incoming members of the Executive Committee and its function.

Review of the To Do List

Sink read the to do list.

The meeting adjourned at 7:15 p.m.