

## **Council Minutes**

*August 28, 2001*

*Washington Hilton & Towers*

*Washington, DC*

President Lee Stout called the meeting to order at 9:00 a.m. Present: Vice President Steve Hensen, Treasurer Elizabeth Adkins, and Council members Thomas Battle, Tom Connors, Jackie Dooley, Mark Greene, Becky Haglund-Tousey, Dennis Harrison, Jane Kenamore, Richard Pearce-Moses, Wilda Logan Willis; incoming Council members Danna Bell-Russel, David Haury, Megan Sniffin-Marino, and Executive Director Susan Fox.

### **ADOPTION OF THE AGENDA**

Connors moved and Tousey seconded adoption of the agenda. PASSED.

### **ADOPTION OF THE MINUTES**

Pearce-Moses moved and Greene seconded approval of the May 2001 Council meeting. PASSED.

### **REPORT OF THE EXECUTIVE COMMITTEE**

Kenamore reported that the Council listserv voted in August to join as signatory to the Digital Future Coalition letter to the U.S. Trade Representative's Office commenting on the Draft Treaty for the Free Trade Area of the Americas.

### **REPORT OF THE PRESIDENT**

Stout asked that Council prepare for the visit from Archivist of the United States John Carlin later that afternoon. These discussions included the current state of NARA appropriations, NARA's new descriptive system, NARA's relationship with the International Council on Archives, whether NARA could help increase membership in SAA both in terms of raw numbers and in terms of leadership, and background on NARA's developing a means to preserve federal web sites.

### **REPORT OF THE VICE PRESIDENT**

Hensen iterated appointments to date. He noted that the process was an extremely time intensive one.

### **REPORT OF THE TREASURER**

Adkins presented the final FY01 budget and said that although SAA budgeted for a \$35,000 deficit the Society would end the fiscal year with a net gain of \$5,000. There were two main reasons for the gain, the annual meeting registrations in Denver were better than expected and publication sales were also higher than expected. As a result, SAA would be able to make a \$5,616 contribution to the publications revolving fund. Foreign sales especially helped to boost the final numbers. Education income dropped dramatically during FY01 because for most of the year no Education Director was in place to manage the program. However, efforts of the new directors were now paying off, and all workshops at the annual meeting filled to capacity. Adkins anticipated FY02 education income would do well. In publications, the fluctuating numbers for American Archivist subscriptions reflected the need to adjust the association software to account for multi-year subscriptions, once done the three-year spread would reflect more stable income. Adkins asked for questions; hearing none she concluded her report.

### **REPORT OF THE EXECUTIVE DIRECTOR**

Fox gave an update on the current annual meeting, praising the teamwork in the Chicago office and saying that she anticipated a highly successful meeting. Registration numbers were strong, and, unlike prior years, not one preconference workshop had to be cancelled due to low enrollment.

Fox said that she and the staff would develop action plans to accompany Council's goals articulated during the spring meeting's planning day and would present the action plans for review and approval at the winter meeting.

Fox presented a charge drafted by Teresa Brinati to create a Task Force on Electronic Publishing and requested Council's advice on members. Hensen commended Brinati on her work in outlining the issues. He said the task force should also consider consortia means of publishing. Pearce-Moses suggested that an individual expert in computing be added to the task force membership.

Fox presented a proposed amendment to the listserv guidelines published on the SAA web site. The revisions involved replacing "executive director" with "web master," adding language referring to the web master, including language specifying participation

in the Web Liaisons Program, amending the web hosting language to include the SAA remote server, and changing web master or owner to Web Liaison. Council agreed to the changes.

Greene moved and Adkins seconded the motion that Council accept the charge to establish the Task Force on Electronic Publishing. PASSED.

Fox said that given the consistent success of attracting record numbers of attendees to annual meetings held in Washington, D.C., Council should consider rotating through Washington at least every four years. The next available date to select a meeting site was in 2006.

Greene moved and Pearce-Moses seconded the motion to hold the 2006 annual meeting in Washington, D.C. PASSED.

## **NEW BUSINESS**

### **EAD Internationalization Efforts**

Dooley directed Council's attention to the Report to SAA Council on the EAD Working Group prepared for the agenda packet. She said the memo provided detailed information on internationalization efforts on behalf of the proposed standard in encoded archival description (EAD). The EAD Working Group activities in this regard were proving very successful. The Working Group counted four non-US members among its number, which proved extremely helpful in the standard's development. Pearce-Moses suggested that Dooley consider authoring a "lessons learned" essay on SAA's EAD internationalization efforts.

### **Council Participation in SAA Activities.**

Hensen said he spoke with Ruth Simmons from the Publications Board. Simmons said the Publications Board wanted to ask Pearce-Moses to edit a new glossary. Hensen said he spoke with Fox about the matter, who referred him to the Council Handbook's policy on Council Participation in SAA Activities. He reiterated the policy and clarified its intent, which left the ultimate decision regarding Council participation to the discretion of Council. Therefore, he said he told Simmons he did not see any problem with Pearce-Moses agreeing to edit the glossary.

In reviewing the policy, Council amended the language to read as follows:

Under a resolution adopted at the January 30-February 1, 1987 meeting of Council, reaffirmed at the June 2-4, 1989 meeting, and amended at the June 11-14, 1992 and August 28, 2001 meetings, elected officers and Council members shall not serve on other SAA bodies as an officer, chair, or member of steering committees, boards, task forces; or as editor of the American Archivist, as Publications Editor; or as an official representative to an outside body (except where this service is specifically mandated by the SAA constitution and bylaws or where the SAA Council specifically delegates such service by an officer or Council member of the Society).

Adkins moved and Harrison seconded the policy as amended. PASSED.

### **Liaison to Association for Computing in the Humanities**

Fox asked Council whether or not Council was amenable to establishing an official liaison with the Association for Computing in the Humanities (ACH). She said the organization primarily consisted of English and History faculty who used computing in their coursework. Sniffin-Marinoff said most ACH presentations were by archivists, but also included a number of individuals discussing visual materials.

Council tabled the discussion upon the arrival of Archivist of the U.S. John Carlin.

### **Discussion with Archivist of the U.S. John Carlin**

Stout welcomed Carlin and Deputy Archivist Lewis Bellardo to the Council meeting. Carlin gave an update on NARA's budget and appropriations, saying that the budgetary conference committees would meet September, when he expected an across the board cut of approximately 3-4%. Hensen inquired about the possibility of revisiting the imbalance between NHPRC's electronic records funding and funding for documentary editions. Carlin said the key to resolving the imbalance would be to secure additional funding for NHPRC in general.

Stout asked about the status of NARA's relationship with the International Council on Archives. Carlin said that NARA staff participated in ICA committees and that he envisioned an international role for NARA; especially in light of NARA's participation in the INTERPARES research project and other international initiatives.

Stout inquired about the NARA's work with the Library of Congress Advisory Board on Digital Initiatives. Carlin said that continuing communication between NARA and the Library of Congress had been established via a joint liaison group, and that steps to work out closer coordination between the two agencies would occur in the near future.

Carlin spoke on NARA's efforts to produce federal guidelines for preserving agency web sites. The guidelines had made it through several discussion drafts, much more work would be needed, especially to determine what other institutions and other countries have accomplished in this regard. The first matter to be determined would be establishing at what level the guidelines should occur, how high a level of generality such as principles or frequently asked questions versus a middle level guideline on how to conduct risk assessment and how to develop a decision tree.

Carlin said he appreciated the opportunity to meet with Council on a regular basis and found the discussions valuable. Stout thanked Carlin and Bellardo for their time and for their willingness to keep an open dialogue with the Society.

#### **Discussion with Bruce Craig, Executive Director of the National Coordinating Committee for the Promotion of History**

Stout welcomed Craig, who thanked Council for the opportunity to meet and said he had also had successful meetings with the boards of the Midwest Archives Conference and the Mid Atlantic Regional Archives Conference.

He discussed the current status of congressional affairs in the archives and history fields, including funding for NARA and NHPRC, the Official Secrets Act hearing scheduled by the Senate Intelligence Committee, State Department Access to Kissinger Transcripts, the Supreme Court ruling in the Tasini Case (7 to 2 in favor of freelance authors and artists, who had petitioned for the right to control electronic reproduction of articles), and he gave an update on the pending release of Reagan papers.

At the conclusion of his report he said he would be holding a strategic planning meeting of NCC at the Washington Hilton during SAA's annual meeting in order to make it accessible to the archival community and to receive archival input into the strategic planning process.

Stout thanked Craig for taking the time to meet with Council and for bringing them up to date on NCC plans and activities.

#### **OLD BUSINESS**

Dooley said she would defer her discussion of SAA student benefits for the winter 2002 Council meeting.

Harrison reported that Scott Schwartz would be conducting a fundraising raffle at the annual meeting to help raise funds for the Donald Peterson Student Scholarship. Harrison commended Schwartz's drive and enthusiasm and said he expected him to generate much interest and positive response from membership.

The meeting adjourned at 5:10 p.m.