

Council Minutes

Conference Call Minutes

Society of American Archivists Council

SAA Foundation Board of Directors

January 16, 2007 (1:00 – 3:00 pm CST)

The SAA Council met via conference call on Tuesday, January 16, 2007, from 1:00 to 3:30 pm Central Time. Attending: SAA President Elizabeth Adkins; Vice President/President-Elect Mark Greene; Treasurer Ann Russell; Executive Committee Member Peter Gottlieb; Council members Mark Duffy (for a portion of the call), Aimee Felker, Rebecca Hankins, Leon Miller, Ben Primer, Carla Summers, Sheryl Williams, and Nancy Zimmelman; and staff members Nancy Beaumont, Teresa Brinati, Solveig De Sutter, Brian Doyle, and Tom Jurczak.

I. COUNCIL BUSINESS

I.A. Adoption of the Agenda

Williams moved and Gottlieb seconded adoption of the agenda as written. PASSED.

I.B. Review and Approval of the November 2006 Minutes

Adkins asked for any changes to the draft November 2006 Council meeting minutes.

MOTION 1

THAT the original report of the Task Force on Sections/Roundtables be appended to the November Council meeting minutes.

Support Statement: The SAA Council spent considerable time at its November meeting discussing this task force report, and will conclude its deliberations in late January. Based on these discussions, it is likely that some task force recommendations will be modified in the final Council-adopted document. In order that the task force's original intentions are captured for the record, it is appropriate that the original report be appended to the November 2006 meeting minutes.

Moved by Duffy, seconded by Hankins. PASSED. (Primer dissenting)

Duffy then moved and Hankins seconded adoption of the minutes as amended.
PASSED.

I.C. Review of November 2006 "To Do" List

Adkins led a discussion and update of the November 2006 "To Do" list.

II. DISCUSSION / ACTION ITEMS

II.A. Dues Task Force: Draft Communication Plan

Russell presented the work of the Dues Task Force, which had been charged to draft a communication action plan for implementation of the Council decision to propose a dues increase at the August 2007 Annual Membership Meeting. Council members provided significant input on the key messages, and agreed to send their comments in writing to Russell and Beaumont for incorporation into the plan.

II.B. Funding for International Council on Archives Section on Professional Associations Representative

Adkins noted that she had attended a meeting of the Section on Professional Associations (SPA) of the International Council on Archives (ICA) during the CITRA meeting in Curacao in November 2006. She provided background on the US representation on that Section, noting that SAA agreed in 2004 to provide its "traditional" spot on the Section steering committee to the Academy of Certified Archivists, which is also an ICA member.

MOTION 2

THAT the SAA president approach the ACA president about the idea of SAA resuming sponsorship of a steering committee slot on ICA SPA; and

THAT, if the proposal is accepted, the SAA staff be directed to include in the draft budget for FY2008 funding for SAA to support an SAA representative to the International Council on Archives Section on Professional Associations (SPA), along with funding for that individual to travel to up to two SPA meetings annually; and

THAT, if funded, the representative be required to provide to the Council twice-annual reports on SPA activities.

Support Statement: SAA's participation in SPA and other ICA activities provides SAA with the opportunity to understand international archival issues and SAA's potential role in addressing them. Sponsoring an ICA SPA steering committee member provides a mechanism for ensuring ongoing involvement in and understanding of ICA governance, which is often confusing to incoming SAA presidents who attend CITRA meetings and ICA Congresses. SAA presidents can be assisted in understanding ICA by the SPA representative, who can provide the continuity needed to function well within ICA.

Fiscal Impact: To be determined. The Council will have an opportunity to consider this activity during its review of the draft budget for FY2008.

Moved by Greene, seconded by Williams. PASSED.

II.C. National Coalition for History Dues

Adkins presented background on a recent meeting with Lee White, the new executive director of the National Coalition for History. She was favorably impressed with his commitment to representing the viewpoints of archives and archivists. She recommends that SAA increase its annual membership contribution in order to assist the Coalition in purchasing tools that will help enhance White's effectiveness.

MOTION 3

THAT SAA contribute an additional \$2,000 to the National Coalition for History in 2006-2007 to assist NCH Executive Director Lee White in raising the funds necessary to purchase Congressional Quarterly Online or other tools to increase the effectiveness of the NCH office; and

THAT the SAA President contact other archives associations to encourage them to join NCH or increase their NCH dues contribution in order to support that organization.

Support Statement: The new executive director of NCH has given every indication that he is eager to develop a stronger relationship with the archives community than has been the case in the past. Currently there are no attractive alternatives for political advocacy for the archives profession beyond membership in/alliance with NCH. Other lobbying alternatives would cost tens of thousands of dollars more than does NCH membership. It is in SAA's best interest currently, and in the best interest of the archives profession, to strengthen NCH and nurture a positive relationship with its executive director.

Fiscal Impact: Expenditure of an additional \$2,000 in FY07. Potential increase in expenditures in future years if the Council thinks that the additional investment has paid off in a more effective presence for the profession in Washington, and if it wishes to "match" or add to previous years' contributions.

Moved by Greene, seconded by Hankins. PASSED.

III. REPORTS

III.A. Annual Meeting Space Planning

Beaumont reviewed with the Council the most recent draft of the ARCHIVES / CHICAGO 2007 meeting schedule, noting the challenges associated with incorporating leadership programming into an already busy schedule. Council members shared their ideas for balancing the schedules of committees, roundtables, the Council, and the entire leadership group. Beaumont will draft some ideas for a leadership event on Wednesday, August 29, from 2:00 to 4:00 pm, and discuss them with the Council by the end of January.

III.B. AMS Transition Update

Doyle provided a brief update on the status of the staff work being done to implement the new association management software system. He noted that staff is planning on a "go live" date of March 2007. However, there are many complexities associated with the system and the transition, and he anticipates that other, more advanced features of the system (such as online registrations, online orders) will be implemented as time allows after the "go live" date.

III.C. Task Force Updates

Technology Best Practices (Strategic Priority 1): Zimmelman reported that the task force will meet via conference call on January 23.

Diversity Brochure (Strategic Priority 2): Miller noted that Brinati had put together a discussion list for the group. Early fact finding with college placement officers indicates that they are not interested in receiving these sorts of materials from “professions”; they seem to be more focused on working with employers via on-campus events, etc. Many do not have a place to distribute hard-copy materials. They are more interested in web-based services. He indicated that the task force will do a second round of calls to larger universities.

American Archives Month (Strategic Priority 3): Gottlieb reported that the task force has conducted its work by email thus far. He has solicited ideas for a communication plan that was due in draft form in mid-November, and he compiled a very rough draft that was submitted to the SAA office. No work has been done since Thanksgiving. He thinks it is unlikely that we will meet a February deadline. He hopes to meet with Beaumont and Brinati while in Chicago in February for an *American Archivist* Editorial Board meeting.

Sections/Roundtables Task Force: Duffy reported that he had submitted the final draft of the task force report to Adkins and Beaumont during the week of January 8. The report will be the primary item of business before the Council on its January 30 conference call.

Joint Advocacy Task Force on the Partnership for the American Historical Record: Beaumont reported that Task Force Chair Kathleen Roe will be holding a conference call with the task force members before the end of the month. Her intent is to form two subgroups: one focusing on PAHR and the other on a strategy for reauthorization of NHPRC.

Trusted Archival Preservation Repository: Greene noted that he is filling in for Felker as liaison until she is settled in her new job. He has just received from the SAA archivist a copy of a major self-assessment project that was done by SAA in 1983. He and the group will review those documents prior to proceeding with the work outlined for the task force.

Online Balloting: Primer noted that the task force had spoken with one online balloting system vendor and viewed a demonstration of the software. The group intends to meet with two additional vendors before making a recommendation to the Council. Beaumont pointed out that the election deadlines will dictate that another solution be implemented for 2007. She proposed that the staff implement a “hybrid” solution for 2007 that entails mailing – via first class mail – the ballot, nomination form, and return envelope and posting the candidates’ statements and photos online. This will significantly reduce the size of the mail piece (from 20 pages to 4), enabling SAA to send it via a more timely and reliable method (first-class versus third-class mail).

MOTION 4

THAT the staff be charged to issue the 2007 ballot for election of officers, Council members, and Nominating Committee members in two parts: 1) sending via first-class mail the ballot, the nomination form, and a return envelope and 2) posting on the SAA website the candidates’ statements and photographs.

Support Statement: This method will result in a more reliable delivery of the ballot than was experienced in the past with third-class mail. Online posting of the candidates’ statements and photographs will reduce significantly the size of the printed piece and the cost of the mailing, thus allowing it to be posted via first-class at no increase in expense to the Society. The Council acknowledges that some members may not have ready access to the online posting, and asks staff to include in the mailing information about how to contact the SAA office for a printed copy of the candidates’ statements.

Moved by Primer, seconded by Williams. PASSED.

Publications Editor Search: Hankins reported that three applicants will be interviewed via phone on February 1. The task force hopes to have a recommendation for Council consideration in advance of the original timeline.

IV. COUNCIL BUSINESS

1. Review of January 16, 2007, “To Do” List

Adkins asked Russell and staff to send a draft “To Do” list to the Council list upon its completion.

1. Adjournment

Gottlieb moved and Primer seconded a motion to adjourn. PASSED.

SAA FOUNDATION BOARD OF DIRECTORS

The SAA Foundation Board of Directors convened to discuss two items:

1. Update on Annual Appeal

Foundation President Elizabeth Adkins reported that the results of the Annual Appeal are very positive. The idea of matching funds seems to have worked, as Fellows and members more than met the matches provided by Adkins and the Council, respectively. Although the staff is still in the process of crunching the numbers, it appears that we've seen an increase of 8% over the 2006 donations. She thanked the Council members for their contributions and noted that she, for one, now feels a real commitment to live up to the promise that the Foundation affords for the profession.

1. SAA Foundation Fundraising Committee

Summers, chair of the Fundraising Committee, reported that the group has not yet met but that she has prepared some draft documents outlining her ideas for how it may wish to proceed. She will share that information with the Fundraising Committee, whose members are Adkins, James Fogerty, Robert Bullock, Herb Hartsook, and Beaumont.

Summers moved and Hankins seconded a motion to adjourn. PASSED.

Approved by the SAA Council and SAA Foundation on January 30, 2007.