

1 **Society of American Archivists**
2 **Council Meeting**
3 **May 1, 2024**
4 **Virtual Meeting-Chicago, IL**

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7 *Agendas and background materials for SAA Council meetings are publicly available via the*
8 *SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting*
9 *agenda comprises Consent Items, Action Items, Discussion Items, and Reports, and the*
10 *number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The*
11 *minutes summarize actions taken and the outcomes of discussions. Reports are not*
12 *summarized in the minutes but provide a wealth of information about the work of appointed*
13 *and component groups and the staff. To view the reports—and all other background*
14 *materials—see the SAA website.*
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16 **May 1, 2024**

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18 President Helen Wong Smith called the meeting to order at 1:01 PM CDT on May 1, 2024.
19 Present were Vice President Tomaro Taylor; Treasurer Sharmila Bhatia; Jasmine Jones,
20 Executive Committee Member; Council members: Krystal Appiah, Conor Casey, Alison Clemens,
21 Joyce Gabiola, Michelle Ganz, Selena Ortega-Chiolero and Lydia Tang; and SAA Chief Executive
22 Officer Jacqueline Price Osafo, Chief Operations Officer, Cherie Newell, Chief of Training &
23 Organizational Development, Rana Hutchinson Salzman, Assistant Director Foundation Astoria
24 Edwards.
25
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27 **I. COUNCIL BUSINESS**

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29 **A. Adoption of the Agenda**
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31 SAA President Wong Smith introduced the agenda. Ganz moved to adopt it as revised, Taylor
32 seconded, and it was adopted unanimously (**MOTION 1**).
33

34 **B. Declare Conflicts of Interest**
35

36 Council members Ganz and Ortega-Chiolero disclosed conflicts of interest as noted on the
37 agenda. CEO Price Osafo instructed them to abstain from participating in discussions or voting
38 on matters related to those conflicts.
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41 **II. CONSENT AGENDA**
42

43 **A. Ratify Executive Committee Interim Actions ((0524-II-A-ExecCommInterimActions))**

44
45 (MOTION 2) That the SAA Council approved the Executive Committee’s interim action.
46 Move: Bhatia; Second: Taylor; Vote: PASSED
47

48 **B. Ratify Council Interim Actions (0524-II-B-CouncilInterimActions)**

49
50 (MOTION 3) That the SAA Council approved the Council's interim action.
51 Move: Gabiola; Second: Jones; Vote: PASSED
52

53 **C. Approve February 5-6, 2024, Council Meeting Minutes [CONFIDENTIAL]**

54
55 Following this meeting, the February 5-6, 2024, meeting minutes were made available on the
56 SAA website at: [https://www2.archivists.org/groups/saa-Council/february-5-6-2024-Council-](https://www2.archivists.org/groups/saa-Council/february-5-6-2024-Council-meeting)
57 [meeting](https://www2.archivists.org/groups/saa-Council/february-5-6-2024-Council-meeting)
58

59 (MOTION 4) THAT the February 5-6, 2024, Council meeting minutes, as drafted, be approved.
60 Move: Bhatia; Second: Jones; Abstain: Selena Ortega-Chiolero; Vote: PASSED
61

62 **III. EXECUTIVE SESSION**

63
64 Council members deliberated on forthcoming meetings, discussed the slate for the Council
65 Exemplary Service and Council Resolution Awards for the 2024 cycle, reviewed the CEO's
66 annual evaluation process and calendar timeline, and engaged in discussions regarding the SAA
67 Financials and proposed budget, including associated timelines.
68

69 **I. Council Business Continued**

70
71 **C. Adjournment**

72
73 The Council meeting was adjourned by unanimous consent at 3:00 p.m. CST on May 1, 2024.
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75 **Society of American Archivists**
76 **Council Meeting**
77 **May 2, 2024**
78 **Virtual Meeting-Chicago, IL**

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83 *number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The*
84 *minutes summarize actions taken and the outcomes of discussions. Reports are not*
85 *summarized in the minutes but provide a wealth of information about the work of appointed*
86 *and component groups and the staff. To view the reports—and all other background*
87 *materials—see the SAA website.*
88

89 **May 2, 2024**

90
91 President Helen Wong Smith called the meeting to order at 1 pm CST on May 2, 2024.
92 Present were Vice President Tomaro Taylor; Treasurer Sharmila Bhatia; Jasmine Jones,
93 Executive Committee Member; Council members: Krystal Appiah, Conor Casey, Alison Clemens,
94 Joyce Gabiola, Michelle Ganz, Selena Ortega-Chiolero and Lydia Tang; Foundation Board
95 President Lisa Mangiafico; and SAA Chief Executive Officer Jacqueline Price Osafo, Chief
96 Operations Officer, Cherie Newell, Chief of Training & Organizational Development, Rana
97 Hutchinson Salzmann, Assistant Director Foundation Astoria Edwards, Savannah Tiffany,
98 Assistant Director of Publication.
99

100 Guests included Stephanie Bennett, Becca Smith, Diana Marsh, Daria Labinsky, Amanda
101 Garfunkel, Mary Samouelian, David Williams, Melissa Stoner, Jessica Serrao, Kelley Klor, Vina
102 Begay, Meghan Turney, Karin Bredenberg
103 Late: Council member Lydia Tang,
104

105 **V. ACTION ITEMS**

106
107 **A. Committee on Education: Proposal for a new RIM Educational Certificate Program**
108 **([0524-IV-A-CoE](#))**

109
110 The Council agreed to have the Committee on Education provide additional information and
111 data to support the need and demand for the proposed program before revisiting the proposal
112 in the future, pending strategic planning discussions.
113

114 **B. Indiana University Student Chapter ([0524-IV-B-StudChap](#))**
115

116 The Council deliberated on and endorsed the establishment of a new student chapter at
117 Indiana University.

118
119 (Motion 6) “That the SAA Council approve a new student chapter at Indiana University”
120 Move: Bhatia; Second: Appiah; Vote: Passed

121
122 **C. Honoraria, Volunteer Compensation, and Rewards Hui Section funding ([0524-IV-C-HUI](#))**

123
124 The Council discussed developing sustainable models and funding sources for providing
125 honoraria, compensation, and supporting other programming through grants and initiatives.

126
127 **D. Appointment of Executive Committee member & Nominating Committee member for**
128 **2024-2025 term**

129
130 In accordance with the SAA Council Constitution & Bylaws, third-year Council members are
131 designated for appointment to either the Executive Committee or Nominating Committee. The
132 third-year Council members eligible for appointment are Krystal Appiah, Joyce Gabiola, and
133 Lydia Tang. Following a vote, the Council appointed a third-year Council member to the
134 Executive Committee.

135
136 The vote's outcome is as follows: Krystal Appiah will serve as a member of the Executive
137 Committee for the 2024-2025 term, while Joyce Gabiola and Lydia Tang will serve as members
138 of the Nominating Committee during the same term.

139
140 **D. Other action items from Council members**

141
142 Second-year Council members currently tasked with revising the Governance Manual are
143 granted approval to extend their work until December 2024. Subsequently, they will transition
144 into roles as informal advisors to the incoming second-year Council members, namely Alison
145 Clemens, Michelle Ganz, and Selena Ortega-Chiolero.

146
147 (Motion 7) That the SAA Council approve an extension for the governance manual
148 subcommittee
149 Move: Jones; Second: Appiah; Vote: Passed

150
151 **V. DISCUSSION ITEMS**

152
153 **A. Indigenizing Archival Training Program (IAT) Report ([0524-V-A-IAT](#))***

154 The Indigenizing Archival Training program team presented its successful pilot training program,
155 which was funded by a Mellon Foundation grant. They are now seeking backing for a
156 continuous program and explored the possibility of a three-year, \$700k grant proposal.

157

158 **B. Archives* Records**

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160 The Council deliberated on the forthcoming activities and expenditures for the
161 Archives*Records Conference in Chicago, including:

- 162 1. Selection of a Keynote Speaker
163 2. Discussion on the conference format (in-person, hybrid) and site location

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165 **C. SAA Statements**

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167 The SAA Council discussed the idea of formulating a comprehensive statement to articulate
168 SAA's overall position on when to issue position statements. Suggestions were put forward to
169 set criteria for deciding when statements should be released, with the possibility of creating a
170 collaborative document for input gathering.

171 **D. Section Health Assessment Update (0524-V-D-SHAWG)**

172

173 The Council examined and deliberated on the progress of the Section Health Assessment
174 Working Group in achieving its objectives of assessing sections and collecting feedback on new
175 governance guidelines. Suggestions encompassed the recruitment of more volunteer members,
176 conceptualizing a novel model centered around sections as communities of practice, and
177 temporarily halting transitions for sections that voiced apprehensions.

178

179 **E. Other Discussion Items from Council Members**

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181 Council members did not raise any other discussion points.

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183 **VI. REPORTS**

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185 *Reports are discussed by the Council only as needed and are not summarized in the minutes (except the*
186 *Executive Committee report, which details interim actions of the Executive Committee). They do, however,*
187 *provide a wealth of information about the work of appointed and component groups and the staff. To view the*
188 *reports—and all other background materials—see <http://www2.archivists.org/governance/reports>.*

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- A. President ([0524-VII-A-Prez](#)) *
- B. Vice President / President-Elect
- C. SAA Staff
 - 1. Chief Executive Officer
 - 2. Membership ([0524-VII-C-2-Memb](#))*
 - 3. Education ([0524-VII-C-3-Edu](#))*
 - 4. Publications ([0524-VII-C-4-Pubs](#))*
 - 5. Operations

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D. SAA Foundation President

E. Publications Editor ([0524-VII-E-PubsEditor](#)) *

F. *American Archivists Editor* ([0524-VII-F-AAEditor](#))

C. 1. Chief Executive Officer

CEO Price Osafo delivered a quarterly update, emphasizing several key points. She announced that the 2024 election period will begin on June 17 and end on June 30. SAA has returned to its full pre-pandemic staffing levels. Additionally, she continues to serve as President of the National Coalition of History. Furthermore, she highlighted SAA's collaborative efforts with related organizations, such as the Council of State Archivists (COSA), to identify opportunities for constructive collaboration and cooperation.

C. 5. Operations

COO Newell provided an operational update, outlining the following key points: The presentation of the FY25 Budget has been postponed until June, while the implementation of updated Accounting Policies & Procedures is currently underway. SAA staff is actively working towards meeting compliance deadlines for Audit & Tax Compliance in the fourth quarter of FY24. In terms of Information Technology, SAA is participating in an IT Managed Service Provider cohort, making progress in transitioning to cloud-based storage for Infrastructure/SharePoint and collaborating with a third-party vendor for Website development.

D. SAA Foundation President

SAA Foundation President Mangiafico disclosed that the Foundation board is scheduled to meet on May 6th and 10th to tackle assorted topics, including funding recommendations, appointments, and committee matters. The discussions will also include the Mellon grant and the final report. Additionally, Mangiafico highlighted that the board will initiate discussions on criteria for opportunity grants from the Grant Review Committee.

I. COUNCIL BUSINESS Continued

D. Review of To-Do List and Talking Points

Following the Council meeting, the Council will be provided with the revised talking points and task list.

E. Meeting Debrief/Next Meeting Update

228 The upcoming Council Meeting is scheduled to take place during the Annual Meeting in
229 Chicago, IL on August 14th. Registration to participate in the hybrid meeting is available on the
230 SAA website and is open to guests.

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232 **D. Adjournment**

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234 Clemens moved, and Appiah seconded a motion for adjournment. The Council meeting was
235 adjourned by unanimous consent at 4:01 p.m. CST on Tuesday, May 2, 2024.