

Council Minutes

February 2, 1996

President Brenda Banks convened the meeting at 1:35 p.m., Friday, February 2, 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, Sharron Uhler. Also present were Executive Director Susan Fox and Assistant Executive Director Debra Mills. Invited guests Page Putnam Miller and Mary Levering participated in portions of the meeting.

Motion to Adopt the Agenda

Karen Benedict moved and Lee Stout seconded the motion to adopt the agenda as amended. PASSED.

Approve Minutes of the Previous Meeting

Nick Burckel moved and Tim Ericson seconded the motion to approve the minutes of the September 1995 meeting as amended. PASSED.

Report of the President

Banks reported that John Carlin, Archivist of the United States, was unable to join the Council meeting as an invited guest due to complications in his schedule. She said he declined with apologies, but would participate in the August 1996 Council meeting scheduled for San Diego. He would also be an annual meeting program participant in a session with the national archivists of Mexico and Canada. She said he stressed his desire for opportunities to engage in a dialogue with SAA leaders, but at this point NARA internal strategic planning efforts took precedence. He told Banks that a NARA strategic planning document would emerge by spring for discussion by the larger archival community.

Banks distributed a list of final appointments made during her tenure. She brought to Council attention to NAGARA *Clearinghouse*, which devoted an entire issue to the National Historical Publications and Records Commission (NHPRC) and NHPRC's contributions to advancing the historic record throughout the country.

She said she met with Mike Smith, a member of the Moynihan Commission on Protecting and Reducing Government Secrecy, in January and that he would be submitting a short report on the work of the Commission for the March issue of *Archival Outlook*.

Report of the Vice President

Nick Burckel distributed a list of appointments made to date, a copy of the 1997 Program Committee prospectus, a progress report from the ad hoc Appointments Committee, a report on the American Library Association (ALA) strategic plan, *ALA 2000*, and the Modern Language Association (MLA) statement on preservation. He gave a brief report of a meeting he and Susan Fox had with Deanna Marcum, President of the Council on Library Resources and the Commission on Preservation and Access. He said he also hoped to arrange a meeting among himself, Fox, and Elizabeth Martinez, ALA Executive Director.

Report of the Treasurer

Lee Stout reviewed income and expense statements, reporting that at the second fiscal quarter the Society was in relatively healthy shape. He reminded Council that SAA engaged in the accrual method of accounting and reviewed the concepts of accrual versus cash accounting. He said the 1995 annual meeting resulted in higher than expected revenues and the Society would consequently realize a higher net gain than anticipated for the current fiscal year.

He then reviewed the investment portfolio. The Society's investments, he said, were structured into two funds, general and managed. Because the stock market was performing well, he anticipated the Society would realize a net gain on investments. He then distributed and moved the adoption of the auditor's finance and compliance reports. Ericson seconded. PASSED.

Report of the Executive Director

Education Office

Fox gave an update on the search for an Education Director. She said initial advertisements within the archival community yielded only four applications. Because she and the search committee did not want to make the appointment based on such a small pool of candidates, she then broadened the search to include advertisements in the larger educational community, most notably the *Chronicle of Higher Education*. That round brought a much higher rate of return. Council engaged in a general

discussion of the potential need for an archivist in the Chicago office, the needs of the education program in general, and the merits of a continuing education professional vs. an archivist with continuing education skills. She indicated the desire that a new director be hired by spring at the latest.

As a general note of caution, Hickerson recommended against placing too much emphasis on the income stream generated by workshops at the expense of a focus on providing an essential continuing education service to membership.

Grants

Steve Hensen gave a progress report on the NHPRC grant to develop a new descriptive standards curriculum. He said the grant was running smoothly and with much enthusiasm on the part of course developers and reviewers. Initial meetings on the project produced excellent results and he anticipated a much improved curriculum in the near future. Fox commended Hensen and Kathleen Roe for their work in ensuring the ongoing success of the descriptive standards project in the absence of an Education Director.

Hensen then reported on a grant from the Council on Library Resources (CLR) to further develop standards for the encoding of archival description and finding aids in Standard Generalized Markup Language (SGML). This project, he said, would produce application guidelines and other documentation for creating electronic finding aids. He expected to have a beta release produced by Mid-May.

Fox reported on the NHPRC-funded grant to develop case studies in electronic archival management. She reported that three of the nine case studies were in production and all would be completed by fall 1996. The Case Study Editorial Board would then focus its attention on developing marketing strategies for the current series. The Case Study Editorial Board would also consider applying for additional NHPRC funding to develop case studies in areas not covered in the current series.

1997 Program Committee

Ericson reported on the 1996 Program Committee meeting, which he said was quite successful. Highlights for San Diego include over 80 sessions, more than a dozen on minority concerns and perspectives, a keynote address by Johnetta Cole, President of Spelman College, and a session with the national archivists of the U.S., Mexico and Canada.

Workshops

Fox gave a brief report on the roster of spring workshops. She commended Tara Shimandle for her fine work in absence of an Education Director and emphasized that none of the workshops would have succeeded were it not for Shimandle's excellent administrative abilities.

Council adjourned at 2:50 pm and reconvened at 3:10 pm. Fox suspended her report in order to accommodate the schedules of invited guests NCC Director Page Putnam Miller and Associate Register for National Copyright Programs, Mary Levering.

Report of Page Putnam Miller

Page Putnam Miller presented an update on the National Coordinating Committee for the Promotion of History (NCC). She summarized the Interior Appropriations Bill for FY96, which included a significant cut in funding for the National Endowment for the Humanities (NEH). She also reported a small increase in funding for the National Archives and a small increase for NHPRC. She then discussed pending legislation in Congress dealing with copyright issues, one bill to extend the copyright term for 20 years and another raising issues of intellectual property rights in an electronic environment. Miller described the concerns of the scholarly community that provisions for fair use may be adversely affected in the proposed new copyright law. She said the scholarly and library communities developed a strategy intended to put "sand in the gears" to slow down the legislative process. She recommended that Council send letters to the House and Senate Judiciary Committees recommending that December 31, 2002 be retained as the date of protection of unpublished materials created prior to 1978. She also recommended letters to these two committees indicating concern about protecting fair use in the digital environment.

Report of Mary Levering, Associate Register of National Copyright Programs

Banks then welcomed Mary Levering, Associate Register of National Copyright Programs, Library of Congress. Levering gave short presentation summarizing the history of copyright legislation and a status report on the current intellectual property debate in Congress.

Levering concluded her summary by recommending that Council closely monitor copyright legislation, especially since copyright law was a constant attempt to balance the "progress of arts and sciences" against ownership rights. She said that fair use was not enacted into law until 1976 and was considered a "judge made" doctrine. She said legally fair use was considered a

"defense of infringement" as codified in Section 107 of the copyright law. Proposed revisions to this section were subject to much heated debate.

She described proposed legislation to extend the duration of copyright from life plus 50 to life plus 70. She said American copyright industries wanted to bring U.S. copyright extension in alignment with the European Union, which adheres to life plus 70. She recommended that Council issue a statement on making an exception to this extension for unpublished materials in archives and libraries. She then entertained questions from Council.

Banks thanked Miller and Levering for taking the time from their busy schedules to meet with Council. Fox then continued with her Executive Director's report.

Production Schedule of *The American Archivist*

Fox described difficulties with U.S. postal inspectors over the inability to publish *The American Archivist* on a regular basis. The postal Second Class Permit required that the journal be published at least four times each year, a schedule the journal had been unable to maintain for at least the past seven years. Fox said she expected the post office to rescind the permit within the year, which would significantly increase postage costs for the journal. After general discussion, Banks requested that a Council subgroup consisting of Burckel, Bruemmer and Hensen draw up a charge for a task force to examine a broad range of issues involved with producing the journal, its value to membership, and recommendations for its future. Bruemmer said he would submit a draft charge to Council the following day.

Ericson moved the following resolution in appreciation of Richard Cox and David Klaassen for their work as editors of *The American Archivist*:

Whereas Richard J. Cox has served as editor of the American Archivist from 1992 through 1995, beginning his responsibilities with the Winter 1992 (v. 55, #1) issue;

And Whereas during his term as editor, Richard has instituted a number of innovations to make the American Archivist into a more effective medium of communication with the SAA membership, and has endured the series of never-ending deadlines;

And Whereas since becoming editor, Richard has produced issues of the American Archivist that have been of consistently high quality and a credit to the archival profession;

Therefore be it resolved that the officers, the Council, and the executive office of the Society of American Archivists commend Richard for his excellent work, and on behalf of the SAA membership thank Richard, as well as the University of Pittsburgh and the School of Library and Information Science for their important contribution to the archival profession.

Whereas David Klaassen has served as editor of the American Archivist from 1989 through 1991, beginning his responsibilities with the Winter 1989 (v. 52, #1) issue and ending with the Fall 1991 (v. 54, #4) issue;

And Whereas his contributions to the American Archivist have remained formally and regrettably unacknowledged;

And Whereas during his term as editor, David instituted a number of innovations to the American Archivist and worked hard to improve it as a medium of communication with the SAA membership, steadfastly enduring the series of never-ending deadlines;

And Whereas during his term as editor of the American Archivist, David produced issues that were of consistently high quality;

Therefore be it resolved that the officers, the Council, and the executive office of the Society of American Archivists commend David for his excellent work, and on behalf of the SAA membership thank David as well as the University of Minnesota for their important contributions to the archival profession.

Burckel seconded. PASSED.

Fox presented a proposal from David Bearman to offer *Archives and Museum Informatics* to SAA members at a special price and split the proceeds. The offer would appear as a check off box on the SAA membership brochure and renewals. After general discussion and clarification Council agreed to decline the offer because it would appear to be an official endorsement of one journal over others.

Membership Report

Mills distributed 1995 membership statistics and noted a slight decrease in members. She attributed the decrease as an expected dip following the recent increase in dues, but noted concern that this may evolve into a long term trend. She said she was creating new means of maintaining membership retention and recommended that Council continue to monitor the statistics closely.

Annual Meetings

Mills distributed a meeting schematic and gave an update on plans for the 1996 annual meeting. She said this year the meeting would begin with an opening plenary with Johnetta Cole, President of Spelman College delivering a keynote address. The meeting would feature 86 sessions and conclude with a closing plenary on Saturday evening instead of a breakfast on Sunday morning.

Mills said SAA received invitations from Denver, Kansas City, and Washington, D.C. to host the 2000 annual meeting. She would be conducting site visits in the spring and would present a final report and recommendation to Council at its June meeting.

At 6:07 pm Bruemmer moved and Stout seconded the motion to adjourn. PASSED.

Council reconvened at 8:45 a.m. Saturday, February 3 when Banks called the meeting to order. Present were all Council members, Fox and Mills.

Salary Survey

Mills presented a proposal for a salary survey of SAA members from Lawrence-Leiter & Co. Mills had issued a request for proposals and received bids from six firms, of which Lawrence-Leiter best fit SAA needs and resources. She said many associations provided salary surveys as a benefit of membership and such a survey could be employed as a standard setting initiative. After general discussion, Uhler moved and Ericson seconded the motion that SAA adopt Mills proposal to engage Lawrence-Leiter & Co. to conduct the survey. PASSED.

Administration

Fox said the transition to new computers in the Chicago office went smoothly. She said she also planned to eventually switch SAA off of the CompuServe E-mail account onto a less expensive Internet access account and, in preparation, registered "archives.org" as SAA's domain name. She noted that "SAA.org" had been previously registered by the Society of American Archeologists.

Fox noted that 1996 was SAA's 60th anniversary year and said she planned to promote the anniversary with a special logo, a general audience booklet describing SAA and its history, and other commemorative activities.

Council Committee on Committees

Benedict distributed a proposal from the Membership Committee to establish a key contact program. The program would establish key contacts in each state to welcome new members, contact nonrenewals, and solicit new members. The program was modeled on similar successful programs in operation in regional archival associations and allied professional associations. After general discussion Benedict moved adoption of the program, Uhler seconded. PASSED

Benedict gave an update on activities of the Public Information Committee, noting that it was performing quite well and coming up with many excellent ideas. She said the committee would meet in Boston in March and further develop a media contact list and a press kit. The committee was also investigating PROFNET, an electronic P.R. wire service which would enable SAA to be more proactive in its work with the media.

Benedict said the Legal and Legislative Affairs Committee was also performing well. She said Frank Mackaman, the committee chair, had arranged for a professional lobbying firm to meet with Fox to discuss strategies to increase SAA's visibility and representation in Washington, D.C.

Hensen said the Committee on Archival Information Exchange (CAIE) forwarded their review of the Art & Architecture Thesaurus to the Standards Board. He said a MARBI proposal would also be forwarded to the Standards Board in the near future. In addition, a CAIE working group on encoded archival description recently formed, chaired by Kris Kiesling.

Council Committee on Sections and Roundtables

Hickerson raised the issue of taping policies at annual meetings. He said the Visual Materials Section was concerned about the fact that visual sessions often were not taped. Traditionally, the program committee decided on which sessions would be taped, however no official taping policy currently existed. After general discussion, Council agreed to have the executive director construct a draft policy statement placing taping decisions in the Chicago office with advice from the Program Committee.

Hickerson noted that several sections and Roundtables were in the process of producing directories and requesting financial reimbursement from SAA to help cover costs of production and distribution. In light of these requests, Council instructed Fox to consult with a lawyer to determine guidelines and liabilities for instances where sections and roundtables engage in independent

fundraising to support directories. Council also requested that Fox develop a policy on directories for review at the June Council meeting.

Council Committee on Task Forces, Boards, and Representatives

Davis presented a proposal from the SAA/ALA Joint Committee to support an alliance with ALA's Office of Information Technology Policy. Burckel said he would contact Elizabeth Martinez, ALA Executive Director, to discuss how best to establish this alliance. He asked Fox to follow up with Carol Henderson, Executive Director of the ALA Washington Office as well. Davis moved Council accept the recommendation. Ericson seconded. PASSED.

Davis presented another proposal from the SAA/ALA Joint Committee requesting SAA to appoint a member to the Modern Language Association Task Force developing a "Statement on the Significance of Primary Records." Burckel asked Fox to contact the MLA to inquire about the means by which the statement would be reviewed. Banks expressed concern about the narrowness of the perspective presented in the statement and said she did not believe there would be much to be gained by SAA's involvement in the statement. The sense of Council, however, was to pursue the issue with MLA. Hickerson moved acceptance of the recommendation. Stout seconded. PASSED, with Stout opposed.

Ericson gave a brief report on the status of SAA representatives. Banks added that Anne Van Camp was recently nominated by SAA to serve on the advisory committee of the Information Security Oversight Office. She noted that Van Camp will be an important person to consult in declassification issues.

Task Force on Organizational Effectiveness (TFOE)

Ericson deferred to Fox, who gave an overview of TFOE activities to date. She said the TFOE working group on the Constitution and Bylaws found the process more time consuming than expected. The working group managed to come to a general agreement on the changes for the Constitution, but was still working through revisions to the By-laws. Because the constitutional changes required the longest lead-time (published for membership consideration four months before the business meeting) the working group decided to forward these changes to Council for action at this meeting.

Banks recommended that discussion on the revisions to the Constitution be deferred until later that afternoon so that Council members would have an opportunity to give the document their full review.

Standards Board

Ericson moved the adoption of the oral history cataloging manual as a standard as recommended by the Standards Board. Burckel seconded the motion. Hickerson recommended that the manual be considered a guideline or recommended practice, and not a standard. The motion PASSED as amended by Hickerson.

Bruemmer reported that the Publications Board expressed a desire to expand its membership beyond the current six. He presented a resolution authored by the Publications Board to expand their membership to nine in order to accommodate the Board's portfolio subcommittee system. He recommended that Council defer this decision until TFOE conducts further review of SAA's organizational structure. Council agreed with this recommendation.

Based on a recommendation from the committee itself, Bruemmer moved to dissolve the AHA/OAH/SAA Joint Committee and replace it instead with the Executive Director acting as official representative to AHA and OAH. Fox added that while it is important that the two professions keep abreast of each others activities and to share mutual concerns, the cost of two meetings a year for a group without a clear mission was a key concern. Hickerson seconded. PASSED.

Ericson reported on activities of the Academy of Certified Archivists, noting they had experienced recent problems with their treasury which were now resolved. He also noted that the Committee on Goals and Priorities would be meeting the end of February and would focus its efforts on analyzing the unit planning forms, evaluating the strategic plan, and assessing society structure to complement the work of TFOE.

Selection of Members to the Committee to Select SAA Fellows

Ericson moved a ballot of Charles Dollar, Linda Edgerly, Dan Williams to serve on the Committee to Select SAA Fellows, with Joan Warnow-Blewett as an alternate should one of three choose not to serve. Banks and Burckel were authorized to nominate others if none of the four chose to serve. Stout seconded the motion. PASSED.

Hickerson expressed discomfort with the lack of Council-wide participation with the selection of members to the Committee to Select SAA Fellows occurred. Banks said in the future the names of suggested nominees would be included in Council materials mailed prior to the meeting.

Task Force on the Future of The American Archivist

Bruemmer moved and Burckel seconded the following motion establishing a charge for the Task Force on the Future of the American Archivist:

For a number of years SAA has been unable to produce four timely issues of the American Archivist in spite of the best efforts of talented and motivated editors. The non delivery of a promised service is serious enough, but recently the backlog has created other problems, some with financial consequences. SAA's inability to fix the problem in the past suggests that there are fundamental problems beyond mere production issues.

SAA charges a Task Force to examine the following questions:

1. Is the American Archivist in its present form meeting the informational needs of the membership?
2. If yes, how do we assure its quantity and quality? What are SAA's options, and what are the consequences of those options? Such options may include, but are not limited to, reducing the frequency, lowering the quality, commissioning articles, rethinking the content and distribution of the publication.
3. If no, what changes in the American Archivist would meet those needs? Should the American Archivist continue in any form? What are SAA's options, and what are the consequences of those options?

Task Force Membership. The task force will be composed of a past editors of the American Archivist, the present editor, a member of the American Archivist Board or a Publications Board member, a member of the Membership Committee and the SAA managing editor. The president will name the chair of the task force.

Schedule. The task force will deliver a report to Council for its June meeting that addresses the questions above. Council will specify which options it wishes to pursue for comment by the membership at large. Archival Outlook will carry a report on these deliberations, and Council will solicit comments during the annual meeting. Council will direct action of the task force in September 1996, and the task force will conclude its work by January 1997.

PASSED.

Council adjourned at 12:00 pm and reconvened at 1:34.

Continuation of Discussion on the Task Force on Organizational Effectiveness (TFOE)

Banks highly commended the work TFOE completed to date, especially for the amount of thoughtful, detailed work on the constitution. She suggested that since the by-laws were still under revision it would be best for Council to review the draft Constitution and give the task force general guidance on the direction the task force was taking. She also said it would be important to receive as much member input as possible on the draft documents, which would be accomplished through newsletter reports and a task force open forum at the annual meeting. After opportunity for full membership comment and discussion the changes to the constitution could be voted upon at the 1997 business meeting.

Council expressed agreement with this approach, and preceded to engage in a review of the draft constitution, directing Fox to convey comments and suggested changes to task force members.

Resolution Commending the Society of California Archivists on their 25th Anniversary

Ericson introduced the following motion to commend the Society of California Archivists for their 25th anniversary:

The Society of American Archivists, which celebrates its 60th year of service to the archival community in 1996, congratulates the Society of California Archivists (SCA) on the occasion of its silver anniversary. SAA takes pride in the fact that SCA's formulative meeting took place at the annual meeting of the Society of American Archivists in San Francisco a quarter of a century ago.

SAA salutes the cooperative relationship which has existed between itself and the Society of California Archivists during these past twenty-five years. Both organizations have worked to address archival concerns among those in the archival and historical professions, as well as society in general.

The Council of the Society of American Archivists recognizes the outstanding work done by SCA in the development of educational programs such as the Western Archives Institute, and SCA's regular series of workshops which bring archival programs and practices to all parts of California. Serving our nation's most populous state, the Society of California Archivists

continues to develop an awareness of archival concerns at all levels, and to make its programs available to people throughout the west.

The Society of American Archivists is pleased to recognize and congratulate the Society of California Archivists as it begins its next 25 years of service.

Davis seconded the motion. PASSED.

Council then engaged in a broad discussion identifying key issues for the Society to address in the coming year. Three top issues emerged from this discussion: Copyright/Fair Use, Declassification, Preservation and Access.

In response to these issues Banks established a Task Force on Intellectual Property Strategies to monitor on copyright legislation pending in congress and to prepare position papers to disseminate to Congress, the media and allied professions.

Hefner recommended a resolution commending Shelly Davis, dismissed IRS historian, in support of her position advocating access to government records. She moved that SAA commend Davis and call on the IRS to respond to U.S. Archivist John Carlin's recent letter requesting an action plan from the IRS to transfer records to the National Archives. Hickerson seconded. PASSED.

Hickerson said he would report back to Council with a proposal on digital conversion criteria, in response to an earlier discussion of the need for such criteria as guidance to non-archival administrators eager to digitize collections.

At 5:25 p.m. Ericson moved and Davis seconded adjournment. PASSED.