

# Council Minutes

February 7-8, 2004  
Arlington, Virginia

President Tim Ericson called the meeting to order at 8:30 am. Present: Vice President/President-Elect Rand Jimerson, Treasurer Fynnette Eaton, and Council members Danna Bell-Russel, Frank Boles, Elaine Engst, David Haury, Kathryn Neal, Megan Sniffin-Marinoff, Peter Wosh, and Joel Wurl. Council member Christopher Ann Paton did not attend. Also present was SAA Executive Director Nancy Beaumont.

## ADOPTION OF THE AGENDA

Sniffin-Marinoff presented proposed changes in the agenda, as well as estimated times for completion of each agenda item, per an Executive Committee discussion on February 5. Eaton moved and Boles seconded adoption of the agenda as amended. PASSED.

## APPROVAL OF THE MINUTES

Engst moved and Bell-Russel seconded approval of the August 19, 2003, Council meeting minutes as amended. PASSED.

Eaton moved and Bell-Russel seconded approval of the August 23, 2003, Council meeting minutes as amended. PASSED.

## REPORT OF THE EXECUTIVE COMMITTEE

Sniffin-Marinoff reported that the Executive Committee, on the recommendation of the Working Group on Intellectual Property, had agreed to sign on to a letter expressing opposition to H.R. 3261, Database Collections of Information Misappropriation Act. The letter to F. James Sensenbrenner (R-Wisconsin), of the Committee on the Judiciary, and W.J. "Billy" Tauzin, of the Committee on Energy and Commerce, was prepared by Markham Erickson of NetCoalition and signed by the American Library Association, the Association for Research Libraries, the American Association of Law Libraries, Yahoo!, and others. We have not received a response.

## REPORT OF THE PRESIDENT

Ericson reported on a wide variety of items:

**Committee on Ethics and Professional Development:** He had approved a May 2004 meeting of the Committee on Ethics and Professional Conduct for the purpose of drafting a revised Code of Ethics. The revision will be submitted to Council at its June meeting, issued for public comment in mid- to late June, and discussed at a public forum at the Annual Meeting in August. To ensure widespread distribution and public comment, staff will include announcements about the draft document and the comment period in *Archival Outlook*, on the Web site, and in email messages to members. Council will review a draft at the June meeting.

**Committee Appointments.** He had completed appointments to committees and task forces, and had a few more appointment letters to write. He indicated that, due to the complexity of the appointments process, he would forward to Jimerson a complete list in order to help him get an early start on the process.

**2003 ARMA International Meeting.** He reported on his very positive experience representing SAA at the ARMA meeting in Boston in October 2003, indicating that SAA's presence generated both good visibility and goodwill and that ARMA had been gracious in its hospitality. A number of attendees had approached him for membership information because they wished to have access to SAA's mentoring program, as they may have some small responsibility for archives and want to be able to speak with someone about their questions. He expressed his hope that SAA's presence would be enhanced at future meetings by way of booth presentation and representation from SAA.

**SAA/ARMA Joint Committee Meeting:** He indicated that much of the committee's discussion at its October 2003 meeting (held in conjunction with the ARMA meeting) had focused on a draft public relations plan prepared by several committee members. He had shared Council members' reservations about the plan, and learned that other committee members had similar concerns. He will send a letter to the Committee that distills the Council comments.

**NAGARA Session:** He had received an invitation from National Association of Government Archives and Records Administrators (NAGARA) President Terry Ellis to prepare an "SAA session" for the NAGARA meeting in Phoenix in July. NAGARA has offered complimentary registrations to both Ericson and Jimerson. He will solicit Council members' ideas for content of the presentation.

**Midwest Archives Conference (MAC) Plenary Session in October:** He reported that his plenary session, addressing the importance of following and commenting on current issues that should be of concern to archivists, went well. Wurl indicated that the spring meeting of MAC would highlight sessions on the A\*CENSUS project and on advocacy.

**Clark Atlanta University Archives Program:** He reported that letters to the president and dean of Clark Atlanta University on behalf of continuing the archives program had apparently had no impact; the program was discontinued. Program Chair Karen Jefferson had sent a note indicating the faculty's gratitude for SAA's efforts on their behalf.

**National Coalition for History (NCH) Policy Board Meeting:** Thomas Battle had attended the December 2003 meeting of the NCH Policy Board meeting, as SAA representative Jim O'Toole was unable to attend. The board received information about, and soon would be voting on the purchase of, a Web-based software program ("CapWiz") that aids in grassroots advocacy efforts. Ericson expressed his gratitude to Battle for representing SAA at the meeting.

**Database Protection Legislation:** He reported that H.R. 3261, Database Collections of Information Misappropriation Act, to which SAA had expressed opposition in an October 2003 letter, had nevertheless passed by a vote of 60-7. He suggested that SAA keep a close eye on the implications of the legislation by way of NCH.

**SAA Annual Meeting:** He indicated that his presidential address at the annual meeting would be an historical overview of access to public records. He had selected Nadine Strossen, president of the American Civil Liberties Union, to be the keynote speaker at the Opening Plenary session. Because the session has the potential to attract media attention, he encouraged staff to be a bit "edgy" with promotion to members and the media. Sniffin-Marinoff suggested that staff communicate with Mary Ide at WGBH in Boston about media opportunities.

Ericson then discussed a number of complaints received from sections and roundtables about the 2004 Program Committee's session selection process. Over the years, many attendees have complained that there have been too many sessions, and the program committees have consciously tried to cut back to 50 to 75 sessions. This has resulted in greater competition for session space. The "Archives Unplugged" sessions have been very successful, and seven sessions in Boston were reserved for "Unpluggeds." Ericson had reserved six "Presidential" sessions in order to provide forums for various groups and sessions to be presented by the SAA/ARMA Joint Committee and by the ALA/SAA/AAM Joint Committee. This left the 2004 Program Committee with about 50 slots to fill. The committee co-chairs had decided to increase section/roundtable involvement by asking for not just endorsements, but also rankings of their recommendations. The co-chairs realized after the fact that it had not been made clear that this request for ranking did not imply that sessions ranked as number 1 by a section or roundtable were not necessarily a "sure thing." The Program Committee had certainly considered those recommendations, but in the context of balancing them with other priorities.

Wurl indicated that the Visual Materials Section had suggested to him that the Program Committee have a mechanism to feed back to sections/roundtables that a proposal has not been adopted. Sniffin-Marinoff said that the problem may be a lack of standard criteria regarding how to rank sessions. Wosh (who had received negative comments on this issue from the Electronic Records Section) recommended that the Program Committee end the process of endorsements, as he thinks the procedure needlessly complicates the selection process. Council members agreed that ranking presents problems, and that the Program Committee traditionally does an excellent job of balancing sessions. Ericson indicated that he would provide feedback to the 2004 and 2005 Program Committee co-chairs.

Boles expressed his concern that the practice of reserving "presidential" sessions may send a mixed message to members regarding the "openness" of the session selection process. Haury suggested that the Program Committee might post all sessions to a restricted portion of the Leader List to allow all to comment.

**Action Item List:** Ericson then reviewed his assignments on the Action Item list and reported as follows:

- Appointed Peter Hirtle to the Shared Legal Capability Group.
- Appointed a Council Working Group to review criteria for appointment of a new Archivist of the United States. Jimerson will chair, with Haury, Paton, and Wurl serving on the group. He indicated that Council should also consider setting up a system for recommending a replacement for Bob Martin at IMLS.
- He will mail to Diversity Committee Chair La Nina Clayton a list of 12 possible tasks for the committee that had been developed by Thomas Connors.
- He will send a follow-up letter to Health and Human Services Secretary Tommy Thompson regarding SAA questions about HIPAA. Because Thompson is a former governor of Wisconsin, Ericson will write his letter on University of Wisconsin-Milwaukee letterhead.

## LIAISON REPORTS

**Science, Technology, and Health Care Roundtable:** Sniffin-Marinoff reported that the Science, Technology, and Health Care Roundtable had adopted a resolution in support of the International Union of the History and Philosophy of Science for undertaking a project to create an Online Dictionary of National History and Science Bibliographies and Archival Sources to link existing online national sources and to help computerize non-digital national sources. The Roundtable had formally requested that the SAA Council endorse the Roundtable's resolution and/or support the project.

**MOVED THAT** The Society of American Archivists supports the efforts of the Division of History of Science of the International Union of the History and Philosophy of Science to create an Online Dictionary of National History of Science Bibliographies and Archival Sources to link existing online national sources and to help computerize non-digital national sources. [Moved by Wosh, seconded by Haury] PASSED.

Ericson will write a letter to the Secretary General of the Division of History of Science to notify him of SAA's support.

**Research Libraries Group Roundtable:** Neal reported that Roundtable Chair Dennis Meissner had indicated that it is likely that a request to de-constitute the roundtable will be forthcoming.

**Visual Materials Section:** Wurl reported that the Section had had its second annual mid-winter meeting, and that it encourages Council liaison attendance at its meeting. The Section had expressed concern to Wurl that SAA activities (eg, publications, workshops) related to visual materials are not passed on to the Section. The Section also had queried the Council about protocols related to section/roundtable fundraising efforts. Council discussed this item at its February 5, 2004, planning session and appointed a task force to develop criteria. (See Minutes of that meeting.)

#### **TREASURER'S REPORT**

Council members reviewed the Auditor's Report and Management Letter for fiscal year 2003-2004. Two items of interest had been brought forward in the Management Letter: 1) a suggestion that close attention be paid to the percentage of public support for the Special Projects Fund, and 2) a recommendation that the Society return to its policy of accruing amounts expended for the annual meeting rather than expensing nonmaterial amounts in the previous year. The group agreed to discuss the Special Projects Fund in more detail at its June 2004 meeting, and determined that the executive director would make decisions regarding the advisability of prepayments.

Eaton summarized the July 1 Æ December 30, 2003, Financial Review Report and led a brief discussion of variances described in the report. Council members agreed that Eaton and staff should look at the costs of servicing Sustaining Members to ensure that dues amounts are still adequate. The group also agreed that the presentation of information about the Special Projects Fund should be streamlined, and that Council members and staff would benefit from a report that summarizes how each fund was developed, restrictions (if any) on each fund, accounting policies that apply to each, etc.

Haury and Wurl then raised the issue of the pros and cons of investment strategies involving independent investing versus mutual funds. Eaton and Beaumont agreed to provide a report and discussion points for the June 2004 Council meeting.

#### **VICE PRESIDENT'S REPORT**

Jimerson led a Council discussion of ideas for an SAA-led session to be presented at the 2005 American Historical Association annual meeting in Seattle, the theme of which will be "Archives and Artifacts." The deadline for session proposals is February 16. Possible topics suggested by Council members: Access, cultural memory/history/archives concept, and advocacy. Jimerson and Wosh agreed to contact various archivists with the goal of proposing three or four sessions.

Jimerson reported that he had met on the morning of February 7 with Washington, D.C., Archivist Clarence Davis and had briefly toured the Municipal Archives and Records Center. Davis had shared with him a recent letter from a District of Columbia government official regarding plans for enhancing staffing and facilities. Davis indicated that letters written by SAA and other archival organizations, as well as a *Washington Post* article and a letter to the editor (from Ericson) describing the plight of the Municipal Archives, had made a big difference in his efforts to gain the attention of the Mayor's office to the critical state of the Archives. Jimerson reinforced that this is more than a local problem, as the DC Municipal Archives collects items that are relevant to our national heritage.

In a discussion of next steps that will ensure further action by the District government:

- Jimerson indicated that he would send a follow-up letter to the Secretary of the District that includes a query regarding the timeline for action and that he hoped to return to the District in May and would attempt to meet with the Secretary or District Commissioner at that time.

- Ericson said that he would prepare his March/April Archival Outlook column on this issue, and that he would send a thank you note to Washington Post writer Sewell Chan, copying him on the DC Secretary's letter to Davis.
- Council discussed the possibility of placing the opening reception of SAA's 2006 annual meeting in the renovated DC Municipal Archives facility as a means of drawing attention to the power of advocacy and to the need for timely action on the part of the DC government.

Sniffin-Marinoff suggested that SAA might consider contacting archivists in the communities that host the Annual Meeting in order to determine what sorts of issues their dealing with and indicating that the Annual Meeting draws a large group of archivists that may have influence in resolving some of those issues.

## **EXECUTIVE DIRECTOR'S REPORT**

Council members reviewed staff reports addressing Headquarters Operations, Education, Annual Meeting, Web Site, and Publications. They agreed that staff should provide the complete Publications Sales Report just once per year (in June) as it is a very staff-labor-intensive report that is best viewed at year end. [Note: In order to meet the requirement of providing fiscal-year-end figures, this report will best be presented to the August Council meeting.]

## **APPOINTED GROUP REPORTS**

### **Electronic Publishing Working Group**

Working Group Chair Rob Spindler had prepared a report updating Council on progress made on Task Force on Electronic Publications recommendations. Boles urged the Working Group to consider the appraisal aspects of preservation of section newsletters, and to deal with the tough question of whether all merit permanent preservation. Wurl agreed to report back to the EPWG Council's concern about the posting of all papers nominated for the Pease award. Upon further reflection of this TFEP recommendation (G-1), Council recommends that this not be done.

### **Membership Development Task Force**

Council members reviewed a Membership Development Action Plan for January to December 2004 prepared by the Membership Development Task Force, and agreed that the Task Force should proceed with implementing the plan as outlined. Wurl will pass along to the Task Force the Council's thanks for its work.

### **Diversity Committee**

Wurl reported that the Diversity Committee would be meeting at SAA Headquarters in May to officially begin its work. Per Council charge, the first task of the newly constituted group will be to draft a functional description for the Committee. Wurl will provide to Committee Chair La Nina Clayton a draft functional description that had been prepared by the Diversity Task Force in 2003. He will also suggest to Clayton that the Committee meet again in August in conjunction with Boston 2004.

Council agreed that the Diversity Committee will be placed on its agenda for all meetings for the foreseeable future.

### **Committee on Education and Professional Development (CEPD)**

Council members had an extensive discussion of the need for a focused plan that would help define the Society's goals and objectives in relation to education, the need for development of archival continuing education guidelines, and the role of the Committee in relation to the SAA Education Office. Because archival education is such a broad area, the group discussed the idea of creating two committees—one on graduate education and the other on continuing education—in order to make the tasks of each more focused and more manageable. Because there is strong interest in the creation of new continuing education guidelines to replace the "PACE Guidelines," Council suggested that this be a top priority of a CEPD task force. Further, Council members reflected on the need for a strategic action plan that would help focus SAA activities to meet highest-priority needs in the next 2 to 3 years. Jimerson agreed to follow up with CEPD Chair Bill Landis and Task Force on Education Office Chair Beth Yakel to get their thoughts on these issues and on the matter of how best to proceed with development of Archival Continuing Education (ACE) Guidelines.

## **OLD BUSINESS**

### **SAA Statement on USA PATRIOT Act**

Council members reviewed the draft statement provided by the Manuscript Repositories Section, the Reference, Access, and Outreach Section, and the Privacy and Confidentiality Roundtable, as well as a revised statement prepared by Immediate Past President Peter Hirtle, and discussed what issues they believe a statement should address. Boles indicated that Tim Pyatt of the Privacy and Confidentiality Roundtable, who had submitted the original draft, had expressed his support of the Hirtle revision.

Ericson indicated that he would distill Hirtle's comments into a one-page position statement and reissue it to Council members for review, discussion, and approval via email.

### **Joint Statement on e-Bay**

Boles briefly reviewed the history of the development of the draft statement.

**MOVED THAT** The following joint statement by the Council of State Historical Records Coordinators, the National Association of Government Archives and Records Administrators, and SAA regarding sale of historical records on e-Bay be adopted:

Historical records of government agencies document actions taken by governments from the local level to the national in conducting the public's business. They represent the essential information by which all citizens may understand the consequences of decisions made by public agencies. They allow the governed to hold those who govern accountable. To that end, these documents should remain where they are available for public inspection.

As documents of all types have become increasingly collectible, the number of official government records appearing for sale through online venues such as eBay has grown. Their disappearance into private hands deprives the public of access to important historical details concerning the development of property rights, taxation, judicial actions, and community growth, as well as the enduring impact of human beings upon their surrounding environments.

To protect the integrity of the public record and to ensure continuing public access to necessary historical documents, we respectfully request eBay's assistance in alerting its users to the ramifications of the sale of historical public records. We propose that notices be posted on its site at appropriate locations identifying the legal issues involving public records and directing potential buyers and sellers to a Web site created and maintained by the Council of State Historical Records Coordinators (COSHRC). This Web site will provide links to definitions of public records, to laws that govern their disposition and to state and federal agencies that have responsibility for them. It will help eBay customers to distinguish the kinds of records that should not be handled by private parties and will provide them with access to expert advice to answer questions about public documents.

The on-going loss of portions of our documentary heritage risks nothing less than erasing part of our national memory. As representatives of those professions charged with protecting that documentary heritage, we look forward to working with eBay through this or other appropriate action to help preserve and provide broad public access to America's historical public records.

[Moved by Boles, seconded by Jimerson] PASSED.

Council members also noted that:

1. The Web site should provide a series of specific definitions of official public records within the federal, state and local contexts in order to fulfill its stated role of helping the buyer and seller recognize what to avoid. NARA's "Personal Papers of Executive Branch Officials" (Management Guide Series, 1992) offers the following basic statement: Federal records are "all documentary materials, regardless of physical form, that are made or received by an agency of the U. S. Government under Federal law or in connection with the transaction of public business, and preserved or appropriate for preservation as evidence of agency activities or because of the value of the information they contain." (page 4) The pamphlet then goes on to offer various qualifications. Other definitions will vary from state to state and should appear on each state's specific site.
2. The site should offer direct links not only to the relevant parts of NARA and federal legislation, but also to as many state archives/historical records commissions or related bodies as possible, especially in those states that have specific guidelines about the disposition of public records.
3. The state Web sites should also include examples of documents sold illegally to serve as illustrative case studies.

### **Joint Annual Meeting with NAGARA and COSHRC in 2006**

NAGARA President-Elect Tim Slavin joined the Council meeting to present his ideas about the benefits of a joint SAA/NAGARA annual meeting in Washington, D.C., in 2006. COSHRC would also be involved in the meeting, as a substantial supporter but with limited numbers of attendees due to small membership numbers. He indicated that the goal of the joint meeting would be to unite the archival profession for one week in a way that benefits both organizations. He noted that he had worked with Ericson and Beaumont to develop several scenarios reflecting possible business agreements between the two organizations, and that a list of 12 issues had been discussed and substantially resolved. He suggested that each organization identify one representative to negotiate the business aspects of the joint meeting agreement if Council adopted the idea on principle.

**MOVED THAT** SAA hold a joint annual meeting with NAGARA and COSHRC in Washington, DC, in 2006. [Moved by Jimerson, seconded by Eaton] PASSED.

Beaumont was authorized by Council to negotiate the business details of the joint meeting.

### **Nominating Committee Procedures**

Nominating Committee Chair La Nina Clayton and Beaumont had identified some minor issues associated with the flow of communication between the Committee and candidates as well as the procedures for publication of the slate of candidates. Ericson will draft revised language for the Council Handbook to address these issues. In an attempt to institutionalize the flow of historical information, he will include in the guidelines a requirement for the Nominating Committee to provide a summary of who was asked to serve and to indicate if those individuals do not wish to be contacted again.

### **Privacy Statement on Web Site**

**MOVED THAT** The word "interim" be removed from the Privacy Statement on the SAA Web site, and that no other changes be made at this time. [Moved by Engst, seconded by Bell-Russel] PASSED.

### **Statement on Survivor Privacy**

The Privacy and Confidentiality Roundtable had proposed that SAA develop a policy statement on the issue of survivor privacy. Council was somewhat unclear about the scope of what such a statement might address, and questioned whether there should be a legal principle that privacy should be extended after death. Boles will contact Roundtable Chair Tim Pyatt and ask the Roundtable to write a succinct document that specifies the issues currently being considered by the Supreme Court. Wurl recommended that a draft statement be circulated for comment to the SAA Leader List.

### **Student Chapters**

**MOVED THAT** The University of South Carolina petition for a Student Chapter be approved. [Moved by Boles, seconded by Wosh] PASSED.

**MOVED THAT** The University of Kentucky petition for a Student Chapter be approved. [Moved by Boles, seconded by Wosh] PASSED.

### **Student Chapter Visits**

Eaton will distribute an updated list of Student Chapters to Council members in order that they may indicate which chapters they will visit in the coming months.

### **Student Chapter Communications**

Former Treasurer and Student Chapter Liaison Elizabeth Adkins had prepared for Council review suggested changes in the Council Handbook related to communication with Student Chapters. Along with a number of small technical changes and stylistic corrections, the major changes proposed were the following:

- Enhancement of the annual reporting requirements to ensure that the SAA office receives updated contact information for each chapter every year.
- A specific deadline (either December 31 or May 31) must be met for submission of the annual report, to make it easier for staff to administer the solicitation of the annual reports and to provide a common understanding of when they are due. A choice of dates is given in order to provide flexibility in accommodating differences in each chapter's structure and calendar year.
- At minimum, the chief officer(s) and the faculty advisor of each chapter is required to subscribe to the SAA Student Listserv in order to facilitate communication among the office, the Council liaison, and the student chapters. Any messages from the SAA office or the liaison should be forwarded to chapter members.

**MOVED THAT** The Council Handbook be revised to reflect the changes in procedures for student chapter communication proposed in the Adkins report. [Moved by Eaton, seconded by Boles] PASSED.

The meeting was adjourned for the day at 5:00 p.m.

**Sunday, February 8, 2004**

**OLD BUSINESS (CONTINUED)**

## **Journal Editor Evaluation**

Council members reviewed the journal editor performance appraisal conducted by Beaumont and Journal Editor Philip Eppard in December 2003 and January 2004, including the appraisal form (developed by Beaumont with input from a variety of current and past Editorial Board members and leaders), Eppard's self-appraisal form, and a shared "Goals and Measurement Standards" form. Council members agreed that the new performance appraisal tool and schedule, developed by Beaumont with the advice and assistance of a subcommittee of the *American Archivist* Editorial Board, is appropriate and helpful. They suggested a broadening of participation in the comments process.

Beaumont then discussed her view that the Journal Editor should report not to the executive director but directly to the SAA Council, in recognition of the critical importance of the position to the Society and the profession it serves. She cited the nearly unanimous use of this model in professional associations.

**MOVED THAT** Effective immediately, the responsibility for selecting and overseeing the *American Archivist* Editor be that of the SAA Council. [Moved by Jimerson, seconded by Engst] PASSED.

In recognition of this transition,

**MOVED THAT** Philip Eppard be offered a one-year extension on his current contract, to extend the contract through December 31, 2005. [Moved by Jimerson, seconded by Sniffin-Marinoff] PASSED.

Ericson appointed Boles, Neal, and Bell-Russel to serve on a group to propose revisions to the Council Handbook, outline a review process, determine the specifics of appointment of the journal editor, and develop a request for proposal to recruit a journal editor whose term would begin effective January 1, 2006.

## **NEW BUSINESS**

### **Section/Roundtable Annual Reports**

Council members discussed the apparent breakdown in compliance with procedures associated with preparation and dissemination of section and roundtable annual reports. Although such reports are required of sections and roundtables, few groups complied in 2003. Council members and staff agreed that this may be due in large part to the fact that no reminder was sent to section and roundtable leaders, and that this is a critical step in that volunteer leaders cannot be expected to remember the compliance date or to pass along to successors the requirements for reports. Beaumont agreed to develop a schedule for reminding component leaders of this deadline.

The Council further discussed the value of section and roundtable annual reports, and agreed that more could be done in terms of guidance to make the reports more valuable in the association's governance process. For example, many Council members appreciate the extent to which section and roundtable chairs share plans for upcoming priorities and events. Ericson asked Sniffin-Marinoff and Engst to develop a template and/or checklist that will be shared with section and roundtable leaders to aid them in preparing annual reports

### **North American Archival Network of the International Council on Archives (NAANICA)**

Council members discussed a proposal prepared by Bryan Corbett for formation of a North American Archival Network of the International Council on Archives (NAANICA). The Organizational Statement had resulted from a meeting of representatives of the Association of Canadian Archivists, Academy of Certified Archivists, Association of Moving Image Archivists, Genealogical Society of Utah, National Archives of Canada, and Society of American Archivists at the SAA Annual Meeting in Los Angeles on August 24, 2003. Ericson and Immediate Past President Peter Hirtle represented SAA at that meeting.

The objectives of this "virtual roundtable" will be to: 1) serve as a central clearinghouse of ICA information and issues to the North American archival and information management communities; 2) encourage the members to respond to ICA requests for input; 3) make ICA aware of North American information and issues; and 4) represent North America in the ICA governing structure. Membership will be open to all North American Category A members of ICA and to all national and international archival associations based in North America. Members will elect an individual to serve as a North American representative to the ICA executive committee. That representative will be expected to serve for a minimum of two years. There will be no annual dues to NAANICA, but funding may be sought to support the work of NAANICA. Members will meet at least once a year at the annual meeting of either the ACA or the SAA. Other meetings will be conducted "virtually." The Association of Canadian Archivists will serve as the initial secretariat for NAANICA.

**MOVED THAT** SAA become a member of the ICA/NAANICA. [Moved by Eaton, seconded by Engst] PASSED.

### **Harold T. Pinkett Scholarship Fund**

Council members discussed the Harold T. Pinkett Minority Scholarship Fund and the merits of setting up the fund as an endowment. Bell-Russel described the critical need to "jump start" the scholarship fund and to publicize it far more broadly than in the past. Several Council members suggested the idea of a "quasi-endowment" that would allow SAA to use the principal for purposes related to the fund. Ericson indicated that no general fundraising letter had been sent to the membership in November 2003 due to other priorities, but that the next fundraising letter would highlight the Pinkett Fund.

### **Committee to Select Fellows**

Council is charged with selecting three fellows to serve on the Committee to Select Fellows. These fellows join the five most immediate past presidents of SAA in performing this task. Council vote resulted in the selection of Jackie Dooley, Ellen Garrison, and Waverly Lowell to serve on the committee.

### **Annual Meeting Resolutions Committee**

Traditionally the three newest members of Council serve as the Annual Meeting Resolutions Committee. Therefore, Kathryn Neal, Christopher Ann Paton, and Peter Wosh were nominated to serve.

**MOVED THAT** Kathryn Neal, Christopher Ann Paton, and Peter Wosh serve as the SAA Annual Meeting Resolutions Committee in 2004. [Moved by Engst, seconded by Eaton] PASSED.

### **Follow-Up from February 6 Joint Meeting with COSHRC and NAGARA**

In follow up to the Joint Meeting with the COSRHC and NAGARA boards on February 6, Council members had a brief discussion of the critical need to support advocacy efforts to ensure reauthorization of the National Historical Publications and Records Commission and to seek additional funding legislation for the agency, and also discussed alternatives for creation of infrastructure within SAA to support these enhanced efforts.

The group concluded its discussion with a general agreement that, whenever possible, the SAA Council should attempt to meet with the COSHRC and NAGARA boards every year for the purpose of discussing common interests.

### **Brief *Amicus Curiae* in Support of Respondents Sierra Club and Judicial Watch, Inc., Re: National Energy Policy Development Group**

SAA had been approached by the American Library Association regarding its willingness to join in a "friends of the court" (*amici curiae*) brief concerning the request by the Sierra Club and Judicial Watch for disclosure of who, outside of the government, participated in Vice President Richard Cheney's National Energy Policy Development Group. Vice President Cheney had refused to disclose any information about the group. Ericson and Beaumont indicated that the current estimate of the cost to participate in the brief would be \$2,000, although that number could rise depending on the number of participants in the brief. Council members agreed that this issue is critically important to SAA's significant interest in open government laws, including the Federal Advisory Committee Act (FACA), and that SAA should sign on and should publicize its involvement broadly to the SAA members as an example of its proactive stance on critical advocacy issues.

**MOVED THAT** SAA join in the *amicus curiae* brief concerning the request by the Sierra Club and Judicial Watch for disclosure of who, outside of the government, participated in Vice President Richard Cheney's National Energy Policy Development Group, and provide \$2,000 to help fund the preparation and filing of the brief. [Moved by Jimerson, seconded by Bell-Russel]

### **MicroMARC**

Boles reported that MicroMARC chair Fred Honhart had notified him of the desire to disband the roundtable.

**MOVED THAT** the MicroMARC Roundtable be disbanded. [Moved by Boles, seconded by Sniffin-Marinoff] PASSED.

### **Distribution of 2002-2003 Net Revenue**

For a number of reasons related to staffing, funding of the executive director recruitment process, and good control of expenditures, the Society's operating budget for FY2002-2003 had yielded net revenue of \$39,000. Council members discussed how those funds should be allocated to the reserve and/or the operating budget. The group charged Eaton and Beaumont to do additional research on this issue, determine an appropriate split based on a review of current and proposed budgets, and report their findings to the Council at its June meeting.



Following a brief review of Council members' opinions about newly implemented processes for preparation and electronic distribution of Council materials, Ericson adjourned the meeting at 12:00 p.m.