

Council Minutes

January 11-12, 2002

Washington Hilton & Towers

Washington, DC

President Steve Hensen called the meeting to order at 2:10 p.m. Present: Vice President Peter Hirtle, Treasurer Elizabeth Adkins, and Council members Thomas Battle, Danna Bell-Russel, Tom Connors, Jackie Dooley, Mark Greene, Becky Haglund-Tousey, David Haury, Richard Pearce-Moses; Megan Sniffin-Marinoff, Executive Director Susan Fox, Meetings Director Debra Mills Nolan, and guests John Carlin, Lori Lisowski, and Bruce Craig.

ADOPTION OF THE AGENDA

Hirtle moved and Tousey seconded adoption of the agenda as revised. PASSED.

APPROVAL OF THE MINUTES

Bell-Russel moved and Greene seconded approval of the minutes as revised. PASSED.

DISCUSSION WITH JOHN CARLIN, ARCHIVIST OF THE UNITED STATES

Council engaged in a wide-ranging discussion with John Carlin and Lori Lisowski. Topics discussed included issues surrounding presidential papers, the NARA budget, priorities, and strategic plan, and NHPRC funding. Carlin then entered into a question and answer session, discussing the ratio of funding electronic records initiatives vs. state initiatives, the possibility of exerting national leadership in the development of descriptive standards, and the value of NARA institutional support for staff involvement in SAA activities.

DISCUSSION WITH BRUCE CRAIG, EXECUTIVE DIRECTOR NATIONAL COALITION FOR HISTORY

Immediately following John Carlin, Bruce Craig, Executive Director of the National Coalition for History [previously known as the National Coordinating Committee for the Promotion of History (NCC)], joined the meeting to give an update on activities. Craig reiterated Carlin's report on the NARA budget, which received excellent funding for FY02. Craig said Carlin was good about negotiating with the Office of Management and Budget to negotiate higher funding levels for NHPRC. He also discussed the status of NCH's lawsuit regarding release of Reagan records and the Presidential Records Act. The suit seeks to compel the National Archives to abide by the terms of the 1978 PRA and to release to the public some 68,000 pages of records of former President Ronald Reagan, that should have been released in January, 12 years after President Reagan left office. Hirtle noted SAA's involvement in filing an Amicus Brief with the Supreme Court regarding *Eldred v. Ashcroft* on copyright extension. He asked if historians were also interested in the issue. Craig said that he posted an article on the brief in one of his NCC reports, but the issue did not come up at the most recent NCH meeting at the American Historical Association's annual meeting.

REPORT OF THE EXECUTIVE COMMITTEE

Greene reported on Council actions that took place between meetings. On the issue of Bush's Presidential Records Executive Order, Council endorsed Congressional testimony given by Anna Nelson, a letter to Rep. Stephen Horn, and an op-ed written by Steve Hensen published in the Washington Post. Council also agreed to enter into an amicus brief in the *Eldred v. Ashcroft* case before the Supreme Court, endorse a response drafted by the Electronic Records and Government Records Sections in response to NARA's Advanced Notice on Proposed Rulemaking for electronic records, and to endorse a metadata seminar organized by the Research Libraries Group for SAA's annual meeting in Birmingham. Council also agreed to send a letter to Colin Powell requesting that the U.S. add a representative from the library, archival, or information science sector to the official U.S. delegation to the Hague Convention on Jurisdiction and Enforcement of Judgments in Commercial and Civil Cases. In particular, SAA was concerned that the Hague Convention, as currently written, would abrogate rights guaranteed by the U.S. Constitution (Article I, Section 8) regarding public use of copyrighted material.

In addition, the Executive Committee endorsed the Library of Congress' Veterans History Project, UNESCO's initiative to protect and preserve electronic cultural heritage material, and released funds to enable the development of a web content management system.

Adkins moved formal approval of Council and Executive Committee actions. Greene seconded. PASSED.

REPORT OF THE PRESIDENT

Hensen reported on progress with the NEH CUSTARD grant to reconcile existing North American standards with ISAD(G). The group just held its second meeting and the progress to date exceeded best expectations. The 2002 annual meeting planning was also progressing well. He said there would be a reception at the Civil Rights Institute with a world famous gospel quartet and another reception, "Blues, Brews and Barbeques," at the Sloss Furnace. He praised the work of Alden Monroe, Chair of the Host Committee, and that of Kris Kiesling and Bill Landis, Program Committee Co-Chairs, in developing a very strong program that would include three plenary sessions.

When Hensen reported on his activities surrounding the Bush Executive Order on Presidential Records, Pearce-Moses formally recognized the work of Greene and Hensen in developing the Washington Post op-ed. Hensen said it was a collaborative effort and that Connors also deserved high praise for his work in facilitating placement of the piece in the Washington Post.

Hensen also thanked Duke University for their support during his SAA Presidential year. Pearce-Moses suggested that Duke would be an excellent recipient of the Jameson Award and encouraged Council members to submit Duke as an entry in the competition.

Hensen reported on his participation in meetings as a representative from SAA. He attended the ICA CITRA meeting in Reykjavik, gave the plenary address at the 30th anniversary meeting of New England Archivists, and was recently elected to the board of the National Initiative for a Networked Cultural Heritage (NINCH).

He said he appointed members to the Task Force on Electronic Publishing. The task force had a very strong set of members and would hold its meeting in early spring. The task force planned to submit a preliminary report to Council for the summer meeting.

He said he planned to make an appointment of an SAA representative to serve as liaison to the ALA Task Force on Accreditation. Bell-Russel urged that whoever would be appointed should be either on or have served on SAA's Committee on Education and Professional Development.

Hensen brought to Council attention a recently published ARL Action Agenda for Special Collections. He saw the document as one of interest to archivists and instructed Fox to distribute a link to the document via SAA's leadership listserv.

He also appointed Lee Stout to an NHPRC group tasked with revising their electronic records agenda.

REPORT OF THE VICE PRESIDENT

Hirtle reported that Michael Fox and Janice Ruth would serve as Co-Chairs of the 2003 Program Committee, with Luke Swetland and Sue Hodson as Host Committee Co-Chairs. One of his goals for the meeting was to increase the number of vendors involved. He reminded Council that they had agreed to serve as his Appointments Committee, and gave Council the assignment of giving him information about their groups with suggestions or recommendations about who should be appointed to fill vacancies. He said he would also send an announcement to the SAA leadership list to encourage Sections and Roundtables to think about who should be moving into other areas of involvement. He asked that Council send him their responses by mid-February.

REPORT OF THE TREASURER

Adkins reviewed the FY02 budget versus actual revenue and expense. The budget currently showed a healthy net gain, but she expected the year-end net to be much closer to projection. Income from the annual meeting and publications was higher than expected. Adkins noted that while Debra Nolan had done a good job attracting donations from sponsors for receptions, there had been an increasing trend toward more elaborate evening receptions and SAA needed to keep costs down as far as possible. While SAA was slightly behind in education revenues, she expected that this budget line would meet projections by year-end. She complimented the Education Directors, Patti O'Hara and Solveig DeSutter, for keeping costs in line. In the general and administrative area, costs paralleled projections. She made special note of the technology line item, which had expenses running below budget due to outsourcing computer support costs to a programmer rather than depending on the software vendor's expensive services.

Adkins introduced the auditors' FY02 report and recommended rejection until they clarified accounting for lease payments. Council agreed. She then introduced the audit management letter that recommended SAA clarify its investment policy. Adkins said she would work with Fox and Carroll Dendler on revisiting the policy and submitting an update at the next Council meeting. She said she was pleased with how the Society's investments held up under market pressure so she did not anticipate major changes in the policy. She noted that the letter contained the fewest number of management points in several years, a testimony to the quality of Dendler's financial and administrative management.

The meeting then adjourned for the day.

JANUARY 12, 2002

Hensen called the meeting to order at 9:00 a.m.

REPORT OF THE EXECUTIVE DIRECTOR

Fox presented action plans as developed by the directors of the Meetings, Publications, and Education departments. She said she had asked the directors to include both a timeline and a budget for the plans in order to convey the breadth and scope of vision in each of the programmatic areas. While the Society did not have the resources to accomplish all that was described in the plans, it did have some resources via the special funds to begin work in some of the areas. She said that while she was introducing the plans at this meeting, Council would discuss them in more detail at the spring Planning Day.

Hirtle suggested that the education department compile a list of grant application deadlines. Council also requested that the education directors give a report analyzing the value of SAA's online course in electronic records. Pearce-Moses recommended that the education office collaborate with universities for online education, and suggested that a colleague at the University of Illinois would be willing to come to the office and discuss lessons learned.

Fox presented a draft education policy statement on product endorsement for Council approval: This workshop uses [product name], kindly donated by [manufacturer], as a tool to facilitate teaching the content of the workshop. Use of [product name] does not constitute an endorsement of this product."

Pearce-Moses moved and Greene seconded the motion to accept the policy. PASSED.

Nolan discussed the 2005 annual meeting to be held in New Orleans and said that the meeting would take place August 13-22 at the Hilton New Orleans Riverside.

Fox concluded by reporting that the office technology system was finally under control, due to the excellent work on the part of Carroll Dendler to identify a consultant expert in the software system who charged a rate far lower than that of the vendor.

NEW BUSINESS

Change in name of RLIN Users Roundtable

Dooley moved and Hirtle seconded the motion to change the name of the RLIN Users Roundtable to the RLG Roundtable. PASSED.

Endorsement Request from Science, Technology and Health Care Roundtable

Sniffin-Marino presented a resolution approved by the Science, Technology and Health Care Roundtable regarding the International Union of History and Philosophy of Science (IUHPS) taking the step of encouraging the preservation of valuable paper and electronic records of modern science and making them accessible for researchers. The Science Technology and Health Care Roundtable requested that Council formally endorse the resolutions and communicate that endorsement to the appropriate officers of IUHPS. Greene moved and Tousey seconded Council endorsement. PASSED. Dooley encouraged the Science, Technology and Health Care Roundtable to put together an action plan to market the resolution to scientific societies.

Endorsement Request from SAA/ARMA Joint Committee

Fox introduced a draft SAA/ARMA Joint Committee Statement of Joint Purpose and Cooperation for Council endorsement. Bell-Russel moved to table endorsement until a subcommittee of Council could revise some of the language in the statement. Adkins seconded. PASSED.

Establishment of Fellows Steering Committee

Fox introduced a letter from Bill Joyce addressing concerns among SAA Fellows that earlier fundraising initiatives may be falling by the wayside. Fox suggested that Council establish a permanent Fellows Steering Committee to help keep this and other Fellows initiatives on track. Greene moved that the President appoint an ad hoc committee of Fellows that would develop a steering committee and proposed agenda and structure for the steering committee. Haury seconded. PASSED.

Donna Cutts Scholarship Fund

Fox requested Council approval of a second Colonial Dames Scholarship, the Donna Cutts Scholarship Fund, as established and requested by the Colonial Dames (Chapter III, Washington, D.C.). Greene so moved and Bell-Russel seconded. PASSED.

SAA Student Benefits

Dooley introduced a list of existing SAA student benefits and requested guidance on how to proceed with the issue of attracting and retaining students within the Society. Council discussed existing benefits and potential new benefits. Hirtle suggested that the Colonial Dames might want to sponsor a student to the SAA annual meeting in place of subsidizing attendance at the Modern Archives Institute.

Greene moved and Pearce-Moses seconded the motion that the Society provide a means of recognizing student members at annual meetings, either through a ribbon or some other form of identification. PASSED with Bell-Russel against.

At the conclusion of the discussion Dooley said she would circulate the list of benefits to the student chapters seeking their ideas and priorities for new benefits.

Dooley then introduced a proposed schedule of visits to student chapters by Council members. She saw the visits as a valuable means to discuss membership benefits, evaluate student response to them, and solicit their feedback. She suggested that SAA fund whatever travel costs would be necessary to cover the visits since many, if not most, could be accomplished via local visits. Council agreed to visit the chapters. Dooley said she would prepare a report for the summer Council meeting and propose an agenda of items to cover on each visit.

Hirtle moved that Elizabeth Adkins be appointed liaison to student chapters for the remainder of her term, effective immediately. Tousey seconded. PASSED.

Attracting Candidates for Vice President

Pearce-Moses reported on the difficulty encountered by the Nominating Committee in attracting a full slate of candidates to the position of Vice President. This situation was becoming chronic and needed Council attention. He said several individuals expressed serious interest but the timing was not right. Other reasons cited included lack of institutional support (both financial and human resources) and over commitment to other projects. He also noted the issue of individuals who agreed to run would not run a second time if their candidacy proved unsuccessful. He said he thought this would be a good issue for the Fellows. He saw a need to communicate the sense that running for elected office should be part of an individual's career track. Other ideas floated included instituting a parliamentary approach of running a single candidate, who would serve as Chairman of the Board. It appeared the perception was that the office of President was mythologized as an enormous commitment when it was in fact a matter of the amount of commitment a President wanted to make to it. While he did not want to minimize the commitment necessary, he felt it necessary to counter the perception that it was an all consuming task.

Council agreed that the issue needed to be addressed and asked Pearce-Moses, as a start, to develop a list of presidential duties for the Nominating Committee to share with potential candidates. Council also discussed the tradition of appointing the person who received the top number of votes as Nominating Committee chair.

Hirtle moved that the Nominating Committee guidelines be changed to remove the phrase "by lot" and state that the President will appoint the Chair from among the three elected members; deleting all text following the phrase "by tradition." Battle seconded. PASSED.

Committee on Ethics and Professional Conduct

Council discussed an issue raised before the Committee on Ethics and Professional Conduct (CEPC). A member of the Society requested SAA to mediate a dispute with an institution. In examining the case, Council decided the chair of the committee should write a letter to the affected parties informing them that SAA had been asked to mediate and to indicate to them that the next step in the committee guidelines is to ascertain whether or not both parties agree to mediation. Hensen said he was impressed with the amount of work the committee had put into the case and said he would write the committee thanking them for their efforts. Council asked Fox to provide a set of URLs to SAA minutes discussing the development of CEPC guidelines and asked that the issue of the guidelines be placed on the planning day agenda.

Committee on Education and Professional Development Guidelines for a Graduate Program in Archival Studies

Greene presented the final revision of the CEPD Guidelines for a Graduate Program in Archival Studies. He remarked on the collegiality of the process and said everyone on the committee was comfortable with the totality of the emergent guidelines. Adkins moved approval of the guidelines. Bell-Russel seconded. PASSED.

Hirtle asked about next steps. Would they be used for accreditation purposes of programs to meet the guidelines? Greene said that the committee, by the middle of the process, was aware of the ALA Task Force on Accreditation. The guidelines were created to fall within that structure, but were nonetheless freestanding.

Greene said much of the credit for the guidelines coming out as good as they did was due to Rand Jimerson's chairmanship. It was a model committee experience.

Liaison to the Association for Computing in the Humanities

Dooley moved and Greene seconded that SAA establish a liaison to the Association for Computing in the Humanities. PASSED.

Committee to Select Fellows

Council voted by ballot that Bruce Bruemmer, Fynnette Eaton, and Rand Jimerson be appointed to serve on the Committee to Select SAA Fellows.

SAA/ARMA Joint Committee Statement

Greene moved and Battle seconded the motion to endorse the SAA/ARMA Joint Committee Statement of Joint Purpose and Cooperation as revised. PASSED.

Next Council Meeting

Council agreed to hold its next meeting May 30 – June 1.

Adkins read the to do list.

The meeting adjourned at 4:00 p.m.