

Council Minutes

January 20, 1995

President Maygene Daniels convened the meeting at 1:36 p.m., Friday, January 20, 1995. Present besides Daniels were Vice President Brenda Banks, Treasurer Leon Stout, and Council members Karen Benedict, Susan Davis, Luciana Duranti, Timothy Ericson, Margaret Hedstrom, Steven Hensen, Thomas Hickerson, Sharon Thibodeau, and Elizabeth Yakel. Also present were Executive Director Susan Fox and Meetings/Member Services Director Debra Mills.

Amend and Approve the Agenda

Timothy Ericson moved and Leon Stout seconded approval of the agenda as amended. PASSED.

Approve Minutes of the Previous Meeting

Thomas Hickerson moved and Brenda Banks seconded approval of the minutes of the meetings of September 6 and 10, 1994. PASSED.

Report of the Executive Committee

Beth Yakel reported on Executive Committee activities during fall. She said the executive office submitted a grant application to the National Endowment for the Humanities and to NHPRC to develop a descriptive standards curriculum. Yakel also reported on Executive Committee review of the agenda and its consideration of issues related to time and scheduling.

Report of the President

Daniels reported that she completed appointments to the Award Committee. She also appointed Robert Sink as Chair of the Ethics Committee.

Daniels reported that membership received the annual giving letter in late November and to date it brought in \$2,832 to Society funds.

Daniels briefly recounted the National Summit on Emergency Response meeting she attended in the fall. She said it was particularly noteworthy because it brought the issue of archives and humanities into the consciousness of federal officials, especially in the case of natural disaster.

Report of the Vice President

Banks reported she had no additional appointments to report. She noted that Rick Crawford, chair of the 1996 San Diego Local Arrangements Committee was selecting his committee, as were William Wallach and Hilary Kaplan, co-chairs of the 1996 Program Committee.

Report of the Treasurer

Stout called the group's attention to the most recent monthly financial statements. He reviewed the general nature of the reporting system and features of various reports and answered general questions. He reported that the fiscal situation looked slightly better than predicted. It was possible the Society could close the fiscal year without having to draw from reserves.

Stout recommended reinstating the Dues Review Committee to analyze the current dues structure, to meet annually instead of triennially and to look at dues in a larger rather than narrower context. He said the structure and purpose of the Dues Review Committee would be reviewed at the June Council meeting. He noted that investment strategies and computer needs would also need to be evaluated then.

Stout then introduced the FY95 audit statements. He said the fundamental purpose of the audit statements was to examine the Society's systems to provide a general picture of the fiscal soundness of organization. He said the auditors found no problems in management or systems.

Stout moved adoption of financial and compliance audit statements. Ericson seconded. PASSED.

Report of the Executive Director

Staff

Fox reported that Ron Wielage joined the staff in December as Director of Automated Operations, replacing Steve Mansee who left to pursue other career options.

Annual Meetings

1994 Indianapolis

Mills reviewed the highlights of the final report for the 1994 annual meeting.

1995 Washington, D.C.

Mills gave a general report on preparations and pointed out several special activities. The Business Archives Section planned a History Factory Tour, the Visual Materials Section planned a Digital Imaging Demonstration and Discussion, and the Electronic Records Section planned an Information Sciences Fair. There would also be tours to Archives 2, and an International Day of special sessions to draw in overseas participants.

1999 Annual Meeting Update

Mills reported that she planned a second site visit to Cleveland and an initial site visit to Pittsburgh and that she would be recommending a city to Council by June 1.

2000 Annual Meeting

SAA received an invitation from the Society of Rocky Mountain Archivists to hold the annual meeting in either Denver or Colorado Springs.

2001 Annual Meeting

The Society of Alabama Archivists invited SAA to hold the annual meeting in Birmingham that year, the 100th anniversary of archives in Alabama.

Membership

Mills reported year end membership figures, showing a 3% increase in 1994. She discussed plans for nonmember surveys and direct mail solicitation for 1995. She said she would focus retention efforts on maintaining the 1994 rate following a dues increase. She also gave a progress report on the mentoring program, noting its remarkable success.

Education Office

Fox reported that SAA submitted proposals to NHPRC and NEH to fund the development of a continuing education curriculum in descriptive standards. Initial reviewer comments to the NHPRC proposal were very positive. Fox also reported on 1994 workshops and those planned for spring 1995.

Publications

Fox said she appointed David Haury as Publications Editor to succeed Jim O'Toole. She said she was working with the Publications Board to clarify roles and relationships among key players in the publications process.

Fox reported that publication sales were lower than the previous year, but the decline was not as steep as originally projected. She noted the recent publication of Elsie Freeman Finch's *Advocating Archives*. She also gave a status report on the Archives Encyclopedia project.

She said that advertising rates would increase predominantly due to a steep rise in paper costs.

Report of the Council Committee on Committees

Council Committee on Sections and Roundtables

Hickerson reported that the Manuscript Repositories Section suggestion they merge with Acquisitions & Appraisal Section originally reported at the September Council meeting was not quite accurate. He said it was a less official action than that, but the two Sections would publicize the suggestion in their newsletters for member comment.

Thibodeau reported a name change for the Archivists and Third World Archives Roundtable to the Archivists and Archives of Color Roundtable. Daniels moved and Thibodeau seconded the change. PASSED.

Report of Page Putnam Miller

Daniels welcomed Page Putnam Miller, director of the National Coordinating Committee for the Promotion of History (NCC). She reported on NCC activities, including responses to Congressional threats to eliminate the National Endowment for the Humanities, gathering information on and responses to potential nominees for Archivist of the US, and monitoring hearings on copyright and fair use.

Daniels thanked Dr. Miller for her presentation.

Report of John Fleckner

Daniels welcomed John Fleckner, SAA representative to the National Historical Publications and Records Commission (NHPRC). He reported on changes in Congress because of recent elections. He said because of these changes it was difficult to obtain information about the future of the Commission. He said once information became available, however, SAA would need to respond quickly. He cited Goal 1 of SAA's strategic plan as also being one of NHPRC's highest priorities, which made the Commission's funding situation critical to the future of both organizations.

He said the search for a new NHPRC executive director would result in a decision made by March.

He noted that his term as SAA representative to the Commission would end in December 1995. He recommended the appointment of a new individual in time to create an overlap in terms and to ensure a smooth transition.

He then spoke to NHPRC's long-range plan. He said impressions are it has been useful, especially because it conceptualized the work of the Commission beyond a one-grant-at-a-time basis. He thought NHPRC now needed to lure the documentary editing community into the electronic world, where distinction between documentary editors and archival work becomes more blurred.

He said it was important that SAA issue an official response to the long-range plan in a letter stating any concerns the Society might have.

Daniels thanked Fleckner for his report.

Report of Council Committee on Task Forces, Boards, & Representatives

Hedstrom said that Publications Board guidelines would be available for approval at the June Council meeting. Both the Editorial Board and Publications Board expressed concern with having participation into search process for the next editor of *American Archivist*.

Hedstrom then gave an overview of discussion items for the following day.

Ericson reported that the Standards Board had not yet completed its guidelines. He said a leadership transition slowed progress and that he would be working with the Board to move final approval.

Hedstrom reported general issues regarding SAA representatives to standards making bodies. She said the major concern was of lack of communication, especially in responding to requests for information. She noted this as an issue that needed review in context of total SAA organization and structure.

Davis reported that Kathy Marquis as chair of the Education Office Advisory Board (EOAB) was working on a long-range planning report with Jane Kenamore. Council expressed concern about the process and it's direction with particular concern centered on educational mission. The sense of Council held that it was EOAB's responsibility to define and articulate mission to the education office. Davis said she would attend the EOAB midwinter meeting, relay concerns, and report back in June. She recommended postponing the EOAB report deadline until June and that Marquis consult with the Committee on Education and Professional Development to learn what was needed from EOAB to move their work forward.

Davis expressed concern regarding lack of activity by the Task Force on Automated Techniques Activities Coordination. She recommended council request a report for the June meeting or give them a deadline. Daniels said Conway said he would have a report well before June meeting.

Report on the Academy of Certified Archivists

Benedict reported that she is heading an ACA task force exploring the feasibility of the secretariat and its placement. She expressed the need to keep communication channels open between SAA and ACA for furthering the relationship between the two organizations.

The meeting recessed at 6:05 p.m. and reconvened at 8:50 a.m. Saturday, January 21.

Report of Task Force on Sections & Roundtables

Yakel presented background on the work of the Task Force on Sections and Roundtables and described how it came to its recommendations. She solicited Council opinion regarding the report, which application strategies to consider, and how best to pursue them.

Yakel concluded with the motion that Council accept the report. Stout seconded the motion. PASSED.

Hedstrom asked whether there would be a ripple effect across the Society and if it might be better to consider the report in the broader totality of SAA's organizational structure. She said SAA had two different governance structures, one of self-selecting democratic leadership (in sections and roundtables) and another of appointed bodies (committees, task forces, and boards) with responsibilities to address SAA goals. The two structures need to work together, she said, and if SAA were to change the roles of sections and roundtables, it should also examine the need for changes in the appointed bodies.

Hedstrom further noted that SAA should examine how sections are defined. The current definition reflected more what it was like to be an archivist in the mid-70s than current reality. She noted that it may be difficult for members to pick a functional or institutional section because many archivists do not work in traditional institutions and archival work often involves several functions. She further noted that the largest growing membership category was students, many of whom were not yet able to identify a particular type of institution or archival function.

Banks said an examination of the leadership list would reveal that SAA did draw on Section and Roundtable leaders as a stepping stone to higher office. She said the Society needed to be aware of repeatedly selecting the same people. She also expressed concern that the report was based on information culled from surveys, which may not be an entirely accurate reflection of issues to be addressed.

Council consensus was to form an *ad hoc* Council committee to review SAA organizational structure, building on the Report of the Task Force on Sections and Roundtables, to review other types of units within the Society, their relationship to achieving the goals of the strategic plan, and their relation to SAA finances. Hedstrom, Duranti, Yakel and Stout agreed to report to Council in June for planning day.

Yakel introduced a resolution thanking the Task Force on Sections and Roundtables for their work. Ericson seconded. PASSED.

Report of the Vice President on the SAA Appointments Process

Banks solicited advice from Council to help with the appointments process, and said she spoke to several previous Vice Presidents and Presidents regarding what needed improvement. She said conversations revealed that each Vice President appeared to have individual difficulties with the process, but that it did not appear that any policy recommendations regarding the process were necessary.

Daniels said her fundamental concern centered on communication. She said important roles within the Society needed to be well explained to appointees.

Reauthorization of SAA Intern Program

Banks reported that the SAA Intern Program was originally authorized in 1991 for a three-year duration, with no evaluation taken since then. She said that while it would not be useful to conduct a formal evaluation, the Society was constantly struggling with how to involve new members. She recommended that even if the program was a nominal success, SAA should continue with it.

Banks moved and Yakel seconded that the SAA Intern Program be authorized for an additional three years. PASSED.

Stout recommended that interns write a brief memo-report on their experience. Banks agreed and said the request could be made upon appointment.

American Archivist Editorial Appointment

Fox outlined a proposed process for appointing the next editor of the *American Archivist*, to replace Richard Cox on January 1, 1996. She proposed a selection committee to consist of the Executive Director, a representative of the Editorial Board, the Publications Board chair, and two Council representatives. Candidates would be interviewed at the annual meeting after which a recommendation would be presented to Council for a final vote in September.

Stout moved and Duranti seconded accepting the recommended procedure. PASSED.

Salary Survey

Fox presented a proposal by Scott Schwartz to conduct a salary survey of membership similar to those conducted by SAA in 1982 and 1989.

After general discussion, Council expressed appreciation for his offer and agreed that there was strong need for good salary data. Council requested Fox investigate a range of survey options for Council consideration in June.

Council Committee on Goals and Priorities

Hedstrom proposed that Council's June planning day should focus on SAA effectiveness and communication, the role of Council in both and how to organize Council itself in the coming year. She recommended that Council consider ways to better align its structure and organization with priorities in the Strategic Plan and to support the recommendations of the Task Force on Sections and Roundtables.

SAA Committee on Goals and Priorities

Hedstrom then reviewed the agenda for the SAA Committee on Goals and Priorities. The committee would focus its activities on planning for the Leadership Forum and redesigning the Current Activity Reports to be more effective in drawing out needed information from and response to units.

Guidelines for Listservs of SAA Groups

Hickerson referred Council to the Tom Ruller report regarding procedures used by the Electronic Records Section in creating and managing a listserv.

After general discussion on the technical and legal issues involved with SAA units establishing listservs, Hickerson moved and Hensen seconded the motion that Council approve a procedure for a formal registration process for open discussion listservs established by official SAA groups, with the registration process administered by the executive office. PASSED, with Hedstrom abstaining.

Proposed Policy for Removing Inactive Members of Committees

Benedict introduced proposed guidelines to remove nonparticipating committee members from their committees. Stout moved and Duranti seconded adoption. PASSED.

Committee on the Status of Women

Banks moved and Ericson seconded the adoption of revised guidelines for the Committee on the Status of Women as presented by Benedict. PASSED.

Women's Caucus Newsletter

Benedict reported that the Women's Caucus requested financial support for their newsletter, which had an estimated distribution of 300. Council requested that she tell the Caucus that the Council *Ad Hoc* Committee on Organizational Effectiveness would be looking at the larger issue of how the caucus fits into SAA's total structure. The sense of Council was that because the Caucus was an unofficial body, SAA could not offer financial support.

Annual Meeting Policy

Policy for Future Meeting Dates

Fox reported that since plans for the 1999 annual meeting had not been completed, it would be possible to consider alternate dates to adapt to those who found it difficult to attend annual meetings around Labor Day. Council discussed the rationale for Labor Day, centering on costs and the conflict with regional meetings that occur in October and November. Council requested Debbie Mills to report in June with a logistical and financial analysis of factors influencing a range of meeting dates.

Non- North American Registration Policy

Fox reported a new registration policy in which non-North American program speakers at the annual meeting would have their registration fee waived. She also reported that for the 1995 meeting the one-day registration fee would be waived for non-North American Archivists who wished to attend International Day events.

Proposed Informal Seminar Sponsored by Business Archives Section

Yakel reported on the Business Archives Section plans to hold an informal seminar at the annual meeting to discuss business archives issues in more depth than can be obtained at a section meeting alone. Hickerson noted that while Council should encourage sections to develop program activities, they should be mindful of the need to create opportunities open to the membership as a whole instead of to section membership alone. He recommended Council ask for a report on the seminar after the annual meeting to assess its success and possible replication.

Proposed Open Forum Sponsored by Electronic Records Section

Hickerson reported that the Electronic Records Section planned an Open Forum at the annual meeting, featuring representatives from other information professions. The goal was to learn about activities and areas of mutual interest or collaboration, through presentations and small discussion groups.

Visual Materials Section Imaging Systems Event

Hickerson reported that the Visual Materials Section planned an open house with vendors who approach visual materials repositories seeking rights to their holdings.

Task Force on Annual Meeting

After general discussion on recurring issues regarding the structure, content, and format of the annual meeting, Davis moved and Duranti seconded the motion that Council establish a Task Force to evaluate the annual meeting. PASSED.

Proposals for New Student Chapters

Yakel moved that Council accept applications from the University of North Carolina, Chapel Hill and the University of Washington, Bellingham as SAA student chapters. Duranti seconded the motion. PASSED.

Distribution of M.A.S. Guidelines

Daniels gave background to the development of the M.A.S. guidelines and the desire that they would be widely distributed with a cover letter from the President encouraging their use. Fox identified a population for distribution. Council recommended that the distribution include MLS programs and history departments teaching archives courses.

ALA Accreditation Process

Ericson reported on his meeting with the ALA Committee on Accreditation. He said his remarks were well received and centered on the issue that accrediting archival education programs may be premature in light of the development of M.A.S. guidelines as the preferred preappointment education for archivists. He recommended Council continue to closely monitor ALA's accreditation process.

New Technology Issues and Policy Development

National Information Infrastructure

Fox reported on the fall task force meeting of the Coalition for Networked Information that focused on issues related to the national information infrastructure (NII). Daniels said that policy development in this area was moving quickly, in a very complicated environment. She said that archivists could have an impact in many ways almost impossible to categorize but what was missing was a clear archival message.

She proposed a Blue Ribbon Panel be established for developing a brief white paper addressing key archival issues involved in NII. She said the panel would be involved not with questions of technique, but would focus on establishing an archival message to both membership and policymakers.

Thibodeau moved and Stout seconded the establishment of a Blue Ribbon Panel on NII, with a budget not to exceed \$3,000 and to issue a report by May 15, 1995. PASSED.

International Issues

International Council on Archives Section on Professional Archival Associations

Hedstrom distributed a report from Larry Hackman, SAA representative to the ICA Section on Professional Archival Associations. She said the SPA was working on three areas: an international code of ethics, a model constitution for professional associations, and an international directory of archival associations. She said the SPA was particularly concerned about the

method of appointing SAA representatives to that body. The SAA policy that a sitting member of Council cannot simultaneously serve in another official SAA capacity caused difficulty in turnover for SPA.

Proposed Resolution on Russian Archives

Benedict moved that Council adopt a proposed resolution in support of efforts of the International Council on Archives, UNESCO, IREX, the Council of Europe, and the Hoover Institution at Stanford University to preserve, protect, and make accessible the archives of Russia and Central and Eastern Europe. Yakel seconded the motion. PASSED.

AAAS/AHA Joint Task Force on Archives Report

Benedict presented background to the creation of the AAAS/AHA Joint Task Force archives report and the need for an archival response to the document. She was especially concerned about the idea of advisory boards of scholars for archival repositories. She requested Council input for an SAA letter of comment to the report.

IREX Representation

Duranti reported that the International Archives Committee recommended that SAA continue an official relationship with IREX. Yakel noted that IREX needed archivists to sit on review panels. Hedstrom recommended that Fox contact IREX leadership to explore how best to continue a formal relationship between the two organizations.

Tokyo Resolution

Duranti reported that the International Affairs Committee saw no conflict with SAA signing on to the Tokyo Resolution as requested in the September Council meeting. The IAC also noted that there also was little to be gained from becoming a signatory. Council consensus was to decline participation in the resolution.

Cambodia Archives

Duranti introduced a memorandum from Jim Fogerty addressing the issue of SAA making a financial contribution to help save repositories in Cambodia. He recommended against monetary support but suggested that an article in *Archival Outlook* giving individual members the opportunity to respond would be appropriate.

The meeting recessed at 5:15 p.m. and reconvened at 8:35 a.m. Sunday, January 22. Present were all Council members plus Fox and Mills.

Council discussed a date for the June meeting, selecting June 1-4 to be held in Chicago, with June 1 designated as planning day.

Leadership and Coalition Issues

House Historical Office

Daniels updated Council on the potential elimination of the House Historical Office. Daniels said a well-placed encouragement for Congress to continue to support the existence of the House Historical Office could be most worthwhile.

Daniels moved and Stout seconded a resolution encouraging Congress to permanently reauthorize the function of the House Historical Office as performed by a professional archivist. PASSED.

Archivist of the United States

Daniels reported that a meeting with Nicholas Burckel, recently interviewed by the White House as a potential candidate for nomination as U.S. Archivist, was scheduled for the following Tuesday.

Ericson gave an oral report of a meeting of SAA representatives with Raymond Smock, another candidate for nomination as U.S. Archivist, which occurred immediately preceding the Council meeting. After general discussion centering on the needs and requirements for the position, Council requested Fox to distribute information regarding earlier candidates and decided to wait for the Burckel report before issuing a resolution.

Rhode Island State Archives

Hensen reported that the Rhode Island Secretary of State recently disbanded the state archives. He said the state archivist approached SAA for support in reinstating the office, however he had little further information. Davis offered to look into the matter and report back to Council.

Yakel agreed to the importance of fact-finding but also noted that, as a national association SAA had a stake in articulating the need to staff state archives with qualified individuals.

AHA vs. Peterson

Daniels reported on the status of the issues involved with the litigation of AHA vs. Peterson (commonly known as the PROFs case).

Hedstrom said some issues merited discussion regarding SAA's role in this case and with similar issues of national visibility and significance that arise with increasing regularity. She articulated three questions that she said needed attention:

1. What was the appropriate role for SAA when the two major historical associations and the ALA are plaintiffs, NARA is the defendant and SAA silent.
2. Should SAA answer questions from members regarding SAA's position and to those who have to represent the Society officially. What response should they be expected to give?
3. How would decisions be made regarding when and how or if the Society should become involved in these matters?

Ericson observed parallels between the PROFs case and Archivist of the U.S. because both were national issues. In the Archivist of U.S., SAA anticipated the issue and proposed an action. The Society needed a process in place that anticipated issues and a means of response.

Daniels cautioned that it was important to keep in mind that the PROFs case involved litigation. She said she was struck by how complicated the issue was and asked for an articulation of the archival issues involved.

Hickerson said the larger issue at stake was access to federal records. He said a statement in support of access was an appropriate SAA stance.

Hedstrom said she saw two issues: the definition of a record and the fact that electronic records should not be defined differently from other formats of records. A second issue involved the authority over records and who had authority to define what was or was not a record.

She said if SAA was going to exert national leadership it would be important to lay out some very important concerns, i.e., SAA did not want to see the authority of the Archivist of the U.S. eroded in these matters.

Hickerson added that there was a third issue of preservation and access to electronic records of long-term value.

Council concluded that it was important to take a position on the issue, based on the clear archival principles involved. Hedstrom, Davis and Thibodeau agreed to write a position paper outlining the archival perspective and issues related to the case for review and vote on the Council listserv.

Council Responsibility Regarding the Archives Listserv

Council discussed the pros and cons of using the archives list-serv for communication with SAA members and potential members. Council decided not to use the list as an official means of communication, but that individual members of Council could respond to issues, with a disclaimer that they were speaking as individuals and not for entire body. If there was need for Council to take an official position, an open discussion on the Council list-serve would take place first.

National Museum of Afro-American History

Banks introduced a request from the SAA representative to the National Museum of Afro-American History seeking SAA endorsement of H.R. 5024, a bill requiring the Director of the National Park Service to construct a National Training Center at the National Afro-American Museum and Cultural Center.

While recognizing the fact that African Americans were underrepresented in the profession, Council declined endorsement, citing the fact that there were several well-established, accredited programs that could fulfill the needs of those interested in pursuing a career in archives and related fields.

Modern Language Association Draft Statement on the Significance of Original Materials

Hickerson presented background on the statement that discussed the importance of preserving original research materials. He noted that the draft statement had received broad circulation and had also drawn many responses. He noted direct parallels between the concerns in the statement and those of archivists. He said he would draft an SAA statement for June Council review.

Old Business

Election of Members to serve on the Committee to Select SAA Fellows

Council elected by lot Larry Dowler, Linda Edgerly and Mary Jo Pugh to serve on the Committee to Select SAA Fellows.

Upon a motion by Banks and a second by Duranti, the meeting was adjourned at 12:35 p.m..

Respectfully submitted,
Susan E. Fox
Executive Director

Approved: June 2, 1995