

Council Minutes

Washington Hilton and Towers
January 23-25, 1998

January 23, 1998

President William Maher called the meeting to order at 8:06 a.m. Friday, January 23, 1998. Present were Vice President Luciana Duranti, Treasurer Robert Sink, and Council members Valerie Browne, Bruce Bruemmer, Fynnette Eaton, Anne Gilliland-Swetland, Lori Hefner, Peter Hirtle, Karen Jefferson, Helen Tibbo, and Sharron Uhler. Also present were Executive Director Susan Fox, meetings consultant Debra Mills, and for part of the meeting, invited guests Archivist of the U.S. John Carlin, Deputy Archivist Lewis Bellardo, Page Putnam Miller, Executive Director of NCC, and Peter Jaszi, intellectual property law professor and founding father of the Digital Future Coalition.

Adoption of the Agenda

Bruemmer moved and Gilliland-Swetland seconded the motion to adopt the agenda as amended. PASSED.

Approval of Minutes

Browne moved and Hefner seconded the motion to approve the minutes of the August 26, 1997 and August 30, 1997 minutes as amended. PASSED.

Report of the President

Maher thanked Council and the Executive Committee for their active participation in matters relating to the Task Force on Organizational Effectiveness (TFOE) report via the Council listserv. He found the listserv to be a very effective communication and administrative tool.

Report of the Vice President

Duranti reported on appointments to the 1999 Program Committee. Her initial chair had to resign due to the fact she resided outside the U.S. and would not be returning as expected. Duranti said Tim Ericson would serve as chair. She appointed three co-chairs to the 1999 Host Committee: Edward Galloway, Miriam Meislik, and Stephen Hussman. She said that although Michael Miller had initially agreed to chair the Appointments Committee he found that professional burdens were such that continuing in that role was impossible. Because of the pressing need to make appointments on a timely basis, Duranti asked for Council's guidance on how best to proceed. Hefner suggested Duranti contact some recent past Presidents to enlist their assistance in the process. (Duranti subsequently reported that Sharon Thibodeau agreed to chair the Appointments Committee).

Report of the Executive Committee

Bruemmer reported that the Executive Committee explored how best to structure Council's discussion of issues related to the Task Force on Organizational Effectiveness' recommendations. The Executive Committee also discussed the Executive Director review process. Sink read into the minutes a list of executive committee actions taken over the list-serv between September and January. They were: approval to send a letter to the American Institute of Architects on the future of their archives; endorsement of H.R. 3048, the Boucher-Campbell copyright bill; endorsement of S. 1146, the Ashcroft copyright bill; Opposition of copyright extension bills S. 505 and H.R. 2589; endorsement of the Digital Future Coalition's testimony before Congress on copyright and the World Intellectual Property Organization's (WIPO) proposed copyright treaty; opposition to Coble bill H.R. 2652 on database intellectual property; approval for SAA commentary on the National Humanities Alliance *Basic Principles for Managing Intellectual Property In the Digital Environment*. Sink recommended Council revisit the listserv guidelines often in order to continually refine the process.

Report of the Treasurer

Sink reported that December 31 marked the end of the second SAA quarter, and while the Society was hewing to budget, two program areas bore attention: workshop income and annual meeting income, both of which failed to meet projections. While other revenues remained strong, overall the fiscal condition of the society was neither great nor dire. Sink then presented the auditor's report and moved its adoption. Hefner seconded. Hefner expressed concern regarding the audit point that SAA did not have clear documentation of the Society's special project funds. Maher appointed a council subcommittee of Hefner and Browne to investigate. Council then voted unanimous acceptance of the report.

Sink presented the auditor's management letter. A discussion ensued of the points contained therein. Hirtle moved and Eaton seconded the motion that the treasurer and executive director jointly designate authorized check signers. PASSED.

Report of the Executive Director

Mills reported on her site visits to Baltimore and Washington, D.C., as potential sites for the 2001 annual meeting. Mills said she did not receive any information from Baltimore in spite of repeated requests to the Baltimore convention bureau and to a number of the city's hotels. She said this was unprecedented in her career as a meeting planner and because of the lack of responsiveness, she had no choice but to recommend Washington, D.C. She said she would investigate the situation in Baltimore further, but only to communicate to city officials her displeasure at their unwillingness to provide information in a timely manner. Hefner moved and Tibbo seconded the motion to select Washington, D.C., as the site for the August 26 - September 3, 2001 annual meeting. PASSED.

Hirtle said his strong sense from the last Council meeting was that the Labor Day time frame for annual meetings was to be discontinued. He said he would argue strongly that the Society choose a time other than Labor Day and then select a hotel with the lowest rates during that time period. A general discussion ensued regarding the pros and cons of meeting over Labor Day. Some cited the negative message sent to those who work in educational institutions, students, and parents. Others cited the need to be equally sensitive to costs and low archival salaries and the fact that the lowest rates can only be obtained over Labor Day, Thanksgiving, Christmas, or New Year's.

Maher requested that Mills investigate Council concerns with the proposed hotels, report electronically to Fox and Council on whether or not to proceed with the decision on the dates and the hotel for 2001. Maher noted that the office would have to make this decision based on a number of factors and further noted that this is an issue in which Council would never reach consensus or agreement.

Fox concluded her report by noting that the terms for both the editor of *The American Archivist* and the Publications Editor will conclude on December 31, 1998. She would be determining whether or not to continue their tenure. Following Council discussion, Maher said he assumed that if both individuals did wish to continue that Fox would convene a working group to review their performance rather than conducting a full search for new editors.

Eaton moved and Bruemmer seconded the motion that Fox should determine whether or not the editors have an interest in continuing in their positions and if so convene a working group including Tibbo to evaluate options on how best to continue. Fox will report back to the June council meeting with a recommended action. PASSED

Page Putnam Miller

Maher then welcomed Page Putnam Miller to the meeting and thanked her for taking the time to meet with Council. Miller described her work with the National Coordinating Committee for the Promotion of History (NCC) and the issues on which she was currently focused.

Archivist of the U.S. John Carlin

Maher welcomed Archivist of the U.S. John Carlin and Deputy Archivist Lewis Bellardo to the meeting and thanked them for taking the time to meet with Council. Carlin described current NARA activities and initiatives and engaged in a question and answer session with Council.

Report of Council Committees

Gilliland-Swetland presented revised guidelines for the Committee on Education and Professional Development which would implement TFOE recommendations and incorporate the Education Office Advisory Board into its charge. She moved and Eaton seconded the motion to adopt the revised charge. After a few editorial revisions the motion PASSED.

Bruemmer moved and Duranti seconded the motion to disband the Education Office Advisory Board. PASSED.

Gilliland-Swetland presented a request from the Public Information Committee to engage in a campaign to identify the ten most important documents from the past century and to engage in a public awareness campaign. After discussion, Hefner moved and Bruemmer seconded the motion that Council thank the committee for placing the idea before Council. However, the proposal brought out the larger issue of the core mission of the committee and how SAA could be most effective in public affairs. Council charged that Bruemmer and Gilliland-Swetland work with the committee co-chairs to refine its mission and discuss the future of the committee. PASSED.

Peter Jaszi

Maher welcomed Peter Jaszi, of the Digital Future Coalition, to the meeting. Council received a report and engaged in discussion of DFC activities, especially relating to copyright legislation.

At the conclusion of Jaszi's presentation, Council returned to the Report of the Council Committee on Sections and Roundtables.

Uhler reported a communique from Dennis Harrison, Membership Committee chair. Harrison said a recent poll revealed that student chapters had little meaningful contact with SAA. Harrison said the Society's control over entry to the profession had been weakened by list-servs as a new communications medium, younger archivists were aware of this and he wanted to bring the issue to Council attention. His sense was that SAA did not appeal strongly to younger archivists because they could meet their needs electronically and in local fora.

Uhler moved and Eaton seconded the motion that Harrison compile this information on student chapters to share with the Task Force on Dues and Member Benefits. PASSED.

Committee on Task Forces, Boards, and Representatives

Bruemmer presented a report from the American Archivist Editorial Board responding to a proposal from Kluwer International to take over the production and distribution of the journal. After Council discussion of the possible pros and cons of the proposal Duranti moved and Hefner seconded the motion that Bruemmer communicate to the Editorial Board working group that they should explore the concept of producing an RFP to commercialize the publishing of the American Archivist. Then, if it seems to be a sound proposition to produce an RFP, they develop one for jobbing out services in support of enhancing the journal along the lines of, but not exclusively, what was incorporated in the Kluwer proposal. PASSED.

Council entered into executive session to discuss the schedule for the Executive Director's evaluation and contract. Maher reported the consensus of this discussion was to conclude the annual evaluation process before late March and use its results to inform Executive Committee deliberations on the extension of Fox's contract a further year. The Executive Committee will report back to Council on this matter at the June meeting.

January 24, 1998

Task Force on Organizational Effectiveness

Council addressed each of the TFOE recommendations in depth.

Fox agreed to revise the Council Handbook to reflect the change of committee term of membership to three years. The chairs will be appointed for one year terms but may not be appointed for more than three terms.

Fox agreed to revise the Council Handbook to reflect the requirement that all committees prepare minutes, submit them to the SAA office, and prepare an annual report for Council.

Eaton agreed to draft language formally establishing an Appointments Committee and to submit the draft to council at the summer meeting.

Eaton submitted a revised charge for a Standards Committee. Hirtle commended the efforts of the Standards Board in working with Council to develop a new charge. He moved and Sink seconded the motion to accept the Standards Board proposal for reorganization and directed the affected units to continue to develop the proposal through the creation of committee charges and guidelines. PASSED.

Fox agreed to remove reference to the Committee on Goals and Priorities from the Council Handbook, reflecting Council's August 31, 1996 decision to disband the Committee.

Sink moved and Duranti seconded the motion to disband the Committee on International Archival Affairs (CIAA). Aye: Sink. Nay: Browne, Bruemmer, Eaton, Gilliland-Swetland, Hefner, Hirtle, Jefferson, Tibbo, Uhler. Abstain: Duranti. DECLINED.

Duranti moved and Uhler seconded the motion that the president establish a task force to identify the type of international involvement SAA should have, its purposes, and the means of achieving such involvement. The task force would present recommendations by May 15. PASSED, with Hefner opposed.

Bruemmer moved and Duranti seconded the motion that Council freeze membership in CIAA until Council has had the opportunity to assess the results of the task force. PASSED.

Fox agreed to draft guidelines for SAA representation to the International Council on Archives (ICA). Bruemmer agreed to prepare draft revised language for the introductory pages on representatives in the Council Handbook.

Bruemmer moved and Duranti seconded the motion that Council freeze membership in the Legal and Legislative Affairs Committee and that Council Liaison Eaton should receive a report from the Committee to evaluate the nature of legal and legislative advice the Committee could provide to Council, especially in light of Council's own increased work in this area. PASSED, with Hefner opposed.

Council began its discussion of the Committee on the Status of Women (COSW) by reviewing the December 1, 1997 communique from Maher to Baty and Baty's January 5, 1998 response. Hefner moved and Browne seconded the motion that Council retain the Committee on the Status of Women. Aye: Browne, Hefner, Uhler. Nay: Bruemmer, Eaton, Jefferson, Sink, Tibbo. Abstain: Duranti, Hirtle, Gilliland-Swetland. DECLINED.

Sink moved and Duranti seconded the motion that in view of the communications between Maher to Baty on December 1, 1997 and Baty to Maher on January 5, 1998 the Committee on the Status of Women be encouraged to create a petition to establish a Roundtable on Women's Professional Archival Issues consistent with the concerns expressed in the closing portions of Baty's letter. Aye: Bruemmer, Duranti, Eaton, Sink. Nay: Browne, Hefner, Tibbo, Uhler. Abstain: Hirtle, Gilliland-Swetland, Jefferson. The vote being tied, Maher cast a vote of aye and the motion PASSED.

Bruemmer agreed to work with Browne to reassess the role of representatives in the Society and to present a proposal addressing the issue at the June Council meeting.

Following Council consultation with the chair of the committee, Gilliland-Swetland moved and Duranti seconded the motion that Council disband the Committee on Institutional Evaluation and Development. PASSED.

Hefner reported on her communications with the Archivists of Religious Collections Section and their displeasure at the TFOE recommendation they change their name. Council agreed the Section should retain its name as Section leadership requested.

Duranti said she saw a need to establish a Planning Task Force to consider revisions to the SAA strategic plan. She and Sink agreed to work with Fox to develop a charge for the proposed task force. Hirtle suggested that the proposed task force also consider addressing how Council itself works within SAA.

January 25, 1998

Old Business

Archives and Archivists Listserv

Bruemmer reported on discussions with John Harlan regarding Harlan's request that SAA assume management of the Archives and Archivists listserv. He then moved and Browne seconded the motion that SAA pursue guardianship of the list through a third party volunteer. PASSED.

Maher appointed a working group consisting of Bruemmer, Fox, Hirtle and Tibbo to investigate the fiscal implications of SAA assuming management of the list. He charged the working group to report its findings to Council for discussion at the June Council meeting.

Australian Society of Archivists Request

Maher presented a letter from the Australian Society of Archivists requesting that SAA endorse ASA's position on a political controversy in that country regarding management of public archives. The sense of council was that the decision made at the September Council meeting not to become involved still stood. Council agreed to write a letter to the ASA commenting on the relevant archival principles relating to the case.

Nominating Committee Report

Uhler presented a report from the 1997 Nominating Committee addressing recruitment of candidates for elected positions. Uhler moved and Eaton seconded the motion that Council thank the Nominating Committee for their hard work in researching and presenting the report. She further moved that Council ask the nominating committee to create position descriptions to be given to prospective nominees. PASSED.

New Business

Planning Day

Duranti and Sink agreed to develop a structure for Council's traditional Planning Day prior to the June meeting. They proposed Council focus on strategic planning, the next phase of revising the strategic plan with a specific focus on membership issues.

Election of Three Fellows to Committee to Select SAA Fellows

Hefner moved and Bruemmer seconded the appointment David Gracy, Bruce Dearstyne, and Lisa Weber to the Committee to Select SAA Fellows. PASSED, with Sink abstaining. Council elected Jefferson by acclamation to serve as Council's representative on the committee.

Pending Uhler Resignation

Uhler announced that if accepted as a novitiate as expected, as of May 1 she would be unable to serve the remainder of her term on Council due to Canonical law prohibiting travel for one year. Maher thanked Uhler for her service on Council and said he especially valued her contributions to discussions. Maher said he would need a formal letter of resignation. Uhler thanked Council and expressed her appreciation of the work of her colleagues.

Council Exemplary Service Award

Fox introduced nominees for the Council Exemplary Service Award, including two from Bill Wallach. Bruemmer recommended the Hamer and Coker Awards as appropriate for the Wallach nominees. Hirtle said he would revise the terms of the Council Exemplary Service Citation to clarify that the award is for those whose contributions fall outside the awards structure and involves direct service to Council.

ICA Representative to EAD Working Group

Eaton addressed the issue of establishing an International Council on Archives representative to the EAD working group. Hirtle moved and Eaton seconded the motion that the liaison to CAIE convey the sense of Council that the liaison from the ICA Descriptive Standards group should be welcome in discussions and, further to TFOE discussions, that CAIE establish guidelines describing the parameters of the EAD Working Group, to include an ICA representative in those guidelines, and that the Chair of CAIE should convey these developments to the ICA. PASSED.

ICA Code of Ethics

Council remanded the ICA Code of Ethics to the SAA Committee on Ethics and Professional Conduct for review toward possible SAA endorsement.

Oral History Association

Bruemmer presented an Oral History Association statement on proposed revisions to the Public Health Service Act regarding the Department of Health and Human Services Protection of Human Subjects regulations. The sense of Council was to solicit broader feedback on the issue from the Oral History Section and other members of the Society on whether or not to endorse the OHA position. Once vetted, Council would vote whether or not to endorse the OHA position statement.

Fox introduced a letter from Hillary Kaplan objecting to revisions to the Associate Membership category as voted upon at the prior business meeting. Maher instructed Fox to draft a letter to Associate Members instructing them of the change.

Fox presented a letter from Greg Bradsher requesting that SAA recognize Christopher Meili. Browne suggested this would be an appropriate nomination for the Jameson Award.

Sink read the to-do list.

The meeting adjourned at 10:40 a.m.