

## **Council Minutes**

*January 5-6, 2001*

*Washington Hilton & Towers*

*Washington, D.C.*

President Lee Stout called the meeting to order at 1:05 p.m. Present: Vice President Steve Hensen, Treasurer Elizabeth Adkins, and Council members Thomas Battle, Tom Connors, Jackie Dooley, Mark Greene, Becky Haglund-Tousey, Dennis Harrison, Jane Kenamore, Richard Pearce-Moses, Wilda Logan Willis, Executive Director Susan Fox, and Meetings Director Debra Nolan.

### **ADOPTION OF THE AGENDA**

Kenamore moved and Battle seconded adoption of the agenda as amended. PASSED.

### **ADOPTION OF THE MINUTES**

Council approved the minutes from the August 29 and September 2, 2000 meetings.

### **REPORT OF THE EXECUTIVE COMMITTEE**

Kenamore reported on the Council vote via listserv to support the resolution from the National Archives Assembly regarding the retention schedule for 2000 Census returns. Stout reported that he had not sent the Council resolution to the U.S. Archivist. Council discussed the reasons which prevented the resolution on the census from being submitted to NARA. Given evidence of a communication breakdown between NARA and SAA, Council asked Willis and Fox to see what steps might be possible to ensure smooth and consistent communication between SAA and NARA on issues open for public comment.

### **REPORT OF THE PRESIDENT**

Stout reported on his participation in the Seville, Spain meeting of the International Council on Archives. He said he had good conversations with leaders of both the ICA and the International Records Management Trust (IRMT) regarding their relationship with the World Bank, and with leaders from the Association of Records Managers and Administrators (ARMA). He particularly explored how SAA could share expertise and knowledge in partnership with IRMT. ARMA expressed interest in more interaction with SAA, especially with the possibility of holding contiguous or joint annual meetings in 2005. Since the date and location for the 2005 SAA meeting had not yet been set, Council agreed that a joint or contiguous meeting that year should be explored. His discussions with ICA centered on increased cooperation in developing and providing publications. Stout said he also attended the joint Midwest Archives Conference (MAC)/Mid-Atlantic Archives Conference (MARAC) fall meeting, which featured a session on cooperation between regionals and nationals. He said the session was well attended, brought forth good dialogue, and engendered good will on both sides.

### **REPORT OF THE VICE PRESIDENT**

Hensen said he set up an Appointments Committee, chaired by Kathleen Roe. Kris Kiesling and Bill Landis agreed to Co-Chair the 2002 Program Committee and Alden Monroe agreed to chair the 2002 Host Committee. He hoped to have all of his appointments filled by the summer Council meeting.

### **REPORT OF THE TREASURER**

Adkins directed Council to the FY2000 Auditors' report and Management Letter. The auditors recommended that SAA establish policies and procedures to identify slow-moving and obsolete inventory and then adjust the inventory reserve accordingly. Adkins said that the publications department was developing a plan to meet this recommendation. The letter also noted a small problem with association software properly tracking refunds and recommended that procedures be put in place until the problem was resolved.

Greene moved and Battle seconded acceptance of the auditors' report. PASSED

Adkins then reviewed the mid-year budget. She expected that the Society would end the fiscal year on June 30 with either a balanced budget or one slightly in the black. Council expressed concern regarding the consistently high cost of software support. Fox reported ongoing discussions with the vendor and efforts made to identify Access developers to help alleviate dependence on the vendor. Haglund-Tousey offered to provide Fox with the name of an Access expert who provided good service to Kraft Foods, Inc.

### **ARCHIVIST OF THE UNITED STATES**

Stout welcomed John Carlin to the meeting and expressed appreciation on behalf of Council for his taking time from his busy schedule to meet with the Society. Carlin discussed the new administration and the new Congress, the status of NARA's budget and his appreciation for Tom Hickerson's Congressional testimony supporting NARA budgetary requests. He also discussed the agency's new descriptive system and NARA's ongoing work with managing electronic records, including the resolution of concerns on the Census appraisal.

At the conclusion of Carlin's visit, Adkins continued the Treasurer's Report. She proposed that Council consider establishing a technology fund in order to guarantee the ability to identify and implement technological enhancements as needed. The initial monies could be allocated from the revolving, Norton, publications, and education funds.

Council discussed the pros and cons of establishing such a fund and asked Adkins to put together a more detailed proposal for the summer meeting.

## **EXECUTIVE DIRECTOR'S REPORT**

### *Education Office*

Fox said she was extremely impressed with the work of Solveig DeSutter and Patti O'Hara, SAA's job-sharing Education Directors. They joined the staff on November 1 and by mid-December had succeeded in constructing a spring schedule of workshops. They were catching on very quickly and already demonstrated diplomacy, intelligence and expertise. Hensen underscored Fox's remarks and said he too had heard from instructors in the field that they were impressed with DeSutter and O'Hara. He said SAA was fortunate to have them on board.

### *Publishing*

Fox directed Council attention to Teresa Brinati's Overview of Publishing Activities. She said that Council's decision at the 2000 winter meeting to approve an annual meeting of the Publications Board was already bearing fruit, as evidenced by the number of authors contracts issued. She also noted the increase in publications sales, which contributed significantly to the overall SAA budget. Brinati attended the ICA Conference in Seville and realized nearly double the sales to the international market than those at the SAA annual meeting.

### *Web Technology Plan*

Fox presented a web technology plan and gave high praise to Teresa Brinati and Brian Doyle for their work in researching and developing recommendations. She said the purpose of the plan was to give Council information and background on the administrative issues involved with managing the web site and its evolution, and to provide continuity for a larger decision which would need to take place further down the road. In order for the web site to become fully integrated with SAA's systems, it would be necessary to either purchase an Internet module from the current software vendor or to go to another software system entirely. Fox said she thought that technology had not yet caught up with the needs and demands of the association market and recommended that no decision on the matter take place for the near term, in order to see if technological developments would help bring about a clearer decision path.

In the meantime, the web plan outlined enhancements to the site which would better serve membership, including e-commerce and providing web space on the SAA server for unit newsletters. Willis requested that the office post the plan on the SAA website.

### *December 9 NFACE Follow-up Meeting*

Fox reported on a December 9 meeting held at SAA and organized by the principals involved with the National Forum on Archival Continuing Education (NFACE). Attendees included, Fox representing SAA, Bruce Dearstyn (NAGARA), Terry Davis (AASLH), Sandra Clark (AASLH), Peter Gottlieb (COSHR), SAA Education Directors Solveig DeSutter and Patti O'Hara, and Vicki Walch, NFACE Project Coordinator. The meeting was fruitful and resulted in nine agreements, subject to organizational board approval. They were as follows: 1) The Executive Directors of SAA, AASLH, NAGARA, and COSHR would meet again in December 2001. 2) SAA, AASLH, NAGARA, and COSHR wanted and would support a web site focusing on continuing education and would work to develop means to make it self sustaining. 3) SAA would organize a convocation of education liaisons and education officers at its next annual meeting. 4) AASLH and COSHR would take the lead in developing web-based training for the grass roots. 5) COSHR would convene representatives from those states that had developed programs for grass roots delivery to identify successful strategies and assess potential obstacles. 6) NAGARA would take the lead in developing a leadership/management institute with SAA, AASLH, and COSHR operating as willing partners. 7) SAA, AASLH, NAGARA, and COSHR all agreed on the need for additional case studies in electronic records issues. 8) COSHR would ask NHPRC to make products of its grant projects more readily available, preferably via the web. 9) The four associations

would ask NHPRC to provide a research fellowship, through its existing fellowship program, once every five years to analyze information collected through all of the existing data collection efforts and report on the status of archival records programs in the United States.

Since Fox did not have a final copy of the report to distribute at the meeting, Council agreed to review the recommendations in more depth via the Council listserv and to vote on whether or not to endorse as soon as possible thereafter. Initial response to the recommendations was favorable.

#### *2001 Editorial Vacancies*

Fox reported that both the American Archivist and Publications Editorial positions would become vacant as of 12/31/01. She said she would begin the search for editors in the spring. She expressed concern over the publication schedule of the American Archivist, noting that it was once again falling behind. She said that with the journal now issued on a semi-annual basis it was especially critical that it be timely. She planned to raise the concern with the editor and expressed hope that the production difficulties could be resolved.

#### *2005 Annual Meeting Site*

Council discussed possible annual meeting sites, and instructed Debra Nolan to investigate ARMA's 2005 site selection, Minneapolis, Kansas City, New Orleans, Austin, San Antonio and Toronto.

### **NEW BUSINESS**

#### *Tasini et al. v. The New York Times et al.*

Council considered a request from Jonathan Tasini that SAA issue an amicus brief in support of a suit appealing a grant of summary judgement dismissing their complaint against the New York Times et al. The complaint alleged that the defendants had infringed on freelance authors various copyrights by putting individual articles previously published in periodicals on electronic databases available to the public.

After a discussion of the merits of the case, Council concluded that the issues involved were tangential to archival interests and that there were aspects on both sides that could be of concern to archivists. Nothing in the case suggested a strong alignment of interests.

#### *Proposal for an SAA Student Scholarship*

Harrison presented a proposal from the Membership Committee that SAA establish a student scholarship to fund a student or recent graduate from an archival graduate program within North America to attend SAA's annual meeting.

Harrison moved that the SAA student scholarship be adopted. Pearce-Moses seconded the motion.

Under "Who's Eligible," Stout moved substitution of language stating "must be a member in good standing..." with "who are SAA members of good standing," and to delete the sentence "Applicants must be a member in good standing in one national, regional, or state archival organization (e.g., SAA, MAC, MARAC, and NAGARA)." Hensen seconded. PASSED.

Stout moved that the sentence under Purpose be changed from "This funding would include meeting registration, transportation to and from the meeting, and room and board" to read "This funding will be used to cover meeting or workshop registration, transportation to and from the meeting, and room and board up to a maximum of \$1,000." Harrison seconded. PASSED.

Battle advised that the process of administering the award be vetted through the Chicago office, the Membership Committee and the Awards Committee.

Greene moved to strike all language past the first two paragraphs and that Council endorse the principle of the proposal and reconsider the administration and procedure of the scholarship at the summer meeting. Adkins seconded. PASSED.

The motion as amended PASSED.

Greene moved that SAA contribute \$1,200 toward the student scholarship fund. Harrison seconded. PASSED.

#### *Roundtables*

Adkins moved that, at the request of the roundtable, the Women's Professional Archival Issues Roundtable name be changed to Women Archivists Roundtable. Dooley seconded. PASSED.

Kenamore moved a request from the Women's Religious Archivists Roundtable that it disband and that SAA provide a time slot for the Archivists for Congregations of Women Religious at the SAA annual meeting. Adkins seconded. PASSED, with Greene abstaining.

#### *Resolution Honoring SAA Archivist*

Greene introduced a resolution honoring Frank Cook's service to SAA as the Society's archivist. Harrison seconded. PASSED.

#### *Resolution of Appreciation for J. Frank Cook*

WHEREAS, once upon a time J. Frank Cook volunteered the University of Wisconsin-Madison Archives to gather up the scattered pieces of the SAA archives, care for them, and provide access to them; and

WHEREAS, J. Frank Cook has, over several decades, served as an exemplary steward of the SAA Archives, providing excellent reference service to myriad SAA members and others, and;

WHEREAS, J. Frank Cook retired from his position as Archivist of the University of Wisconsin-Madison in September 2000, and;

WHEREAS J. Frank Cook has recommended to SAA Council that the SAA Archives would have a more stable and secure future at another repository, and has offered to work with Council to find such a repository and effect a smooth transfer of the archives;

THEREFORE BE IT RESOLVED, that SAA Council expresses on behalf of the entire Society of American Archivists its gratitude and appreciation to J. Frank Cook for his many years as SAA Archivist.

#### *Council Exemplary Service Award*

Fox said she believed that Carroll Dendler's service to the Society had proven to be consistently of the highest caliber and that Dendler deserved special recognition for her work. It was Dendler who served as the cornerstone to Chicago office operations. She put in endless overtime, possessed exceptional loyalty to SAA and the staff, and over the years proved to be a remarkable woman with an admirable work ethic. Stout echoed Fox's sentiments, saying that during his tenure as Treasurer Dendler always demystified finances, and was superb at clarifying accounting principles. On behalf of all SAA Treasurers he seconded the commendation and moved that Dendler receive the 2001 Council Exemplary Service Award. Hensen seconded. PASSED.

#### *Preservation Section*

Connors raised issues the Preservation Section had regarding management and publicity of Preservation workshops. Council recommended to Fox that the Education Office post a message to the SAA Leadership listserv whenever workshops were in danger of being canceled, to enable interested units to encourage registrations, and when workshops were in fact canceled. Connors also raised section concern regarding timely delivery of its newsletters. Fox said that newsletter delivery was affected for a time the prior year due to software difficulties, but since then those difficulties had been identified and remedied.

#### *Student Chapters*

Dooley introduced the discussion of student chapters. Motivated by Fox's trip report to the Association of Moving Image Archivists annual meeting where a UCLA student reportedly found AMIA more receptive than SAA in establishing a chapter. Dooley said she also detected discontent at the student chapter meeting at the Pittsburgh SAA annual meeting.

Harrison said the feedback he'd received from student chapters indicated that they felt isolated from SAA as the national association, and that they felt closer to the regionals. He said student chapters also had a limited understanding of SAA and the financial constraints under which the Society operated.

After discussing the issues and recommending that Fox place the student chapter chairs on the SAA leadership listserv, Stout asked Dooley to construct a series of recommendations on how best to communicate with and manage student chapters. Council recommended that Dooley contact the Archival Educators Roundtable, SAA mentors, the Archivists and Archives of Color Roundtable, and others. The issue would be discussed on Planning Day prior to the summer Council meeting.

### **OLD BUSINESS**

#### *SAA Trademark*

Haglund-Tousey moved that Council proceed to submit Section 8 & 15 forms with the US Patent and Trademark Office to continue SAA as a trademark. Kenamore seconded. PASSED.

*Archives and Archivists Listserv Report*

Greene reported on the Archives & Archivists listserv Advisory Committee experiment in changing the reply function on the list from replying to the list as a whole to replying strictly to the sender of the original message. The Advisory Committee asked the list for comment, receiving about a dozen with a thin majority opposed. Since the list had over 3,000 subscribers this response did not seem statistically significant. The Advisory Committee recommended that the change become permanent.

*Draft Agreement with SAA and the University of Wisconsin/Milwaukee*

Fox introduced a draft deposit agreement between the University of Wisconsin/Milwaukee Golda Meir Library and the Society of American Archivists. Greene asked why it was a deposit agreement and not a donation. Archival practice, as exemplified in SAA manuals and pamphlets, supported donation over deposit.

After discussion of specific sections and terms, Stout recommended pursuing further clarification of the document. Hensen suggested Fox, Stout and Ericson work out the details.

*Selection of Three Fellows to Serve on the Committee to Select SAA Fellows.*

Council selected by ballot Bob Sink, Susan Davis and Richard Cameron to serve on the Committee to Select SAA Fellows.

*Continuing Education Grant*

Pearce-Moses reported that the technical partner to the proposed grant application to NHPRC in support of SAA developing on-line education courses withdrew, and therefore the grant was not submitted on October 1 as planned. He said he would like to pursue another technical partner or solution and get back to NHPRC or another agency for funding.

*Nominating Committee*

Willis commended the Nominating Committee for its excellent work and requested that the letter specifying expectations for serving on Council be added to the SAA website.

Adkins read the To Do list.

The meeting adjourned at 12:28 PM.