

# Council Minutes

January 5-8, 2006  
Washington, D.C.

President Richard Pearce-Moses called the meeting to order at 6:15 pm on Thursday, January 5. Present: Vice President/President-Elect Elizabeth Adkins, Treasurer Fynnette Eaton, and Council members Mark Duffy, Peter Gottlieb, Kathryn Neal, Christopher Ann Paton, Ben Primer, Carla Summers, Sheryl Williams, and Peter Wosh. Council member Aimee Felker attended a portion of the meeting on Saturday, January 7, and the entire Sunday session. Primer did not attend the Sunday session. Also present were SAA Executive Director Nancy Beaumont, Publishing Director Teresa Brinati, Education Director Solveig DeSutter, and Member and Technical Services Director Brian Doyle. Attending a portion of the meeting on Friday, January 6: Archivist of the United States Allen Weinstein and National Archives and Records Administration staff members David Brown (Special Assistant to the Archivist of the U.S.), Debra Wall (Special Assistant to the Archivist of the U.S.), and David McMillen (newly named External Affairs Liaison).

## Adoption of the Agenda

Paton presented proposed changes in the agenda, per an Executive Committee discussion on January 5. Eaton moved and Primer seconded adoption of the agenda as amended. PASSED.

## Approval of the August 2005 Minutes

Paton moved and Eaton seconded approval of the August 2005 Council meeting minutes as amended. PASSED.

## Review of the August 2005 To-Do List

Council members reviewed the items listed on the August 2005 To-Do List and provided updates on completed and incomplete items.

## II.A. Report of the Executive Committee

Paton reported on a number of items that the Executive Committee had discussed and approved on behalf of the Council since the August 2005 Council meeting:

**Memorandum of Agreement and Performance Criteria for Journal Editor:** The Executive Committee unanimously approved a three-year memorandum of agreement and performance evaluation criteria for incoming *American Archivist* Editor Mary Jo Pugh. Her term begins January 1, 2006.

**Expansion of the Scope of the Emergency Disaster Assistance (EDA) Fund:** The Executive Committee voted unanimously that the Emergency Disaster Assistance Grant Fund established by the Society of Southwest Archivists (SSA) and SAA to aid archivists in disaster recovery for their facilities and collections damaged by Hurricane Katrina be expanded to include those archivists whose facilities and collections were damaged by Hurricane Rita.

**Support for NHPRC Funding:** The Executive Committee voted to sign on to a letter drafted by the National Coalition for History in support of funding NHPRC at a level of \$7.5 million for the coming year. Eaton abstained from that vote.

**Letter to NARA Regarding Its Strategic Plan:** On October 12, SAA submitted its comments to NARA regarding the agency's draft strategic plan.

**Japan-US Friendship Project:** The Executive Committee responded in November to a request from Trudy Peterson for input regarding the structure of a project for which she is preparing a grant proposal for submission to the Japan-US Friendship Commission. The Executive Committee reaffirmed its support for the project and asked for clarification of the end product or goal that is envisioned.

**Archiving 2006 Conference:** The Executive Committee voted unanimously for SAA to sign on as a co-sponsor of Archiving 2006, a conference being organized by The Society for Imaging Science and Technology (IS&T) and scheduled for May 23-26, 2006, in Ottawa, Canada.

**Archives and Archivists Listserv Task Force Report:** The Executive Committee unanimously agreed with a recommendation put forward by the A&A Listserv Task Force (Peter Wosh, chair; Aimee Felker; Ben Primer; Brian Doyle, staff liaison) regarding options for locating a new host for the listserv, and voted to approve and promptly post the RFP seeking a volunteer host.

**Preliminary Proposal Regarding SAA – ALA Joint Hurricane Disaster Relief Bicycle Benefit Ride:** The Committee discussed and voted to support a preliminary proposal submitted by Robin Chandler, Waverly Lowell, and Joanne Kaczmarek for a benefit bicycle ride tentatively scheduled for fall of 2006. Joint sponsorship would require SAA to help publicize the event through existing web and print resources, coordinate the collection of monies using the existing Katrina Fund, participate in a joint Project Committee charged with fundraising and with supporting regional organizations in developing “day-long” benefit ride packages, assist with corporate fundraising, and participate in a final evaluation of the event as an ongoing venue for fundraising.

**College and University Archives Section Guidelines:** The Executive Committee reviewed a proposed change to the “Guidelines for College and University Archives” that had been adopted by the C&U Section in August 2005, but was unable to make a decision until several questions can be addressed by the Section.

**OpentheGovt.org Letter Regarding Hurricane Katrina Relief Documents:** The Committee decided not to endorse a letter to President Bush, drafted by OpentheGovt.org (an organization that SAA joined earlier in 2005), calling on the president to post on the Internet copies of all documents related to Katrina spending.

**Faulkner v. National Geographic Society:** After consultation with the Working Group on Intellectual Property, the Committee decided not to join with other library and archives associations in a brief in the case of Faulkner v. National Geographic Society (NGS). The brief would be in support of the position of NGS in this case. The case involves issues relating to the distribution of back issues of *National Geographic* in digital form with a searchable index. Contributors to the magazine are suing for compensation and the publisher is arguing that the digital version is effectively the same as producing a microfilm copy. Two federal circuit courts have produced contradictory rulings in such matters, and the purpose of joining a brief in the current suit would be to help reverse a decision that would not allow NGS to publish the digital version of the magazine (which it is thought might also inhibit archives and libraries from pursuing digitization projects).

## **II.B. President’s Report**

**Meeting with Archivist of the United States Allen Weinstein at the 2005 Annual Meeting:** Pearce-Moses reported that Weinstein proposed strong and ongoing collaboration between NARA and SAA (as well as other professional organizations). Pearce-Moses noted that SAA should undertake more advocacy efforts for both NHPRC and NARA’s programs as a whole. One project to watch for is a national initiative for support of local records programs.

**Disaster Relief:** Pearce-Moses was part of a disaster assessment team that toured the Mississippi Gulf Coast three weeks after Hurricane Katrina hit (September 18-20). David Carmicheal of the Georgia State Archives and Debra Hess Norris of Winterthur at the University of Delaware also served on the team. The Mississippi Department of Archives and History served as host and made arrangements for site visits in Biloxi, Gulfport, and Waveland. An initial report and a final report that established immediate and long-term goals are available on the SAA website. He was interviewed for an article in the *Christian Science Monitor*; the print version included a photograph of Carmicheal and Pearce-Moses at the Jefferson Davis Library. The team recommended that archivists focus on disaster preparedness once a year through “MayDay” exercises. The desired outcome would be to focus collective professional attention on disaster preparedness one day each year. (See Agenda Item III.A.). In other efforts:

- SAA collaborated with the Society of Southwest Archivists (SSA) to coordinate web communication regarding the impact of the hurricanes on the archives community.
- SSA and SAA established a joint disaster relief fund, initially targeted to victims of Katrina and then expanded to include victims of Rita.

Pearce-Moses suggested several other projects that SAA may wish to consider regarding disaster preparedness and recovery, including developing an online repository database, a voluntary directory of companies that offer supplies and services for disaster recovery, and participation in fundraising events.

**Executive Order 13233:** At the August 16 Council meeting, Pearce-Moses was tasked with considering a response to EO 13233 in light of John Roberts’ nomination to the Supreme Court. Because the nomination was confirmed very soon after the meeting, he took no action on this task.

**New Skills for the Digital Era Conference:** Pearce-Moses provided an update on the conference, which is intended to address what archivists need to know to succeed in the digital era. In late September, he and Allen Weinstein hosted a Steering Committee meeting that included representatives from the National Historical Publications and Records Commission, the Institute for Museum and Library Services, the Library of Congress, the National Association of Government Archives and Records Administrators, the Council of State Archivists, the Council of State Library

Administrators, and ARMA International. The group hopes to conduct a meeting of 40 or so individuals in the spring to develop a rough statement of digital archives skills. That preliminary statement can be complemented by an ARMA skills assessment survey being conducted now.

**NARA Advisory Committee on the ERA:** Pearce-Moses was asked to serve on the National Archives' Advisory Committee on the Electronic Records Archive (ACERA). The committee, which consists of approximately 20 individuals, is chaired by Robert Kahn (a developer of DAPRAnet) and includes state archivists Jerry Handfield (Washington), Bob Horton (Minnesota), and David Carmicheal (Georgia) as well as experts on technology, genealogy, records management, law, libraries, and history. Several committee members, including Pearce-Moses, attended the press conference in early September announcing that Lockheed Martin had been awarded the contract to build the ERA. The first full meeting of the committee took place in early December. The second meeting will take place in early spring 2006.

**Library of Congress/NDIIPP States Initiative:** He had participated in a meeting, called by William Lefurgy of the Library of Congress and including representatives of several states as well as NAGARA, COSA, and NARA, to discuss NDIIPP projects targeting the states. The Library of Congress is collaborating with the Center for Technology in Government (SUNY-Albany) to develop a survey to assess the degree to which states are prepared for collaborative efforts to build digital collections.

**Task Force on Sections and Roundtables:** Pearce-Moses will soon appoint a task force to address issues related to sections and roundtables, including the distinctions between the two groups, the services offered to the two groups, and the possibility of putting a cap on the number of sections and roundtables given logistical issues. At the same meeting, I was tasked with appointing a task force on Sections and Roundtables. He will complete appointments and a charge to the task force as soon as possible.

**Task Force on A&A List:** Pearce-Moses noted that he had appointed and charged a task force to consider options for hosting the Archives and Archivists Listserv. The group's immediate recommendation was to solicit a request for proposal to maintain the list. That recommendation was approved by the Executive Committee and the RFP was issued on December 9. Pearce-Moses expressed his opinion that, whereas this was a good stop-gap measure, the Council should assess the strategic value of the list and consider its future.

**Fundraising:** He reported that he had sent separate letters to all fellows and to all members to solicit an end-of-year donation to the SAA Special Funds. His appeal targeted the disaster relief fund and continuing education programs.

**Strategic Issues Leadership Summit:** Pearce-Moses noted that he is committed to bringing SAA's leaders together before the 2006 Joint Annual Meeting to strengthen networks within the organization, to develop potential leaders, and to ensure that all groups have an opportunity to discuss SAA's Council-drafted strategic issues documents. He has asked Paul Conway to chair the summit, which will be held on Wednesday, August 2, from 2:00 to 5:00 pm and will be unopposed by other SAA meetings. (See Agenda Item III.C.2. for more information.)

**Outreach:** Pearce-Moses noted that he had spoken to the SAA student chapter at Simmons College and to the Kansas City Archivists Association. And he was introduced as SAA President at the NEDCC conference on "Persistence of Memory," the Archival Research Fellows Symposium, the Association of Research Libraries Symposium on Government Documents, and the ACERA meeting.

## **II.C. Vice President's Report**

Adkins reported on several items:

**The 2006-2007 Appointments Process:** Prior to the August 2005 Annual Meeting, she had appointed Thomas Battle and John Fleckner to serve as co-chairs (and sole members) of the Appointments Committee. They had identified approximately 55 positions to be filled during her term. The form for self-nominations was posted to SAA's website on September 27 and was announced on the A&A and SAA Leadership Listservs on October 31. In addition, an article about volunteer service appeared in the January/February issue of *Archival Outlook*. The deadline for Program Committee self-nominations was December 9; the deadline for all others was set at February 24. As of December 12, 57 individuals have submitted self-nomination forms. Many of the applicants are new to the profession, making the self-nomination process a great way to involve new members. Twenty-eight applicants have expressed an interest in the Program Committee, where we will clearly have a challenge balancing diversity concerns with the need to have committee members with a track record of involvement and follow-through.

**Development Committee:** In October Pearce-Moses appointed Adkins to chair the Development Committee. A separate report on committee activities appears as Agenda Item III.B.

**International Council on Archives/CITRA Meeting:** Adkins reported on her attendance at the ICA's CITRA meeting in Abu Dhabi during the week of November 27. During the program portion of the meeting she presented a paper on "The Impact of Global Legal, Regulatory, and Societal Trends on Lifecycle Information Management." During the business meeting she represented SAA as a professional association member of ICA. Items of note from the meeting included: 1) proposed financial restructuring and/or dues increase; 2) International Archive Day; and 3) the plight of the Iraq National Archives.

**National Archives of Iraq:** The national archivist of Iraq noted in a CITRA platform presentation, and in private meetings with Adkins, ARMA International president Cheryl Pederson, and SAA representative Trudy Peterson that up to 60% of the Iraq National Archives was lost, stolen, or destroyed as a result of events since 2003, and the staff has had little or no training for the past 20 years. Some members of ICA had promised to provide some training assistance after the invasion, but none has come through. UNESCO and the British Library have provided some help, but more is needed. Adkins conferred with Pederson and Peterson to determine what might be done in the short term to provide assistance. Adkins and Pederson agreed that SAA and ARMA would work together to provide free publications and web seminars to help with staff training. (See Agenda Item III.E.)

**Japan-U.S. Friendship Commission:** Adkins reported that in the spring of 2005, Trudy Peterson was approached by a board member of the Japan-U.S. Friendship Commission (a government-funded body), suggesting that she explore the idea of an exchange of archivists between the two countries. There is interest within the historian community in a joint discussion of access philosophies in the U.S. and Japan, particularly in regard to World War II-era records. While at the CITRA meeting, Adkins met with Peterson and a Japanese contact to discuss how to construct a proposal that might be favored by the Friendship Commission and that would address the interests of the U.S. archives community. Peterson will draft a proposal for a three-day meeting in the spring of 2007.

#### **II.D. Treasurer's Report**

Eaton presented a financial review for July 1 to November 30, 2005, noting that the net gain from the 2005 Annual Meeting was nearly \$13,000 over budget, and that the Education and Publications programs and Membership are tracking well against the budget. She responded to several questions about expenses and investments.

#### **II.E. Staff Reports**

**Executive Director:** Beaumont's written report provided updates on SAA's response to hurricanes Katrina and Rita (including establishing the SAA website as a critical source of information about hurricane recovery efforts, participating in weekly conference calls with the Heritage Emergency National Task Force, working with the Society of Southwest Archivists to establish, promote, and administer the Emergency Disaster Assistance Grant Fund, and implementing a dues waiver program for archivists in affected areas); a review of recent advocacy efforts (including various actions in support of NHPRC funding, preparation and distribution of materials in support of federal tax legislation for the donation of literary papers, and drafting of "The Society of American Archivists Guide to Public Advocacy"); response to SAA's first-ever annual report, a four-page summary of activities and financial information that was mailed as an insert in the September/October 2005 issue of *Archival Outlook*; 2006 Joint Annual Meeting planning; the status of the NHPRC Tribal Archivists grant, the NHPRC Encoded Archival Description Working Group grant, and the Institute for Museum and Library Services A\*CENSUS grant; various governance activities; and SAA headquarters operations.

**Membership:** Doyle's written report provided an update on membership statistics, including the status of the program established to provide a dues waiver to members affected by Hurricanes Katrina and Rita. SAA's total membership grew by 327 (or 8.2%) from November 2004 to November 2005.

**Education:** De Sutter's written report provided an update on the status of FY06 education programs, noting that 51 programs have been scheduled year to date; four additional programs are pending negotiations with co-sponsors; the 21 programs offered thus far in FY06 have drawn 577 attendees; the one completed web seminar attracted 175 attendees from 44 sites; and she had introduced six new program topics to market and secured six new co-sponsors. Other projects in development include Pre-Conference Programs for the 2006 Joint Annual Meeting; a symposium on "Ethnographic Archives, Communities of Origin, and Intangible Cultural Heritage" on August 2 in Washington, DC; the next two courses in SAA's "Understanding Photographs" series; and several new web seminars. The Committee on Education will meet in Chicago February 24-26 to finalize the "ACE (Archival Continuing Education) Guidelines."

**Publications:** Brinati's written report provided an update on the status of SAA's publishing program, noting that, among other statistics, 5,547 units were sold between July 1 and December 16, 2005; the top 11 titles are published by SAA and account for

72% of sales; and sales are robust for the five books published by SAA during the summer (four volumes in the Archival Fundamentals Series II and Privacy and Confidentiality Perspectives). These titles and others benefited from onsite sales and/or promotions in August, September, and October at the SAA Annual Meeting in New Orleans, the Society of Rocky Mountain Archivists/ARMA Denver Chapter meeting in Denver, the British Society of Archivists conference in the U.K., the ARMA International annual meeting in Chicago, and the Midwest Archives Conference fall meeting in Bloomington, Indiana. Political Pressure and the Archival Record, a collection of 19 papers presented at an international conference in Liverpool in summer 2003, will go to press at the end of December. There are 20 other projects in the pipeline. Of those, the following are in various stages of production: *Architectural Records: Managing Design and Construction Records*; *Photographs: Archival Care and Management*; *Archives & the Public Interest* (Archival Classics Series); *Understanding Archives and Manuscripts* (Archival Fundamentals Series II); *Archival Facilities*; and *Archives and Justice: A South African Perspective*.

**Annual Meeting:** Beaumont's written report provided an update on the status of planning for the 2006 Joint Annual Meeting of NAGARA, COSA, and SAA. She noted that strong consideration is being given to offering a "deep discount" on registration fees for "early bird" members (of any of the three sponsoring organizations) that would match NAGARA and CoSA's early-bird fee (i.e., \$250). She is in constant contact with our meeting partners as planning progresses.

**Status of Association Management Software Project:** Doyle's written report provided an update on the status of review and selection of a new association management software system. The RFP was distributed electronically on October 12 to a list of 16 prospective vendors, with a response deadline of November 10. SAA received seven proposals. Following comprehensive review of the proposals by staff and a paid consultant, four proposals were advanced to the interview phase. Product demonstrations are scheduled for late January and will involve all SAA staff members and the consultant. We hope to begin implementation of a new system in the early fall of 2006. Eaton and Beaumont noted that, based on project estimates received to date, it is likely that the final cost of the project will be closer to \$125,000 than to the \$75,000 now set aside.

## **OTHER REPORTS**

### **II.F. Publications Board**

Publications Board Liaison Peter Wosh noted that Richard Cox, who has served as Publications Editor for four years, notified Publications Board Chair Dennis Meissner and the SAA office in mid-December that he intends to step down from that position, effective June 30, 2006.

## **MOTION**

**THAT a task force (comprising the Council liaison to the Publications Board, the Publications Board chair, and another member, with staff support from the Executive Director and Director of Publishing) be charged to develop recommendations for Council consideration regarding an appropriate structure to support SAA's non-serial publishing program to ensure that the program meets current and future member needs, with a report to the May 2006 Council meeting.**

**Support Statement:** SAA's publishing program has been highly successful, but its current infrastructure may not support the program's continued growth. The task force will gather input from past Publications Editors, Publications Board members, and others and prepare a cohesive and comprehensive set of recommendations for Council consideration.

Moved by Wosh, seconded by Eaton. PASSED.

### **II.G. Diversity Committee**

Pearce-Moses discussed the challenges associated with completing the appointment process for the Diversity Committee, given the resignation of Co-chairs Lynda DeLoach (who remains on the committee) and Michael Doylen (who is resigning from the committee to pursue other priorities). Council Liaison Kathi Neal suggested that the group may need firmer grounding, and Pearce-Moses agreed to review the Committee's charge with Neal and staff to ensure that there is clear direction. The Committee will be asked to provide input regarding what demographic information should be collected on SAA's membership form. Beaumont noted that the Diversity Committee is working on preparations for the "Diversity Fair" portion of the 2006 Joint Annual Meeting Info Expo.

### **II.H. Status of NCH Strategic Planning Effort**

SAA Representative Peter Wosh reported on the work to date of the National Coalition for History's Strategic Planning Task Force. While the NCH does not plan a major institutional change of direction, the current document does need updating, some reorganization, and a better clarification of goals, strategies, and tactics. A number of special-emphasis areas were discussed,

including financial viability, the need for an increased web presence, and the general legislative interests of the history and archives communities. Executive Director Bruce Craig is interested in soliciting broader input from the archival community through SAA. An initial draft of the strategic plan will be ready in early January. Wosh stressed the need for SAA to establish a stronger link with the NCH. Beaumont will ensure that Craig is invited to address the SAA Council at all future Council meetings.

### **II.I. Section/Roundtable Annual Reports**

Council members reviewed the 2004-2005 annual reports submitted by sections and roundtables, with special emphasis on those items reported under "Questions/Concerns for Council Attention." Beaumont noted that, despite several reminders to component leaders, the annual reports of six sections and 15 roundtables had not been submitted. Council liaisons were asked to follow up with their assigned groups, and also to respond to those groups that had provided questions/concerns for Council attention.

### **II.J. Other Reports from Council Members**

SSA-SAA Emergency Disaster Assistance Grant Fund: Summers (SAA's Council representative on the SSA-SAA EDA Grant Committee) and Brenda Gunn (SSA president and chair of the Grant Committee) provided a written report on the status of the fundraising and granting aspects of this project. As of November 30, a total of \$34,787 has been donated to the fund. As of December 12, the EDA Fund has disbursed funds to the following organizations: New Orleans Notarial Archives; Louisiana State Museum; Newcomb Archives at Tulane; Washington Area Museum Foundation; Tyrrell Historical Library, Beaumont, Texas; Earl Long, Library, University of New Orleans; Sisters of St. Joseph of Medaille, New Orleans; Archives of the Archdiocese of New Orleans; Archives of the Dominican Sisters, Cabra; and Sisters Servants of Mary, New Orleans.

## **III. ACTION ITEMS**

### **III.A. The "Mayday" Project: Promoting Disaster Preparedness**

#### **MOTION**

**THAT the Society of American Archivists initiate a new project, designated "Mayday," that encourages all archives and records professionals to take time once a year – on May 1 – to do three things to help ensure that they are prepared to respond to a disaster affecting their collections: 1) update contact lists with up-to-date phone numbers and email addresses; 2) conduct a drill so that staff members have experience in responding to a fire, earthquake, flood, or other disaster; and 3) survey physical facilities, supplies, and collection conditions to identify problems that must be addressed in the coming year;**

**That SAA invite professional organizations with an interest in cultural heritage to participate in this project by promoting awareness of the Mayday Project in their publications and encouraging their members to participate; and**

**That SAA promote the Mayday Project broadly in the archives community (via *Archival Outlook*, the Leadership List, the Archives and Archivists listserv, and other appropriate means) and issue press releases about the project that archivists may use as a public awareness tool.**

**Support Statement:** Protecting collections from disaster is a fundamental responsibility of the archival profession. The Mayday Project will help archivists meet this responsibility through focused awareness and peer pressure.

Moved by Adkins, seconded by Williams. PASSED.

### **DISCUSSION WITH ARCHIVIST OF THE UNITED STATES ALLEN WEINSTEIN**

Archivist of the United States Allen Weinstein attended a portion of the Council meeting on Friday, January 6. Accompanying him were National Archives and Records Administration staff members David Brown (Special Assistant to the Archivist of the U.S.), Debra Wall (Special Assistant to the Archivist of the U.S.), and David McMillen (newly named External Affairs Liaison). Weinstein provided an overview of a variety of high-priority issues within NARA, noting that the prospects for FY07 funding of NARA and NHPRC are not favorable. The discussion focused on ways in which NARA and SAA (as well as other archival organizations) might work together to strengthen awareness of archives and archivists.

### **DISCUSSION WITH DAVID MCMILLEN**

Later in the day, Council members met with David McMillen, the newly appointed External Affairs Liaison at NARA, for a brief discussion of his background and priorities. McMillen noted that he will solicit SAA's feedback on NARA's strategic directions document (for which the next step will be to develop performance measures). He indicated that a key goal is to look at how

NARA and SAA can work together more effectively where professional interests – specifically education and public outreach – overlap.

### **III.B.1. Development Committee**

Development Committee members Adkins (chair), Eaton, Primer, and Summers briefly reviewed the Committee's written report, which summarized deliberations and actions to date and included a recommended mission statement for the Special Funds (see below). Committee members will continue their deliberations via conference call on priorities for financial development and a proposed infrastructure for the Special Funds/Foundation, with a goal of providing a set of recommendations for Council consideration at the May 2006 meeting. Mark Duffy will join the Committee.

### **MOTION**

**THAT the SAA Council approve the following mission statement for SAA's 501(c)(3) Special Funds, tentatively identified as a foundation in this draft, subject to further deliberations:**

**The Society of American Archivists [Foundation] is the nation's leading source of nonprofit funding dedicated solely to the interests of archives and archivists.**

**The mission of the SAA [Foundation] is to enrich the knowledge and enhance the contributions of current and future generations by championing efforts to preserve and make accessible the evidence of human activity and records of enduring value.**

**The [Foundation] achieves this mission by funding public and professional education initiatives through programs and scholarships. Other activities include research, publications, and awards.**

**Support Statement:** A critical first step for any fundraising efforts is to have a clear statement regarding the mission of the organization for which support is being solicited. This mission statement should be separate and distinct from – but also complementary to – the parent organization's (i.e., SAA's) mission. The proposed statement is intended to be aspirational (in order to motivate participation) and broad enough to allow flexibility in the further development of the funds.

Moved by Adkins, seconded by Summers. PASSED.

### **III.B.2. Bike Benefit**

Robin Chandler (California Digital Library), Waverly Lowell (University of California, Berkeley), and Joanne Kaczmarek (University of Illinois at Urbana-Champaign) approached Pearce-Moses and Beaumont in October with a proposal for a "Bike Away the Blues" project intended to "raise money to support relief efforts to victims of the Katrina and Rita hurricane disasters focused specifically on the needs of cultural heritage organizations such as libraries, archives, and historical societies, within the affected areas of New Orleans and coastal towns along the Gulf Coast of Mississippi and Texas. Prioritizing the use of funds from this project will be determined by a joint SAA-ALA committee and it is expected final priorities will not be fully determined until completion of the benefit ride."

The proposers suggest the following financial goals: "The financial aims of the project are aggressive, with goals of raising \$1 million. The project will have several focus points for fundraising and exact dollar amounts will be dependent upon the collective success of each of these efforts. Points of fundraising focus can include the following: individual rider's efforts, state libraries' and archives' support of local benefit rides, web-based donations using online donation options, on-site donations collected at cultural heritage institutions, [and] corporate sponsorships."

The proposal had been discussed by the SAA Executive Committee, and was brought forward by that group for Council discussion. Although Council members generally were very positive about the goals of the proposed project, they were unanimous in their concern about its vast scope and whether SAA could realistically take a lead role in it at a time when other, more strategic priorities exist. Council members agreed that Pearce-Moses should discuss the Council's concerns with the proposers and suggest that SAA could consider participation only if another, larger organization is also "on board" to participate in the fundraising effort.

### **III.B.3. Dues Increase**

Council members discussed the need for consideration of a dues increase, given the fact that SAA's dues rates have not been increased since 1997. Eaton will prepare for the May 2006 meeting of the Council a discussion paper, including a draft charge for a task force to look at dues issues.

### **III.C.1. DC 2006 Schedule Overview**

Beaumont provided a draft schedule of events for the 2006 Joint Annual Meeting with NAGARA, CoSA, and SAA, pointing out that the increased complexity of the meeting, given the need to accommodate all three groups within the same timeframe as with a “standard” SAA meeting, is presenting significant challenges. She is working closely with CoSA and NAGARA staff and key leaders to ensure the best possible schedule.

### **III.C.2. Strategic Issues Leadership Summit at DC 2006**

To continue the strategic planning work that Council began in February 2005—and to continue to ensure member input into the discussion of strategic issues—Pearce-Moses proposed that a Strategic Issues Leadership Summit be convened in conjunction with the Joint Annual Meeting in Washington, DC, on Wednesday, August 3, from 2:00 to 5:00 pm. Convening of this Summit will require that most, if not all, SAA committees adjourn their meetings in sufficient time that committee leaders can attend the Summit. Council members agreed that this should be a high priority at the meeting and that they will encourage committees to adjourn in order that all may participate in the Summit. Pearce-Moses noted that Paul Conway will serve as Summit facilitator.

### **III.C.3. Electronic Records Section Issues Regarding Section/Roundtable Endorsement of Session Proposals**

Duffy summarized recent communication with Mark Conrad, chair of the Electronic Records Section, who expressed concern that a petition from the sections and roundtables regarding endorsement of session proposals had not been fully addressed by the SAA Council. Duffy reviewed the background of the petition and noted that, whereas the Council had taken action, communication about that action may have been inadequate. While the talking points addressed the Council’s decision about session endorsements, they did not address standardization of Program Committee operating procedures to ensure diversity (as was requested in the petition).

### **III.D. Student Program Subcommittee**

#### **MOTION**

**THAT the SAA Council establish a “Student Program Subcommittee” of the Annual Meeting Program Committee that is charged with overseeing, and formulating applicable policy recommendations for, graduate student paper and poster sessions;**

**That the Student Program Subcommittee report to the chair/co-chairs of the Annual Meeting Program Committee and comprise the following individuals:**

- **One member of the Program Committee, who shall serve as subcommittee chair and shall be appointed by the incoming Program Committee chair/co-chairs;**
- **One member of the Education Committee/Subcommittee on Graduate Education, appointed by the chair of the Subcommittee on Graduate Education;**
- **One member of the Archival Educators Roundtable, appointed by the roundtable chair/co-chairs;**
- **The SAA Council Student Chapter Liaison; and**
- **One speaker from the previous year’s Graduate Student Paper Session, selected by the SAA Council Student Chapter Liaison, who may also serve (if possible) as the chair for the upcoming Graduate Student Paper Session; and**

**That the Program Committee chair/co-chairs be charged to appoint a subcommittee chair and solicit appointments from the chairs of the Committee on Education/Subcommittee on Graduate Education and the Archival Educators Roundtable.**

**Support Statement:** In recent years, administration of graduate student papers and posters has been handled on an ad hoc basis, resulting in a last-minute rush to appoint a new ad hoc committee, determine procedures, and issue a call for proposals. The recommendations propose a means to formalize this process to make it more efficient and effective. The proposed subcommittee will review and select graduate student paper proposals and oversee selection and/or judging of student posters, and therefore should report to the Program Committee. The proposed representation is intended to provide various stakeholders a role in the administration of student programs at the annual meeting. Inclusion of a selected student representative is an important opportunity to encourage leadership development. In the case that the selected student representative will not be attending the upcoming annual meeting, the subcommittee will be responsible for appointing a session chair. In order to ensure that the subcommittee is appointed in a timely fashion,



this task should be made a standard part of the Program Committee's initial work. The subcommittees will have staff support to assist with logistics.

Moved by Eaton, seconded by Wosh. PASSED.

### **III.E. Donation of Materials to Iraq National Archives**

#### **MOTION**

**THAT SAA collaborate with ARMA to offer up to 25 free publications to the Iraq National Archives, and**

**That the Iraq National Archivist be invited to enroll members of his staff in any SAA web seminar free of charge for the next two years.**

**Support Statement:** During the last ten years, SAA has demonstrated an increasing leadership role in the international archives community. SAA's publications and educational offerings are widely respected around the world, and SAA publications are essential elements of training programs everywhere. By working with ARMA to provide assistance to the Iraq National Archives, SAA can make a difference in preserving an important element of the world's cultural heritage. SAA will consult with ARMA and the Iraq National Archivist in determining which publications may be of greatest interest and value.

Moved by Adkins, seconded by Eaton. PASSED.

### **III.F. Awards**

#### **III.F.1. Award Nominations**

The Society has a number of named awards, and the SAA Council often gives special awards. It is important to ensure that individuals and organizations that have made an important contribution to the profession are recognized each year. Presenting awards at the Joint Annual Meeting in DC in 2006 affords the Society the opportunity to use awards for public awareness. Council members discussed potential recipients for three key awards: the Council Exemplary Service Award, the Jameson Award, and the Distinguished Service Award. The SAA Council itself selects the awardee for the Council Exemplary Service Award; for the other awards, Council members as individuals may work on the nomination or stimulate others to prepare a nomination.

#### **III.F.2. Consolidating Awards Subcommittees**

Having recently completed the daunting task of appointing volunteers to committees, Pearce-Moses proposed the following motion.

#### **MOTION**

**THAT the SAA Vice President appoint a task force to identify awards subcommittees that might be combined to reduce the number of appointments, and make recommendations to the May 2006 SAA Council meeting regarding how such a reduction could be implemented.**

**Support Statement:** Combining some Awards subcommittees could save a significant amount of work during the appointments process.

Moved by Williams, seconded by Duffy. PASSED.

### **III.G.1. Retaining the Designation of Fellow of the Society of American Archivists**

The SAA constitution stipulates that, "A duly elected Fellow shall retain this designation so long as membership in good standing is maintained in the Society." (Section III. Membership. B. Fellows. or [www.archivists.org/governance/handbook/section1.asp](http://www.archivists.org/governance/handbook/section1.asp)) Currently there are 149 living Fellows. Staff reported that, of that number, approximately 32% - or 48 Fellows - were not in good standing as of December 27, 2005. In most cases, these individuals are long retired and their memberships have been lapsed for several years. In other cases, individuals have migrated to other fields or have allowed their membership to lapse. Because staff members are responsible for ensuring compliance with the SAA constitution, they asked for Council guidance regarding whether Fellows who are lapsed SAA members should retain their designation.

#### **MOTION**

**THAT the Fellows Steering Committee be charged to review the report on Retaining the Designation of Fellow of the Society of American Archivists (Agenda Item III.G.1. of the January 2006 Council meeting) and prepare for Council**

**consideration at its May 2006 meeting a recommendation regarding whether Fellows whose memberships lapse should retain their “Fellow” designation (per Section III. Membership. B. Fellows. in the SAA Constitution).**

**Support Statement:** The SAA Constitution stipulates that, “A duly elected Fellow shall retain this designation so long as membership in good standing is maintained in the Society.” Currently there are 149 living Fellows. Of that number, approximately 32% (48 Fellows) were not in good standing as of December 27, 2005. In most cases, these individuals are long retired and their memberships have been lapsed for several years. In other cases, individuals have migrated to other fields or have allowed their membership to lapse. The Fellows Steering Committee comprises individuals who are well informed about the Fellows designation, have experience in SAA governance matters, and who have a vested interest in the Council’s decision on this matter.

Moved by Adkins, seconded by Wosh. PASSED.

### **III.G.2. Committee on the Selection of SAA Fellows**

#### **MOTION**

**THAT Thomas Battle, Linda Henry, and Helen Samuels be elected to serve on the 2006 Committee on the Selection of SAA Fellows.**

Moved by Adkins, seconded by Wosh. PASSED.

### **III.H. Additional Action Items**

#### **III.H.1. Committee on Ethics and Professional Conduct**

At its February 2005 meeting, the SAA Council adopted the following motion: “That the Committee on Ethics and Professional Conduct develop three examples of ‘guidelines’ that might assist members in applying the principles cited in the Code of Ethics to the work done by the profession in order to assist Council in determining the need for ‘Best Practices on Professional Conduct and Institutional Responsibility,’ with a report to the Council in May 2005.” The motion carried the following support statement: “The Committee has suggested that members would benefit from guidance regarding how the Code of Ethics might apply in ‘real life.’ Because Council members do not wish to create legal issues by distributing guidelines inappropriately, they would like to see some examples of what the Committee proposes and to vet those examples through legal counsel.”

Council members reviewed “Collecting Policies and Competition for Collections,” submitted by the Committee on December 21, and asked Beaumont to solicit legal counsel’s opinion about the appropriateness of such a “guideline.”

#### **III.H.2. College and University Archives Section Guidelines**

The Executive Committee was asked to review and approve revisions to the College and University Archives Section’s Guidelines. (See Agenda Item II.A.) This request stimulated discussion of various issues, including the appropriateness of section guidelines and the extent to which Council endorsement is necessary and/or advisable. Council members agreed that the Executive Committee will follow up with the Section after ensuring that the guidelines are not inappropriately proscriptive.

#### **III.H.3. Student Chapter Application**

#### **MOTION**

**THAT Dominican University’s application to establish a Student Chapter of SAA be approved.**

**Support Statement:** The application meets all the requirements for establishment of a Student Chapter of SAA.

Moved by Eaton, seconded by Adkins. PASSED unanimously.

### **III.I. Executive Director Performance Appraisal**

Council members met in executive session to review the work of the Executive Committee and Executive Director in preparing her performance appraisal.

### **III.J. Conversation with Beaumont**

Beaumont met with the SAA Council in executive session to discuss her performance during the past year, her perspectives on SAA operations, and staff performance goals for the coming year.

**SUNDAY, JANUARY 8, 2006**

**V.A. Additional Business or Strategic Planning Items**

The Council members and staff discussed timelines for completion of work related to the strategic initiatives and developed a communication plan for the MayDay Project.

**V.B. Review of January 2006 To-Do List**

Eaton reviewed with Council members the action items stemming from the meeting.

**V.C.1. ADJOURNMENT OF SAA COUNCIL MEETING**

Eaton moved and Adkins seconded adjournment of the Council meeting. PASSED.

**V.C.2. CONVENING OF SAA SPECIAL FUNDS BOARD**

The Council members then reconvened as the board of the 501(c) (3) Special Funds to consider the following motion:

**MOTION**

**THAT funding for support of the Iraq National Archives (see Agenda Item III.E., "Donation of Materials to Iraq Archives," SAA Council Meeting, January 5-8, 2006, Washington, DC) be provided by the Margaret Cross Norton Fund.**

**Fiscal Impact:** Estimated cost for publications (at cost) and shipping equals \$920.

Moved by Eaton, seconded by Gottlieb. PASSED.

The meeting of the SAA Special Funds board was adjourned at 10:45 am.

Moved by Williams, seconded by Eaton. PASSED.

*Approved by the SAA Council on May 4, 2006.*