

Council Minutes

January 5-9, 1994

Chicago, IL

Note on meeting schedule: The SAA Council met from Wednesday morning, January 5 through mid-day Sunday, January 9. The regular meeting of Council was recessed several times in order to hold Executive Sessions to prepare for and conduct interviews of candidates for SAA Executive Director. The agenda order was altered to accommodate the interviews. However, to facilitate future reference, these minutes will generally follow the original agenda order.

Meeting schedule:

Meeting of Council: January 5 - 8:am-noon; 3:pm-5:pm

January 6 - 8:00am-3:pm

January 9 - 10:00am-12:25pm

Executive Director search meetings: January 5 - 1:pm-3:pm

January 6 - 3:pm-5:pm

January 7 - 9:00am-8:pm

January 8 - 8:30am-8:pm

January 9 - 8:00am-10:pm

The Council meeting was called to order by President Edie Hedlin at 8:am, Wednesday, January 5. Present for the entire meeting were Hedlin and Vice President Maygene Daniels, Treasurer William Maher; and Council members Karen Benedict, Luciana Duranti, Tim Ericson, Margaret Hedstrom, Mary Janzen, Randall Jimerson, Waverly Lowell, and Elizabeth Yakel. Absent on January 5 was Council member Tom Hickerson, whose arrival in Chicago was delayed because of bad weather. Also present throughout the meeting were Executive Director Anne Diffendal and SAA staff member Debbie Mills. SAA staff members Teresa Brinati and Jane Kenamore were present on the afternoon of January 5.

Amend and Approve Agenda

There were a few additions to the agenda. Duranti moved and Lowell seconded to approve the agenda as amended. PASSED.

Approve Minutes of Previous Meetings

Corrections to drafts of the meeting minutes had been received by mail and another was offered at this time. Jimerson moved and Ericson seconded to approved the minutes of the August 31 and September 4, 1993, meetings. PASSED.

Report of the Executive Committee

Jimerson reported on the consultation among the members of the Executive Committee by e-mail and telephone since the last meeting of Council concerning the issues of the SAA Executive Director search and the selection of a new Archivist of the United States.

At its meeting the previous evening, the Executive Committee discussed a number of items on this agenda for this meeting. Jimerson will summarize those discussions and any Executive Committee recommendations as Council considers these items.

Report of the President

Appointments

Hedlin reported on her appointments made or in process since the last Council meeting, including some representatives and members of Awards Subcommittees.

Task Force on SAA Coalitions

Hedlin presented the draft of a charge for a new task force. The Society has identified building effective coalitions as its first goal within the new strategic plan. Therefore, Hedlin proposed the establishment of a task force to assess the current situation,

determine the range of organizations and associations with which SAA has common ground, identify the ten most important groups from within this larger set of organizations, and articulate specific steps the Society might take in enhancing its visibility, communication, and cooperation with the targeted organizations. Council members suggested some changes in the draft document. Maher moved and Jimerson seconded the establishment of a Task Force on SAA Coalitions and the approval of the draft charge with the changes as discussed, and funding for a meeting of the group. PASSED.

Archivist of the United States

Hedlin reported on the status of the appointment of a permanent Archivist. There was discussion of the actions taken by the Executive Committee since the last meeting of Council in September. It was the sense of Council that the Executive Committee's actions had been appropriate and followed the sense of Council that had been expressed at the September meeting. In the future, however, if time allows, Hedlin will inform Council members of actions to be taken; or report to them immediately following should time not allow prior notice. Should a nomination be sent to Congress, Hedlin will consult with all members of Council in developing the formal SAA position with regard to the nominee.

Congressional Liaison Working Group

John Fleckner, the chair of this group which was appointed by past president Anne Kenney, has informed Hedlin that the demands on his time have prevented his attention to this group; and so it will not be able to complete its work in the time frame allowed. This working group will be held in abeyance until the Task Force on SAA Coalitions has been organized.

Report of the Vice President

Daniels reported on a few early appointments that she had made, notably chairs of the 1995 Program and Host Committees. She announced plans for highlight sessions at the 1995 meeting to focus on basic archival principles and on the archival perspective on the world view. She urged Council members to make suggestions for appointments so that she might incorporate newer voices but also identify areas where continuity in initiatives and projects is important.

Report of the Treasurer

FY92-93 Audits

Maher moved and Ericson seconded the adoption of the financial and compliance audits for fiscal year 1992-93. PASSED.

Current Financial Statements

Maher reviewed, for Council's information, the Society's current financial statements.

Dues Review Committee

Maher reported that the Dues Review Committee will conduct its annual review and make a recommendation to Council before the June meeting. Continuing members of the committee will be Maher, Diffendal, and former Treasurer Linda Henry. Replacing Council member Janzen will be Ericson.

Report of Executive Director

Education

Kenamore reported on the schedule of spring workshops, most to be held in conjunction with meetings of regional and state archival associations; as well as on the preconference workshops to be offered at the Annual Meeting in Indianapolis. She further reported on the courses in development, both new and substantial revisions of current offerings.

Current Grant-Funded Projects

Diffendal gave a status reports on the NHPRC-funded project to write and publish case studies with teaching notes on the introduction of new information technologies in archives; and on the Getty Grant Program support of a conference on architectural records conducted by the Canadian Centre for Architecture for which SAA is serving as the grant recipient.

Annual Giving Campaign

Diffendal gave a progress report on the current Annual Giving Campaign, which is focused on raising an endowment for the new Minority Student Award.

Publications

Brinati presented a sales report for the non-serial publications and reported that work on a descriptive standards handbook and on a revision of the basic manual on security was progressing.

Brinati presented a report from *American Archivist* editor Richard Cox on the production schedule for upcoming issues of the journal

Diffendal reported that the Society's contract with the University of Pittsburgh for the services of Cox as editor will expire on December 31, 1994. Preliminary discussions have revealed that both Cox and the university are interested in continuing the current arrangement with one change. Instead of a term of three years, a new contract would call for annual renewals with either party (SAA or the university) having the option to give notice at the time of renewal that the upcoming year would be the terminal one. Diffendal reviewed the excellent support given by the university and recommended that the contract be extended under the new terms of an annual renewal. Council will establish a process for conducting a performance review of the editor that will be linked to the annual contract renewal. Jimerson moved and Hedstrom seconded that the Society enter into such a contract with the University of Pittsburgh. PASSED.

Annual Meetings

Mills presented the final report from the 1993 Annual Meeting in New Orleans and gave a progress report on preparations for the 1994 meeting in Indianapolis.

Membership

Mills presented a plan for membership development for calendar year 1994 with the goals of recruiting 10% more new members than in 1993 and increasing the new member retention rate to 81%. She outlined a series of targeted mailings, incentives, and follow-up contacts conducted by staff and the Membership Committee.

Preservation Management Training Program

Diffendal presented a report on the current program, in the absence of Evelyn Frangakis who was conducting one of the workshops in the program.

The current grant-funded program concludes in December 1994. Participants rate the program highly; staff of the Division of Preservation and Access of NEH are interested in seeing that the program continues. A survey of the SAA membership reveals that there is interest, but it is not high enough to warrant continuing at the current level. Diffendal recommended continuing the training program by offering two additional series of workshops in cooperation with the Campbell Center for Historic Preservation Studies in Mt. Carroll, IL. SAA would be responsible for the program content, faculty, and selection of participants; the Campbell Center would administer the program and provide the site and facilities. Approval is needed from Council for a proposal to be submitted to NEH before a June 1 deadline.

General discussion centered on the program's significance and innovative purposes. Council sought assurances that SAA would have sufficient control of the content of the program. Hickerson moved and Janzen seconded that SAA join with the Campbell Center in a proposal to NEH for a continuation of the preservation management training program. PASSED.

Reports from Council Committees

Council Committee on Committees

Committee on Professional Standards

Duranti reviewed a report and the related Council discussion of June 1993. The report had recommended establishing a Committee on Ethics to review and periodically recommend revisions to the SAA Code of Ethics for Archivists and to set up programs of education and information for individuals and for institutions. Council discussion at that June meeting suggested assigning this responsibility to the existing Committee on Professional Standards. Meanwhile, the Committee has responded that assigning it such responsibilities is not practical, given its current membership and charge. After general discussion, Duranti moved and Benedict seconded that a subcommittee of Council be named to report at the June 1994 meeting, recommending how ethics issues and the promulgating and updating of the Code of Ethics can be addressed within the structure of SAA. PASSED.

Committee on Automated Records and Techniques

In response to a request from the Committee on Automated Records and Techniques that responsibility for automated techniques be removed from its charge and a report from a Council subcommittee consisting of Duranti, Hickerson, and Yakel, Council

conducted an extended discussion of the ways in which the Society could respond to members' needs with regard to new information technologies. The discussion culminated in a series of resolutions.

Yakel moved and Duranti seconded that Council thanks the members of the Committee on Automated Records and Techniques and its predecessor bodies for their commitment and outstanding contributions to the Society, particularly in the areas of education and training. PASSED.

Duranti moved and Hedstrom seconded that responsibilities within SAA for electronic records and automated techniques will be distinguished and separated. PASSED.

Hickerson moved and Hedstrom seconded that a Task Force on Electronic Records Strategies will be constituted for a period of three years to provide guidance, coordination, and leadership on electronic records issues as identified in the 1993 SAA Strategic Plan. PASSED with Benedict, Duranti, Ericson, Hedstrom, Hickerson, Janzen, Jimerson, Lowell, Maher and Yakel in favor; Daniels opposed.

Hickerson moved and Ericson seconded that the Committee on Automated Records and Techniques (CART) will be dissolved as of May 1, 1994. The Electronic Records Roundtable is urged to request reconstitution as the Electronic Records Section in order to carry out those responsibilities in the area of electronic records formerly conducted by CART, including developing training programs and educational materials, monitoring and reporting on technological developments, and coordinating various institutional, individual, and other activities as appropriate. PASSED.

Yakel moved and Hedstrom seconded that a Task Force on Automated Techniques and Activities Coordination (ATAC) be established and assigned responsibility for identifying the various aspects of automated techniques that SAA should address and for identifying and consulting with existing SAA units concerning current and planned automated techniques activities. The life span of this task force shall be one year with its members appointed by April 1, 1994. A final report, including recommendations to Council concerning ongoing mechanisms for coordination of automated techniques activities within SAA, should be submitted to Council by April 1, 1995, to be considered as Council's June 1995 meeting. PASSED.

Membership Committee

Janzen moved and Yakel seconded the adoption of a mentoring program for the Society. PASSED.

Daniels moved and Jimerson seconded the following resolution:

Whereas the new SAA mentoring program, adopted by Council at its meeting in Chicago on January 6, 1994, holds the potential to meet many needs of SAA members, enabling individuals to teach, to learn, and to advance their professional development; while, at the same time, strengthening the investment of members in their national professional association of archivists and building SAA from the ground up; therefore, SAA Council commends Leon C. Miller, chair of the SAA Membership Committee, 1992-94, for his excellent work in developing the SAA mentoring program in conjunction with the Status of Women Committee, the African American and Third World Archivists Roundtable, and the Lesbian and Gay Archives Roundtable, and thanks him for applying his creative abilities and his cooperative spirit to complete this project. PASSED.

Council Committee on Sections and Roundtables

New Roundtable

Yakel presented a petition for the establishment of a new roundtable. Reporting that the petition was in order and followed the SAA guidelines for such requests, Yakel moved and Lowell seconded the establishment of a new body to be known as the Privacy and Confidentiality Roundtable. PASSED with Benedict, Daniels, Duranti, Ericson, Hedstrom, Hickerson, Jimerson, Lowell, and Yakel in favor; Maher opposed; and Janzen absent.

Council Committee on Boards, Task Forces, and Representatives

Editorial Board

Hedstrom introduced a Working Paper on SAA's Publications Program submitted by the Editorial Board. Council discussion focused on a recommendation to establish a separate editorial board for *The American Archivist*. There was general consensus on the need for appropriately qualified and experienced members of an advisory board to assist the editor in reviewing manuscripts and setting general policy and procedures for the journal. Council was divided on whether a separate board or a subcommittee of the existing board would best achieve that goal. Consideration regarding the means of selecting the members of such a board, whether by the editor or by Council (as currently provided for in the SAA bylaws) included discussion of the need for a regular performance evaluation of the editor. The following resolutions resulted from this discussion:

Lowell moved and Maher seconded that the Executive Committee will draft procedures for an annual evaluation of the editor of *The American Archivist* and will present them to Council at the June 1994 meeting. PASSED.

Hedstrom moved and Ericson seconded that the bylaws will be amended to establish a separate editorial board for *The American Archivist* with members nominated by the editor and appointed by Council. PASSED with Benedict, Duranti, Ericson, Hedstrom, Lowell, and Yakel in favor; Daniels, Janzen, Jimerson, and Maher opposed; Hickerson abstaining.

Hedstrom moved and Yakel seconded that once the guidelines for the new *American Archivist* Editorial Board have been adopted by Council, the former Editorial Board will become the SAA Publications Board. The Council Committee on Boards, Task Forces, and Representatives will work with the new SAA Publications Board to revise the existing guidelines to reflect the separation of responsibilities for *The American Archivist* from other SAA publications. PASSED.

There was some discussion on other parts of the Working Paper with the general sense that it intertwined structure with projects. Council members will send their specific comments on the document to Hedstrom.

Standards Board

Ericson moved and Lowell seconded to accept the recommendation of the Standards Board to approve the "Guidelines for the Evaluation of Archival Institutions," noting that it was the first standard developed by SAA that has been approved under the new standards process within the Society. PASSED.

There was discussion on revised guidelines and procedures for the Standards Board. Council found them generally acceptable but in need of some re-working and noted the need for a shorter version to provide general information on the standards development process.

Ericson noted that a second draft of the Guidelines for a Master of Archival Studies is being published in the January issue of *Archival Outlook*. The comment period will be brief, and the Board expects to present a document for approval to Council at its June 1994 meeting.

Ericson reported that the revision of the ALA-SAA Joint Statement on Access to Original Research Materials is being reviewed by ALA. The Board expects to present a document for approval to Council at its June 1994 meeting.

Council Committee on Goals and Priorities

Jimerson presented a draft of revised guidelines for the SAA Committee on Goals and Priorities (CGAP) as well as an analysis of SAA unit Current Activity Reports that had been received by the reporting deadline. Jimerson reported that, when it meets in February, CGAP will be discussing these items as well as plans for the Leadership Forum at the 1994 Annual Meeting and an agenda for Council's June Planning Day.

Jimerson moved and Hedstrom seconded to allocate funds for a planning facilitator for Council's June Planning Day. PASSED with Duranti, Ericson, Hedstrom, Hickerson, Jimerson, and Yakel in favor; Daniels, Janzen, and Maher opposed; Benedict and Lowell abstaining.

Old Business

Executive Director Search

Janzen moved and Lowell seconded acceptance of a policy statement on the disposition of the records of the Executive Director Search Committee, submitted by J. Frank Cook, co-chair of that committee. PASSED.

New Business

Professional Standards Committee

Council chose SAA Fellows Larry Hackman, James O'Toole, and Kathleen Roe to serve one-year terms on the Professional Standards Committee.

New Student Chapter

Upon review of the application materials, Yakel moved and Jimerson seconded the establishment of an SAA Student Chapter at the State University of New York at Albany.

SAA Participation in ALA Accreditation Process

Diffendal presented an invitation from the ALA Office of Accreditation to participate as an allied association on information professionals to participate in ALA's new "federated" process for accrediting graduate programs in library and information studies. At this time, SAA is being asked (1) to help recruit nominees and endorse the orientation and training for a pool of external evaluators and (2) to give a preliminary commitment for long-term participation by indicating a willingness to support the process financially. Hickerson moved and Janzen seconded that SAA participate in the process, as described above, as an allied professional association. PASSED with Benedict, Daniels, Ericson, Hickerson, Janzen, Jimerson, Lowell, Maher, and Yakel in favor; Duranti and Hedstrom abstaining.

Commendation for Ostroff

Benedict moved and Jimerson seconded that Council send a Certificate of Commendation and a letter of thanks to Harriet Ostroff upon her retirement from the Library of Congress for her many and outstanding contributions to the National Union Catalog of Manuscript Collections. PASSED.

Date, Time, and Location of Next Council Meeting

Council moved the dates of its next meeting to June 2-5, 1994, in Chicago.

Archivist of the United States (continued)

Three letters from archivists, two of them SAA members, have recently been received which question the legitimacy of the process by which the SAA President, representing the Society, has been offering comment to White House Personnel Office staff regarding potential candidates for Archivist of the United States. Council reaffirmed its sense conveyed in the discussion of this subject on Wednesday, January 5, that the Executive Committee had been acting appropriately in following SAA procedures and the sense of Council expressed at its meeting in September. Hedlin presented for Council's information and review a draft of her response to the recent letters received.

Upon a motion by Ericson and second by Janzen, the meeting was adjourned at 12:25pm, Sunday, January 9.

Respectfully submitted by
Anne P. Diffendal
Executive Director

February 3, 1997