

# Council Minutes

June 14, 1996

President Brenda Banks convened the meeting at 8:30 a.m., Friday, June 14, 1996. Present besides Banks were: Vice President Nicholas Burckel, Treasurer Leon Stout, and Council members Karen Benedict, Bruce Bruemmer, Susan Davis, Timothy Ericson, Steven Hensen, Thomas Hickerson, Sharon Thibodeau, Sharron Uhler. Council member Lori Hefner was absent due to illness. Also present were incoming Council member Valerie Browne, Executive Director Susan Fox and Assistant Executive Director Debra Mills. Education Director Joan Sander participated in portions of the meeting.

## **Motion to Adopt the Agenda**

Ericson moved and Davis seconded the motion to adopt the agenda as amended. PASSED.

## **Motion to Approve the Minutes of the Previous Meeting**

Burckel moved and Davis seconded the motion to adopt the minutes as amended. PASSED.

## **Report of the Executive Committee**

Ericson reported that the Executive Committee devoted most of its meeting to discussion and review of the Council meeting agenda. The Executive Committee also discussed SAA annual personnel review.

## **Report of the President**

Banks gave a brief report on an open hearing conducted by the Moynihan Commission on Secrecy in Government. Susan Fox represented SAA at the hearing, which discussed declassification issues in U.S. government documentation.

## **Report of the Vice President**

Burckel distributed a list of recommended appointments from the Appointments Committee. He requested Council response to the proposed appointments.

## **Report of the Treasurer**

Stout reviewed FY96 income and expense as of April 30. He noted a projected net gain of approximately \$56,000, a significant improvement over FY95. Income and expense projections for FY97 were not as optimistic, however, with a projected deficit of approximately \$38,000, due to expected decrease in annual meeting revenues (decreased attendance) and a continued decline in publication sales (market saturation). On the other hand, FY98 was expected to bring an upturn in annual meeting revenues due to projected high attendance for the Chicago annual meeting.

Stout said he would be recommending that Council approve a FY97 budget which would pre-pay expenses in FY96 in order to cover the expected deficit. He said he would also be recommending that the Society make an approximate \$16,000 contribution to the reserve fund, thereby increasing reserves to approximately 3.5 months of operating expenses.

After summarizing the principles of accrual accounting, Stout reviewed the proposed FY97 budget. He concluded by introducing a Special Fund Definition form which would clearly identify the purpose, scope, and restrictions on SAA special fund accounts.

Stout concluded a review of a proposal to upgrade of SAA's E-mail capacity and to administer the Web Page from Chicago rather than from the SAA student chapter in Austin, Texas. He said this upgrade and web page capacity would cost the society approximately \$12,000 to implement.

Burckel requested that Stout and Fox work together to produce a five-year budget projection of SAA's technological needs. They agreed to do so.

Stout then moved that Council allocate a transfer of up to \$12,000 from the Education, Equipment, and Norton Funds to accommodate the cost of upgrading E-mail and the Web Page in the Chicago office. Ericson seconded. PASSED.

## **Report of the Executive Director**

Education Office

Fox reported that in May the search for a new education director concluded with the hiring of Joan Sander. She said Sander has a strong professional background in continuing education and would bring great talent to the position. She noted that Sander would be joining the Council meeting later in the afternoon and would give a brief report on her goals for the program.

Fox gave brief updates on the NHPRC Case Study, Descriptive Curricula and Council of Library Resources SGML grants, saying all were proceeding well.

### **Publications**

Fox gave a brief report on non-serial publications. She said that the Library of Congress had approached SAA to publish APPM in a CD-ROM compilation. The LC also wanted to make APPM available free through its web site, however, which raised some concern. She said that if inclusion of APPM on CD-ROM also resulted in Web publication, she would have to rethink the agreement. Hickerson cautioned that she should not dismiss electronic web publishing out of hand, but should consider offering SAA publications for a significant licensing fee. She agreed that this venue of publication could be both productive and lucrative, and one that she would explore with great interest. In this particular case, however, LC was reluctant to offer more than nominal compensation.

### **Membership/Annual Meeting**

Thibodeau moved and Ericson seconded the motion to accept Debra Mills recommendation that SAA hold the 2000 annual meeting in Denver. PASSED.

Mills reported a downward trend in membership figures. Council requested that Mills investigate allied associations to see if they are experiencing similar trends.

Mills requested that Council relay their gratitude to Dennis Harrison for organizing the newly created Key Contacts Program. She said this program will create a grassroots approach to recruitment by having members in each state welcome new and renewing members into the Society. Davis asked that Council receive a list of the key contacts in order to be supportive of members participating in the program in their home states.

Stout asked Mills what she would do if a higher membership development budget were possible. She said her top priority would be to conduct a membership survey to gather demographics on SAA membership and to learn more about their needs. She said this would enable SAA to become a more responsive professional association and enable the Society to gear services toward specified needs.

In concluding, Mills said that she expected to publish a new membership application soon, as she expected to have results from the salary survey by February 1997.

### **New SAA Logo**

Fox introduced a suggested new logo for the Society. Burckel said he thought it would be important to solicit from membership the idea that we are in the process of developing a new image, invite response on the elements members would like to see suggested (dynamism, movement, etc.), report back to membership the comments received, and then offer two suggested options.

Davis noted that the Society doesn't ask the membership to become involved with making significant decisions such as where to hold annual meetings. She said she didn't think a new logo should be put to membership vote.

Banks said that the process Burckel suggested was not intended to be a membership vote per se but a way of eliciting consensus to change.

### **Proposed Policies**

Fox introduced three proposed policies for Council consideration and approval. The Annual Meeting Taping Policy explained criteria for which sessions would be taped and placed responsibility for making the decision with the executive director in consultation with the Program Committee. A Liquor Liability Policy prohibited consumption of alcoholic beverages at SAA group functions unless provided by a contracted facility or caterer with liquor liability insurance. And a revised Fundraising Policy clarifying the need to obtain Executive Committee authorization before engaging in fundraising activities.

Stout moved and Bruemmer seconded the motion to approve the policies as amended. PASSED.

### **Council Committee on Committees**

Benedict introduced a report and recommendation to Council from the Public Information Committee (PIC). The report outlined PIC's experience with PROFNET, an on-line service linking journalists with knowledgeable sources. PIC described the results of a 30-day trial with the service and recommended that SAA continue the subscription with criteria for responding to inquiries developed by the committee in conjunction with the Executive Director.

Benedict moved and Bruemmer seconded the motion that the Public Information Committee retain membership in PROFNET, an on-line public relations wire, on a trial basis for one year. PASSED.

Hensen reported that the Committee on Education and Professional Development completed its draft Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs, which are now under review by the Standards Board.

Hensen further reported that the Committee on Archival Information Exchange had a very full agenda and was working hard to accommodate all the demands placed upon it.

### **Committee on Sections and Roundtables**

Hickerson gave a brief report summarizing ongoing activities, noting that this was a particularly quiet period.

### **Committee on Task Forces, Board and Representatives**

#### **Task Force on Organizational Effectiveness**

Davis described TFOE's progress to date and the involvement of the Committee on Goals and Priorities. She said, however, that discussions had taken place predominantly through E-Mail and that the task force would hold a face-to-face meeting immediately following Council. She described the discussions of the two task force subcommittees, one on redrafting the constitution and by-laws and one on redrafting unit definitions. Council reviewed and commented on the guidelines to inform TFOE discussion.

Council recessed at 12:00 p.m. and reconvened at 1:25 p.m. at which time it resumed discussion of the TFOE documents.

Bruemmer presented an update on the Task Force on the *American Archivist*, which he said was proceeding well via E-Mail and would convene a face-to-face meeting in late July. Burckel noted the need for specificity from the task force when making recommendations for how to improve the journal.

Ericson reported that the Standards Board approved the Art and Architecture Thesaurus (AAT) as a descriptive standard for the profession. He moved and Burckel seconded the motion that Council adopt the AAT.

Hickerson said he saw a need to specify the employment of the AAT, i.e. in what manner. His sense was that to be able to use the guideline an archivist would need to have some sense of what the guideline is for, where it is to be employed to be a viable entity.

Davis offered an amendment to base Council approval contingent upon the development by the Standards Board of a preamble clarifying the application of the guidelines. PASSED.

Bruemmer introduced a Publications Board resolution requesting that membership be increased from six to nine members in order to accommodate its portfolio system of operation.

He then moved to change the size of the Publications Board from six to nine members, to change the annual appointments to the Board from two to three, and to direct the Executive Director to alter the Board's guidelines accordingly. Ericson seconded. PASSED.

Bruemmer then moved and Stout seconded the motion to reappoint Larry McCrank and Vicki Walch to another term on the *American Archivist* Editorial Board. PASSED.

Benedict reported on progress to date for the Task Force on Intellectual Property Strategies and said the group would meet to develop an SAA position paper in early August.

Bruemmer commended the Joint SAA-ARMA Committee for their active work promoting collaboration between the two organizations. He asked Mills to explore the possibility of holding a joint annual meeting.

### **Report from other Organizations**

Fox gave a brief report on activities within the Coalition for Networked Information (CNI) and the National Initiative for a Networked Cultural Heritage (NINCH).

Burckel reported on his efforts to obtain a meeting with Elizabeth Martinez, Executive Director of the American Library Association (ALA). He said that he was concerned that issues of archivists and SAA members are also issues that ALA is dealing with, such as monitoring legislation. He thought SAA ought to consider a strategic alliance with ALA, especially with its Washington office. He said he envisioned a scenario where some of the Washington office services could be provided to SAA on a coalition or contractual basis with ALA. We need to promote our point of view in concert with other organizations in order to make it more effective.

Fox reported on her contact with Phyllis Franklin, Executive Director of the Modern Language Association (MLA) expressing SAA's desire to participate in discussions regarding their task force on the significance of primary records. Franklin was open to SAA's participation and said the task force would be meeting during the American Council of Learned Society annual meeting and she would get back to Fox soon thereafter.

Fox presented to Council a letter from the Music Library Association (MLA) requesting that they be allowed to appoint a representative to SAA. Fox noted that the MLA also recognizes the value of acting in coalitions and support their effort to increase communication between the two organizations.

Fox also recommended that SAA join the American Society of Association Executives (ASAE) Association Alliance, which is taking on the cause of protecting associations from undue regulation by Congress. A number of bills unfavorable to nonprofits had been introduced in Congress and the Alliance was providing an effective voice for associations.

### **Old Business**

Fox reported on the status of the declassification position paper originally under development with Priscilla McMillan. McMillan graciously developed preliminary drafts of the paper, but had to decline further involvement due to the demands of a book in progress. Fox said she would pursue alternative volunteers to help develop the paper.

### **Review of Unit Requests and Adoption of the FY97 Budget**

Ericson recommended that the Society allocate a fixed amount of funds to support SAA representation activities, then send all representatives a letter notifying them that reimbursement will not follow until the Chicago office and the Council liaison receives a report. Ericson said he would draft procedures.

Hickerson moved and Stout seconded the motion that FOX go back to units with requests for directory funding to further clarify their needs and to authorized the Executive Committee to make the final decision. PASSED.

Hensen moved and Burckel seconded the motion to approve the FY97 budget. PASSED.

Hickerson moved and Uhler seconded the motion to raise the amount of the minority student award to \$750 with discretion of how the award will be used left to the authority of the Archivists and Archives of Color Roundtable.

Council elected by lot Sharon Thibodeau and Steven Hensen to serve on the Nominating Committee.

Stout reviewed the To Do list.

Ericson moved and Stout seconded the motion to adjourn at 4:20 pm. PASSED.