

# Council Minutes

Friday, June 2, 1995

President Maygene Daniels convened the meeting at 11:20 a.m., Friday, June 2, 1995. Present besides Daniels were: Vice President Brenda Banks, Treasurer Leon Stout, and Council members Karen Benedict, Susan Davis, Luciana Duranti, Timothy Ericson, Margaret Hedstrom, Steven Hensen, Thomas Hickerson, Sharon Thibodeau, and Elizabeth Yakel. Present as observers were incoming Vice President Nicholas Burckel and incoming Council Member Bruce Bruemmer. Also present were Executive Director Susan Fox and Meetings/Member Services Director Debra Mills.

## Amend and Approve the Agenda

Lee Stout moved and Tim Ericson seconded approval of the agenda as amended. PASSED.

## Approve Minutes of the Previous Meeting

Tim Ericson moved and Beth Yakel seconded approval of the January 20-22, 1995 minutes as amended. PASSED.

## COUNCIL REPORTS

### Report of the Executive Committee

Beth Yakel reported on Executive Committee discussions of the prior evening which focused on budget, personnel, and agenda management issues.

### Report of the President

Daniels reported the new Ethics Committee was operational and expressed gratitude for Brenda Banks' good work in helping to make it so.

### Report of the Vice President

Banks reported that making appointments is an arduous process and that she would have recommendations regarding a new process for Council in September. She distributed a list of appointments made to the Ethics, Program, and Host Committees and gave an analysis of their constitution and make-up.

### Report of the Treasurer

Stout reported on the FY95 budget, noting that SAA will end the year with a projected surplus of approximately \$20,000. He gave an analysis of revenue figures, noting a slight decrease in individual membership due to the October 1994 dues increase. He also noted a slight increase in institutional membership. He gave a brief overview of SAA investment funds. He recommended investing the FY95 surplus in the depreciation write off of Chicago office computer equipment.

He noted that the FY96 figures as presented resulted in a balanced budget, but cautioned the budget does not allow for any contribution to the Society's operating reserve fund. He said that Council should be concerned about the Society's inability to meet these contribution levels and be aware of the impact this could have on the Society's future.

Stout moved and Hensen seconded the motion that in the event of a budget surplus the surplus amount be applied to depreciation of existing computer equipment for FY95. Hedstrom offered the amendment "not to exceed \$25,000." PASSED.

### Report of the Executive Director

Fox gave an update on the search for a new editor for *The American Archivist*. She expressed optimism about the quality of the applicant pool.

She referred to reports from Teresa Brinati, Managing Editor, which described the *American Archivist* schedule. The schedule indicated five issues in concurrent production, up to and including the Winter 1995 issue at which point the new editor will assume responsibility for the Spring 1996 issue.

Brinati also included a report on publications sales by volume. Fox noted that publication sales continue on a downward trend.

Mills presented a brief update on a revised membership marketing plan and requested Council comment and review.

Fox referred to a copy of the interim report on the NHPRC grant for SAA Case Studies in the Archival Administration of Automated Records and Techniques. She said the Case Study Editorial Board selected ten strong topics for development. Due to the excellent response from case developers, she expected the Editorial Board to recommend that SAA request a continuation of the grant in June 1996. The continuation would enable SAA to develop additional case studies in areas not initially addressed.

Fox referred Council to the Education Officer's report, which described progress on the NHPRC grant to develop an archival descriptive standards curriculum. She said Jane Kenamore was in the process of recruiting and selecting course developers and reviewers for workshops outlined in the grant.

Fox introduced a letter from William Joyce who expressed his regret that he was unable to continue work as editor of the *Archives Encyclopedia*. Council made note that the project would need to be reauthorized if it were to be reinstated.

Fox concluded her report by referring to memos from Teresa Brinati and Debra Mills describing materials sent to the SAA student chapter at the University of Texas at Austin for inclusion in the new SAA World Wide Web Home Page.

## **Reports of Council Committees**

### **Council Committee on Committees**

Duranti said the Council Committee on Committees had no report at that time.

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

Hickerson discussed a proposal by the Preservation Section to hold a steering committee meeting during the Presidential Banquet. He noted that while there does not appear to be any clear policy, SAA should have "no conflict zones" in the annual meeting programs, such as the Presidential Banquet, the Business Meeting, and major receptions.

Hickerson said the Electronic Records Section held a mid-year meeting, with minimal attendance. He invited Mills to give a brief update on the Electronic Records and Visual Materials Sections activities planned for the annual meeting, which included a Digital Vendor Special Focus Open House.

Yakel noted that the budget proposal for the Archivists and Archives of Color Roundtable included a line item to produce a directory. She recommended that Council develop a policy clarifying directories and support received to produce them. Hedstrom recommended the issue be referred to the newly formed Publications Board.

### **Council Committee on Task Forces, Boards, and Representatives**

Hedstrom reported on the SAA-ARMA Joint Committee meeting and her inability to obtain minutes or a report from the SAA representative. She said the lack of communication reflected a broader problem with representatives. She said no Council member had heard from nor could obtain information from any Society representative. While SAA allocated a considerable amount of funds for representatives, their role did not seem to be accomplishing their original intention.

## **REPORTS FROM OTHER ORGANIZATIONS**

### **National Historical Publications and Records Commission**

Hedstrom recapped John Fleckner's report to NHPRC commenting on its long range plan.

Banks requested Council to consider extending John Fleckner's term as SAA representative to NHPRC by one year as a means of ensuring continuity in the position. Stout moved, Ericson seconded. PASSED.

Banks gave an update on the NHPRC Executive Director search, which had been reopened.

### **National Task Force on Emergency Response**

Daniels summarized activities of the National Task Force for Emergency Response and the National Institute for the Conservation of Cultural Property Task Force, initiated in collaboration with the Getty Trust Conservation Institute. She said the task force was active with FEMA to highlight the need for attention to cultural properties in the event of disaster and were eager to work with and involve the archival community in their efforts.

## **SAA ORGANIZATION AND EFFECTIVENESS**

### **Member Salary and Demographic Survey**

Mills gave a report on several survey research firms investigated at Council's request and presented three options. She responded to questions regarding the structure, content, and intended audience for the survey. Council then engaged in a discussion of the purpose of a survey and the possibility of conducting one in conjunction with a regional archival associations.

Daniels summarized the discussion by stating that Council would need to develop a clear statement of purpose for the survey and reach a decision about how broad it should be, with possible collaboration with the regionals.

Hickerson requested that Mills explore the option of coproducing a survey with a regional and report back to Council in January.

### **Report from the Council Ad Hoc Committee on Organizational Effectiveness**

Hedstrom described a strategy for establishing a task force on organizational effectiveness, charged to revise the constitution and by-laws, define roles, responsibilities, accountability, and relationships with SAA units, taking into consideration the report of the Task Force on Sections and Roundtables, and integrating it into the larger view of organizational structure.

### **Awards Committee**

Benedict gave an update of Awards Committee activities.

### **Public Information Committee**

Benedict reported on the midyear meeting of the Public Information Committee. Bruemmer spoke to the change in the mission of the committee as outlined in its report to Council. The major change, he said, was that the committee's "client" was now the Executive Director, Council, as well as archivists in general. He said the PIC provided the infrastructure to enable those clients to perform public relations duties for the Society. He identified prime needs as an SAA media contact list, an SAA press kit, and the formation of either a speakers' bureau or local advocacy groups.

### **Assessment of Technology Use in the SAA Office**

Fox presented a report from Ron Wielage, Director of Automated Operations, with recommendations for upgrading the Chicago office computer system.

Stout moved and Banks seconded the motion that SAA use \$10,000 from the Equipment Reserve Fund and \$15,000 from the Margaret Cross Norton Fund toward an equipment upgrade in the Chicago office. PASSED.

The sense of Council was that the equipment upgrade should receive high priority and instructed the Treasurer and Executive Director to give it such.

### **Selection of an Executive Committee Member**

Ericson presented a rationale for selecting the Council representative to the Executive Committee and the two Council representatives to the Nominating Committee in June instead of September. He suggested this would result in a smoother transition in the fall and that this would be a better way of dividing responsibilities among the three senior members of Council.

Ericson moved and Hensen seconded the motion that Council select its representative to the Executive Committee in June instead of September. PASSED, with Thibodeau opposed and Hedstrom, Hickerson and Yakel abstaining.

### **American Archivist Editorial Board**

Hedstrom said that because Richard Cox was resigning as editor on December 31, he asked that he not be required to nominate new people to the American Archivist Editorial Board and that the board serve their terms through the selection of a new editor.

Hedstrom moved and Stout seconded the motion that Council endorse the recommendation of the current editor to extend the terms of all members of the Editorial Board for one more year. PASSED.

The meeting adjourned at 5:40 p.m and reconvened at 8:35 a.m. on Saturday, June 3.

## **POLICIES AFFECTING SAA UNITS**

### **Definitions and Registration Process for Discussion Lists**

Hickerson presented the document accepted at the January 1995 Council meeting and described incorporated revisions.

Stout moved and Hensen seconded acceptance of the guidelines with amendments as offered. PASSED.

### **Committee on Goals and Priorities**

Ericson summarized CGAP's plans to revise SAA Unit Report Forms and CGAP's role in providing information from these reports to Council. He said CGAP discussed what kinds of reporting would be necessary, the different kinds of units in SAA, and the information needed from them. The end result would be a simplified reporting process more clearly focussed on specific information needed from each unit.

### **Publications Board Guidelines**

Hedstrom gave background to the three year process of rationalizing the publications process. She said the proposed guidelines unite a series of issues into one consolidated approach with clearly defined responsibilities among actors. She cautioned that SAA will need to be aggressive in communicating the guidelines to all units because many were producing publications which should be incorporated into the new process.

Ericson moved and Yakel seconded endorsement of the Publications Board guidelines incorporating editorial changes and that Council thank the Board for its good work. PASSED.

### **Standards Board Guidelines**

Ericson presented background on the Standards Board guidelines and said he was pleased to report that they were nearly finished.

Ericson moved and Duranti seconded the motion that Council approve the Standards Board guidelines subject to minor editorial amendments and thank the Board for its good work. PASSED.

## **ANNUAL MEETING ISSUES AND REPORTS**

### **Task Force on the Annual Meeting**

Yakel questioned the timing of establishing a task force on the annual meeting, given the task force to reorganize the Constitution and By-laws may result in a different SAA structure, including the annual meeting.

After Council discussion, Daniels summarized that the Chicago office should resolve annual meeting timing and fiscal issues, and that the other annual meeting issues were not at this time of pressing concern. She said other aspects would be better addressed in a more timely manner once Council developed a clearer picture of the larger organizational structure issues.

### **Report on Cost Comparison of Labor Day and Other Meeting Dates**

Mills summarized research indicating that if the Society met other than late August costs will run as much as 30% higher. The only alternative dates cost effective for SAA would fall on major holidays, such as Thanksgiving, Christmas, and New Year's.

### **Date and Location for 1999**

Mills described site visits to three cities willing to host the 1999 SAA annual meeting, Cleveland, Kansas City, and Pittsburgh. She recommended the 1999 annual meeting be held in Pittsburgh.

Davis moved and Stout seconded Council accept the recommendation that the 1999 annual meeting be held in Pittsburgh. PASSED.

Hedstrom moved and Ericson seconded that the 1999 meeting be held August 22 through August 30, 1999, provided Mills was able to negotiate a reasonable rate. PASSED.

Hickerson moved and Yakel seconded the preference that the 1997 annual meeting dates be moved to August 23 through August 31, if those dates were available for comparable or lesser cost. PASSED.

### **1995 Annual Meeting**

Hedstrom outlined plans for the Leadership Forum as developed by the Committee on Goals and Priorities.

Daniels gave an update on plans for International Day on Saturday, September 2, noting that archivists from over 20 countries will in attendance.

Daniels reported that Yvonne Bos-Rops, Chair of the ICA Section on Professional Associations (SPA), would give a brief report on the Section's activities at the next Council meeting on August 29.

## **EDUCATION ISSUES**

## **Education Office Advisory Board**

Davis presented the Education Office Advisory Board (EOAB) vision statement. Council commended the document as excellent and well-conceived.

Following general discussion, Hensen inquired how EOAB fit into the broader structure of the Society, especially in relation to the Committee on Education and Professional Development. He questioned the existence of EOAB as a separate body from CEPD.

Davis said she saw EOAB as a body with limited tenure and viability and recommended EOAB be informed that, while it will retain its advisory functionality, it would eventually consolidate into CEPD. She summarized the discussion as agreement to assign EOAB exclusive focus on the milestone section of the vision statement, giving the remainder of the document to CEPD for further refinement and discussion.

Ericson noted the need to instruct CEPD to first continue focus on completing the continuing education guidelines before taking up the vision statement.

## **NEW TECHNOLOGY ISSUES AND POLICY DEVELOPMENT**

### **Task Force on Electronic Records Strategies**

Hedstrom presented the final report of the Task Force on Electronic Records Strategies. She said the report addressed the need for SAA to become more effective, more flexible, more responsive to change, more attuned to the external environment and more engaged in activities outside its normal purview.

She said there would be a session at the annual meeting to discuss the document. She stressed the need for SAA to maintain a focused effort on reaching out and communicating electronic record strategies to a very large audience.

Stout said the challenge to the Society over the next two years would be to develop an in-house group to provide expertise when SAA communicates with other parties concerned with archives and the new electronic environment.

Hickerson said he saw a need to incorporate the report into a new way of thinking and acting. He said the report was not a blueprint of what to do but of how to think. He said SAA needed greater flexibility, especially because sometimes the pressure to act would be critical. However SAA assigned its resources and attention, the Society had to be prepared to act and invest as expeditiously as possible.

Council directed Fox to distribute the final report to the leadership mailing and, with a cover letter from Banks, to the Program Committee, Education Office Advisory Board, the Public Information Committee, Publications Board, and others.

Banks moved and Yakel seconded acceptance of the final report from the Electronic Records Task Force. PASSED.

### **National Information Infrastructure Blue Ribbon Panel**

Hickerson presented the final report from the NII Blue Ribbon Panel. He said the document was intended not to educate archivists but to inform those outside the profession. He said the document identified the most critical issues in a way that would enable the public to best understand their importance.

After general discussion Council indicated approval of the document and asked Hickerson to incorporate revisions for vote on June 4. When taken up on June 4, Davis moved and Banks seconded the motion that the document be adopted as amended. PASSED.

### **National Institute of Standards and Technology Data Standard**

Daniels reported on the Electronic Records Section response to the NIST intent to develop a Federal Information Processing Standard (FIPS). She said the section engaged in communication with the larger electronic records community and, through that process, accomplished half of what the product itself was set to accomplish. It was an extremely effective effort.

### **Automated Techniques and Activities Coordination Task Force**

Davis reported that Paul Conway said he could not fulfill the work of the task force. Since June 1 was the deadline for a final report from the task force Davis recommended, and Council accepted, that the task force be discontinued.

## **INTERNATIONAL ISSUES**

## **International Council on Archives**

Hedstrom relayed a report from Larry Hackman regarding the ICA Section on Professional Archival Associations, which expressed concern over communication issues with SAA. Hedstrom suggested SAA institute a forum of United States ICA representatives at annual meetings to share information on their work.

## **LEADERSHIP AND COALITION ISSUES**

### **Task Force on Coalitions**

Ericson gave a brief report on the status of the Task Force on Coalitions, which will produce a final report for the August Council meeting.

### **Archivist of the United States**

Yakel outlined executive committee recommendations regarding steps toward communicating with Gov. John Carlin, newly confirmed Archivist of the U.S.

After discussion, Ericson moved and Stout seconded Council approval to take the following steps: 1) Fox would write Gov. Carlin with an offer to join SAA and to speak at the annual meeting; 2) Daniels would write to Gov. Carlin addressing the importance of issues such as electronic records, funding for NHPRC, ICA/international relations, the Presidential Records Act, declassification of documents, and education for the profession; 3) Daniels write to Senators Glenn and Roth thanking them for their work on the nomination; 4) Fox write to media thanking them for their time and attention to the nomination; 5) Fox publish Susan Davis' Senate testimony in *Archival Outlook*. PASSED.

### **Removal of State Archivists**

Ericson distributed a draft letter to William Galvin, Massachusetts Secretary of State, regarding the removal of the Massachusetts state archivist. Since the issues and concerns in the Massachusetts case were similar to those associated with the Archivist of the United States nomination, Ericson said that the letter was based on the NAGARA/SAA Joint Statement on Selection Criteria for Archivist of the United States.

Yakel moved and Banks seconded the adoption of Ericson's letter to Galvin as a statement of policy regarding qualifications of archival leaders. PASSED.

### **Congressional Relations Task Force**

Davis conveyed the Congressional Relations Task Force report. After discussion, Hedstrom moved and Stout seconded the motion that Council thank the task force for its work and refer the report to the Committee on Organizational Effectiveness, and that the recommendations be reviewed in conjunction with broader questions of organizational structure within the Society. PASSED.

### **ARMA-SAA Joint Committee**

Hedstrom gave an update on Committee activities.

### **AHA-OAH-SAA Joint Committee**

Hedstrom gave an update on Committee activities. Fox noted that the group had engaged in discussions about eventually restructuring the Committee to better serve the needs of the three associations. Fox said she would have more information available for Council after the fall Joint Committee meeting.

### **Coalition for Networked Information**

Fox distributed background materials on the Coalition for Networked Information (CNI) and recommended the Society join. The issue was addressed in the FY96 budget discussion, at which time Council adopted funding for CNI dues.

### **National Initiative for a Networked Cultural Heritage**

Fox distributed background materials on the National Initiative for a Cultural Heritage (NINCH) and recommended the Society join. The issue was addressed in the FY96 budget discussion, at which time Council adopted funding for NINCH dues.

## **COUNCIL ORGANIZATION**

### **Guidelines for Conducting Council Business via Email**

Duranti presented draft Guidelines for Conducting Council Business via Email. After extended discussion, Council agreed that guidelines needed to be adopted and to return to the issue on June 4. The meeting adjourned and reconvened at 8:00 a.m.

Continuing the discussion from the previous day, Davis moved and Duranti seconded the motion to adopt an Interim Protocol for Conducting SAA Business Between Meetings and to review the protocol's efficacy in June 1996. PASSED.

### **COUNCIL ORGANIZATION**

#### **Council Liaison to Student Chapters**

Yakel moved and Hickerson seconded the motion that Tim Ericson be appointed Council Liaison to student chapters.

#### **Council Committee Assignments**

Banks reported the appointments of Bruemmer to the Council Subcommittee on Task Forces, Boards, and Representatives; Uhler to the Council Subcommittee on Committees; and Hefner to the Council Subcommittee on Sections and Roundtables.

#### **Selection of Council Representative to the Executive Committee**

Council elected Tim Ericson to serve on the Executive Committee.

#### **Selection of Council Representative to the Nominating Committee**

Davis moved and Hedstrom seconded the motion that Hickerson and Benedict be appointed to the nominating committee. PASSED.

### **APPROVAL OF FY96 BUDGET**

Stout presented the FY96 Budget. After Council discussion and review Yakel moved and Ericson seconded the motion to approve the FY96 Budget as amended. PASSED.

#### **Charge for the Task Force on Organizational Effectiveness**

Hensen moved and Stout seconded adopting the charge for the Task Force on Organizational Effectiveness as amended. PASSED.

### **ADJOURNMENT**

At 11:30 a.m. Ericson moved and Stout seconded the meet be adjourned. PASSED.