

# Council Minutes

June 8-9, 1997

## June 8, 1997

President Nicholas Burckel called the meeting to order at 8:10 a.m., Sunday, June 9, 1997. Present besides Burckel were: Vice President William Maher, Treasurer Leon Stout, and Council members Valerie Browne, Bruce Bruemmer, Susan Davis, Anne Gilliland-Swetland, Lori Hefner, Steven Hensen, Peter Hirtle, Sharon Gibbs Thibodeau, Sharron Uhler. Also present were incoming Treasurer Robert Sink, incoming Council member Fynnette Eaton, Executive Director Susan Fox and Meetings Consultant Debra Mills. Archivist of the U.S. John Carlin and Deputy Archivist Lewis Bellardo participated via conference call on June 10.

### Motion to Adopt the Agenda

Bruemmer moved and Browne seconded the motion to adopt the agenda. PASSED.

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

Stout moved and Gilliland-Swetland seconded the motion to approve the minutes of January 24-26, 1997 meeting as amended. PASSED.

### Report of the Executive Committee

Davis reviewed the Council meeting agenda as discussed in the Executive Committee.

### Report of the President

Burckel distributed information regarding Congressional legislation to extend the JFK Assassination Review Board for another year. He reported on the NHPRC executive committee meeting and the Commission's strategic plan. He said the Commission will establish a blue ribbon committee to examine how to bring the Founding Father papers to closure and to obtain means for private funding. He recommended that Maher have Anne Kenney, SAA representative to the Commission, provide a written report of the

NHPRC executive committee meeting in order to help SAA to continue to monitor the issue.

### Report of the Vice President

Maher reported on appointments to date and noted that all of the 1998 Program and Host Committee appointments were complete.

He said Frank Cook agreed to help facilitate the process of introducing constitution and bylaws changes to the membership at the business meeting.

### Report of the Treasurer

Stout presented the FY97 projected final budget results. He guided Council through a careful review of the budget and concluded by indicating the Society would likely incur a \$19,000 deficit. The deficit was due primarily to reduced revenues from workshops and publications and higher than expected expenses for the San Diego annual meeting.

### Report of the Executive Director

Fox introduced Mills who gave an update on the 1997 Chicago annual meeting. She expected attendance to equal or exceed that of Washington, D.C. Because of tight space at the Fairmont Hotel and the fact that the program committee received fewer proposals, the number of sessions would decrease to 67 from a traditional high of 85-90 at most annual meetings.

Mills discussed potential meeting sites for 2001 with both Mobile and Birmingham placing strong bids. Maher said that while he did not want to preclude a meeting in either city, however, given the high revenues generated from situating the annual meeting in either Chicago, New York, or Washington, D.C., he did want to at least explore other alternatives in the Washington, D.C. area, such as Baltimore. Burckel asked Mills to discuss Council's economic concerns with Ed Bridges, who was instrumental in the Alabama bid, and to explore the option of meeting there in 2002.

Maher expressed reservations about reaching a decision against an Alabama site based on the proposed policy of rotating meetings in highly profitable cities without first having received input from SAA members on the proposed policy and without having reached closure on the policy decision.

Council discussed potential program and logistics of holding a Leadership Luncheon at the Chicago annual meeting. Burckel appointed himself, Fox, and Maher as a subcommittee to report back to Council with more detail.

### **Report of Council Committees**

Hensen reported that the Public Information Committee requested funding for a 1998 mid-year meeting. He said that the Committee on Archival Information Exchange (CAIE) had concerns regarding proposed organizational changes recommended by the Task Force on Organizational Effectiveness (TFOE). He said a delegation from CAIE attended the midwinter ALA meeting and discussed MARBI with an audience of receptive librarians. He said CAIE represented the profession and the Society extremely well.

Uhler introduced a request from the Membership Committee to revise their charge as follows:

"The Membership Committee shall be composed of nine to twelve appointed members and the chair. The composition of the Committee is intended to reflect as broadly as possible those constituencies well-represented in the Society's membership, as well as those that are under-represented."

"Appointments of the Committee members are for a three-year term and are made on a staggered basis with either three or four positions filled in each year. Initial appointments may be for less than a three-year term in order to assure that the terms of three to four members expire each year. The chair's appointment is for one year. The exact number of appointments in any given year, either three or four, will be the prerogative of the committee chair."

Uhler moved acceptance of the charge. Hensen seconded the motion. Burckel raised a concern regarding one year appointments for the chair, and questioned whether the appointment should be longer to insure continuity. PASSED. Maher moved to include the phrase "in consultation with the Vice President" at the end of the final paragraph. Thibodeau seconded. PASSED.

Bruemmer introduced an SAA/ARMA Joint Committee draft concept paper authored by Mike Pemberton, Committee chair. The paper called for a North American Records Summit in order to focus on areas of greater cooperation among associations in the information disciplines. Bruemmer said that SAA's representative, Nancy Kunde, supported the idea but understood it needed more work. Fox said she planned a meeting with the ARMA executive director in the fall and would explore further means of cooperation.

Bruemmer presented a draft charge for the Joint Committee and said he would further refine the charge, then present it to the Council listserv for review and vote at the August meeting. He introduced a list of Joint Committee items submitted for Council consideration. He moved and Davis seconded the motion that the list be referred to the Council subcommittee for further deliberation. PASSED.

Bruemmer presented a report from Paul Conway, SAA representative to NISO. The Conway report described NISO's actions regarding its vote on a proposed Australian records management standard. Concurrent with SAA's concerns, the U.S. voted to disapprove: "The U.S. supports the concept of an international standard for records management. However, further review and discussion is required to develop an international standard for records management that can be successfully implemented and supported."

Gilliland-Swetland said that it would be beneficial if SAA had a liaison with the Australians in order to hear directly their reasons for creating and supporting the standard. Hefner said she would follow-up.

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

Thibodeau presented draft definitions of Member Interest Groups (MIGs) developed in context of TFOE discussions and those of the Task Force on Sections and Roundtables. She said the Council Committee reviewed the proposed definition with Section and Roundtable leaders to solicit their feedback, which was generally favorable. She recognized, however, that implementing the proposed definitional changes would have a fiscal impact on the Society. An analysis would be needed to determine the cost of administering the proposed changes, which proposed replacing Sections and Roundtables with Member Interest Groups (MIGs).

After Council discussion of the proposal, Stout moved that Council accept the concept of self-generating interest groups as a desirable goal and that Council recognize that administrative implementation would require additional investigation. Council would continue to pursue examination of the question along with the dues structure and annual meeting issues with the goal of making a recommendation by the 1998 annual meeting. Hensen seconded. PASSED.

Maher expressed concern regarding introducing new bylaws language on Member Interest Groups at the business meeting. He said the current bylaws language would act as a placeholder for the coming year as the Society discussed a range of proposed organizational changes.

Hirtle recommended that SAA establish a leadership listserv to better communicate with stakeholders. Fox said she would do so in the fall.

Hirtle presented the recommendation from the OCLC Roundtable that it disband and moved Council's acceptance of the recommendation. Hefner seconded the motion. PASSED.

Browne reported that the Network Advisory Committee disbanded and therefore SAA no longer needed a representative to the Committee. She said the Standards Board would have a preliminary report on the *Guidelines for Post-Appointment and Continuing Education and Training* (PACE) for the August Council meeting. She said Joyce Ray recommended SAA have a representative to the AIIM Standards Committee and that Ray inquired whether it would be appropriate for her to assume that role. The sense of Council was that she should represent the Society on this committee.

Davis reported that the ALA-SAA Joint Committee was soliciting member opinions regarding a revision of its statement on access to original research materials. The proposed revision would include a discussion of electronic access.

Bruemmer said the Publications Board would need a replacement for Helen Tibbo, incoming Council member. Bruemmer said he supported the recommendation from Teresa Brinati, Director of Publications, that the *American Archivist* retain four guest editors in order to accelerate production and begin 1998 fully on schedule. Fox said she would communicate this sense of Council to the Editorial Board.

Browne presented a charge to establish a Task Force on the Annual Meeting and moved its adoption. Stout seconded the motion. PASSED.

Bruemmer presented a charge to establish a Task Force on SAA Dues Structure/Member Benefits and moved its adoption. Stout seconded the motion. PASSED.

Fox inquired whether Council wanted to consider a Task Force on Diversity. Hefner said the issue needed to be clearly defined in order to be appropriately engaged. She suggested developing a think piece to frame the debate. Hefner, Gilliland-Swetland, and Uhler agreed to develop a task force charge to be introduced at the August 30 Council meeting.

Maher issued a note of caution and concern regarding how the issue would be handled and the expectations that would come of it. Because Council had not yet reached any conclusions about establishing such a task force, he said it might be premature to discuss it among members. Uhler said she would present the issue with sensitivity to Maher's concerns, focusing on the question of what issues the groups would want the Society to examine.

Davis moved that Hefner, Gilliland-Swetland, and Uhler develop a framework for a charge for a diversity task force that would be presented at the August 26 Council meeting in draft form with a revised charge to be presented for vote at the August 30 Council meeting. Uhler seconded the motion. PASSED.

### **Task Force on Organizational Effectiveness Recommendations and Next Steps**

Davis presented the context of the discussion of TFOE issues. She said there were three specific issues to be addressed: progress since January and how to move along the process to revise the Constitution and Bylaws; implementation of the recommended changes, ensuring that actions taken since the last Council meeting were on schedule; and reorganizing Council as discussed on Planning Day.

Burckel added the need to explore results of discussions with units regarding recommended changes.

Davis said that the implementation part of the process presently centered on the fact that there were a few specified areas affected by the proposed changes that would be the responsibility of the Council liaison. The liaison would need to work with these particular units over a period of time to bring the changes into effect. She noted that Council would have additional information from units following annual meeting discussions which would further assist decision-making in January.

Burckel reported on plans to present the Constitution and Bylaw changes to membership at the business meeting.

Burckel suggested that since the Nominating Committee did not have to solicit candidates for Vice President, this would be a good year for them to explore the reticence of members to run for that office.

### **SAA Relationship with Other Organizations**

## **SAA-NCC**

Bruemmer and Hirtle presented a discussion of SAA's relationship with the National Coordinating Committee for the Promotion of History (NCC). They outlined concerns that NCC was not responsive enough to archival concerns and presented options for Council to consider. Those options included: withdrawing from NCC to establish a separate SAA lobby; establish an archival lobbying consortium; using a different lobbying organization; scaling back SAA's time commitment to NCC and instead use strategic partnerships; make NCC more responsive; monitor NCC; or maintain the status quo.

Gilliland-Swetland said the Society needed a short, concise position statement which identified what the Society does, whom it represents, and what it does.

Bruemmer and Hirtle agreed to draft a letter expressing SAA concerns to Page Putnam Miller, NCC Executive Director, and post to the listserv for comment.

Stout, Gilliland-Swetland, and Maher agreed to draft a vision statement as suggested by Gilliland-Swetland.

Maher thanked Bruemmer and Hirtle for putting together the presentation. He said it presented an excellent model of how Council should be dealing with difficult issues.

## **SAA-Association of Canadian Archivists**

Davis introduced the motion to establish a representative to the ACA and that those representatives would need to secure institutional or personal funding for travel to ACA annual meetings. Bruemmer seconded the motion. PASSED.

## **Review of Council Listserv Decisions**

### **SAA Position Statement on GRS 20**

Hirtle moved formal acceptance of the SAA position statement on Archival Issues Raised by Litigation Challenging General Records Schedule 20 as discussed and approved on the Council listserv. Uhler seconded. PASSED with Thibodeau abstaining.

### **SAA Response to NHPRC Call for Comment**

Stout moved formal acceptance of SAA's response to NHPRC's Call for Comment as discussed and approved on the Council listserv. Davis seconded. PASSED.

## **Declassification Issues**

Hefner introduced a draft letter to Senator Patrick Moynihan regarding *The Report of the Commission on Protecting and Reducing Government Secrecy*. Browne moved acceptance of the letter. Maher seconded. PASSED.

## **Council Listserv Guidelines**

Davis introduced revised Guidelines for use of the Council listserv and moved their acceptance. Bruemmer seconded the motion. PASSED.

## **Monday, June 9, 1997**

Burckel called the meeting to order at 8:08 a.m.

Fox presented a letter received from Linda Henry requesting Council discussion of her concerns regarding the Society's position statement on Archival Issues Raised by Litigation Challenging General Records Schedule 20. She thought the position an inappropriate one which singled out NARA for criticism.

Burckel said he would respond to Henry's concerns and articulate that the Society was responding to litigation, not criticizing a single institution, and that Council considered the larger context an important one. Davis and Bruemmer agreed to work with Burckel in drafting a response.

## **Old Business**

Davis introduced and moved acceptance of revised guidelines for use of the Council listserv. Stout seconded the motion. PASSED.

Gilliland-Swetland said she would develop first sale language for the statement on *Copyright, Archival Institutions, and the Digital Environment* and would post it to the Council listserv.

Fox presented revised guidelines for web pages developed by SAA units. After discussion Davis moved acceptance of the guidelines as amended. Bruemmer seconded the motion. PASSED.

Burckel introduced revised Executive Director evaluation guidelines. Davis moved the unanimous recommendation from the Executive Committee that they be adopted. Browne seconded the motion. PASSED.

Stout moved acceptance of the redrafted Statement on the Digitization of Archives as amended. Uhler seconded the motion. PASSED.

### **Adoption of FY98 Budget**

Stout moved adoption of the FY98 budget as presented, with the understanding that certain expenditures could be expensed up to but not exceeding their maximum amounts. These expenditures included \$75,000 from the Special Projects Fund to upgrade software in the Chicago office and \$15,000 from the Education Fund for an education office course catalog and instructor peer review program. Support would also be offered from the general operating budget to the publications program for a mid-year meeting of editors, and to support the work of the two newly established task forces. Davis seconded the motion. PASSED.

Hefner expressed concern over the downward fiscal trends identified during Planning Day and the need to address these trends in a bold manner. She said she accepted the proposed budget, but cautioned Council to monitor costs and the budget closely in the coming fiscal year.

Stout articulated the need to identify new income streams to help alleviate pressures on the expenditure side.

### **New Business**

Council then elected by lot Bruemmer to serve on the Executive Committee for the 1997-1998 term. Hefner and Uhler were subsequently elected to serve on the 1997-1998 Nominating Committee.

### **Conference Call with Archivist of the U.S.**

Burckel welcomed Archivist of the U.S. John Carlin and Deputy Archivist Lewis Bellardo, who participated via conference call. Carlin described progress on the National Archives strategic planning process, then responded to a range of questions on funding, litigation, standards, and presidential libraries. Burckel thanked Carlin and Bellardo for taking time from their busy schedules to speak with Council. Carlin said that he highly valued the opportunity to communicate with SAA and that he considered it extremely important that communication continue on a regular basis.

Council resumed discussion of New Business with Gilliland-Swetland introducing a request from the California Society of Archivists (CSA) that SAA issue a letter of protest to the California Secretary of State. CSA expressed concern that the Chief of the California State Archives and Museums was removed without cause and the subsequent position announcement did not contain adequate professional qualifications. Gilliland-Swetland recommended that SAA go on record recommending that no state archivist position should fall into the category of removal without cause. Hefner moved SAA issue a letter of objection to the California Attorney General. Davis seconded the motion. PASSED.

Stout reviewed the "to do" list of actions from the meeting.

Burckel adjourned the meeting at 11:53 a.m.