

Council Minutes

May 20-21, 2003

Silversmith Crowne Plaza

Chicago, Illinois

President Peter Hirtle called the meeting to order at 8:35 a.m. Present: Vice President Tim Ericson, Treasurer Elizabeth Adkins, and Council members Thomas Battle, Danna Bell-Russel, Frank Boles, Tom Connors, Jackie Dooley, Elaine Engst, David Haury, Megan Sniffin-Marino, and Joel Wurl. Also present were SAA Interim Executive Co-Directors Carroll Dendler and Debra Nolan. Teresa Brinati, Director of Publishing, Solveig DeSutter, Education Co-Director, Patti O'Hara, Education Co-Director, and Nancy Perkin Beaumont, Incoming Executive Director, also were present for part of the meeting.

Adoption of the Agenda

Engst moved and Battle seconded adoption of the agenda as amended. PASSED.

Approval of the Minutes

Ericson moved and Sniffin-Marino seconded approval of the minutes as amended. PASSED.

Report of the Executive Committee

Connors reported that, since the last Council meeting, the Executive Committee had discussed via e-mail a wide range of issues, including electronic distribution of *American Archivist*, clarification of the PACE guidelines, SAA's application for an IMLS grant to conduct a census of the archival profession, and endorsement of Janet Linde's statement before the New York City Council for a charter amendment of Guiliani's papers. Since the last Council meeting, the Executive Committee voted to accept the revised *SAA/ARMA Joint Statement of Purpose*, approved the *Statement on the Importance of Supporting Archival Programs*, and endorsed the Utah State Archivist letter drafted by the Society of Rocky Mountain Archivists. During the Executive Director candidate interviews in Chicago, Council approved *A Statement on Iraqi Archives*.

Report of the Treasurer

Adkins reported a better-than-expected fiscal year 2003 and noted that as of March 31, 2003, the budget was favorable by \$100,000. She reported that this was due to conservative budgeting, a better-than-expected attendance at the 2002 annual meeting, and savings from the absence of an Executive Director. Given this, Adkins predicted that, barring any unforeseen circumstances, by the end of the fiscal year the remaining net gain will be split among the Survey Fund (or Membership Development Fund, if it is so renamed), the Educational Endowment Fund, and the General Reserve Fund, with at least \$5,000 going toward the reserve fund. She also reported that, due to conservative budgeting for the Executive Director search, \$15,000 - \$20,000 will probably be reallocated back into the General Reserve Fund from the funds set aside for the search.

Adkins presented the fiscal year 2004 budget, which she noted would be a challenging one due to budget cuts in archives affecting projected attendance at the 2003 annual meeting, the higher cost of holding an annual meeting in a first-tier city such as Los Angeles, increased costs to provide staff health benefits, decreased projected returns on investments due to the sluggish stock market, and slowed replenishment of publications offerings due to an abundance of projects still in various stages of production. She noted that approximately \$42,000 of FY2004 expenses would be prepaid in FY2003, and cautioned that prepaying expenses should not be conducted on a regular basis. Battle noted concern over the increased cost of Program Committee meeting expenses and reiterated the importance of following the Council Handbook guidelines when making Program Committee appointments.

Hirtle expressed concern about the absence of a line item in the budget for presidential travel, because advocacy and membership development and relations have been identified as priorities.

Adkins noted that per the Council Handbook, a review of the membership dues structure should be conducted every three years. It was decided that Dendler and Adkins will prepare for the August Council meeting a cost-per-member analysis for Council's review.

Council acknowledged that planning day might be better suited for the January Council meeting so that strategic priorities can be reflected in the coming fiscal year budget.

Adkins then reviewed a memo written by SAA investment advisor Gary Costarella regarding options for positioning SAA investments. In preparation for drafting the memo, Costarella had participated in a conference call with Adkins, Dendler, and Nolan about SAA's risk tolerance profile. Adkins noted that the group learned during the course of the conference call that, because SAA pays a flat management fee of 2.75%, Merrill Lynch does not make money on individual stock transactions, although the fees are higher with a managed account than they would be investing in mutual funds. Council reviewed Costarella's memo and discussed the advantages and disadvantages of investing in stocks through a managed account versus through mutual funds. Haury noted that management fees vary, depending on the investment provider, and that Council should consider sending the management of SAA's investments out to bid.

Adkins then reviewed SAA program areas with salary and overhead factored into each area's budget. Hirtle noted the importance of reflecting SAA's strategic priorities in the annual budget.

Report of the Interim Executive Co-Directors

Chicago Office Update

Dendler noted the staff's enthusiasm with regard to the incoming Executive Director's arrival. She reported on the activities of the office since the last Council meeting, including a software update, the loss of an office assistant, working with NEH on a negotiated indirect rate, and the pending debut of SAA's Web site redesign, which will include the new online membership directory.

Education Office Update

DeSutter and O'Hara highlighted workshop offerings and noted an increase in revenue due to cross-marketing efforts, co-sponsorships, and an increase in nonmember registrants. They also noted that curriculum development was a major area of focus and that the May 29 - June 1 Continuing Education Task Force meeting would address this.

Publications Office Update

Brinati gave updates on several publications office projects, indicating unprecedented activity with twenty projects in the pipeline. She credited the Publications Board for its work in this area but indicated concern about SAA's publications development infrastructure and its heavy reliance on volunteers. Brinati then reviewed the publications sales report, noting that publications represent twenty percent of SAA's gross income and that nine percent of the titles account for sixty-five percent of all sales.

She then gave an update on the Electronic Publishing Working Group. Council reviewed Heather MacNeil's *Report of the Chair of the Publications Board to SAA Council*. Wurl made a motion to establish a working group reporting to Council that focuses on implementation of the Task Force on Electronic Publishing Report. Adkins seconded. PASSED. Wurl was charged with contacting Rob Spindler to inform him of Council's action and copying Heather MacNeil on this. Council noted that the Electronic Publishing Working Group should include one member each from the SAA Publications Board and the SAA Editorial Board. Ed Galloway and Greg Colati were recommended as possible members to serve on the working group.

ICA/SPA

While Brinati was present, Ericson reported on the February meeting in Ottawa called by the International Council on Archives (ICA) that he and Brinati attended. Ericson noted that the stated purpose of the meeting was to discuss the feasibility of establishing a North American branch of the ICA. Much time was spent at this meeting brainstorming on the benefits to North Americans of joining ICA. Ericson suggested that perhaps a North American roundtable could be formed to link those North Americans who are already ICA members, rather than trying to recruit new ICA members in North America. Nolan noted that Council should clarify its short-term and long-term role in the international arena.

Hirtle noted that ICA has acknowledged SAA's expertise in publications and other areas and, for this reason, has invited Brinati to its office in Paris for two weeks in July at ICA's expense. Brinati discussed the value of collaborating with the global

community and noted growth opportunities for SAA within the ICA market. Hirtle noted the importance of defining SAA's position and role. Nolan asked for communication with staff and Council as new developments occur and emphasized the importance of strategic direction.

Annual Meeting Update

Nolan noted that revenue from the annual meeting accounts for approximately twenty-eight percent of SAA's total annual revenue. She gave an update on developments related to the 2003 annual meeting, and Hirtle encouraged Council members to assist with sponsorship procurement.

Membership Update

Nolan reviewed the status of SAA membership as of March 31. Membership remains steady, with students comprising thirteen percent of SAA's individual membership.

Report of the President

Hirtle acknowledged Dendler and Nolan for their work as Interim Executive Co-Directors.

He then gave Council an update on the status of the Boston University African Archives. Council agreed that Hirtle should write a letter to Boston University about its African Archives program.

Hirtle updated Council on several items, including positive feedback received on Council's *Statement on Iraqi Archives*, legislation on EO13223, Fellows Committee follow-up, the upcoming ARL Special Collections meeting that SAA has offered to co-sponsor, Digital Promise legislation, collaboration with the Visual Resources Association, and his representation of SAA at various events, including the Canadian symposium honoring Kent Haworth, the spring MAC meeting, and a meeting of the SAA/ARMA Joint Committee.

Hirtle noted that during the SAA/ARMA Joint Committee meeting, a collaborative effort to obtain a grant for advocacy training was discussed. This is in addition to an earlier proposal to develop a grant to write a best practices paper on how to migrate electronic records. Although it had seemed that ARMA was seeking financial support from SAA for this latter grant, it now seems that ARMA is only seeking SAA's endorsement. The committee also discussed the possibility of developing a joint speakers' bureau. It was suggested that Diane Carlisle and current ARMA President Juanita Skillman be added to the SAA Leadership List.

Report of the Vice President

Ericson acknowledged members of the Executive Director Search Committee and commented favorably on the use of a professional search firm. Hirtle requested that the Executive Director Search Committee provide recommendations for future Executive Director searches be included in the Council Handbook.

Ericson discussed the appointments process. His Appointments Committee consists of co-chairs Debbie Meiko Burns and Ed Galvin and committee members Kaye Lanning Minchew, Ed Rider, and Wilda Logan Willis. Ericson noted that the *American Archivist* Editorial Board appointments would be approved by the Executive Committee because they will be made after the Council meeting concludes.

Ericson noted that Christine Weideman has agreed to co-chair the 2004 Program Committee along with Mark Greene. He then shared with Council the good news that David McCullough has agreed to speak at the 2004 annual meeting. Ericson discussed SAA support of the Archival Educators Forum, which will take place the week of the 2004 annual meeting in Boston.

Ericson highlighted his representation of SAA at the Society of California Archivists annual meeting, where he was a keynote speaker.

Ericson then noted that he was asked by the Northwest Archivists about SAA's position on the elimination of archivists by the National Park Service. They are concerned about the disruption of institutional knowledge because full-time permanent positions would be replaced by part-time contract positions. Council agreed to monitor this situation.

Ericson then distributed the *March 1993 Joint SAA/NAGARA Statement on Criteria Selection of the U.S. Archivist* and asked Council members to review this and share their ideas with him before the 2003 annual meeting.

DISCUSSION WITH JOHN CARLIN, ARCHIVIST OF THE U.S.

Council engaged in a wide-ranging discussion with the Archivist of the U.S., John Carlin. Topics included the Ose bill revoking the executive order, a new executive order on declassification, the electronic archives initiative, opportunities for collaboration with the "Our Archives" project, the removal of content from government agency Web sites, and a tour of NARA by the incoming executive director, Nancy Perkin Beaumont. Council thanked Carlin for NARA's contribution toward the international reception that will take place at the SAA 2003 annual meeting. Carlin noted that an update of NARA's strategic plan will soon be available for comment and review on NARA's Web site. Sniffin-Marinoff agreed to review it. Hirtle noted that many staff members of NARA's Archives Assembly are not members of SAA and indicated that, in the near future, SAA would send them an invitation to join. Hirtle then thanked the Archivist of the U.S. for his time and continuing support.

OLD BUSINESS

Council Subcommittee on Diversity

The Council Subcommittee on Diversity distributed its report on the status of the Task Force on Diversity's recommendations and noted that, while some action had been taken, there was more work to be done. In light of this, the Council Subcommittee proposed establishment of an SAA Committee on Diversity to ensure that the work of the task force and Council Subcommittee is carried forward and that diversity is addressed within SAA's infrastructure on a consistent and ongoing basis. Adkins moved the formation of a Diversity Committee. Battle seconded. Battle noted that diversity is more than racial and ethnic differences and amended the motion to ask the Council Subcommittee to draft a specific charge for the Diversity Committee and that the formation of the Diversity Committee be provisional upon acceptance/agreement of the charge. PASSED. Hirtle charged the Council Subcommittee with writing an article for the July issue of *Archival Outlook* so that the membership can be updated on these developments.

Working Group on Electronic Publishing

Although this was discussed at length during the report of SAA's Director of Publishing, Haury noted that there was an infrastructure disconnect related to the various bodies and individuals associated with SAA's publications program. In light of this, Council assigned Beaumont the task of assessing the state of SAA's publications program and asked that she report back to Council on this at its January meeting.

Museum Archives Section Guidelines

Sniffin-Marinoff reported that she is waiting to hear back from the Museum Archives Section chair on Council's proposed revision to the section's guidelines.

Awards Committee Proposed Revisions

Bell-Russel distributed the Awards Committee's request for proposed revisions to the awards descriptions in the Council Handbook. After reviewing the recommendations of the committee, Council asked for further clarification on the proposed revisions. Bell-Russel will clarify the language and report back to Council in August.

Student Benefits and Survey Summary

Dooley presented her report on the 2002 and 2003 surveys of student benefits and distributed a draft article for the July issue of *Archival Outlook* that describes Council's outreach to student chapters. Adkins indicated an interest in exploring ways of making the student chapter listserv more meaningful because this is the primary means for SAA Council and staff to communicate with students. Adkins volunteered to look into this further and to develop a report for Council's review at its January 2004 meeting.

Ethics Committee Guidelines

Sniffin-Marinoff noted that she has communicated the concerns expressed at the January 2003 meeting to the chair of the Ethics Committee.

Proposed Language for Council Handbook

Hirtle proposed language for the Council Handbook indicating that copies of the current IRS filings relating to SAA's status as a 501(c)(6) organization be posted to the SAA web site. Boles moved to add Hirtle's proposed language to the Council Handbook and recommended that SAA's Form 990 be made available on SAA's Web site. Adkins seconded. PASSED.

Statement on the Custody of Records of Retired Public Officials

Council reviewed a draft of Connors' statement on the disposition of archival records and discussed the challenges of drafting a generic statement that covers all circumstances. Sniffin-Marinoff suggested adding the Code of Ethics language. A working group consisting of Boles, Connors, Ericson, and Haury was formed to revise the draft statement. It was also noted that other groups should be consulted on this, including SAA's Government Records Section, Council of State Historical Records Coordinators (COSHRC), and the National Association of Government Archives Records Administrators (NAGARA).

Funding for International Travel

Connors reported that he has investigated several options for international travel funding. He attended a forum sponsored by the Greater Washington Society of Association Executives on international activity and spoke with representatives from the International Research Exchange Board (IREX) about their funding, and with the U.S. Department of State about its programs. He indicated that once the UNESCO situation is finalized, more information may be available. Hirtle reported that he had spoken with Robert Martin at IMLS about the need to include support for archival activities in the U.S. UNESCO mission. IMLS has been advising on the nature of the program. Connors was charged with continuing to investigate potential sources of funding for international travel.

The meeting was adjourned for the day at 5:30 p.m.

Wednesday, May 21, 2003

The meeting was called to order at 8:30 a.m.

OLD BUSINESS (continued)

Other Association Follow-Up Procedures

Nolan reported that associations implement mechanisms for follow-up, evaluation, implementation, and reporting back to the membership in a variety of ways. Some create committees, others appoint governing board representatives, and others create action-oriented groups at the grassroots level. She noted that the common denominator was tying these procedures into the strategic planning process. Council charged Nolan to report back on this more fully at the January Council meeting.

Bernice Brack Follow-Up

Bell-Russel made a motion to change the name of SAA's Survey Fund to the Bernice Brack Membership Development Fund in recognition of Brack's many years of service to SAA. Sniffin-Marinoff seconded. PASSED. Nolan will send a letter to Bernice Brack's family informing them of this Council action.

Second Council Meeting at Annual Meeting

Ericson strongly encouraged incoming Council members to attend both Council meetings during the annual meeting. The time of the second Council meeting will be determined at a later date.

NEW BUSINESS

CUSTARD/Future Standards Maintenance

Dooley discussed the importance of ongoing funding of standards maintenance and shared information on recent developments with the CUSTARD grant.

New York State Archives and Records Administration Citation

Engst moved that SAA send a message of congratulations to the New York State Archives in recognition of its 25th anniversary. Ericson seconded. PASSED.

Council Handbook Revisions

Adkins moved that Council accept proposed changes to the section newsletter text that address the length of section newsletters, deadlines, and instructions for electronic submissions. Engst seconded. PASSED. Adkins asked staff to provide additional language for Council's review to address issues associated with online newsletters, including a policy on providing paper copies upon request.

Hirtle proposed moving the text on SAA Representatives from the Council section of the Council Handbook to the Representatives section of the Council Handbook. Because concern was expressed about the substance of the recommended changes, Ericson agreed to review the text and bring it back for Council's review at its August 2003 meeting.

Hirtle proposed changes to the Council Handbook that would clarify SAA's role with the International Council on Archives (ICA) and its Section on Professional Associations (SPA). He noted that, for practical reasons, the SAA president should be considered SAA's representative to ICA and that another individual should be appointed as the ICA/SPA representative. Engst moved acceptance of the changes as amended. Bell-Russel seconded. PASSED.

Council reviewed proposed changes to the language describing the ARMA/SAA Joint Committee in the Council Handbook. Hirtle noted that these changes reflected the text describing this committee in ARMA's "Mission and Methods" document. Adkins moved acceptance of changes; Ericson seconded. PASSED.

New Student Chapter Applications

Adkins moved that SAA approve the formation of a Queens College student chapter. Wurl seconded. PASSED.

Adkins moved that SAA approve the formation of a Clarion University student chapter. Ericson seconded. PASSED.

Kathleen Williams Membership Concerns

Wurl addressed the concerns of long-time member Kathleen Williams, who expressed disappointment with SAA for not adequately meeting the needs of members who are in management positions. Council acknowledged her concerns and noted that they influenced Council's planning day discussions and that Council's future membership deliberations will be shaped by this. Nolan noted that this issue will be addressed in the form of a survey to be included in the *Census of the Archival Profession*, pending funding of the census by IMLS. Wurl offered to bring this issue before SAA's Archives Management Roundtable, Committee on Education and Professional Development, and Fellows. Hirtle was tasked with writing a letter to Williams addressing her concerns.

Heritage Preservation

Connors reviewed a letter from Maygene Daniels that outlines the importance of SAA's membership in Heritage Preservation. Engst moved that SAA continue its membership in Heritage Preservation and Sniffin-Marinoff seconded. PASSED. The importance of communication from SAA representatives was noted and it was suggested that the representative to this organization be based in the Washington, DC, area.

Educational Resources Information Clearinghouse (ERIC)

Connors emphasized the importance of the Educational Resources Information Clearinghouse (ERIC) and noted that ERIC developments should be monitored.

Council Exemplary Service Award

Created by Council in 1980 to recognize a special contribution to SAA or the profession, the Council Exemplary Service Award is given, on occasion, when the situation warrants special recognition.

In light of this, Hirtle recognized Alexandra Gressitt for her distinguished service on the SAA Awards Committee and noted her tireless efforts in this area. Adkins moved that Gressitt be given the Council Exemplary Service Award. Ericson seconded. Connors abstained. PASSED.

Hirtle then recognized SAA's Interim Executive Co-Directors, Dendler and Nolan, for their service to SAA in the absence of a permanent Executive Director. Adkins moved that Dendler and Nolan be given the Council Exemplary Service Award. Ericson seconded. PASSED.

Bell-Russel made a motion that Brenda Banks should receive the Council Exemplary Service Award, in recognition of her work with the Historically Black College and University Archives. Ericson seconded. PASSED.

SAA Lesbian and Gay Archives Roundtable Directory

Engst moved that Council approve the inclusion of an abbreviated version of *Lavender Legacies*, the guide to sources authored by SAA's Lesbian and Gay Archives Roundtable, in the *Encyclopedia of Lesbian, Gay, Bisexual, and Transgender History in America*, to be published by Scribners. Battle seconded. Boles amended the motion to reflect that the money earned from this would be put into an account for use by the Lesbian and Gay Archives Roundtable. PASSED.

National Council for Research on Women

Sniffin-Marinoff reported that this group is concerned about the records of grassroots women's organizations and, because of this, may want to form a joint committee with the American Library Association and SAA.

Election of Council Member to Executive Committee

Council elected Sniffin-Marinoff to the Executive Committee. Bell-Russel and Haury were appointed to serve on SAA's Nominating Committee.

ADOPTION OF FY2004 BUDGET

Adkins proposed adding a line item for archival advocacy into the fiscal year 2004 budget. Ericson moved that Council adopt the FY04 budget as amended by Adkins. Adkins seconded. PASSED.

REVIEW OF THE TO-DO LIST

After a review of the to-do list, the meeting was adjourned at 12:40 p.m.