

Council Minutes

May 19-22, 2005

Alexandria, Virginia

President Rand Jimerson called the meeting to order at 6:30 pm on Thursday, May 19. Present: Vice President/President-Elect Richard Pearce-Moses and Council members Frank Boles, Elaine Engst, Aimee Felker, Peter Gottlieb, Kathryn Neal, Christopher Ann Paton, Peter Wosh, and Executive Committee Member Joel Wurl. Not present: Treasurer Fynnette Eaton, who was unable to attend the Thursday evening session, and Mark Duffy, who was unable to attend the entire meeting. Also present were Ben Primer (elected to Council for 2005-2007), SAA Executive Director Nancy Beaumont, Publishing Director Teresa Brinati, Education Director Solveig DeSutter, and Webmaster/Graphic Designer Brian Doyle. Bonnie Curtin of the National Endowment for the Humanities joined the group from 7:30 to 8:00 pm. The first session ended on Thursday evening at 8:45 pm. Council members then reconvened on Friday, May 20, from 8:30 am to 11:30 am; on Saturday, May 21, from 8:30 am to 5:00 pm; and on Sunday, May 22, from 8:30 am to Noon.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

The Executive Committee moved and seconded adoption of the agenda as amended with deletion of agenda item IV.E. PASSED.

B. Approval of the February 2005 Minutes

The Executive Committee moved and seconded approval of the February 2005 Council meeting minutes as written. PASSED.

C. Review of the February 2005 Action Item List

Council members reviewed the items on the February 2005 Action Item List and provided an update on completed and incomplete items. Several items were rescheduled.

II. REPORTS

A. Report of the Executive Committee

Wurl noted that the Executive Committee had met by conference call three times since the February 2005 Council meeting. On the first call, the group considered the executive director's compensation package (in follow-up to a February 2005 performance review) and the location of the spring Council meeting. Two conference calls in the two weeks preceding the May meeting addressed the following items:

The May meeting agenda.

- Approval of a draft letter from the Intellectual Property Working Group on "orphan works" that subsequently was submitted to the Copyright Office. (See President's Report.)
- FY05 year-end financial projections.
- Development of an Executive Committee recommendation regarding a process for approval of SAA retention schedules. (See Agenda Item IV.F.)
- Development of an Executive Committee recommendation regarding joining OpenTheGovernment.org. (See Agenda Item IV.G.)
- Discussion of Robert Martin's retirement from the Institute for Museum and Library Services. (See Agenda Item IV.I.)
- Notification of the awarding to SAA of a National Historical Publications and Records Commission (NHPRC) grant for tribal archivist initiatives.

B. President's Report

Jimerson's written report covered a wide variety of items, including the following:

- In March he attended the ceremonial swearing-in of Allen Weinstein as Archivist of the United States. He was unable to attend the official swearing-in on February 16; former president John Fleckner ably

represented SAA at that event. Weinstein publicly acknowledged and thanked Jimerson, Council of State Historical Records Coordinators (COSHRC) President Kathleen Roe, and National Association of Government Archives and Records Administrators (NAGARA) President Tim Slavin at the event.

- In March he attended the SAA Diversity Committee meeting in order to signify his personal commitment to SAA's diversity initiatives and to assist the committee in developing its own goals and action plans.
- In April he attended the Western Round-up, a joint annual meeting of the Conference of Inter-Mountain Archivists, Northwest Archivists, Society of California Archivists, and Society of Rocky Mountain Archivists, participating in three sessions and introducing keynote speaker Wole Soyinka, the Nigerian playwright, poet, and essayist who won the 1986 Nobel Peace Prize in Literature.
- He updated the group on the widespread effort within the archival community to "save" funding for the NHPRC in the FY06 budget. This effort, led by Kathleen Roe, Charlene Bickford, and the Joint Task Force on Advocacy, has received strong support from SAA via the Web site. He indicated that this advocacy effort sets the bar high for the future.
- On May 10 SAA was notified that the District of Columbia Circuit Court of Appeals, in a unanimous decision, had thrown out a lawsuit supporting public access to information about the makeup of Vice President Cheney's National Energy Policy Development Group. SAA had joined other concerned groups in filing an amicus curiae brief in the case.

C. Vice President's Report

Pearce-Moses reported on several items:

- He represented SAA (a member of the National Coalition for History) in discussions regarding a possible merger of NCH and the National Humanities Council. The groups have decided not to merge.
- He met with Archivist of the United States Allen Weinstein in early May to discuss the feasibility of a joint conference of the Arizona State Libraries and Archives and the National Archives and Records Administration (NARA) on the skills that archivists need in the digital era. Weinstein expressed interest in pursuing the idea, and Pearce-Moses provided him with a proposal for a conference in October that would also involve COSHRC and NAGARA. He noted that Weinstein has indicated NARA's interest in being very active with states.
- He noted that his recent travel to meet with archival students has been very energizing, and he recommended that all Council members seek opportunities to visit student chapters of SAA.
- He noted that the ICA/CITRA meeting will take place in Abu Dhabi, Saudi Arabia, in November and he will be looking for someone to represent SAA at that meeting.
- And he expressed his delight that NHPRC has agreed to provide full funding for a Tribal Archives grant proposal that he had drafted.

D. Staff Reports

Executive Director: Beaumont's written report provided updates on membership development (with a new high in membership of 4,143), advocacy and public awareness activities, and the A*CENSUS grant.

Education: DeSutter's written report provided updates on activities since February 2005, including the status of existing continuing education programs, new programs under consideration for development, and a summary of marketing efforts. The group discussed to what degree and in what capacity SAA might want to be part of a venture for an Archives Management Institute. SAA will stress its interest in possible future collaboration with NHPRC, and will also continue research and development of other options for leadership and management training offered through SAA.

Publications: Brinati's written report provided updates on activities since February 2005, including the status of *The American Archivist*, *Archival Outlook*, *Employment Bulletin*, and the 23 book publishing projects that are underway in some form. She noted that year-to-date sales are robust in comparison with budget, which she attributed to a variety of factors including publication of several important new titles, strong sales at the Boston 2004 and ICA international meetings, and SAA's presence at the recent Western Roundup and Midwest Archives Conference meetings.

Annual Meeting: Beaumont's written report provided information about the logistics for the New Orleans 2005 Annual Meeting, as well as marketing and promotion efforts to date. She noted that SAA had received 140 registrations to date, 95% of which were done online. Exhibit and sponsorship sales are strong, but will be the focus of concerted efforts in June.

Status of Association Management Software Project: Doyle's written report provided an update on the hiring of a consultant to assist SAA in conducting a needs assessment and issuing a request for proposal for a new association management software (AMS) system, as well as a general timeline for the work program.

Online Education Directory: DeSutter's written report indicated that, because selection of a new AMS system may have a significant impact on the creation of an online directory, staff recommends that development of the directory be put on hold until a new system is selected. Council members agreed.

E. Membership Committee Report

Council members reviewed the Committee's written report, prepared by Vice Chair Gerriane Schaad, which summarized recent trends and provided comments from Key Contacts regarding their interactions with non-renewing members.

F. Update on Journal Editor Selection

Boles reported that four candidates had submitted applications to serve as Journal Editor beginning in January 2006, and that the deadline has been extended to May 23.

The Council meeting was adjourned on Thursday evening at 8:45 pm and the group reconvened on Friday morning at 8:30 am.

III. REPORTS

A. Treasurer's Report

Eaton reviewed the March 2005 year-to-date financial reports, the variances against the FY05 budget, and staff projections for year-end results.

B. Other Reports from Council Members

Wosh reported on his participation in the Wingspread Conference, a meeting sponsored by the American Historical Association to look at the role of the history master's degree in training historians. The AHA sought SAA's input at the conference because many history master's degrees have an archival and/or public history component and because SAA has experience in developing guidelines and standards. He sees that this contact might be leveraged into a closer relationship with AHA, and Wurl suggested that SAA may want to explore formation of a joint committee with AHA as a mechanism for bringing the communities closer together. Wosh noted that AHA Executive Director Arnita Jones had expressed enthusiasm about Wosh's book project on Waldo Gifford Leland because Leland had been editor of the AHA journal. He suggested that SAA explore links with other organizations in our publishing efforts.

Neal noted that in February and March she spoke to students in the "Introduction to Archives" classes at the University of California Los Angeles and California State University-Fullerton/San Jose State University programs. The focus of her presentations was the benefits of belonging to SAA, and she fielded questions about the job market and encouraged students to attend the SAA annual meetings in New Orleans in 2005 and Washington, DC, in 2006.

IV. ACTION ITEMS

A. Reorganization of Committee on Education and Professional Development

Paton provided background on the work done by the Council task force (Duffy, Paton, Wosh, DeSutter) to produce the following motion for consideration.

MOTION

THAT the Committee on Education and Professional Development be reorganized to comprise two subcommittees, the Subcommittee on Graduate Archival Education and the Subcommittee on Continuing Education, and that the following description of the new committee be substituted for current language in the Council Handbook.

Committee on Education

I. Purpose

The Committee on Education has three complementary purposes: 1) to assess the profession's educational needs; 2) to prepare and promote standards for archival education programs, those based in graduate schools as well as post-appointment and continuing education and training programs; 3) provide advice to the SAA Education Office.

The Committee on Education's work is based on the following assumptions:

- Education and professional development are essential to the continued advancement of the profession;
- Graduate education and continuing education need to be addressed in a coordinated manner, ensuring that developments in both areas are based on a common understanding of the needs of the profession at all levels;
- Education and professional development offerings must be responsive to the forces and circumstances that could or should shape the profession.
- Education and professional development should be a cooperative enterprise involving various participants, including SAA, other national, regional, and local archival organizations, graduate-level academic programs, employers, and related professional associations.

II. Committee Selection, Size and Length of Terms

The Committee on Education consists of two sub-committees of five members each (including a chair or co-chairs) appointed by the SAA President for staggered three-year terms. Members are appointed specifically to one subcommittee or the other. The co-chairs, one from each subcommittee, are appointed annually from among committee members. The SAA Education Director serves as an *ex officio* member of the committee.

[The membership of each Subcommittee shall include a balanced mix of archival educators and of practicing archivists with administrative or supervisory experience.] (Replaces original paragraphs 2 and 3.) Moved by Pearce-Moses, seconded by Boles. PASSED.

[The co-chair of the Graduate Education Subcommittee] serves as an *ex officio* member of the Theodore Calvin Pease Award subcommittee of the SAA Awards Committee. (Replaces "One of the co-chairs of the Committee on Education.") Moved by Boles, seconded by Engst. PASSED.

III. Reporting Procedures

The committee reports to Council, providing a formal written report in the spring of each year and reporting on special initiatives as necessary or requested.

The committee works closely with the Education Director, serving in an advisory capacity in education related projects and programs operated out of the executive office.

The committee maintains close liaison with the Archival Educators Roundtable, using it as a means of informing and seeking comments from individual educators related to committee initiatives.

IV. Duties and Responsibilities

The Subcommittee on Graduate Archival Education is charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area. The subcommittee establishes its own agenda except as otherwise directed by Council to perform specific tasks. Among the tasks or responsibilities that have been undertaken on a recurring basis are the following:

- Regularly assess existing guidelines for educational programs and if necessary propose appropriate revisions for Council approval;
- Review and assess information provided by the Education Office on the full range of the profession's educational needs and the degree to which they are being met by existing educational opportunities, and make recommendations or undertake initiatives as appropriate;
- Advise Council on conditions and developments that affect educational program needs;
- Maintain contact with educational offices/committees in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts.
- Assist the Education Office with developing and maintaining the Education Directory.

- Assist the Education Office with issues relating to student chapters.

The Subcommittee on Continuing Education is charged with reviewing needs for continuing education, assisting the SAA Education Office in developing relevant programming, and providing guidance to the Society in this area. The subcommittee establishes its own agenda except as otherwise directed by Council to perform specific tasks. Among the tasks or responsibilities that have been undertaken on a recurring basis are the following:

- Advise the SAA Education Director on establishing directions and priorities for the Society's continuing education program, monitoring the effectiveness of the offerings in light of professional needs and developments, ensuring that the education programs are of high quality, coordinating the work of the education office with other educational initiatives within SAA, and compiling a directory of educational opportunities;
- Review educational initiatives proposed and/or undertaken by other SAA committees and roundtables;
- Review and assess information provided by the Education Office on the full range of the profession's educational needs and the degree to which they are being met by existing educational opportunities, and make recommendations or undertake initiatives as appropriate;
- Advise Council on conditions and developments that affect educational program needs;
- Maintain contact with educational offices/committees in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts.
- [Develop and revise professional guidelines for continuing education.] (Addition.) Moved by Jimerson, seconded by Engst. PASSED. Although each subcommittee will focus on different aspects of archival education, all proposals from both groups must be approved by the full committee before becoming effective or being forwarded to Council.

V. Meetings

The committee meets at the SAA annual meeting, dividing the meeting time between meetings of each subcommittee and its working groups and meeting in full session to review progress and vote on proposals. Additional mid-year meetings of the full committee, the subcommittees, or smaller working groups of a subcommittee are possible, depending on the availability of financial resources.

Approved by Council: February 1989; Revised: January 1992, January 1998, May 2005

Moved by Paton; seconded by Wosh.

Amended: 1) Pearce-Moses, Boles; 2) Boles, Engst; 3) Jimerson, Engst.
PASSED as amended.

B. Publications Board Recommendation Regarding Board Appointments

The Publications Board submitted for Council consideration a recommendation that individual members could be appointed for a second three-year term upon recommendation by the Board chair. The recommendation was discussed and not adopted based on the fact that reappointment is not now precluded.

C. Diversity Committee

As liaison to the Committee, Wurl provided background on the Committee meeting and the recommendations coming from it.

MOTION

THAT diversity reporting requirements be addressed in the 2005 leadership orientation session and in all relevant orientation materials provided to committee, section, and roundtable leaders.

Support Statement: Because the reporting form for sections and roundtables now requires an update on diversity initiatives, it is appropriate to provide some background on the sorts of initiatives that might be undertaken. In addition, it is important that committee members are aware of the nature of SAA's diversity priorities in order that committees are stimulated to think about

diversity initiatives as well. The leadership orientation session is a valuable way to educate and inform SAA unit leaders about diversity issues.

Moved by Wurl; seconded by Eaton.
PASSED.

MOTION

THAT the Annual Meeting Program and Host committees be required to 1) incorporate appropriately diverse programming and local arrangements activities into the meeting experience and 2) report on the extent to which the program addresses diversity issues.

Support Statement: The 2004 Program Committee chairs prepared an excellent report on the extent to which that program addressed diversity issues. By standardizing this requirement for future Program and Host committees, Council is signaling that this is a high priority for developing the Annual Meeting program and onsite activities.

Moved by Wurl; seconded by Engst.
PASSED.

MOTION

THAT the Diversity Committee provide a report on diversity to the membership each year at the Annual Business Meeting and that the report be published and made available to all members.

Support Statement: The Annual Business Meeting is an important and visible medium for communicating with the membership on this association priority, and the information should be made available to all members.

Moved by Wurl; seconded by Neal.
PASSED.

D. Standards Committee Recommendation Regarding Glossary

At the author's request, the Standards Committee reviewed *A Glossary of Archival and Records Terminology* for possible endorsement as an SAA standard. The Committee did not think that the Glossary should be considered a standard, and instead prepared other language for Council consideration. Council did not adopt the proposed language.

F. Retention Schedules for SAA Archives

Jimerson noted that SAA Archivist Michael Doylen (University of Wisconsin-Milwaukee) had suggested that a standard procedure be implemented for review and approval of retention and disposition schedules. The Executive Committee reviewed this suggestion and proposed the following motion.

MOTION

THAT Council authorize the Executive Committee to review and approve retention and disposition schedules for SAA records series. Proposed schedules will be developed by the SAA Archivist, in consultation with the records creators (staff, officers, committee chairs, et al.). Schedules will be reviewed, approved, and signed by the SAA Archivist, [the records creator], the Executive Director, and (on behalf of the Executive Committee) the President. General retention schedules for common administrative records of subcommittees, sections, and roundtables may be developed to reduce the need for separate schedules for each individual unit, although programmatic and policy records for such units will be developed and approved for each unit as appropriate.

Moved by Executive Committee; seconded by Wosh.

Amended to remove "the records creator" (moved by Wosh, seconded by Boles).
PASSED as amended.

G. OpenTheGovernment.org Coalition

Wurl noted that Tom Connors had brought this matter to the Executive Committee. In contacting the coalition to learn more about its purpose and how to join, Wurl learned that the group was a co-signer, along with SAA, of the amicus brief in the Cheney case.

MOTION

THAT SAA sign on to OpenThe Government.org, an online coalition established to advocate for greater openness and less secrecy in the federal government.

Support Statement: The organization performs a helpful information and advocacy service that is consistent with professional archival concerns for more open access to the records of government agencies and officials. Membership is free, and the Statement of Values to which members must agree is appropriate.

Moved by Executive Committee; seconded by Engst.
PASSED. (Eaton and Felker abstaining.)

H. Gray Literature

Jimerson drafted the following motion for Council consideration.

MOTION

THAT Council discontinue consideration of the possibility of publishing so-called “gray literature,” due to its lower priority among other options for electronic publishing and providing services to SAA members and the profession. This decision does not preclude future re-consideration of a proposal for publishing “gray literature” that may be of interest to SAA members or to the profession.

Moved by Wosh; seconded by Paton.
PASSED.

The Council meeting was adjourned for the day at 11:30 am in order that Council members and staff could attend the National Archives and Records Administration’s 20th Anniversary celebration in Washington, DC.

SATURDAY, MAY 21

The meeting was convened for the day at 8:30 am and began with a review of the NARA 20th Anniversary celebration and the brief meeting with Archivist of the United States Allen Weinstein that followed the celebration on Friday afternoon, May 20. Pearce-Moses noted that he had invited Weinstein to make remarks at the New Orleans 2005 Closing Plenary session. In addition, he will pursue the idea of inviting Weinstein and Librarian of Congress Billington to address the 2006 Joint Meeting in Washington, DC.

Beaumont noted that she will follow up with Michael Kurtz and Lewis Bellardo to determine an opportune time to schedule a forum at which NARA may solicit input from 2005 Annual Meeting attendees about the NARA strategic planning process.

V. STRATEGY SESSION

Council members engaged in discussion of three issues that had been identified in February 2005 as the highest-priority issues for the Society in the coming three to five years, and developed ideas for how SAA might address these issues.

VI. ACTION ITEMS

A. Review/Adopt Proposed FY06 Budget

Treasurer Fynnette Eaton and staff members reviewed the proposed program budgets to point out assumptions, new initiatives, and changes from the previous year’s budget, and responded to a host of questions from Council members.

MOTION

THAT the FY06 Proposed Budget be adopted, with income of \$1,847,180, expenses of \$1,846,080, and net revenue of \$1,100.

Moved by Eaton; seconded by Pearce-Moses.
PASSED.

B. Transfer of National Endowment for the Humanities “CUSTARD” Grant Funds

Eaton noted that, after numerous extensions and a long wait for approval of a negotiated indirect rate, SAA received the final payment for the NEH CUSTARD grant in November 2004. On the recommendation of the auditor, SAA had booked the payment amount as a receivable as of June 30, 2004, and it has been reflected in the General Reserve total since then.

MOTION

THAT the \$53,002 received from the National Endowment for the Humanities for SAA's administration of the NEH Grant PA-23759-01, "Reconciling the United States and Canadian Standards for the Description of Archival Material" (the CUSTARD Project) be designated for the General Reserve Fund.

Moved by Wosh; seconded by Boles.
PASSED (unanimously).

C. Fundraising Structure Options

Beaumont noted that staff has been unable to attend to development of a fundraising infrastructure due to conflicting priorities.

MOTION

THAT a Task Force on Fundraising be created to develop for Council consideration in August 2005: 1) a compelling mission statement and/or purpose for the Special Funds and 2) a proposed infrastructure for SAA's fundraising efforts; that it comprise the SAA President, the Vice President, the Treasurer, the Chair of the Fellows Steering Committee, a member at large, a supplier representative, and the SAA Executive Director; and that it be funded to meet in summer 2005.

Support Statement: SAA must move ahead with its fundraising initiatives in a strategic and coordinated manner. Staff has been unable to work on this critical activity due to other priorities. The proposed task force would bring to the table a broad perspective on the profession and its members, and a focused meeting with a timely deadline is most likely to ensure a high-quality work product for Council consideration.

Moved by Gottlieb; seconded by Engst.
PASSED.

D. Dues Increase

Eaton reviewed previous discussions of the need to consider a dues increase in light of the fact that SAA's dues rates have were last increased in 1997. Council members then discussed the ideas of creating another dues category at a higher level; considering an individual sustaining dues category restructuring dues by category; ways in which to restructure dues categories to provide an incentive for individuals at lower salary levels; and considering a "special assessment" to cover advocacy expenses. Eaton suggested that a task force be created to look at all of these issues. She will prepare for the January 2006 meeting of Council a discussion paper, including a draft charge for a task force to look at dues issues.

The Council meeting was adjourned for the day at 5:00 pm.

SUNDAY, MAY 22

The Council meeting was convened at 8:30 am.

VII. ACTION ITEMS

A. Recognition of Robert Martin

MOTION

THAT Robert Martin of the Institute for Museum and Library Services be awarded the Council Distinguished Service Award at the 2005 Annual Meeting in New Orleans, and that the following resolution be adopted:

Whereas Robert Martin has served with distinction for four years as Director of the Institute of Museum and Library Services; and

Whereas during his tenure, the IMLS has awarded more than \$860 million in grants to enhance access to cultural resources in our nation's museums and libraries; and

Whereas he has consciously and consistently sought to include archival projects and priorities within the IMLS scope of grant programs;

Therefore Be It Resolved That Robert Martin be awarded the 2005 Society of American Archivists Council Distinguished Service Award.

Moved by Wurl; seconded by Boles.
PASSED (unanimously).

B. Administration and Software for A&A List

The online archives of the Archives & Archivists List date to April 1993. With more than 3,000 subscribers, the A&A List—currently hosted by Miami University-Ohio and monitored by Robert Schmidt—is a long-standing and vital channel of communication and networking for archivists in the United States and abroad. Last year, Bob Schmidt indicated to SAA Staff and Council his desire and intention to step down as moderator of A&A, which would deprive the list of its current home at Miami University-Ohio.

As SAA's Webmaster, Doyle approached a number of prominent members at leading universities to inquire if they would be interested in hosting the list. These informal conversations have revealed a number of key obstacles to relocating the list: 1) the considerable work required to maintain a list as large as A&A; and 2) the lack of professional acknowledgement, compensation, and/or prestige afforded to list administrators by university departments. In short, archivists in tenure-track positions are not in a strong position to undertake such an effort.

The loss of the A&A List would deprive 1) archivists of an essential source of information and networking opportunity which heretofore has been, both in name as well as in public perception, an SAA-sponsored resource, and 2) SAA leaders and staff of an essential medium of communication with members and nonmembers alike, thereby diminishing SAA's capability to effectively market its programs.

MOTION

THAT a Council task force be established to address the immediate need to find a new administrator and software for the Archives and Archivists List and to address how the proposed solution will support the Society's current e-communication needs and might integrate with new association management software.

Moved by Pearce-Moses; seconded by Paton.
PASSED.

C. Student Chapters

Eaton distributed a list of student chapters and encouraged Council members to visit with student chapters in their area. Paton noted that this encouragement, and tips for the types of information that might be included in a presentation to a student chapter, should be included in new Council orientation materials.

VIII. COUNCIL BUSINESS

A. Election of Executive Committee Member for 2005-2006

Chris Paton was elected to serve as the Council representative to the Executive Committee.
Kathryn Neal and Peter Wosh will serve on the SAA Nominating Committee.

B. Annual Meeting Coverage by Council Members

Wurl noted that the newly elected Executive Committee member is responsible for making liaison assignments—and therefore for assignments at the Annual Meeting. He will provide documents to Paton to assist in this task.

C. Review of May 2005 Action Item List

Eaton reviewed the Action Item List from the May meeting and indicated that she would be sending it to Council members within a week.

D. Adjournment

The meeting was adjourned at 12:00 pm.

Approved by the SAA Council on August 16, 2005.

