

Council Minutes

September 1, 1995

President Brenda Banks convened the meeting at 7:00 p.m., Friday, September 1, 1995. Present besides Banks were: Vice President Nicholas Burckel, Treasurer Leon Stout, and Council Members Karen Benedict, Bruce Bruemmer, Susan Davis, Timothy Ericson, Lori Hefner, Steve Hensen, Thomas Hickerson, Sharon Thibodeau, and Sharron Uhler. Also present was SAA Executive Director Susan Fox.

Report on Breakfast Meeting with John Carlin

Banks reported on a breakfast meeting with John Carlin. She said the discussion centered on how SAA and NARA could best work together. Carlin said that he would identify key NARA staff to facilitate cooperation and that he envisioned a NARA-sponsored electronic records summit in which SAA could play a prominent role. Banks said she also extended an invitation for him to attend the winter Council meeting.

Staffing Report

Fox reported that following the annual meeting she would promote Debra Mills from Meetings/Member Services Director to Assistant Executive Director. She said that this new position recognized Mills strong contributions and that it would augment Mills current responsibilities with special projects as assigned by the Executive Director. She also reported her intention to also promote Bernice Brack from Receptionist to Meetings/Member Services Coordinator.

Next Meeting Date

Banks established the winter Council meeting would take place on a weekend between January 26 and February 14. She requested Council members to inform Fox of dates in which they would be unavailable to meet.

Recommendation for Editor of *American Archivist*

Fox reported on interviews with the candidates for editor of the *American Archivist*. While both individuals presented strong credentials, the selection committee recommended Council appoint Philip Eppard as editor. The appointment would begin January 1, 1996 through December 31, 1999. Hensen moved the appointment, Stout seconded. PASSED.

Petition for a Records Management Roundtable

Bruemmer reported that the Joint SAA-ARMA Committee submitted a petition signed by 98 people to establish a Records Management Roundtable. He noted that the new roundtable was not intended as a substitute for the Joint SAA-ARMA Committee, which would continue operations. Bruemmer moved and Benedict seconded the motion that Council create a Records Management Roundtable. PASSED.

Appointments Committee

Burckel moved that Council establish an Ad Hoc Appointments Committee to assist the Vice President with the appointments process, Ericson seconded. PASSED.

SGML Update

Hensen reported on a meeting with Deanna Marcum, president of the Council of Library Resources (CLR) on the establishment of an encoding standard of archival description and finding aids in Standard Generalized Markup Language (SGML).

He said the initiative had the potential as an excellent collaborative project among SAA, CLR, and NARA, not just for developing application guidelines but, equally important, to administer the standard. He envisioned SAA working closely with the Library of Congress to implement the guideline. He also said that CAIE would set up an Encoded Archival Description Working Group to help further the process.

He said he would draft a proposal to Marcum in which SAA would create and test an Encoded Archival Description (EAD) Document Type Definition (DTD, an SGML structural requirement) of finding aids. He said he would submit a draft proposal and budget to Fox for Executive Committee review soon after the annual meeting.

Other Business

Hickerson reported that the NOTIS Users Roundtable voted to disband. Ericson reported that CEPD had no objection to him continuing to serve as representative to the ALA Committee on Accreditation.

At 8:00 pm Davis moved and Ericson seconded the motion to adjourn. PASSED.