

# Council Minutes

*September 5, 1998  
Walt Disney Dolphin Hotel  
Orlando, Florida*

## **Saturday, September 5**

President Duranti called the meeting to order at 3:30 p.m. Saturday, September 5, 1998. Present were Vice President Thomas Hickerson, Treasurer Robert Sink, and Council members Valerie Browne, Fynnette Eaton, Anne Gilliland-Swetland, Dennis Harrison, Peter Hirtle, Karen Jefferson, Jane Kenamore, Helen Tibbo and Wilda Logan Willis. Also present was Executive Director Susan Fox and Anne Van Camp.

### **Adoption of the Agenda**

Hirtle moved and Willis seconded the motion to adopt the agenda. PASSED.

### **Report of the President**

Duranti said she had no report.

### **Report of the Vice President**

Hickerson said he had no report.

### **Report of the Treasurer**

Sink said that the annual meeting netted 879 registrants, down from the projected 1,050. Although it was too soon to report specific impact on the FY99 budget, he expected annual meeting revenues to be approximately \$20,000 down from the budget. This loss, however, would be partially offset by the success of the preconference workshops, many of which were above projected enrollment.

### **Report of Council Committees**

Hirtle reported that the Art and Architecture Roundtable requested permission to disband. Hirtle moved acceptance of their request. Eaton seconded. PASSED.

Hirtle said he met with the Science, Technology, & Healthcare Roundtable and with the Privacy Roundtable to discuss issues related to medical privacy legislation in Congress. He said the roundtable representatives intended to draft a one-page issues brief on the legislation, which would include background information and suggestions on how best to influence legislation in the next Congress. Jefferson suggested that the roundtable representatives also give Council names of key archivists who could respond to the issue. Willis inquired whether the Government Records roundtable had also been consulted. Hirtle said they had not but that he would do so.

Hirtle also reported on a conversation Maher had with Carlin regarding NARA's Electronic Records Working Group questions and definitions. Carlin needed to know whether or not SAA had a better term for "electronic source record." Carlin also asked for SAA's input on determining the retention period for electronic records. Hirtle said he and Eaton would draft concrete suggestions based on one section of NARA's evaluation guidelines. Fortunately, he said this piece of the working group report did not have to be included with materials dictated by judicial guidelines. He said the response on this issue would need to be unofficial to NARA because the official Electronic Records Working Group response period had closed.

Hirtle then excused himself with apologies in order to chair a session.

Eaton reported that the disbanded Committee on International Archival Affairs was circulating a petition to become a roundtable.

Willis said the Archives and Archivists Roundtable noted a lack of diversity issues contained within the recently distributed membership survey. She said the Roundtable saw this as a lost opportunity.

Jefferson said she would discuss with Fox specific issues that arose during the meeting concerning Sections and Roundtables.

### **SAA and Education**

Duranti said she spoke with Beth Yakel. Yakel said that the conference on Archival Education would need to be held on Tuesday, not Sunday as Council requested. Yakel said the University did not have the facilities to offer a Sunday conference. She also noted that five of the 12 people surveyed said they would not be able to attend a Sunday meeting. Duranti suggested that from now on at each annual meeting site, SAA locate the conference at the closest university. She said it would be necessary to move the Council meeting to Monday in order to allow Council members the opportunity to attend the conference on Tuesday.

Hickerson said that for those members of Council who are not graduate archival educators this schedule would bring them to the annual meeting for an additional 24 hours. He inquired whether or not the group would be willing to accept the idea that if SAA organized the conference that future conferences be held on the Sunday following the annual meeting.

Following a broad discussion of the issue of timing and funding, Hickerson moved to agree to hold the Council meeting on the Monday before the 1999 SAA annual meeting in order to facilitate the participation of all Council members in the graduate archival educators conference the following Tuesday. PASSED.

Hickerson said he was wary about the nature of a long-term commitment to the conference. He agreed that archival education is important to the Society, and that

Council may find it to be a priority concern in strategic planning, so it would certainly be an integral activity. However, he was uncomfortable about making a resource commitment to a particular group within the SAA mandate when in fact a similar expectation could be justified in a number of arenas.

Duranti said that Council should give responsibility to CEPD to come up with specific ideas on how the issue should or should not be handled within the Society. Jefferson supported the idea of SAA working with CEPD on the issue and developing joint sponsorship of the conference.

Jefferson moved that Council direct CEPD to work together with graduate archival educators to examine ways to cooperate in future conferences and to report to Council by the June 1999 meeting. Hickerson seconded. PASSED.

Gilliland-Swetland said she would convey the resolution to CEPD.

### **Declassification**

Anne Van Camp reported on declassification issues and presented draft letters to Senators Moynihan and Warner. She said it would be important to get a fact sheet out to the archival community as soon as possible so that they could speak to their own representatives on the issues.

Eaton moved that Council ask Van Camp to provide language for a letter to be sent to Congress voicing SAA's opposition and concern to the amendment to Public law 104-106, Sect. 3146 and to H.R. 3616. Harrison seconded. PASSED, with Willis abstaining.

### **Resolution Renaming Minority Student Award**

Browne moved and Willis seconded the motion to approve the following resolution:

Whereas, Harold T. Pinkett has been a pioneering professional in the archives profession, and

Whereas, Harold T. Pinkett served with distinction during his long tenure at the National Archives and Records Service; and

Whereas, Harold T. Pinkett served with distinction during his long association with the Society of American Archivists and other archival organizations; and

Whereas, Harold T. Pinkett has been a scholar, archival educator, and mentor who has made important contributions to the archives profession;

Therefore be it resolved that in recognition of his lifetime achievements and contributions to the archival profession, the Archivists and Archives of Color Roundtable supports the renaming of the SAA Minority Student Award to the Harold T. Pinkett Minority Student Award;

Be it further resolved that the Archivists and Archives of Color Roundtable urges the SAA Council to direct the SAA Awards Committee to take whatever action necessary to implement this resolution.

PASSED.

### **New Business**

Duranti said she wanted to establish a task force to examine the work of the Chicago office in detail in order to establish what services which are delivered regularly by the office could be delivered by more efficient means, those that could be dropped, and how the work could be reorganized to realize new functions, for example a new position for a development officer/grant writer.

Sink said he thought it would be useful for the Task Force on Dues and Member Benefits, which will be recommending a dues increase, to better answer questions of how SAA money is allocated and spent. He said he could also see its usefulness for Fox so that she would not have to get into situations where activities such as Brinati's maternity leave and Sanders bereavement leave would not traumatize the office. He said the main questions should be, what are the services delivered, how much time does it take, how much demand is there for certain services. He noted that the Society would necessarily have to make choices, the organization cannot accomplish everything and it can't continually raise dues.

Duranti said she could draft a charge and distribute via the Council listserv for input. She said that at the outset the intent would not be to eliminate positions, in order to reassure staff that they were not in danger of losing them.

Jefferson said that if there was a task force it should not focus solely on finance but on service. Durant said a cost-benefit analysis should be done. Tibbo said the membership does not always know the details of the finances.

Hickerson advocated a narrow definition of what needed to be accomplished. He said at a minimum Council should set out organizational service categories. He also said it might be necessary to conduct a fact finding effort before establishing assignment of resources. He said he had a difficult time discerning who would be the actor in that scenario.

Duranti said that the fact finding should be conducted by an external actor, then have the task force assess those findings. She said she wanted to hire a development director but she did not want to add to the staff.

Hickerson said the assignment was not one that a task force could do well. He said if the society was to engage in strategic planning it would in that capacity make the decisions on how to prioritize the funding.

Fox suggested the American Society of Association Executives Peer Review Program, in which a team of executive directors give an outside, objective view of an association's governance, staffing, products, and services. Fox said she would get more information and distribute to Council.

Gilliland-Swetland introduced a set of procedures developed by the Ethics and Professional Conduct Committee. She requested that Council give her input on them via the listserv.

Sink read the To-Do list.

The meeting adjourned at 5:13 p.m.