

**Society of American Archivists
Preservation Section (Liaison: Lenoil)
Annual Report 2007-2008**

Officers:

Brenda Gunn, Chair
Elizabeth Slomba, Vice-Chair/Chair-Elect
Steve Dalton, Immediate Past-Chair
Patricia Morris, Program Committee Chair
Sue Koutsky, Member-at-Large and Education Committee Co-Chair
Rebecca Hatcher, Member-at-Large and Education Committee Co-Chair
Vacant, Outreach Committee Co-Chair
Vacant, Outreach Committee Co-Chair
Tonia Sutherland, Newsletter Editor
Julie Graham, Web Liaison

Report from Annual Meeting:

Number of attendees: (approximately) 115

Summary of Section meeting activities: A business meeting comprised the first hour. Section Chair, Brenda Gunn, opened the meeting and introduced guests to make announcements:

SAA Council – The Chair introduced Nancy Zimmelman Lenoil, Council Liaison to the Preservation Section. Nancy's report emphasized two main topics, as follows:

- 1.) The proposed SAA dues increase, which Nancy urged Section members to support;
- 2.) Changes for Sections/Roundtables, including these key points:
 - a. Affirmation that Sections/Roundtables are the foundation of SAA and an efficacious way of meeting the diverse needs of the membership;
 - b. SAA intends to support Sections/Roundtables with increased services to meet identified needs;
 - c. Infrastructure to support greater communication and participation has been expanded;
 - d. All Sections/Roundtables will be guaranteed space at Annual Meeting;
 - e. Opportunities to participate in leadership have been strengthened.

Nancy also reminded the Section about the requirements to prepare reports to Council.

SAA Annual Meeting 2009 – The Chair welcomed Chris Paton, who represented the Program Committee. Chris urged the section to consider session proposals for the 2009 meeting to be held in Austin. Vice Chair/Chair-Elect: Elizabeth Slomba reported on the strategic planning meeting, the minutes of which are provided below:

**Preservation Section Steering Committee Meeting
August 27, 2008**

Present: Steve Dalton, Julie Graham, Rebecca Hatcher, Elizabeth Slomba, Tonia Sutherland

Much of the meeting was spent reviewing the section's initiatives, accepted at the 2007 Steering Committee Meeting.

- 1.) Update the handbook into formal bylaws
Status: The chair is still awaiting the feedback from some committees, and overall review is not complete. Brenda Gunn will continue to lead this effort.
- 2.) The Steering Committee, along with other invited participants, will conduct a one-hour electronic meeting every month

Status: Meetings were held nearly every month this year, hosted by Brenda Gunn at UT. She can continue to host them this year.

- 3.) Review the current committee structure to ensure that it still meets the Section's needs:

Discussion: The website and newsletter committees, in particular, would like to encourage more input from section members. Tonia Sutherland reports that newsletter submissions have been especially low. It is possible that SAA's new information management software will affect the section's website; Julie Graham plans to speak with Brian Doyle about possible effects. This led to a related discussion of SAA's recent decision to start enforcing the lower limit on roundtable membership. Under these rules, roundtables with fewer than 50 members may be considered for elimination. All committee members agreed that section members should be reminded to join roundtables, particularly those which relate to preservation, such as security and recorded sound. Implement a new policy wherein each Section committee will have one graduate school student serving as an intern every year

Status: While internships were discussed throughout the year, and some students expressed interest in internships, the program has not yet been implemented. It was decided that Brenda's call for volunteers during the section meeting should specifically include grad students.

- 4.) Better define terms of service (re: committees, etc.) and broaden involvement to include a greater number of contributors from among our Section members
- 5.) Create a Co-Chair structure for every Section committee

Discussion: Initiatives 5 and 6 were discussed together. All agreed that more clearly defining the term at 2 years, and starting with 1 year as junior co-chair would help convince members to serve on committees.

There has been some difficulty in establishing the junior/senior chair pattern, but the committee plans to do so as vacant positions were filled (starting with education and outreach, as these were expected to be vacant at the end of the 2008 annual meeting).

There was further discussion of the website and newsletter committees, and revival of previous suggestions to revive the publications committee as an umbrella for the newsletter and website committees.

There was also discussion of SAA's plans for preservation education, and the section's roles in those plans. Prior to the meeting, Solveig De Sutter asked the section to develop preservation workshop ideas for SAA. The steering committee discussed the variable quality of preservation education, the difficulty of evaluating the content or instructor, and of knowing that should be taught at each level (Specific preservation topics? Preservation management? Beginner? Advanced?), and Steve Dalton suggested that the education committee review existing core preservation competency documents, and adapt them for archivists. Suggested documents included those from ALA, NEDCC, and other. Once core knowledge is identified, workshops should be developed to fit. Other suggestions included encouraging SAA to hire known experts in particular fields, to teach pre-conference workshops.

Status: Brenda or Elizabeth (Elizabeth, did you volunteer Brenda for this, or say you'd do it?) will follow up with Solveig to determine SAA's needs. The Education Committee will begin review of existing competency documents.

- 6.) Include a 1-hour "All Committees" meeting in the section's business meeting

Discussion: This was planned for this year's meeting. However, because of a scheduling conflict, the all committees meeting will need to be held in a different room than the business meeting. The importance of having committee meetings in order to generate interest and encourage participation of members was revisited. The committee reviewed the decision to hold an all committee meeting, given that it is likely to be difficult to schedule next year as well, and agreed that it would be worthwhile.

Status: Elizabeth will begin working with SAA immediately after the annual meeting, in the hopes that a meeting room can be scheduled for 3 hours in 2009.

- 7.) Review the Visual Materials Section's method for evaluating programs and adapt/adopt it if appropriate:
Discussion: The section will need a more formal way to evaluate sessions' success, particularly if sessions will be more intentional and cohesive (as discussed in #6). We will also need a means of transforming successful sessions into larger stand-alone or pre-conference workshops.
Status: Julie Graham will contact the Visual Materials Section to discuss how they evaluate sessions.
- 8.) Add two elected positions to the Steering Committee positions, as directed by Council, have the actual ballot created every year by the chair of the Nominating Committee, and encourage SAA to provide technical support for electronic ballots.
Status: These initiatives have been accomplished. The 2 member-at-large positions were renamed steering committee members. Steve Dalton prepared the 2008 ballot, and was able to find at least 2 candidates for each position. SAA managed the 2008 section election electronically.

Nominating Committee – Steve Dalton, chair, reported on the results of the 2008 election:

Vice-Chair/Chair-Elect – Rebecca Hatcher
Nominating Committee member – Rachel Onuf
Steering Committee member – Laurie Gemmill

Meeting Program, 2008: "The Drive to Digitize" during which Kathleen Williams, Thomas F.R. Clareson, Joel Wurl, Susan Malbin, and Kaye Lanning Minchew presented their views on digitization's impact on preservation programs and on preservation funding. Following these comments, section members are encouraged to ask questions of the panelists in order to broaden and extend the topic.

Updates on programs provided by the following: NHPRC – Kathleen Williams; NEH – Joel Wurl; IMLS - Susan Malbin; NEDCC – Ann Russell

Preservation Section Conference Call
Wednesday, Oct. 3, 2007; 2:00 p.m.

On the call: Brenda Gunn, Steve Dalton, Elizabeth Slomba, Pat Morris, Pam Hackbart-Dean, Sue Koutsky

The leadership list includes:

Brenda Gunn, chair
Elizabeth Slomba, vice chair
Steve Dalton, immediate past chair and chair of nominating committee
Rebecca Hatcher, Member at Large and Co-chair, Education Committee
Sue Koutsky, Member at Large and Co-chair, Education Committee
Laura Finger, Co-chair, Outreach Committee
Anne Ostendarp, Co-chair, Education Committee
Patricia Morris, Chair, Program Committee
Julie Graham, Web Liaison
Sheila McAlister, Web Liaison
Tonia N. Sutherland, Editor, Infinity

Brenda will ask Julie to update the website with the new leadership. At the strategic planning session in Chicago, Sheila McAlister volunteered to help with the web work seeing as how the section wants to increase content on the web.

The group discussed program proposals, and Pat reported that she had received only one proposal to date. Brenda said that she had been called by a section member who would be meeting the Oct. 12 deadline.

Brenda to send out another reminder message to the preservation list.

Brenda initiated a discussion on the initiatives that Steve had introduced to the section at the annual business meeting in Chicago. Specifically initiatives 1, 3, 5, and 6 all deal with some aspect of the sections operations and procedures. The group discussed moving toward a bylaw structure similar to other sections, but that the first step would be to have the leadership and committees conduct a self study against the current operating procedures as outlined in the Handbook (located on the section's website) and report back to the chair. This move from a Handbook to a formal bylaws could be part of the section's 3-year plan (a document which is required by SAA, but which we don't have at the currently.) To provide perspective, Brenda will survey the other SAA sections for their foundation documents and report to the steering committee.

We discussed whether there is a need to populate the committees with members. Sue reported that the Education Committee has six members. The Program Committee does not have any, and the group was not sure about the Outreach Committee. Brenda will follow up with Anne and Laura. Brenda proposed to send a call for volunteers to the preservation section list in order to match interested individuals with committees needing people.

Sue reminded the group that the Education Committee has been working on a survey to assess Education needs. Brenda proposed that the committee find out from the regionals if they had ever surveyed their membership on preservation needs. Sue suggested it could be a task for the committee members who have been waiting for assignments. The survey could be used to help the section meeting SAA's diversity strategic priority by targeting audiences such as Tribal Archivists.

Steve reported that the Outreach Committee was seeking direction. Brenda will contact Anne and Laura to discuss ideas such as May Day content for the section's website and for SAA's website. The section should take a leadership role in this annual effort. Additionally, the outreach committee could initiate a graduate internship program, wherein, students in graduate library or archives programs can serve as an intern on the section's committees. It would be a way for the section to bring in new blood, and to teach new members to the field about committee work in the context of an SAA section. Brenda reported at this point that the section has over 200 student members of the section. The pool for interns is a large one.

Brenda will follow up with council liaison to determine whether the section meets the new requirement to have 2 elected members of steering committee. The question is whether the elected members at large fit this requirement.

Regarding the newsletter, Brenda will ask other sections such as manuscript, visual materials, college and university archives whether they would post our call for articles on digital preservation. All in the group seemed to think that this topic extends crosses several boundaries.

Steve reported on another initiative to expand our meeting time at SAA to allow for committee meetings. We will follow up on this with SAA during the year, and hope to implement this in San Francisco.

Preservation Section Conference Call February 1, 2008

Those on the call included: Brenda Gunn, Steve Dalton, Elizabeth Slomba, Rebecca Hatcher, Sue Koutsky, and Patricia Morris. Thanks so much to Patricia for hosting this call.

Volunteers and populating the committees: Brenda reported an encouraging response to her call for volunteers that went out late last fall. About 27 people responded to indicate their interest and willingness to participate in the Section's committee work. The volunteers run the gamut from students to seasoned

professionals. The group discussed how best to approach this and all agreed that Brenda would forward the list to the steering committee and that the group would examine the list. To avoid having several chairs approach the same person, the group agreed to “claim” who they intend to contact. Since there were a few who indicated a preference of one committee over another, Brenda promised to send that information out.

Update: List was sent on 2/6/08, and followed up by forwarding information to individuals when a definite preference was noted on the volunteer response.

Strategic Planning and Section organization: Brenda reported on her review of the other SAA sections and their organizational documents. Most sections have formal bylaws. One section does not have any organizational documents on its website. Our section has what we call “Operating Practices.” It appears that we have all the elements of a more formal bylaws document. Brenda requested that all chairs, current and past officers on the steering committee look at their sections in the Operating Practices document to ascertain whether we are doing for what the document calls. All should make a report as to their findings which should include where we are or are not meeting these requirements. Additionally, all should make recommendations where and suggestions for updating their section in light of a transformation to a more formal bylaws structure. The group agreed that we would work on this for 6-8 weeks and that at our next conference call we could provide updates on progress (conference call planned for week of March 10). Steve and Brenda committed to working on the language for the steering committee. Brenda will follow up with Section Council liaison Nancy Lenoil to find out what SAA wants and requires for steering committees.

Update: Over all information gathering in progress. Brenda has contacted Nancy Lenoil (2/18/08).

Committee Structure: The group discussed the necessity of having more structure over committees, specifically having a committee chair/co-chair scenario in which co-chairs serve for two years with one in a senior role while the junior chair learns the ropes so to speak. This proposition seemed amenable to the group and is interesting to the extent that it will promote additional involvement from membership. This aspect of the section’s structure needs to be reflected into the revisions to the operating practices

Section meeting proposals: The group discussed briefly possibilities for the program for the next business meeting to be held on Friday, August 29, noon – 2:00 p.m. One idea was to see what section-endorsed proposals did not get accepted onto the SAA program and then develop them for our business meeting purposes. Other ideas pertained to constructing conservation surveys and an exploration of the extent, if any, that overall preservation funding and programs have been affected by the drive to digitize. Elizabeth and Sue volunteered to help Pat bring some other ideas to the table. We’ll discuss this further at the next conference call. Additionally, Brenda is charged with seeing if SAA will allow the section an additional hour in order to facilitate committee meetings.

Update: Ongoing. In addition to asking Nancy Beaumont about the additional hour, I visited with the Manuscripts Section vice/chair today (2/18) about their practice which is to adjourn the larger section meeting for a smaller venue in the hotel where the steering committee meets. He did not know how that gets arranged but will inquire. Meanwhile I do have my message out to Nancy B.

Next conference call: Brenda said that she would host the next conference call for the week of March 10-14. All steering committee members were to send their availability to Brenda.

Update: Brenda will send out this “save the date” announcement today (2/18)

SAA Preservation Section Conference Call 3/11/08

In Attendance: Brenda Gunn (chair), Steve Dalton, Julie Graham, Rebecca Hatcher, Susan Koutsky, Pat Morris, Elizabeth Slomba, Tonia Sutherland

Call to Order: Brenda opened the meeting by announcing that Anne Ostendarp would be stepping down as chair of Outreach due to her new position.

Steering Committee, Committee structure and Bylaws: Brenda reported on her discussion with Nancy Lenoil concerning the Preservation Section steering committee. Nancy said that the Council wanted each section to have a chair, a vice-chair and four SAA members elected to the section steering committee; these four elected members include the chair and vice chair positions. Brenda said that the Preservation Sections is currently meeting the letter of the law so there is no need to make a change. The committee discussed the current composition of the steering committee. The only Council requirement is that the steering committee have a minimum of four elected steering and that there is no limit to the number of members on the committee. Brenda agreed to go back to Nancy to ask if the section can continue its practice of including committee chairs on the steering committee. There was a brief discussion about whether the committee chairs would be voting members on the steering committee. Brenda and Steve will continue to work on resolving these issues. The committee continued to discuss issues concerning the composition of the steering committee, whether additional elected members were wanted, and would the number of elected members change if there is a difference between who is a voting member and who is not. Steve recommended that the committee wait for further information from Nancy. Brenda added that she looked at the SAA document concerning the management of sections and noted that the document requested that the sections reporting section goals. She said that she knows that the section has been working on the goals set by the steering committee last August, but she does not have a document suitable for web publication; she will work on it.

Volunteer List: There was discussion about the use of the volunteer list. Steve said that he is working on slate of candidates. There was brief discussion about the deadline for submitting candidate names, about voting online and how to proceed. Council has not worked on adopting online formally so the section will need to talk to Sheila McAlister about setting up the online vote. There was a mention of following up on online voting with Nancy Beaumont and Nancy Lenoil.

Longer meeting time for annual meeting: Brenda heard from Nancy that the Council passed a motion to work with sections about extending section meetings; other sections are interested as well. She also discussed the section meeting length with the SAA office. The section can have an extended meeting in same room at the annual conference but SAA cannot advertise the longer time in the program because it would conflict with the exhibit hall hours. It was mentioned that Pat and the program committee can be available for people during this longer time to develop future programming. The committee discussed how the steering committee can have break-out sessions to discuss committee business and then come back together as one committee for further discussion of section goals and projects. It was agreed that committee chairs should get the word out to their committees about the extended meeting in order to get greater participation. The section meeting will take place on August 29 from 12 pm to 3 pm. The time in the program will list the section meeting as 12 pm to 2 pm. The business meeting will be from 12 to 2 and the committee hours though 2 pm to 3 pm.

Meeting theme: Brenda alluded to the committee discussion via email concerning the business meeting theme. She said that the theme would be on exploring how funding for digitizing is or is not supplanting funding for preservation. There was discussion about the submitted program blurb, how to find speakers and changes in grant funding. It was suggested to include a speaker from a state archives to talk about digital records and preservation, to possibly bring in someone from AIC to talk about the impact on conservators, and to maybe bring in someone from NEDCC to talk about the impact and changes in business model. There was a brief discussion about the structure of the business meeting (whom to give time to, the committee reports, the Chair report, the election results, and the Council representative report.) Brenda and Steve will discuss future the structure of the meeting. (Tonia left the phone and said

that she will be in touch over email concerning the newsletter.) The committee continued to discuss the program and potential speakers. It was noted that the committee should find someone to discuss “how [digital] affects day to day [preservation business.” There was additional discussion about the length of the program versus the length of the business portion, for the need to set aside time for discussion, the optimal number of speakers, and the need for balance between speakers and time for discussion. The success and structure of the 2007 program was mentioned.

Outreach Chair: Brenda asked if anyone who knew someone who wanted or would be willing to be Outreach Chair. She alluded to the volunteer list and that Anne had given suggestions for people to contact. The committee discussed Outreach’s potential activities, such as May Day programming/education and the intern program. It had been suggested that Outreach have two chairs (a senior chair and a junior chair) to insure a smooth succession of the chairs and so that one chair would serve as mentor to the other. To start this program one incoming chair would serve a year and the other two years. The committee discussed at length potential volunteers, section members who would be willing to serve, people who have served before that might be willing to serve again. It was asked if someone on the committee would like to chair the committee. But the committee has not been very active of late and the committee was not sure of the actual membership of the Outreach committee. Brenda will work on contacting a chair and pulling the committee together.

Miscellaneous business: Brenda reminded committee chairs and officers to look at the positions and roles as described in the bylaws and send feedback to her about any changes by the end of March. There was a brief discussion about the newsletter. Brenda needs to send a column to Tonia, then it can go to the membership. Her column will promote the annual business meeting program. Next conference call: April 29th, 10 am CST (11 am EST, 9 am MST, 8 PST).

SAA Preservation Section Conference Call 4/29/08

In Attendance: Brenda Gunn (chair), Steve Dalton , Julie Graham, Rebecca Hatcher, Susan Koutsky, Pat Morris, Elizabeth Slomba

Nominations: Steve reported on the Nomination Committee’s progress in finding candidates. He forwarded some names to the steering committee via email but is now proposing some changes in offices and candidates based on potential candidate responses and potential conflicts due to candidates coming from the same institution. He is waiting to hear from Nancy Beaumont about a candidate’s status (whether the candidate is eligible to run or not), once the candidate is cleared Steve will contact proposed candidates to see if they are willing to run.

There was a discussion about the value of the volunteer list and when people are consulting it to staff committees or for candidates. The Nominating Committee used the membership list to find candidates. Attendees commented on the number of institutions included in the membership list.

Steve also announced that SAA will administer the electronic voting for the election since they now have a mechanism for electronic voting. Once he has the official list of candidates, he will contact Brian Doyle; Brian will put together the ballot and send out to membership. There was a discussion of the timeline for confirming candidates and sending out the ballots. Steve wanted to find and confirm the candidate list this week or shortly and get out the ballots mid-to-late May to the membership, if SAA can put together the electronic ballots in that timeframe.

Steve then mentioned that the Award Committee received 5 nominations for the Preservation Publication Award, which is more than the three nominations from last year. There was brief discussion about the work involved in the applications and sending out publications for review.

Bylaws: Brenda sent out the proposed bylaws and discussed how she developed them. She is looking for recommended changes and other proposed additions or subtractions from committee chairs. She needs to complete the review shortly so that the membership can see the bylaws in advance of the annual meeting.

The upcoming issue of Infinity will be coming out shortly. Tonia will then start soliciting for next issue and will send bylaws in that issue.

There was discussion about how to contact the membership regarding the bylaws. Attendees discussed using the section listserv, how to get comments from membership and the possibility of setting up a temporary response-email for comments. Concern about getting comments from section non-members was expressed. Then attendees discussed setting up a web form for comments and how to filter out nonmember comments.

Brenda will discuss with Tonia an appropriate deadline to get the bylaws out to the newsletter and then will determine the steering committee deadline to complete review of the bylaws.

There was a discussion concerning the committee sections and how to approach a review. It was recommended that the committee chairs ask questions such as “is this reflective of our practices.” Attendees reviewed why the steering committee is updating the bylaws, what needs to be done, updating language, and so forth. Brenda anticipated that not a lot of rewriting would be required but she saw a need for review to see if the bylaws are all relevant.

There was a brief discussion concerning the program committee, whether there was a need for additional membership, and a discussion of the program chair duties. Sue felt the committee was “not a huge burden” but there were suggestions for additional help. Sue mentioned that a grad student offered to help and she would follow-up on the suggestions.

Brenda asked if the steering committee needed to resurrect the Publications Committee. The Publications Committee used to compile the bibliography and Brenda believed she could find someone to do the bibliography. But in the previous incarnation, the newsletter editor was a member as well of the Publications Committee; it was suggested that newsletter editor not be a member of the committee and would be a separate job. There was discussion of the newsletter editor job, the role of this editor and how this job is addressed in the bylaws/operations book. It was suggested that publications committee and newsletter editor be on the same committee, with the newsletter editor serving as chair. Each member of this committee would have a specific role, then they would assist the newsletter editor as needed. There was a discussion of how to better represent the newsletter editor and web editor positions.

Brenda asked the chairs to look at their sections and get back to her in two weeks (May 16th). Brenda will compile the suggested changes and then the steering committee would review the document as a whole.

Composition of steering committee: Brenda announced that the section is in compliance with SAA concerning the number of elected officers (chair chair-elect, two elected members) on the steering committee. SAA’s rules allow committee chairs to serve on steering committees as appointed members. The new bylaws will detail the composition of the steering committee.

Steering committee meeting: Brenda is waiting for confirmation for the meeting room on Wednesday afternoon at the SAA annual conference. She is fairly certain a room will be assigned and she will send the details once she receives them.

Annual Business meeting: The annual business meeting will go as follows: it will be three hours, with a two-hour business meeting and a one-hour committees meeting after. The steering committee will need to publicize this structure in the listserv, newsletter, and to the committee members especially.

Newsletter: Brenda sent her column to the newsletter and the issue will be sent out. The next newsletter will be on general topics.

Documents on the web: Brenda plans to post section related documents on the web. Elizabeth will work on the goals document. Brenda is considering posting Steve's annual report, maybe committee reports, and documents relating to section business. There was brief discussion of how to organize the documents and what to put up.

Respectfully submitted by Brenda Gunn, Section Chair, 2007-08