

Subscription Information

The *American Archivist* (ISSN 0360-9081) is published semi-annually (Spring and Fall) by the Society of American Archivists, 527 S. Wells St., 5th Floor, Chicago, Illinois 60607-3922. Postmaster: send address changes to mailing office. Subscription price: \$85 a year to North American addresses, \$100 a year to other addresses. Single copies are \$25 for magazine copies and \$30 for photocopies.

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⊗ The *American Archivist* is printed on an alkaline, acid-free printing paper manufactured with no ground-wood pulp that meets the requirements of the American National Standards Institute—Permanence of Paper, ANSI Z39.48-1992. Typesetting and printing of the *American Archivist* is done by IPC Communication Services of St. Joseph, Michigan.

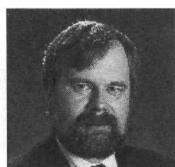
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GALLERY OF CONTRIBUTORS



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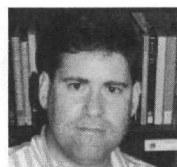
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SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

September 1, 1998—Orlando, Florida

President William Maher called the meeting to order at 8:30 a.m. Tuesday, September 1, 1998. Present were Vice President Luciana Duranti, incoming Vice President Thomas Hickerson, Treasurer Robert Sink, and Council members Valerie Browne, Bruce Bruemmer, Fynnette Eaton, Anne Gilliland-Swetland, Peter Hirtle, Karen Jefferson, and Helen Tibbo. Also present were incoming Council members Jane Kenamore, Dennis Harrison, Wilda Logan Willis and Executive Director Susan Fox. Absent: Lori Hefner and Sharron Uhler.

Adoption of the Agenda

Bruemmer moved and Hirtle seconded adoption of the agenda as amended. PASSED.

Approval of the Minutes

Eaton moved and Tibbo seconded approval of the minutes as amended. PASSED.

Report of the Executive Committee

Bruemmer reported on electronic votes taken via the Council listserv. Maher called for a vote on July 25, 1998 relating to a statement on National Archives and Records Administration facilities. Having received an electronic quorum, Maher

moved and Sink seconded the motion to adopt the position statement on the NARA Space Plan. The motion passed unanimously. The Executive Committee approved an educational conference to take place prior to the 1999 SAA annual meeting in Pittsburgh with the understanding that the conference may conflict with the Council meeting but not with program offerings. The Executive Committee also approved a statement on the NARA Electronic Records Working Group and forwarded the statement to the National Archives.

Report of the President

Maher gave an update on plans for a Graduate Archival Educators Conference preceding the 1999 annual meeting. He said that Beth Yakel and Richard Cox, with cooperation from the Universities of Michigan and Western Ontario, received funding from a private foundation to support expenses to hold such a conference. Yakel approached SAA to request that the Society become formally associated with the conference. In consultation with Council, Maher responded that SAA would be willing to do so but within certain parameters. Concerns included a request that organizers not hold the conference on the same day as the Council meeting and whether or not the conference would be of limited

or open attendance. Organizers assured Maher that the meeting would be open to all graduate archival educators as well as Ph.D. students.

Duranti moved that SAA should be directly involved in graduate archival education not merely by issuing guidelines but also by organizing conferences. She said this type of conference should occur under the SAA umbrella, not by independent entities. She recommended that Council ask the Committee on Education and Professional Development (CEPD) to look into the matter and make recommendations.

Jefferson suggested putting the issue into the new strategic plan. She questioned who the motion was for. Maher said the purpose of the motion was to inform the Society that SAA should take a leadership role in informing graduate archival education. Then the issue could be turned over to CEPD to look into ways to insure that SAA had an active role in working with graduate archival educators in the future. Once the motion was adopted the Society could incorporate the concept into the strategic plan as an element of a goal. He said SAA should be involved in an active way in advancing the field of graduate archival education.

Gilliland-Swetland said that one thing SAA could do would be to look at the whole educational environment. This would include support for and encouragement of research agendas, tenure track process, as well as nurturing graduate archival education. She was concerned that universities were pulling and pushing against each other, causing an unhealthy development.

Hirtle expressed unease at the prospect of SAA taking over the subject matter. If he were the organizers of the proposed Pittsburgh conference, he would interpret Council's proposed action as an attempt to take over the conference. He preferred a much broader approach as articulated by Gilliland-Swetland.

Duranti stressed that archival education was a part of the SAA mission and should be strongly supported. Gilliland-Swetland said that one of the reasons this conference occurred was because archival

educators were frustrated that SAA was not proactive. She said there existed a strong danger that archival educators would pull away and form their own association.

Maher said that after the Pittsburgh conference there needed to be a series of next steps, which should come from the SAA leadership.

Maher then reminded Council that he had questioned whether or not the Task Force on Organizational Effectiveness definitions of Committees, Board, and Representatives had been formally approved. A review of the minutes revealed that they had been and that Fox would incorporate them into the Council Handbook.

Report of the Vice President

Duranti reported completing all appointments.

Report of the Treasurer

Sink reviewed FY98 actual figures. While the budget year concluded with a small surplus, he said, the Society was still stalled in adding to the reserve fund. The FY98 contribution equaled less than .5% although Council policy is to cover six months' reserve. SAA's present reserves covered 21 weeks.

Hirtle reminded Council of an earlier discussion, initiated by Lori Hefner, that the six month reserve policy may be too high, and three months might be better. He inquired whether Council should consider formally changing the reserve policy. Fox said it would be better to discuss the issue at the winter Council meeting with the auditor's report.

Maher suggested that if Council were to consider changing the level of reserves it should do so in relation to SAA income and expense and in relation to the market. He reminded Council that SAA expanded its programs in the early 90s due to grant income and robust publications sales.

Executive Director's Report

Fox presented a proposal to upgrade the SAA website. She reminded Council that the iteration currently on the web was always meant to be a temporary place

holder and solely a means to establish the Society's presence. The proposed upgrade would revamp the site's architecture, develop templates for content, and incorporate interactive elements such as order processing, meeting registration, and membership database interaction. Browne moved and Tibbo seconded the motion to authorize Fox to allocate \$3,333 each from the Education, Publications, and Norton special projects funds to subsidize the upgrade. PASSED.

Bruemmer said that the death knell to any website occurred when it was not dynamic and contained outdated information. Duranti said it was a new service for SAA, but one that must continue. She said that all activities in the office would need to be given a very hard look in order to prioritize funding. Maybe SAA needed to cease certain activities. If it is necessary to open a new expense, Council would have to close another. She said she would rather have a few things done well. It may be that the Society could drop activities which are no longer useful or which have been superceded by technology.

Eaton said the member survey should help gauge views on the website. She thought it was essential for the Society to have one. The member survey may identify other areas which may be dropped. Tibbo said that technology is expensive, more so than print communication was in the past. She suggested it may be possible to cut back on some print materials.

Hirtle said that all agreed that the web was important and that updating it a priority. He said the question at hand was whether in this instance to subsidize the upgrade from special funds but then to incorporate future upgrades into the budget. Fox said that was her intended aim.

Maher said he was uneasy about Council not having adopted a policy for handling the special project funds. He said the Society ran the risk of pulling out all the gains made in investments from more robust markets. Making the decision without a policy for funds struck him as risky. He agreed with the need to incorporate the website into regular budget planning. Fox reiter-

ated that this was a one-time request, much like a down payment on a house. All future work would be incorporated into the budgetary cycle. Maher requested that at the end of the current budget cycle Fox report back on savings or gains made from the web, if any.

Fox gave an update on the new software system, reporting that this would take top priority for all staff upon return from the annual meeting. All staff would engage in intensive training in October and November and the goal was to have the new system live by the first of the new year.

Fox gave a brief report on the *American Archivist* and Publications editors review process, saying that she would be meeting with the Editorial Board and the Publications Committee to elicit feedback on their evaluation.

Fox said that Brinati and Sander would join Council later in the afternoon to give Publications and Education Office reports.

Due to the fact that it was close to time for a conference call Fox suspended her report.

Conference Call with U.S. Archivist John Carlin

Maher thanked Carlin for taking the time to meet with Council via the conference call. Carlin apologized for the fact he could not be there in person, and said he hoped to meet with Council in person in Pittsburgh. He said that Lew Bellardo was unable to make the call due to pressing business with the Executive Branch. He introduced Lori Lisowski as participating in Bellardo's absence.

He said he was grateful for the time and energy SAA devoted to developing a position paper on the NARA Space Plan. He said it would be helpful to NARA to have the guidance, and it clearly shows SAA to be a partner on the issue. He said NARA recently completed a round of 19 public meetings with a cross section of participation. The challenge now would be to get a better read on not just people the agency was now serving but also on those they did not serve very well. He said NARA needed more access for more people in order to be successful.

He said the GRS20 issue had become a procedural problem due to the court becoming involved and therefore controlling the time line. On the one hand the Electronic Records Working Group (ERWG) was just wrapping up and now he was starting an intense review of next steps. The ERWG had done a good job, worked hard, laid out a broad set of options and choices. It looked like the next steps would involve a process of narrowing choices rather than trying to invent something new. He said his decision would be based on what was one, archivally sound; two, consistent with the judge's orders; and three, sensitive to the agencies—not to burden them with something they would not want to be burdened with and therefore would not carry out.

Hirtle said he was pleased to hear there were plans for another Electronic Records Working Group to follow on the work of the first. He asked if the next group would again have outside consultants and if so, would he rely on their services on a voluntary basis or would he reimburse?

Carlin said he would not allow the next working group to exist without the benefit of outside help. He said he needed to take a serious look at funding consultants and that would certainly be a topic of conversation.

Maher asked for elaboration on the deadlines and process involved.

Carlin said that the only way to have a sane conclusion to the process was not to wait until the judge's deadline to act. He was impressed with the broad input from the archival community. Some of the work involved occurred in terms of making decisions as an internal process and that it was important to bring in others to take a fresh look. He said he would have to decide what he is comfortable with in going forward at this time. The challenge for the internal ERWG folks was to give him more help in assessing the comments. NARA does not carry a huge club and he would need to factor in agency concerns. He said he wanted to conclude the process within three weeks, and get a report to the judge in time to give him a chance to respond. The judge had been reasonable in allowing time and flexi-

bility. The more NARA worked cooperatively with him the better chance he had of continued cooperation.

Maher requested that Carlin let Fox and SAA know conclusions as soon as feasible. Carlin said he certainly would, that he wanted SAA to have the opportunity to comment. In order to have sound archival policy it would be important to have SAA input.

Hirtle said it was exciting to see comments from SAA members attending the NARA Space Planning meetings. He noted that the Society succeeded in having either a member or a Council member attend nearly all the meetings. He said that NARA was discussing issues all archivists face and therefore it would be able to set a direction for the entire profession. He was concerned that there were archivists opposed to the closings, and that regionals had spoken out against the plan. When SAA comes out with a position, the Society would need to have very good information in order to make a judgement. What were the standards for archival facilities, especially in relation to Archives I, and why were the presidential libraries also not included in the plan? He suggested that Carlin make clear that the presidential library funds are untouchable. He said this sort of information needed to be communicated to the profession so that SAA could properly defend a decision, once made.

Carlin admitted he had not necessarily communicated in the most perfect fashion. He said the agency was doing the best it could and that he appreciated Hirtle identifying areas where there were shortfalls. He said Archives I got out of sync because of the charters. The preservation committee discovered a few years ago that if the agency did not do something about the re-encasement issue in seven years, they would face a problem which would lead to an impact on the charters themselves. That crisis kicked off working with Congress on how to deal with Archives I. He said they would not be able to renovate the Rotunda without kicking in the Americans with Disabilities Act and other facility needs.

He said it would take a long time to deal with Congress on Archives I needs

because of the large amount of funding it would take. Some people have suggested that NARA should conduct a cost analysis to see if it would be cheaper for Archives I to move elsewhere. However, from a practical point of view being on the mall with the charters is a good PR tool to raise funds in the private and public sector. Although it is costly, it is one of the best investments they could make.

He conceded he needed to get the message out more clearly regarding presidential libraries. He said they did not have a space problem; they were built with private funds. The goal was to have archival and prearchival records under control in facilities comparable to those of the presidential library system.

Maher asked Carlin to refresh his memory about any public statements NARA would issue coming out of the series of public meetings. Carlin said they had a lot more research to do. In contrast to the GRS20 issue, NARA had some control of the timing. He did not have a set deadline and would work until he received the information he needed before proceeding. Action would be on the records side first. He said he would include much more communication with SAA as the planning moved ahead.

Maher asked if there were any updates on issues relating to declassification. Carlin said that NARA was addressing the issue behind the scenes. He said things had changed dramatically in NARA's favor within the past two weeks. He was following the issue closely; NARA had a lot at stake whether or not the Executive Order would work or continue to work. He said he and his administration were in daily contact with the Department of Energy, and the Department of Defense, and the Clinton administration.

Maher thanked Carlin for his time.

Council Committee on Committees

Committee chairs reported that Kenamore would serve on the Council Committee on Boards, Task Forces, and Representatives, Harrison on the Council Committee on Sections and Roundtables, and Willis on the Council Committee on Committees.

Browne introduced a change in guidelines for the Coker Award as proposed by Alfred Lemmon, chair of the Awards Committee. Browne moved and Duranti seconded the motion that Council accept the recommendations of the Coker Award Subcommittee to replace the word "holdings" with "projects" so that the paragraph would read: "Works and activities must involve projects located primarily in North America." PASSED.

Eaton discussed a proposal from the Technical Subcommittee on Descriptive Standards. Bruemmer said this brought up an issue of what Council's obligations are to provide liaisons with subcommittees and other units. He suggested there might be a danger of creating a bureaucracy and a drain on resources. He preferred to have subcommittees report through their parent committee, especially if it involved requests for funding. The sense of Council was that this was the preferred reporting mechanism and instructed Eaton to communicate to the Standards Committee that its subcommittee reports did not have to be reviewed by Council unless the Standards Committee thought it contained an issue needing Council action.

Sander joined the meeting to discuss a proposal for distance education. She first noted that for the first time in over five years the annual meeting workshops would exceed their income projections by \$5,000. She then presented her proposal for an on-line distance education course in electronic records. She said she saw it as a way to capture a segment of membership she had previously been unable to reach, those who cannot afford to travel. She requested Council approval of a test course which would require \$10,000 from the Education Fund to develop the course. She reminded Council that she had received approval in June 1997 to expend \$15,000 for self-study booklets which remained unexpended due to her personal leave. Upon return from her leave she found the SAA website presented a better option and therefore requested to use the original funding for this purpose.

Gilliland-Swetland recommended engaging in additional training for course instructors because of the different nature of

this type of instruction. She inquired about contact time with students. Sander said she was in contact with IACET which had guidelines regarding contact hours.

Tibbo suggested that what Sander proposed was not a workshop but a course. Sander said that the course would involve asynchronous learning and that six weeks was generally accepted by continuing education programming as equivalent to a two-day workshop.

Maher suggested incorporating a feedback loop into the plan, including CEPD, and coming back to Council in January with a mechanism to incorporate the loop.

Tibbo moved and Browne seconded the motion to accept Sander's request for \$10,000 from the Education Fund to develop an online course. PASSED.

Hirtle reported that the College and University Archives Section would be sending a revision of the C&U Archives guidelines (originally passed in 1979) to the Standards Committee for approval and vote. The C&U Section did not know that the guidelines needed Standards Committee approval. Hirtle noted that ten years ago the then Standards Board published a brochure on how to get a standard passed in the Society and clearly there was the need to re-issue a similar brochure.

Hirtle then introduced a communication from the Science, Technology & Health Care Roundtable regarding medical records privacy legislation. The main issue of concern was that proposed legislation did not make provision for historical research and contained no limitation to privacy strictures. He suggested that it would be good to develop a one-page position paper containing the archival perspective on privacy issues and to begin our lobbying on the issue early.

Maher expressed one concern with the document, which he said was an excellent example of the kind of work SAA units need to do to inform Council on issues of concern to the profession. He thought the presentation leaned too heavily in the direction of privacy issues. He asked Hirtle to clarify with the Science, Technology & Healthcare Roundtable that what Council needs is not

strictly privacy issues, but an element that allows for accessibility under appropriate circumstances.

Council Committee on Task Forces, Boards, and Representatives

Bruemmer said he expected an RFP to explore possible outsourcing of the *American Archivist* by the end of the annual meeting.

Bruemmer said that the Awards Committee was redrafting guidelines for the Jameson Award subcommittee in light of dissolution of the Public Information Committee. He proposed that the guidelines be submitted to Council at the winter meeting.

Proposed SAA Archival Listserv

Bruemmer said SAA would need to find another site for the Archives and Archivists listserv. Although he had reached an initial agreement with Weston Thompson to serve as list moderator, his institution, the University of Kentucky, recently instituted a freeze on hosting electronic mail lists. Bruemmer said he was searching for a new home for the list and that he was fairly confident he could press some university into service.

Leadership Position Descriptions

Fox reviewed position descriptions for Council and Officers, stating that she thought those contained within the Council Handbook suited the purpose well. Eaton said that for the purposes of the Nominating Committee the descriptions would need slight revision to include the amount of time and resources needed of individual members when serving in leadership positions. Eaton offered to work with Fox on creating a set of descriptions for Nominating Committee use.

NARA GRS20

Duranti said that because she was a member of NARA's GRS20 working group she would not be able to participate in the discussion at hand. Eaton expressed appreciation for the work of Hirtle and Gilliland-Swetland with her on the issue. She said the final document contained both specifics

and general concepts, although it was difficult to complete the task in August with so many people on vacation.

Maher said that what made the process particularly difficult was the imposition of a court-imposed deadline. SAA was fortunate to have three individuals tasked to complete the document because the Federal Register was particularly dense. He said Council would need to consider whether or not it needed to be prepared for the next step in the process. Duranti asked Hickerson to take responsibility if the need for a response arose while she was out of the country. Hickerson agreed.

NARA Space Planning Study

Maher said he assumed Council read the list-serv reports on regional hearings. He said that with the conclusion of the hearings Council was in a wait-and-see position until the next working group sent out a call for additional comments.

Publications Report

Teresa Brinati, SAA Director of Publications, joined the meeting and gave a brief statistical report on the Publications Program. Maher thanked her for her thoroughness and good work.

Proposal to Reorganize Council

Bruemmer presented a proposal to reorganize Council. Following on the work of the Task Force on Organizational Effectiveness, Bruemmer found that "most [Council members] believed that assigning one Council member to each of over 80 membership units did not meet the expectations of the Sections and Roundtables and was an ineffective and inequitable method of communication. Often officers and Councilors lost track of Council assignments, Councilors found it impossible to attend all the meetings of their units at annual meetings, and unforeseen circumstances affecting any one Councilor meant that eight to nine units went unrepresented."

Bruemmer proposed that Council disband its present subcommittee structure and replace it with three new committees: Committee on Education and Standards, Committee on Programs and Publications,

and a Committee on Representation. He noted that "disbanding the Subcommittee on Sections and Roundtables is a significant change . . . the change will focus Councilors' time and effort more effectively, and will enable the President to assign Councilors to issues that will involve many membership units."

Jefferson expressed agreement with the proposal. She said communication had improved with the institution of the leadership listserv and with the leadership luncheon, which allowed more opportunity for members to interact with Council. Eaton said that it was useful to draw units into issues under Council consideration and that Council should continue that practice. She suggested developing a taxonomy of issues to identify who should follow up, in other words formalize the process.

Hirtle said he was unconvinced. While acknowledging that communication had not been working, he felt it was because Council was not aggressive enough in contacting units. Council sometimes took actions without first consulting the units. He noted that for the past few years there had been a perception that Council does not value Sections and Roundtables. If Council took away even the pretense of having representation to them, then the action could be construed as reinforcing that perception.

Maher agreed with Hirtle. Hickerson said in his experience Council representation varied from Section to Section and Roundtable to Roundtable. He said he saw a real desire on the part of units for some sense of connection with the governing body. He did not view the fact that under the proposed plan they would be able to approach any member of Council as positive. He suggested harder thinking about alternative communication mechanisms.

Browne suggested that all of Council be assigned one Section or Roundtable. Willis asked if it would be possible to have the chairs of Sections and Roundtables meet with Council before Council meetings. Hirtle described earlier attempts to hold a similar meeting and challenges contained within. Hickerson said he proposed something very similar last year.

Bruemmer moved that his proposal be communicated broadly, have Council revisit the issue at its Winter meeting after gathering input from the leadership list, the leadership luncheon, and other venues. Hirtle seconded. PASSED.

Browne presented a revised charge for the Council Committee on Representatives. After a brief discussion Browne moved and Duranti seconded the motion that Council adopt the proposed guidelines for the structure and function of the Council Committee on Representatives. PASSED.

Status of Copyright Legislation

Maher gave a status report on the Digital Millennium Copyright Bill and the fact that copyright extension issues may be incorporated into it. Hirtle suggested that Council develop a resolution opposing copyright extension to be presented to membership at the business meeting. Eaton then moved and Bruemmer seconded the motion that Council request Hirtle and Maher to draft a resolution opposing the extension of the term of copyright for another 20 years, including support for fair use. PASSED.

Hiss Status Report

Maher reminded Council of a resolution passed at the winter meeting to sign on as a co-plaintiff to the suit in support of releasing Grand Jury records related to Alger Hiss. Maher said that Public Citizen, the lead plaintiffs, were moving quickly toward filing the case. Members of the Executive Committee received copies of the draft affidavit. The Executive Committee was in the process of reviewing the materials. He discussed the desirability of identifying distinguished archivists to write affidavit in support of the case.

Duranti questioned whether SAA should be involved, and suggested that it might be better to open the issue to individual member comment. Hirtle said that it was an unfortunate fact that much of present day archival policy was made in the courts.

Hickerson questioned the jurisprudence that may possibly be a position archivists may not be comfortable with. Sink said

he was unsatisfied with the affidavit's addressing the issue of access.

The concluding sense of Council was to ask Hefner to continue working on the issue, as she offered, with the assistance of Hickerson, Hirtle, and Kenamore.

Strategic Planning

Tibbo introduced two documents, "SAA's Strategic Plan 2000" which she authored, and Gilliland-Swetland's "Framework for SAA's Strategic Plan 2000."

Duranti suggested holding Planning Day at the winter Council meeting, rather than in its traditional slot in June.

Bruemmer expressed concern with the process and whether or not it would be possible to gain full participatory buy-in within the short time line of completing the plan by August 1999. Duranti suggested Council members develop a list of goals, share them on the listserv for comment, and begin the process with discussion on the Leadership Luncheon to be held later in the week. Then, she said, by January Council would have the raw material from which to work.

Bruemmer said that he thought the strategic plan should be distilled into a very basic and manageable set of goals, no more than three or four. Duranti cautioned that while the Society may identify three or four strategic goals that would not mean that it would not accomplish anything else. It was not a zero sum game.

Maher said he would be more comfortable if Council would call it Goals 2000 instead of a strategic plan, making it into a vision statement or a short-term strategic plan.

Duranti suggested Council write a one-page synopsis of what the Society does well and what should be continued, then on another page list goals and activities the Society was not achieving with a time line for accomplishing those by 2003.

Council then examined the SAA mission in light of four functions: advocacy, education, information, and service. Some suggested goals included: promotion of archives and archivists, internationalization of the Society, focus on pre-employment

education and developing a forum for graduate archival educators. Duranti advocated fund-raising and development, and research involvement. Maher expressed the need to build membership. He said the Society needed stronger and more vibrant representation from younger membership in order to elicit the same commitment exhibited by the older members. Hickerson saw a need for SAA to play a role in public advocacy of professional policy and principles. Eaton acknowledged a need to promote diversity.

Council agreed that the interim process would involve five steps: first, elicit feedback on strategic planning from the leadership luncheon; second, have Council take notes and report via the listserv; third, draft a preliminary document for presentation on the leadership listserv; fourth, engage in a cycle of feedback from members; and fifth, arrive at the winter Council meeting with a rough cut of possible goals for deeper discussion.

Communiqué re Associate Member Change in Status

Maher reported on a letter he sent to Hilary Kaplan in response to an earlier letter to him from her regarding the 1997 business meeting vote to change the status of Associate members. He said his sense of Kaplan's desired outcome was to have a Council reversal of the business meeting decision. He said the issue may arise again at future business meetings. He referred the communiqué to the Task Force on Dues and Member Benefits.

He then thanked Council for a very good year. He said it was a rewarding experience to work with such a fine group of people.

Sink read the To-Do list.

The meeting adjourned at 5:56.

SUSAN E. FOX

Executive Director

Approved by Council February 1999

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

September 5, 1998—Orlando, Florida

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 Sander's 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 accom-

plish 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. Duranti 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.

SUSAN E. FOX

Executive Director

Approved by Council February 1999

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

February 12 & 13, 1999

Vancouver, British Columbia

FEBRUARY 12, 1999

President Duranti called the meeting to order at 8:35 a.m. Friday, February 12, 1999. 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 were Executive Director Susan Fox and Meetings Director Debra Mills.

Adoption of the Agenda

Hirtle moved and Eaton seconded the motion to adopt the agenda as amended. PASSED.

Report of the Executive Committee

Hirtle reported on electronic votes by Council held between meetings. Council supported issuing a statement in support of a brief filed to open records of grand jury testimony in the Alger Hiss case; Council authorized Steve Hensen to submit an application to the Delmas Foundation to bring together the three major descriptive standards, ISAD(G), EAD, and RAD. This summer Hensen would submit an NEH proposal on SAA's behalf to fund a standards officer in the Chicago office. In addition,

the Executive Committee approved an application to NCLIS requesting support for SAA participation in international archival activities, and a letter to the Library of Congress Copyright Office addressing distance education issues relating to copyright. Hickerson commended Hirtle for the speed and the articulate nature of his response to the Library of Congress. Eaton moved and Harrison seconded the motion to accept Executive Committee and Council actions between meetings. PASSED.

Report of the President

Duranti said she had no report.

Report of the Vice President

Hickerson said he had appointed the 2000 Program Committee, with Jackie Doolley as Chair and the 2000 Host Committee with Steven Fisher and Joan Howard as Co-Chairs. Debra Skaggs agreed to chair the Appointments Committee.

Report of the Treasurer

Sink reviewed SAA's reserve policy in which Council mandated a reserve of at least six months' operating expenses. The Society currently had 21 of the 26 mandated weeks in reserve. He said the mandate also stipulated that SAA set aside 3% of its annual

budget to build the reserve (although some Council members had questioned whether the Society really needed six months or not and whether Council should consider a shorter time span). Sink said he planned to convene an email list of three past treasurers to discuss reserve fund policies and he would present those recommendations at the summer Council meeting.

Sink reviewed the FY99 budget as of 12/31/98. He said that most budget categories should be around the 50% mark, as SAA was halfway through its fiscal year. Some categories, however, were frontloaded, particularly the annual meeting. He reviewed each category in detail. He said projections indicated SAA would conclude the fiscal year with a deficit of approximately \$7,000 due mainly to decreased annual meeting attendance in Orlando. He emphasized that since the Society was under a mandate to maintain a budgeted reserve fund, which was not placed in the current budget, in reality the projected deficit should be between \$28,000–\$30,000. The projected \$7,000 deficit did not adequately reflect the Society's financial situation. Nonetheless, he proposed that SAA cover the deficit from return on investments.

Hickerson questioned why the reserve contribution was not met in prior years. Sink said that was not done because the Society did not have the funds to do so. He said that some Council members also felt that six months reserve was excessive and the general sense was that since the Society had 21 weeks' reserve it was better not to show the organization in a deficit. Hickerson said that was misleading in terms of fiscal responsibility, because in fact the Society was not where it was two years ago. He said membership expressed a desire for a fuller explanation of the budget at the annual business meeting. He was concerned that members receive a very accurate picture and not to present otherwise. He recommended striking a full balance of disclosure between membership and among Council. Hirtle questioned whether or not Council should consider at least adding an inflationary increase to the reserve fund. Sink said the inflation rate was extremely small.

Sink then went on to review the FY98 auditor's report. After general discussion and explanation of specifics in the report, Council began preparations for a conference call with the Deputy Archivist of the U.S., Lewis Bellardo.

Conference Call with Deputy Archivist Lewis Bellardo

Council introduced themselves to Bellardo and Duranti thanked him for his time. Bellardo gave a report, followed by a question and answer session with Council. Bellardo said that NARA continued to address electronic records issues and was working with a number of agencies to see what kind of questions they wanted NARA to address. He said they were also looking to colleagues outside of government for comment. NARA was working with the Department of Defense (DOD), not in a regulatory sense, but to begin to move forward on electronic records issues and to try to develop technical capabilities. He said NARA endorsed DOD's requirement document (which DOD referred to as a standard) with some caveats for other agencies to consider.

The GRS20 issue continues to unfold. He said that NARA promulgated a series of GRS administrative files that exist across government. Not all, but many went through public comment and NARA met with Mike Tankersley of Public Citizen to come up with a better set of instructions. At some point in the next several months NARA would be issuing an IT schedule for public comment within IT departments. The Electronic Records Working Group (ERWG) had recommended that NARA rethink the schedule, the agency did that, and now the schedule was in an internal NARA review stage. He said he hoped to get the schedule out for Chief Information Officers (CIO) to look at informally in order to determine whether that would represent how they do the work in their departments. The next phase would be to issue a bulletin to begin internal discussions within government. Once that happens a major process takes place. The bulletin issued in March would address how agencies should schedule their electronic records, with the assumption that

the court would support that approach. The next move would be to move forward out from under court jurisdiction. It wouldn't be immediate, but Bellardo was optimistic that would be the case. NARA had not received a verdict from the court of appeals but NARA wanted to move forward with the bulletin in any case.

Bellardo expected by the end of the fiscal year NARA would have a more aggressive records management program working to help solve record management problems. When NARA gained independence it gave up record management responsibilities and had not been able to give agencies the support they needed. At this point NARA was starting some pilot programs and hoped that if they were successful they could be expanded in the following year.

Bellardo reported that plans were going forward for Archives I. NARA received funding for design work and some work was also going forward for design work in Alaska, with space being the major initiative. They were in the process of developing some standards that would have to be promulgated before the reimbursable records program went into effect in October. This would address how records center regulations would look. He said there would be a meeting with representatives of the industry, people NARA would be competing with but would be responsible for regulating. Following that meeting NARA would issue a regulation which would be open for public comment then the final regulation would be issued before the reimbursable program would go into effect.

At this point Bellardo opened the discussion for question and answer. Duranti noted that he did not mention the issue of education, which was looming large in current Council discussions. She asked if he would give a report on NARA's review of its internal training program.

Bellardo said they had been reviewing the program. This year's goals and objectives were to study the issues and to gather input from others. He said it was not easy to move forward, but he was aware of the concerns and interests of the archival community and the historical community. Those concerns

were not congruent. He said he would like to see an archives and records specialty that would allow NARA to draw upon skills of technology, library and archival education backgrounds more broadly than in the past. The inside training program needed to be rethought as well.

Hirtle said he heard rumors that NARA was starting to rethink the definition of an archivist specifically that NARA was thinking about revising the F14 manual, both issues of great interest to SAA. He asked Bellardo if there was any truth to the rumors and if so if SAA could participate in the dialogue.

Bellardo said it was still too early to know whether or not NARA would revise the classification. If they did, it would directly involve the agency with the Office of Personnel Management and therefore would not be a quick process. In any case he said SAA would be consulted. He welcomed a formal position statement articulating what skills and attributes qualify an archivist. He also welcomed individual feedback on the issue.

Hirtle said that the issue of a formal definition of an archivist was an ongoing part of Council discussions. He suggested that NARA also involve SAA's CEPD in a formal way, especially if NARA had to go to OPM to have the definition changed. SAA could help NARA by lobbying on the issue. He saw two tracks that needed attention and that both organizations should think of developing ways for NARA and CEPD to engage in discussions. Duranti noted that Ken Thibodeau was serving as CEPD Co-Chair this year and would be a good NARA liaison. Bellardo reiterated that there were other perspectives from the historical and political science communities, and possibly from the library community.

Duranti addressed other educational issues. She said Council concluded that changes in the profession were such and so rapid that in order to provide support for SAA members confronted by them more research support was needed. She said Gilliland-Swetland had reflected on the fact that the profession was not thinking about its own work, concepts, and principles. She

believed that NARA should encourage the profession to do more reflecting. One example would be for NHPRC to fund doctoral and academic research. The profession needs deep research which comes from Ph.D. students and academia. She asked Bellardo for his thoughts on the issue.

Bellardo said he couldn't speak for NHPRC because it is an independent entity apart from NARA. He understood that NHPRC had funded research projects in the archival world. He noted that what he heard Duranti articulate was funding for individuals. It would certainly be a question for the Commission, whether their authority covers grants to individuals. He would need to conduct some follow-up on the issue.

Duranti asked if it would be worthwhile for SAA to write a letter to NHPRC Executive Director Anne Newhall. Bellardo suggested SAA ask for NHPRC's current policy and its latitude and copy the letter to John Carlin, in his role as Chair of NHPRC. He said authority to support individual research might be there, but there might be statutory limitations on how the funds would be allocated. He said the letter should include how significant SAA would think this research support would be for the profession.

Hirtle remarked that he hadn't heard Bellardo mention the NARA budget, but it looked good for the new fiscal year. He said SAA was ready to support NARA appropriations when needed.

Bellardo said there would be a time when members of the Appropriations Committee would want to hear from constituents and SAA insights will be of particular use to them. He said he would be eager to share information with SAA as they learn it.

Hirtle said he heard Bellardo say that some items would be published in the *Federal Register* for comment. One thing SAA discovered this year was that no one had time to peruse the *Federal Register* on a regular basis. Could NARA notify the Chicago office on a regular basis?

Bellardo said even he did not read the *Federal Register* on a daily basis. He said the NARA website would be amended with a hot link that will take citizens to an online

version of the register. He would also see to it that notification of this would be placed on the Archives and Archivists listserv.

Hirtle noted that Bellardo did not mention declassification issues. He said Bellardo may have seen that SAA joined a lawsuit to open access to Alger Hiss grand jury testimony.

Bellardo said that in terms of declassification the big issue of concern was the proposed Kyl amendment which would have significantly slowed the declassification process. He thought that the plan basically called for in that bill in its current incarnation was unworkable. It would depend on how DOE did its review work. With help from SAA and others, NARA managed to ameliorate the most negative aspects of the bill while it was in congress, along with help from the administration. A new version of the Moynihan bill, which may or may not move, may receive sympathetic treatment due to his impending retirement. However, SAA would need to be aware of the very real probability that there would be other "Kyl amendments." There may be a situation where an "apple pie" declassification bill would be paired with Draconian "close-it-down" legislation coming out of the Intelligence and Government Oversight Committees. The intelligence communities—at least some of the agencies—are not happy with the draft of the Moynihan bill. It is making progress, but NARA would have to see how the Kyl amendment plan would damage efforts to keep records open. It will depend on how DOE in practice implements it.

Hirtle said SAA was aware of a proposal to establish an Assassination Review Board within NARA. Council was reluctant to endorse it without first talking with NARA, especially the suggestion that NARA create another public board.

Bellardo said if that's the direction they wanted to go that board would have more clout than directly assigning the function to NARA. NARA currently had authority to direct agencies to turn over records of value more than 30 years old. If the records continue to have value agencies can hold onto them but would need to submit a written statement that they needed them.

Hickerson asked Bellardo what role he would see such a body play.

Bellardo said in the abstract it would be a board which stood outside of government. He noted that on the other side some people had said there was a need for many JFK review boards. He said what came out of the initial JFK Assassination Review Board was an artificial set of documents. From an archival standpoint he would not want that to happen, as opposed to an organic set of records.

Hirtle brought up the Coble bill which was intended to provide quasi-copyright protection for public domain information. Council was now looking at the archival implications of the bill and SAA may take a position. It would be interesting to have the perspective of NARA lawyers on this issue. Could Bellardo recommend someone?

Bellardo said he would ask someone to track the bill and look at its implications. He said he'd share what he learned, specifically for federal records and the federal government.

There being no more questions, Duranti again thanked Bellardo for his time and ended the call.

Treasurer's Report

Council returned to the Treasurer's report. Sink introduced the auditor's management letter and addressed each of the items therein. Sink moved acceptance of the FY98 auditor's report. Kenamore seconded. PASSED.

Report of the Executive Director

Fox gave an update on the development of an on-line course addressing electronic records. Gilliland-Swetland commended the course, especially because it made good use of SAA publications, it was well conceived, and it would reach a much broader audience through an excellent use of SAA resources. Her only caution was that there was possibly too much reading and the time frame may be too short. She said the learning outcomes would have to be evaluated separately.

Fox reported that she received a resignation notice from Joan Sander to become

effective at the close of business March 12, 1999. She said that she would bring on a temporary person to fill the position at least through June. This was, however, an opportunity for Council to rethink the Society's continuing education program and service delivery. Council agreed to take up the issue again at the June Council meeting and requested Fox to develop scenarios addressing alternative configurations of the continuing education program and their fiscal impact.

Fox directed Council to Teresa Brinati's update on activities of the Publications Office. Brinati reported on the status of the new design of the *Archival Outlook* as contained in the July/August issue. The first semiannual issue of the *American Archivist* appeared with the Winter/Spring 1998 edition. This too featured a new design. She forecast the journal would be back on schedule sometime in late spring.

Brinati also reported on a Publications Board Summit which took place in November, convening the Publications Board Chair, the Publications Editor, herself and the Executive Director. She said an "advanced topic series" is taking shape which may potentially include six titles addressing ethics, privacy and confidentiality, law, licensing, copyright and architectural records.

The Publications Editor and the Publications Director met with their respective counterparts at ARMA headquarters to discuss a joint publication of Records Management/Archival Forms Manual with the goal of making it available sometime in 2000. In addition, SAA produced two new books and acquired 17 new publications for distribution.

Fox reported that installation of the new association management software was proceeding well, although there were inevitable issues that needed resolution before the system could be considered fully functional. She praised the staff for their patience, persistence and hard work in implementing the new software.

Fox reported that, with unanimously favorable reviews from members, she reappointed both Philip Eppard as Editor of the *American Archivist* and David Haury as Pub-

lications Editor. Both terms would be extended to the year 2002.

Fox said that the website upgrade was taking a little longer than expected due in part to the diversion of attention to the software transition, but that she expected the upgrade to be complete by June 30, 1999.

Report of Council Committees

Eaton reported that Nick Burckel, Chair of the Committee on the Selection of SAA Fellows asked that Council move up the nomination process of SAA Fellows. Eaton then moved that Council choose members to the Committee to Select SAA Fellows to the Winter from the Summer meeting. Harrison seconded. PASSED.

Eaton said that a subcommittee consisting of herself, Kenamore, and Browne would draft a procedure to address the Committee on SAA Fellows nomination process.

Gilliland-Swetland reported that the Ethics Committee drafted procedures for handling ethics complaints. She said their approach followed that of the Association of Canadian Archivists which handled ethical issues in the role of wise counsel rather than through a procedural action. The Ethics Committee met at the annual meeting and came up with the draft and now asked for Council feedback on whether or not it felt this was the direction it wanted the committee to move.

Council was amenable to the committee's approach. Hirtle said that once the procedure was finalized it would be important to post it to the web on the Code of Ethics page.

Gilliland-Swetland said CEPD submitted a report to Duranti. Duranti said that the committee had a specific plan with three initiatives: workshops, revising the M.A.S. Guidelines, and providing coordination and collaboration within SAA.

Gilliland-Swetland said she received an email from Tim Ericson in his role of Chair of the 1999 Program Committee. The Pittsburgh meeting would have a total of 55 sessions including three plenary sessions. The Committee deliberately decided to reduce the number of sessions in order to eliminate

the large number of concurrent sessions. The meeting would also have several non-archivists speaking and approximately 20 non-American participants.

Hirtle presented the petition to form an International Affairs Roundtable and moved acceptance of the petition. Harrison seconded. PASSED. Harrison agreed to serve as liaison to the roundtable.

Eaton reported on the Task Force on the Annual Meeting. Ericson apologized for lack of a final report, due to a minor car accident. Bill Wallach was collating responses from an email survey on the annual meeting conducted by the task force and the draft final report was in the process of being vetted among task force members. Eaton would present the final report on the Council listserv at a later date.

Jefferson presented the final report from the Task Force on Diversity. The report contained three recommendations: 1) that efforts in diversity are tied into the strategic plan and spread out among all Society activities; 2) the establishment of a Committee on Diversity to monitor diversity goals; 3) SAA issue a position statement on diversity. Hirtle moved and Browne seconded acceptance of the final report from the Task Force on Diversity. PASSED.

Council engaged in a discussion of the report, including how to monitor progress. Hickerson noted that the Appointments Committee should be made aware of the diversity issues and address those issues during the appointments process.

Jefferson said she would post a draft position statement on diversity to the Council listserv along with the task force identified objectives in order to determine which could be addressed. Hirtle suggested that she just post the position statement and save the task force recommendations for the summer meeting. Jefferson agreed.

Tibbo presented the Publications Board report from its Chair, Greg Hunter. She noted the chronic challenge of the board to get authors to meet deadlines in a timely manner.

Hickerson suggested the Publications Board may want to develop a reader that addressed documentation issues of diverse

cultural groups, "Documenting Under Documented Groups."

Browne reviewed the status of SAA's representation and the minimal funding available to support representative activities outside those addressed by the Executive Director.

Kenamore presented a request from the SAA-ARMA Joint Committee requesting support for SAA members to attend the committee meeting in Kansas City. Fox said that normally she would not bring this to Council due to the low amount requested, but since it was a deficit year she felt the need to be cautious about all expenditures. After discussion the sense of Council was to give the Joint Committee \$500 in support of their work.

OLD BUSINESS

Hirtle reported that SAA submitted a letter of comment to the Library of Congress Copyright Office addressing distance education and copyright.

Hirtle reported on the issuance of a second version of AMIA rules for cataloging archival moving image material. He said their use of the term "archival" was incorrect. However, his practical side said there was little to be gained by pursuing them to use another term.

Fox presented a letter from Chris Courtwright requesting that SAA support legislation establishing a JFK Assassination Review Board within NARA. Hirtle recommended that SAA not become involved unless and until there was a concrete legislative proposal.

Hirtle gave an update on medical privacy legislation. He said he was going to get a proposal from the Science, Technology & Healthcare and from the Privacy & Confidentiality Roundtables.

Proposal to Reorganize Council

Tibbo gave background to the initiative to reorganize Council. She said it was inefficient for Council to keep track of more than 80 units when some deserve more attention than others. At the annual meeting Council members often end up devoting five minutes or less per unit meeting. This practice

has not made the most effective use of Council time nor was it a useful way to transmit information.

She proposed that Council agree to disband the three subcommittees and resurrect three different subcommittees: education/standards, programs/publications, and a committee on representation. Council discussed this proposal and feedback obtained from the Leadership Luncheon on whether or not all units should have a Council liaison. Feedback was mixed.

Hirtle brought forth a counterproposal. He suggested having Council as a committee of the whole serve as liaison to Sections and Roundtables. Since most if not all Council members also belong to certain Sections and Roundtables, the arrangement would allow for Council members to represent those groups they would attend in any case.

Hickerson said that the Council representative to the Executive Committee would be the person responsible for coordinating the allocation of Section and Roundtable liaison assignments to Council members, keeping the assignments in close alignment with individual interest.

Hirtle said that instead of having Council liaisons to Society Representatives, the Executive Director would be charged with soliciting the reports, then Council as a Committee of the whole could receive the reports.

In sum, Hirtle proposed two subcommittees for Council: a committee on education and standards, and a committee on programs and publications. Each of the two committees would have four Council members. The Council representative to the Executive Committee would be excused from service on either committee.

Hirtle moved to abolish the Council Committee on Sections and Roundtables and to reassign responsibility to Council as a Committee of the whole. Sink seconded. PASSED.

Hirtle moved to abolish the Council Committee on Boards and Representatives. Kenamore seconded. PASSED.

Hirtle moved to abolish the Council Committee on Committees and have the Council representative to the Executive

Committee assign liaisons for the committees to individual Council members. Eaton seconded. PASSED.

Hirtle moved the Council Executive Committee member be exempt from serving as a liaison. Eaton seconded. PASSED.

Council agreed that the new assignments will be completed by the 2000 Council representative to the Executive Committee.

Duranti introduced a letter from the Society of Southwest Archivists inquiring if SAA would be amendable to designating October National Archives Month. The sense of Council was that SAA is amenable.

Fox said that Teresa Brinati had recently completed 10 years of service to SAA and that Bernice Brack would complete 20 years of service in June. Given their exemplary loyalty and service to the Society, she requested that Council issue citations recognizing their contributions.

Hickerson moved and Kenamore seconded the motion that Council award statements of recognition to Brinati and Brack for their lengthy, exemplary service to the Society. PASSED.

Fox said that Council needed to appoint an ad hoc subcommittee to oversee the Archives and Archivists listserv. Hirtle, Tibbo, and Eaton agreed to do so.

Fox said she had received a request from Rob Spindler of Arizona State University to have SAA participate in sponsoring an electronic records conference to be held at the university. Due to technical difficulties, she was unable to access the material and said she would share it on the Council listserv.

The meeting adjourned at 5:01 p.m.

FEBRUARY 13, 1999

Duranti called the meeting to order at 8:30 a.m.

Sink presented the Task Force on Dues and Member Benefits final report. He summarized the process that went into creating the report and noted that all task force members came to agreement on the recommendations therein.

He said dues represent an important part of the SAA budget—at 34% they are the largest revenue stream. The Task Force

felt that it did not have a lot of information about what members really valued and whether or not there were areas of benefits that members did not want. The Task Force requested and received permission to commission a professionally administered membership survey. It was an expensive undertaking, but it gave useful data that will guide SAA over time and can be supplemented in the future for less cost.

The Task Force was charged to examine new options for dues. It rejected the notion of a flat dues rate because such a structure would be untenable because a sharp dues increase in the lower income categories would result in an unacceptable loss of members in those tiers. The Task Force did agree that the present income gradation for dues assessment should continue.

The member survey revealed that benefits were fairly evenly valued. No clear winners or losers emerged. Members wanted to cut back on those benefits such as student chapters, the mentoring program, roundtables, and future surveys. As a result, the Task Force decided that a cafeteria approach to member services would not offer great benefit.

The Task Force recommended that the student rate not be changed and that the students be given a third year at that rate. The Task Force also recommended that a bridge rate equivalent to the student rate be offered for archivists who have graduated but have not yet obtained a job and for contract archivists between jobs.

The Task Force recommended a dues increase of 7%. Sink personally believed that for the Society to just stay even an additional \$34,000 would be advisable, which is what SAA needs to add each year to the reserve fund, but currently is not.

Council engaged in a wide-ranging discussion of dues categories and debated whether or not to eliminate the lowest one. Hirtle recommended indexing the categories to reflect annual cost of living increases. Gilliland-Swetland suggested increasing the student rate to four years in order to accommodate PhD students. She proposed creating a new dues category for those earning \$70,000 and above. Sink noted that the

Society was also pursuing an institutional category to accommodate large national institutions such as NARA.

Sink said it was necessary to consider a worst case scenario. Based on the 1994 dues increase, SAA lost 2–3% of its members in the lowest categories. The middle categories stayed the same and the upper categories increased. With the current proposed increase we should consider the impact if SAA would lose 6% of the lower category members, 3% of those in categories 3 and 4, and 2% in categories 5 and 6. If those losses are realized, he calculated that the net increase would be around \$14,000.

Hirtle moved and Harrison seconded the motion to accept the recommendation of the Task Force on Dues and Member Benefits to bring to the annual business meeting a recommendation of increasing dues by 7% in all income categories. PASSED.

Hickerson moved and Tibbo seconded the motion that Council bring a proposal to the annual business meeting to institute a Consumer Price Index (CPI) increase in dues every other year for the next six years. PASSED.

Hirtle presented the Task Force recommendation that SAA Sections and Roundtables are converted into units with no distinction between the two. A second recommendation on the table was to set up a cafeteria plan to select from a fixed number of special interest groups on the membership form. If a special interest group did not meet a requisite number of members it would no longer be formally affiliated with SAA.

Council engaged in discussion of the proposal, concluding that more information was needed before making such a move and opting to retain the current structure.

Sink moved and Harrison seconded adoption of the Task Force recommendations for a bridge rate. PASSED, with Jefferson opposed.

Sink moved and Harrison seconded the motion that Council adopt a category of “major archival employers” as an institutional member and allow the Executive Committee to negotiate the dues rate on behalf of the employer or the employees for

that category and then return to Council with a recommendation. PASSED.

Hirtle moved and Eaton seconded the motion that the 7% dues increase approved by Council earlier in the day should not apply to students, with the effect that student dues rates remain as they are. PASSED.

Hirtle moved and Eaton seconded the motion to amend the constitution to read, “Individual student membership shall be open to students in degree-conferring programs.” PASSED.

Gilliland-Swetland recommended that faculty members should sign off on the student dues rates.

1999 and 2003 Annual Meetings

Mills gave a brief review of plans for the 1999 annual meeting in Pittsburgh. She distributed the week’s schedule for the 1999 annual meeting. She then presented options for the 2003 meeting, with a focus on New York or Boston. Council asked Mills to further investigate alternatives and present them at the summer meeting.

Committee to Select SAA Fellows

Browne recommended that Council appoint Fran Blouin, Waverly Lowell and Paul Chestnut to the Committee on the Selection of SAA Fellows. Browne also recommended two alternates if one of the three could not serve.

Eaton moved and Browne seconded the motion to accept the suggested slate from the Council subcommittee for members to serve on the 1998–1999 Committee on the Selection of SAA Fellows. PASSED.

Chicago Office

Sink summarized the recommendation of the Task Force on Dues and Member Benefits that Council, working with the Executive Director, commission a group to review the SAA office service and functions. The review would be completed prior to the 1999 SAA Annual Meeting.

Duranti said the idea originated in the September Council meeting. She said it was necessary for SAA to become much more creative and to find more options for deliv-

ering SAA services. An objective observer to examine office operations could find alternative ways of doing things.

Fox said that while she appreciated the need to identify savings at every opportunity, commissioning a group with members to examine office operations would place Council on a slippery slope toward micro management. She appreciated the need to run operations as efficiently as possible, which she saw as her prime duty. She did not object to an examination by a group of peers, fellow association executives, such as that offered by the American Society of Association Executives. She researched that possibility but found at \$10,000 it was too expensive for SAA to consider. If affordable, such an assessment would indeed be worthwhile.

Jefferson asked Council what were the savings they were trying to find. Given the budget, she did not see much room to maneuver.

Hickerson reminded Council that a few years earlier it had conducted a full scale study to ascertain what savings could be achieved by contracting with an existing association management firm to outsource all Chicago office functions. Council found outsourcing to be substantially more expensive than in-house production.

Sink noted that at the time Council investigated association management firms staff salaries were exceptionally low, they have since come up to nonprofit market rates.

Hirtle said the issue was what Council wanted to do with the education program. He saw a need for big strategic thinking around the issue of whether SAA should be involved with continuing education and, if so, is the Society doing it in the right way? Are there ways a board would want to change? Council would then instruct the Executive Director to implement the change.

Hickerson said if the Society could afford it, it would be ideal to have an outside review every five years. At present he was wary of spending the money required to do so. However, he was not sanguine about the current set of cost/benefit ratios. On the education issue, he wouldn't mind looking at it as a separate piece, perhaps have a sub-

committee of Council take it up. The subcommittee could determine the amount of staffing needed, the possibility of reducing the number of offerings, and decide what is or is not acceptable for continuing education. SAA may be putting too much money into running the program. This was an issue Council could focus on.

Duranti thought June was too late to begin the process. She recommended that Fox gather information on options for the continuing education program, post it to the listserv, and begin debating via email. She said SAA needed to rethink how it delivers continuing education. It was necessary to find grant money to support some workshops, or corporate delivery. CEPD should take a position, think of continuing education programming in creative terms.

Hickerson said that however the pie is sliced it will not represent significant savings, \$20,000 at most. SAA may well find it more expensive to outsource the department. If addressed through grants then SAA would need every cent of current expenditures to continue the programming before receiving the grant funds, in the short term the program would be running in deficit.

Hickerson said Council needed to find someone to speak to them about identifying prospects for raising money for associations. He saw a need for outside advice. The possibilities for fund-raising were exciting, and could attract wider public interest in the Society's central issues.

Kenamore cited statistics from the membership survey which reported 79% of the respondents thought continuing education an important service. She said SAA would have to make continuing education accessible to the entire membership and would need to at least keep offering it at the annual meeting. Perhaps the rest of the year could be outsourced.

Council directed Fox to investigate the details of outsourcing the education director position and what it would cost to have an individual to advise Council about fund-raising strategies and chances for success. Duranti also asked that Fox send a letter to universities inquiring whether or not they would want to assume a portion of SAA's

continuing education program, engage in strategic partnerships to extend continuing education opportunities across the country. Duranti said she would instruct CEPD to examine the delivery and content of the continuing education program in light of the changed circumstances.

Strategic Planning

Tibbo recommended that Council assign two members to each of the critical areas identified at Planning Day. The group would then return in June with a list of goals, objectives, measurables, timetables, and benchmarks for each of those areas. The assignments were as follows: Education, Kenamore and Gilliland-Swetland; Member Benefits, Harrison and Willis; Political

Role, Eaton and Sink; Standards, Hickerson and Hirtle; Dissemination of Publications, Duranti and Tibbo; External Networking, Browne and Jefferson. Council members agreed that issues of leadership and diversity would inform all six areas.

Duranti asked that the Council subcommittees think about which groups in SAA would be particularly interested in their goals. Duranti said she and Hickerson would co-write the April *Archival Outlook* column on strategic planning.

Sink read the to-do list.

The meeting adjourned at 4:55 p.m.

SUSAN E. FOX

Executive Director

Approved by Council June 11, 1999

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

June 11 & 12, 1999—Washington, D.C.

JUNE 11, 1999

Vice President Hickerson called the meeting to order at 8:35 a.m. Friday, June 11, 1999. Present was Treasurer Robert Sink, and Council members Fynnette Eaton, Anne Gilliland-Swetland, Dennis Harrison, Peter Hirtle, Karen Jefferson, Jane Kenamore, Helen Tibbo and Wilda Logan Willis. Also present were Executive Director Susan Fox and Meetings Director Debra Nolan (nee Mills). Due to a plane delay, President Luciana Duranti was unable to arrive before 1:30 p.m. that afternoon. Valerie Browne was unable to attend due to an illness in the family.

Adoption of the Agenda

Hirtle presented additions and revisions to the agenda. He moved adoption as amended, Eaton seconded. PASSED.

Approval of Minutes of February 1999 Meeting

Hickerson moved adoption as amended. Kenamore seconded. PASSED.

Report of the Executive Committee

Hirtle presented the timing and schedule for the meeting over the next two days. He then formally presented items which Council voted upon electronically. There

were three: proposed constitutional amendments on membership and dues to be presented to membership at the 1999 annual business meeting and published in the May/June issue of *Archival Outlook*; the Resolution on the Systematic Destruction of Archives in Kosovo and War-Caused Devastation of Archives Throughout Yugoslavia, also published in the May/June *Archival Outlook*; and the agreement for SAA to co-sponsor a fall 1999 town meeting on copyright with the National Initiative for a Networked Cultural Heritage. Hirtle moved formal endorsement of the three actions. Gilliland-Swetland seconded. PASSED.

Report of the President

Duranti had reported to Fox in a telephone call the prior evening that she had no report. She sent her regrets for the plane delay which necessitated an overnight stay in Chicago.

Report of the Vice President

Hickerson said his principal item was appointments. He commended Debra Skaggs for doing a remarkable job as Chair of the Appointments Committee. He said he had in hand a list of members for all committees except for the subcommittees of the Awards Committee. He asked Council for help in developing a roster in that

area. He said he would distribute a final list of appointments before August. Jefferson inquired about achieving diversity goals within the appointments. Hickerson said he would report back on diversity once all appointments were finalized.

Report of the Treasurer

Sink reported the results of FY99, which would not contain a deficit as projected at the winter Council meeting. Instead, FY99 would result in a net gain of \$11,128. In reviewing the FY99 line item for Council expenses, Hickerson noted that there were opportunities for Council to hold two rather than three-day meetings if the agenda so called. Kenamore suggested holding the meeting in Chicago since the following year most members would be from the Midwest. Jefferson suggested holding the meeting at less expensive hotels. Gilliland-Swetland said her institution complained about the length of SAA Council meetings and travel costs were difficult to accommodate. Hickerson said it was his sense of Council that they would assume that there would be two-day meetings which would include a Saturday night stay over to reduce expenses, rather than three-day meetings.

Sink presented and reviewed the projected FY2000 budget. He noted that if SAA had budgeted 3% of operating revenues to the reserve fund the Society would have had to budget an additional \$34,557 for FY2000, which would have given SAA a deficit of \$23,439. However, that contribution was not made in FY99 either. Hickerson said in the past reserve fund contributions were included. The fact that SAA has not done so recently presented a different look at the budget. He said Council needed to resolve the issue by either not budgeting the expense or explicitly budgeting for it, instead of dealing with it depending upon exigencies.

Hickerson questioned the proposed increase in the cost of the Employment Bulletin (which would be renamed Professional Opportunities to reflect the fact that it now was also published on-line) by 50%. He said it was a key member service. Why increase the cost when the net result would

likely be a drop off in subscribers? Fox agreed not to increase the subscription cost.

Sink said he was still conducting research on the development of an SAA investment policy.

Sink reminded Council that at its last meeting he said he would poll past SAA treasurers on the issue of what amount to set aside in the reserve fund. He said in 1990 Council adopted a policy of setting aside an amount equal to 3% of expenses annually with the goal of having in reserve a fund equal to 50% of the expense budget. SAA made good steady progress toward this goal until three years ago. The current reserve fund was at 21 weeks, with an ultimate goal of reaching 26 weeks' reserve.

He said he did not receive consensus from the poll. The issue, therefore, remained with Council. Sink said that he was convinced of the need for a higher rather than a lower reserve and he recommended that Council not change the goal of attaining 26 weeks' reserve, but also not to change the actual practice of recent years of not specifically budgeting a percentage as a reserve fund contribution, but to allocate whatever small surplus was generated within the year to go into the reserve. He considered the reserve contribution an allocation of resources and that SAA's viability in the face of adversity must be factored into the equation. He feared that archivists were most at risk in a period of financial decline and therefore an economic downturn could have a significant impact on SAA. He said Council would have to balance the risk of a dramatic decline in membership versus using available funds for present or future causes. He recommended, however, that Council wait until the Chicago Office received advice from the auditors before making a final decision.

Hickerson said he thought it was a strange way to budget to say that Council cared about the reserve fund but did not actually budget for it. He thought it seemed arbitrary, based on who happened to be sitting around the table at a Council meeting. The figures presented at a Council meeting should be as accurate a reflection of the Society's financial position as can be. He

supported budgeting a commitment to the reserve at a much smaller percentage if need be, in order to institutionalize the practice.

Fundraising Strategies

Fox welcomed Sarah Varner, Associate Vice President with Ghiorse & Sorrenti, a fundraising and public relations firm based in Washington, D.C. Varner gave an overview of association fundraising and the fundraising vehicles available to associations, such as exhibits, special events, annual campaigns, and planned giving. She said it was important that a professional society succeed in raising funds from its own members before soliciting more widely, in order to demonstrate internal commitment to the professional association. She also stressed the necessity of developing personal relationships with those from whom the association wishes to solicit, whether they were individuals, corporations or foundations.

Report of the Executive Director

Fox distributed a report from Reneta Webb, Interim Education Director, describing the preconference workshops planned for the annual meeting and a report on plans to offer the on-line course in electronic records in the fall. Willis and Tibbo requested that they be able to also take the course as silent participants.

She also distributed a report from Teresa Brinati, Publications Director, who described progress made in developing a second generation website, marketing efforts on behalf of EAD publications, publications in the pipeline, and the goal to establish a 24-hour turnaround on all publications orders. Council suggested that in marketing EAD, Brinati contact cataloging faculty and members of AAM, among others.

Fox then described difficulties encountered with the conversion to new association management software, including a remarkable lack of responsiveness on the part of the vendor. She said she was putting contingency mechanisms in place in order to mitigate any difficulties that might occur in executing the annual meeting. She anticipated some bumps in the road but hoped to

minimize any problems. She said that in spite of the difficulties she still expected the new software to ultimately help professionalize SAA operations and to help track membership and other data in a much more detailed manner.

Fox drew Council attention to a memo from Carroll Dendler, SAA's Finance Director, describing the result of her research into offering monthly credit card deductions for SAA members who might want to take advantage of this option. If SAA decided to adopt a system to automatically process the member dues on a monthly or quarterly basis, the estimated cost of acquiring that software was approximately \$15,000. Fox said the office could manually process the monthly dues payments, although she recommended that SAA do so first on a trial basis to assess its impact on staff time. Council recommended that Fox further investigate the issue by contacting the American Library Association and the American Society of Association Executives, among others, to see how they handled such deductions.

Nolan presented research on seven potential meeting sites for 2003. Council concluded that it would be best to meet on the West Coast, since it would have been several years since the Society had done so. They requested Nolan further investigate Los Angeles as a first priority, with Seattle as a second priority and report back on negotiations at the winter Council meeting.

Meeting With the Archivist of the United States

Having recently arrived at the meeting, Duranti welcomed Archivist of the U.S. John Carlin and Jerry George to the meeting. Carlin gave an update on current NARA issues and activities, which included the federal budget year 2000, facility needs, electronic records issues, facility standards, and archival training.

At the conclusion of his report and a question and answer period, Duranti thanked Carlin and George for taking the time to meet with Council. Carlin said he valued the opportunity to engage in the dialogue with Council.

Committee on Committees

Eaton reported that the Standards Committee was preparing a report for Council to be considered at its next meeting. She noted a sense of despair on the committee because the process was not working. The committee had encountered a lack of response on the part of SAA groups so it is unable to move on issues. Many topics brought to the Standards Committee fell outside of archival concerns, so it was very hard for them to determine how best to proceed.

Hickerson said standards and how to engage in them should become an important part of the Society's strategic planning discussions.

Gilliland-Swetland presented CEPD's proposal that Council establish a task force on continuing education. After general discussion of the need to think boldly and creatively about continuing education and programming opportunities, Duranti, Gilliland-Swetland, Tibbo, Kenamore, and Sink agreed to return to the meeting the next day with a proposed charge and composition for such a task force.

The meeting went into executive session to discuss the Executive Director's performance evaluation.

JUNE 12, 1999

Duranti called the meeting to order at 8:36 a.m.

Report of Council Committees

Hirtle said that less than 50% of SAA's committees submitted reports via the leadership listserv, as requested by Fox. He saw a need to emphasize the necessity of timely reporting and that in Pittsburgh Council liaisons should speak with their units to stress the importance of reporting activities. He said he was finalizing his 1999–2000 list of Council liaison assignments and would distribute it before the annual meeting.

Jefferson said she would send a letter out to the leadership list thanking those who reported and she would encourage others to report before the August meeting. She also suggested that Council liaisons

should remind those units engaged in standards issues of the policies and procedures of the Standards Committee. She and Harrison would also work on updating the Section and Roundtable FAQs.

Committee on Task Forces, Boards, and Representatives

Tibbo said that Phil Eppard had a request to change the submission date for Pease Award papers to May 31. Eppard made the request because the later submission date would better accommodate student schedules. After general discussion, Tibbo formally moved that Council change the submission date for Pease Award papers to May 31. Hirtle seconded. PASSED.

Harrison presented a request from Scott Schwartz, chair of the Membership Committee to extend the term of the chair from one to three years.

After discussion of the pros and cons of one-versus three-year terms, Council did not reach consensus. Since the request came in too late to be adequately considered, Council asked that Willis request from Schwartz a memo outlining the types of problems encountered by the current policy of a one-year appointment for the chair.

Harrison moved that Council increase the term of the chair of the Membership Committee from one to three years. Tibbo seconded. DECLINED.

Eaton said she had no final report from the Task Force on the Annual Meeting.

Jefferson presented the proposed SAA Position Statement on Diversity as drafted by the Task Force on Diversity. Kenamore moved that Council accept the statement. Harrison seconded. PASSED.

Strategic Planning

Fox summarized discussions from the February Planning Day. After discussion, Council decided to craft the wording of the six goals agreed upon in February for presentation to the Membership Forum in Pittsburgh.

After discussing each of the proposed goals in detail, Council agreed to the following articulation:

Membership: SAA should build a diverse and cohesive membership and support those members by addressing individual professional needs as well as by developing a strong archival community.

Education: SAA should provide opportunities for professional and disciplinary growth by promoting graduate education and research, and by guiding and providing high quality continuing education programs.

Political Role: Exert active leadership on enduring and emerging archival issues by advancing archival concerns and perspectives on the critical challenges of the Digital Age, shaping public policy, and promoting funding for archival programs, research and development.

Publishing: SAA should be a primary force in the generation and dissemination of archival literature in the U.S. and worldwide.

External Networking: Define, establish, and enhance strategic relationships with archival and allied professions, associations, institutions, and coalitions.

Standards: Promote excellence in the archival enterprise through identifying, creating, promulgating, and supporting the use of standards important to sound archival policy and best practices.

Council agreed that each Council group originally tasked with developing the goal statement should add three or four objectives as examples for the goals. The objectives would be distributed via the Council list for further discussion and then presented to the Membership Forum for member review and feedback, as well as requesting new objectives or activities to support the established goals.

Council directed Fox to insert the proposed goals and objectives into the annual meeting packets.

Standards Committee

Eaton presented the Guidelines for College & University Archives as developed by the College & University Section and presented to the Standards Committee. The Standards Committee now recommended Council approval. Hirtle moved approval. Eaton seconded. PASSED.

Eaton said the College & University Section planned to submit the guidelines to the Publications Board for suggested publication.

NARA's Proposed Rules on Facilities

Hirtle said that NARA's call for public comment on proposed rules for archival facilities raised the issue of what does SAA do when such a call is issued and the membership does not respond? Is it SAA's responsibility to actively pursue comment? Is SAA obligated to respond to every request for comment that NARA issues?

Willis noted that there were two sets of standards under consideration, neither of which was considered particularly controversial.

Jefferson said Council should ask someone in SAA to look at the standards. Just because SAA members haven't responded did not preclude SAA's obligation to respond. At the very least Council should bring the proposed standard to the units and, if they do not respond, officially state there was no response from the archival community.

Sink recommended that the Standards Committee send the proposed standards to the Preservation Section, the ARMA-SAA Joint Committee, and the Records Management Roundtable and ask for their comment.

Archives List Advisory Committee

Hirtle said last winter Council created an Archives List Advisory Committee to assist Bob Schmidt in list management. Schmidt was happy in his role as manager. The Advisory Committee was monitoring the "low signal to noise" ratio on the list, which could be a problem, however they were moving cautiously in terms of establishing procedures. At the moment the Advisory Committee was in dialogue with Schmidt, and he was happy with the fact that he could get advice from Council on an as needed basis.

Harrison asked if the list was growing, stable or shrinking. Hirtle said he did not know for sure but it was his sense that the list was growing.

OLD BUSINESS

Database Legislation

Hirtle directed Council to a background paper, "The End of History," which described issues contained in the Collections of Information Antipiracy Act, H.R. 354. He said that while this did not seem like a central issue for SAA, there may come a time when Council would be asked to write a letter in support of allied professions promoting a particular piece of legislation addressing the matter.

U.S. Copyright Office Long Distance Learning Report

Hirtle said the U.S. Copyright Office recently issued a report addressing distance learning issues contained in the Digital Millennium Copyright Act. One of the areas the Registrar of Copyright identified as problematic was the clearance of copyrights for "orphaned works." The Registrar recognized that this issue needed to be resolved and therefore SAA may be in a position to have the law clarified to archivists' advantage. He said it would be good for SAA to identify a response to the issue and give it to the Digital Future Coalition to take forward to get written into legislation. Hirtle said he would report further on the issue at the August Council meeting.

Fundraising

Sink said that at the winter meeting Council did not act on the Task Force on Dues and Member Benefit's recommendation that SAA develop an annual giving program. Sarah Varner had described some options: special events which people like, but with a not particularly high return rate, annual giving, planned giving, and soliciting major gifts. He thought the obstacles to success in the major gifts category were fairly large for SAA at that point in time. Special events did not sound like a big payoff, but he would be willing to explore that direction. He asked if Council felt ready to move forward on planned giving as recommended by the task force.

Jefferson said she saw a need to enhance the annual giving campaign. The cur-

rent level of annual giving was not particularly high. Were there better means to solicit rather than the fairly passive action of simply sending out a letter? She noted that Varner had stressed how important it was for the profession to support itself. Perhaps SAA could target a couple of sponsors and see if potential funds were there.

Eaton said that Varner further noted the importance of identifying what SAA wanted to do with the funds, develop a clear message. What then does SAA want to accomplish?

Hickerson said it was important never to go out and ask people for money without giving them a menu of items that can be attractive to them and allowing them to choose.

Willis asked, what does SAA do among the membership currently? She saw a need to identify what SAA can do first, have strategies in place and be more specific so that the Society can conduct a successful campaign.

Hickerson said five years ago personal giving was more than twice as high as its current level. Leaders in the Society accepted donating to SAA as the expected thing to do. He said the first priority should be to re-establish a culture of giving so that while it might not be a big step forward, it would help the Society lay the groundwork for larger endeavors. Then SAA could move into developing better case presentations around particular possibilities. He was willing to use one of his Presidential columns as a vehicle to communicate this message.

Tibbo said SAA needed a few large gifts from SAA leaders and members to set the example for others.

Sink noted that the SAA Fellows represented a distinct leadership body that had both the funds and the commitment to the organization. If SAA could get five fellows to agree to contribute a matching fund that could help jumpstart a campaign.

Jefferson said people could pledge over time. It was up to Council to encourage people to make the commitment. Other organizations expected their board members to contribute.

Gilliland-Swetland saw the need for people-to-people solicitation. Leaders needed to

ask for the donation. The expectation should be there that that's what you do to support your national professional association.

Hickerson said that while there were some improvements which could be accomplished within Council and the Chicago office, the fellows were an excellent body to pursue, perhaps by creating a Leadership Committee.

Gilliland-Swetland noted that retired educators were another body worth pursuing, especially those who had mentored and who still had a large network of relationships in place.

Hickerson said SAA could move on the annual giving issue in the fall. He thought the Chicago office should create a card listing all the funds which could be enclosed in the solicitation and in dues mailings. He said Council should identify ten fellows to form a Leadership Committee convened at the annual meeting, and gain knowledge from them as a focus group and have them help define the purpose. Eaton offered to participate with a subgroup of Council to convene the focus group.

Jefferson asked whether or not SAA was ready to take on a major gift or planned giving campaign. What would SAA have to do if we wanted to get into major gifts? If we were to proceed what would be the next steps? They needed to be codified.

Hickerson said Council needed an instruction packet and should get advice from someone who could provide legal and financial information. SAA should think about approaching industry suppliers and current exhibitors. He proposed that he visit with some potential Denver area vendors prior to the 2000 annual meeting. This would also give him an opportunity to see what kind of response such a solicitation would receive.

Hirtle asked about next steps.

Sink said that in terms of the capital campaign Council needed to energize and focus a group of people to help lead the effort. Hickerson, Sink and Fox agreed to do so. Eaton agreed to convene a focus group of SAA fellows at the Pittsburgh annual meeting. Council needed more information on what steps to take to develop a planned giving or major gifts campaign. Fox said she

would search association literature and provide Council with a capital campaign outline. Jefferson offered to work with Nolan to expand the number of exhibitors. Hickerson said the Chicago office needed to develop a polished brochure for the annual giving campaign.

Hirtle moved that Council assume there would be 100% participation on the part of Council members in the annual giving campaign. Jefferson seconded. PASSED.

Eaton moved that the income generated by Council's contributions to the calendar year 1999 annual giving campaign be used to support the initial steps for a giving campaign. Willis seconded. PASSED, with Hirtle voting Nay.

NEW BUSINESS

Proposed Fredric M. Miller Scholarship Fund

Sink presented a proposed Fredric M. Miller Scholarship Fund. He said Miller's mother had decided to write into her will a bequest to establish a scholarship fund, with the caveat that she could need the funds for medical assistance in the future. Miller's wife had devised a donor agreement, which was now before Council for consideration.

Gilliland-Swetland expressed reservation about a clause in the agreement which stated that "Scholarships will support graduate archival education of students in United States universities which meet the criteria for graduate education set forth by the Society of American Archivists and which place emphasis on archives as historical repositories rather than concentrating on records management." She said there weren't any programs in the U.S. at the moment which met the SAA criteria. She also thought making the differential between historical repositories versus records management to be problematic.

Sink discussed the proposed amount of the fund and the financial issues that needed to be addressed in order to manage the fund so that the value of the award would not be eroded by inflation. He saw a need for a clause in the agreement addressing the need for financial management of the fund to maintain its value, the need for some

flexibility in its stated purpose in case conditions in the field change, and the issue of the standards for criteria of the M.A.S. degree guidelines as articulated by Gilliland-Swetland.

Hirtle moved that SAA welcome the opportunity of a Fredric M. Miller endowment with enthusiasm, that the Society express its appreciation for the generosity of the donors, and communicate that the Society's believes the fund would provide wonderful recognition of the important role Fredric M. Miller played in the archival profession. Council further authorized Sink and Fox to negotiate the details of the endowment. Harrison seconded. PASSED.

Hickerson said it would be good to recruit some of Jerry Ham's former students to contribute to the Ham Scholarship fund and that this should be accomplished by the end of the calendar year.

Election of a Council Member to the Executive Committee

By ballot vote Council elected Jefferson to serve on the Executive Committee for 1999–2000. Tibbo and Eaton would serve on the Nominating Committee.

Task Force on Continuing Education

Duranti introduced a proposed charge for the Task Force on Continuing Education: The Task Force on Continuing Education would study SAA's continuing education options and recommend new, creative, flexible, productive approaches and delivery systems and funding, and the most appropriate infrastructure to support these recommendations.

She proffered suggested names for the task force and said she would contact those individuals to ascertain their interest in serving.

She said the task force should be constituted as soon as possible, first meet in Pittsburgh, meet again in winter, prepare a report for the 2000 summer meeting at which time Council would act on its recommendations.

Gilliland-Swetland moved acceptance of the Task Force on Continuing Education. Tibbo seconded. PASSED, with Hickerson and Gilliland-Swetland abstaining.

ACA Commission on the Archival Profession

Hickerson distributed a draft document proposing a "Commission on the Future of the Archival Enterprise." The document was developed by members of the Academy of Certified Archivists who had also brought the draft to the ACA board for their consideration. He said the ACA was an allied association on par with regionals and that SAA should be working with them in areas of effective partnerships. He said the document discussed the future of the profession from the standpoint of professional needs. David Gracy, incoming ACA President asked Hickerson if SAA would be interested in becoming a participant in the proposal and the Commission. At this point both the document and the proposal were very much in draft stage, which he distributed more as a discussion point rather than as a finished concept. The discussion among Council should be directed solely on the idea of whether or not to participate.

Jefferson expressed concern that she had not had time to fully consider either the document or the concept. She proposed that Council members read it and comment via the Council listserv. Kenamore asked if Council members could respond by the SAA annual meeting, if that would give sufficient lead time to the ACA. Hickerson thought it would.

Hirtle said he saw a strong alignment of the ACA proposal with the revised SAA strategic plan. Hickerson suggested that Council members respond within the next 30 days.

Adoption of the FY2000 Budget

Sink presented the FY2000 budget.

Hirtle moved acceptance of the FY2000 budget to reflect the changes in the annual meeting budget which would change the overall bottom line to a \$250 deficit. Tibbo seconded. PASSED.

Sink read the To Do List.

The meeting adjourned at 5:28 p.m.

SUSAN E. FOX
Executive Director

Approved by Council August 22, 1999

THE AMERICAN ARCHIVIST EDITORIAL POLICY

The *American Archivist* is the semi-annual journal of the Society of American Archivists. It seeks to reflect thinking about theoretical and practical developments in the archival profession, particularly in North America; about the relationships between archivists and the creators and users of archives; and about cultural, social, legal, and technological developments that affect the nature of recorded information and the need to create and maintain it.

The *American Archivist* is a refereed journal. Each submission will be reviewed by experts in the subject matter of the submission and a final decision for publication will be based on this review.

Journal Contents

The *American Archivist* features a variety of types and lengths of articles. Except for book reviews, all inquiries and submissions should be directed to Philip B. Eppard, Editor, the *American Archivist*, University at Albany, State University of New York, School of Information Science & Policy, 135 Western Ave./113 Draper, Albany, NY 12222. Telephone: (518) 442-5115. Fax: (518) 442-5367. E-mail: pbe40@csc.albany.edu.

Research Articles are analytical and critical expositions based on original investigation or on systematic review of literature. A wide variety of subjects are encouraged.

Case Studies are analytical reports of projects or activities that take place in a specific setting and offer the basis for emulation or comparison in other settings.

Perspectives are commentaries, reflective or opinion pieces, addressing issues or practices that concern archivists and their constituents.

International Scene pieces may include elements of any of the above formats in covering archival developments outside the United States.

Professional Resources can be annotated bibliographies, other items designed for practical use within the profession, or essays that review the developments (as opposed to the literature) in specified areas in a way that describes particular initiatives and places them in the context of broader trends.

The **Reviews** department evaluates books and other archival literature as well as the tools and products of archival activity such as finding aids, microfilm editions, audio-visual materials, exhibits, and computer software. On occasion it includes review essays to permit comparative analysis of related publications.

Reviewers are selected by the Reviews editor. Direct inquiries to Barbara Craig, Faculty of Library and Information Science, University of Toronto, 140 St. George Street, Toronto, Ontario, M5S 3G6 Canada. Telephone: (416) 978-7093. Fax: (416) 971-1399. E-mail: craig@fis.utoronto.ca.

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Editors of the *American Archivist* use the *Chicago Manual of Style*, 14th edition (University of Chicago, 1993), as the standard of style and endnote format, and *Webster's Third New International Dictionary of the English Language* (Merriam-Webster Inc., 1995) for spelling. Terms having special meanings for members of the profession should conform to the definitions in Lewis J. and Lynn Lady Bellardo, comps., *A Glossary for Archivists, Manuscript Curators, and Records Managers* (Chicago: Society of American Archivists, 1992). Authors' variations from these standards should be minimal and purposeful.

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Additional Inquiries

Address additional inquiries about the *American Archivist* to: Teresa Brinati, Director of Publications, Society of American Archivists, 527 S. Wells St., 5th Floor, Chicago, IL 60607-3922. Telephone: (312) 922-0140. Fax (312) 347-1452. E-mail: tbrinati@archivists.org.

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Volume 62 (1999)

CYNTHIA K. SAUER, COMPILER

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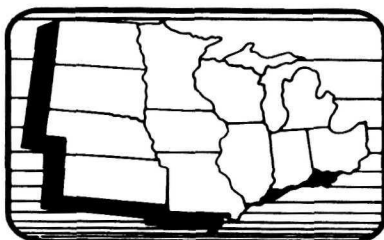
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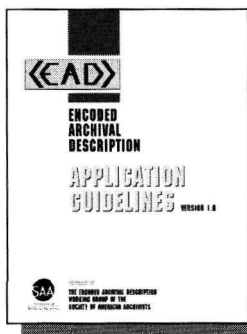
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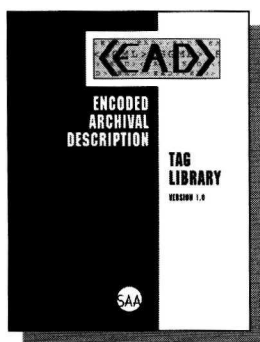


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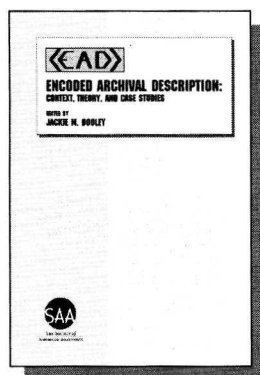


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