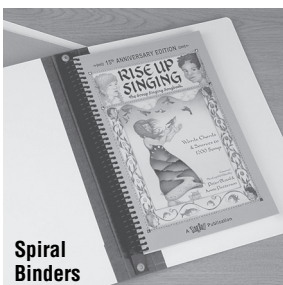


**Melinex
Enclosures**



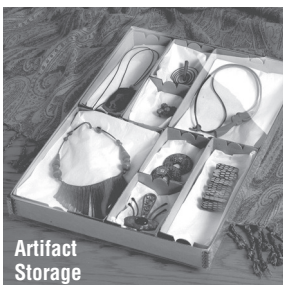
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GALLERY OF CONTRIBUTORS



Francis X. Blouin, Jr. has been director of the Bentley Historical Library at the University of Michigan since 1980. He is also professor of history and professor in the School of Information. During that time he codirected with William Wallach the Research Seminar on Archives, a fifteen-year program that provided research support for archivists to explore issues in archival theory and practice; he led the Vatican Archives Project, the results of which were published by Oxford University Press in 1998; and, with Prof. William Rosenberg, led a Sawyer Seminar funded by the Andrew W. Mellon Foundation on archives, documentation, and institutions of social memory, of which the proceedings were published as *Archives, Documentation, and Institutions of Social Memory* (University of Michigan Press, 2006). He was elected a Fellow of the Society of American Archivists in 1986.



James David is a curator in the Division of Space History at the Smithsonian's National Air and Space Museum, with varied responsibilities in collections and exhibit areas. He is the author of *Conducting Post-World War II National Security Research in Executive Branch Records: A Comprehensive Guide* (Greenwood Press, 2001) and articles on declassification, records management, and intelligence matters: "Soviet Secrets in the Ether—Clandestine Radio Stations at the New York and San Francisco Consulates in World War II," *Cryptologia* 17, no. 2 (2003); "Bourbon Operations in China Following World War II," *Cryptologia* 31, no. 3 (2007); "Was It Really 'Space Junk'? U.S. Intelligence Interest in Space Debris that Returned to Earth," *Astropolitics* 3, no. 1 (2005); "Astronaut Photography and the Intelligence Community: Who Saw What?" *Space Policy* 22, no. 3 (2006); "The Looming Crisis in Federal Records Management" and "Progress and Problems in Declassifying U.S. Government Records," *Journal of Government Information* 30 (2004).



Max J. Evans began his archival career in 1971 after earning history degrees at the University of Utah and Utah State University. Beginning as an archivist at the Latter-Day Saints Church Historical Department in Salt Lake City, he next moved to the Wisconsin Historical Society as deputy state archivist. He then

returned to Utah as the director of the Utah State Historical Society, a position he held for sixteen years before assuming his current position as executive director of the National Historical Publications and Records Commission in 2003. He was elected a Fellow of the Society of American Archivists in 1984.



Randall Jimerson is professor of history and director of the graduate program in Archives and Records Management at Western Washington University in Bellingham, Washington. He is a Fellow and past president (2004–2005) of the Society of American Archivists. He is currently president of the Mount Vernon (WA) chapter of ARMA and is a former president of New England Archivists, which presented him the Distinguished Service Award in 1994. In addition to numerous articles on archival issues, he is editor of *American Archival Studies: Readings in Theory and Practice* (SAA, 2000) and author of *The Private Civil War: Popular Thought during the Sectional Conflict* (LSU Press, 1988). Beginning his career at the Bentley Historical Library at the University of Michigan and at the Manuscripts and Archives Department at Yale University, from 1979 to 1994 he was university archivist and director of the Historical Manuscripts and Archives Department of the University of Connecticut Libraries, where he also led the graduate program in History and Archival Management.



Magia G. Krause holds a BA in English Literature from the University of Pittsburgh and an MLS and MIS in library and information science from Indiana University. She is now pursuing a PhD at the University of Michigan School of Information. Her research interests include collaborative modes of access to archival materials, social navigation features for accessing primary resources, information behavior of archival users, use of technology in archives, international archival issues, and institutions of social memory.



Christopher J. Prom is assistant university archivist and associate professor of library administration at the University of Illinois at Urbana-Champaign (UIUC), where he is responsible for digital programs and for the appraisal and processing of university records and faculty papers. He holds a PhD in history from UIUC. He has published on archival description and find-

ing aid usability and is co-editor of the forthcoming book *College and University Archives: Readings in Theory and Practice*, to be published by the Society of American Archivists in 2008. He also teaches as adjunct associate professor in the UIUC Graduate School of Library and Information Science.



Ellen D. Swain is archivist for student life and culture at the University Archives, University of Illinois at Urbana-Champaign (UIUC), where she administers the Student Life and Culture Archival Program, an endowed program dedicated to documenting student experience nationally and at UIUC. An active member of the Society of American Archivists, she has served as vice chair of the College and University Archives Section, chair of the Reference, Access and Outreach Section, and cochair of the Women's Collections Roundtable, among other activities.



Nicholas J. Tussing holds a PhD in Romance Languages (with a specialization in Italian) and a master's degree in Library and Information Science from the Catholic University of America. He published a dissertation on Boiardo's *Orlando Innamorato*, showing how the work's narrative structure, thematic structure, and aesthetics exhibit a fragmented self that requires an active dialogue with the other to become complete. He created finding aids for materials relating to the Papal States at the Catholic University and transcribed and translated documents in Latin, Italian, and French dating from the seventeenth to the nineteenth centuries. He resides in Mt. Rainier, Maryland, and works as a cataloger for a government contractor.



Elizabeth Yakel is an associate professor at the University of Michigan School of Information where she teaches in the Archives and Records Management Specialization. Her research focuses on archival user needs and access to primary sources. Yakel has received funding from the Andrew W. Mellon Foundation, the National Historical Publications and Records Commission, and OCLC Online Computer Library Center, and she publishes on archival representation, access, and use in such publications as *American Archivist*, *Archivaria*, and *Archival Science*. She has also been active in the Society of American Archivists and was elected a Fellow in 1999.



Geoffrey Yeo has worked as a senior research fellow and as director of the master's program in Archive and Records Management at the School of Library, Archive and Information Studies at University College London, where he is now a part-time lecturer. He also has substantial practical experience in archives and records management in both public- and private-sector organizations, and he has worked as a freelance consultant on archives and records projects in the United Kingdom and in Africa. He is co-author (with Elizabeth Shepherd) of *Managing Records* (Facet Publishing, 2003) and has recently become editor of Facet's series of professional texts, *Principles and Practice in Records Management and Archives*. His research interests include the nature of records and recordkeeping; records classification, arrangement, and description; and relationships between records and organizational systems.

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- Hotel Reservation/Conference Rate Deadline:** July 26, 2008

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

September 1, 2007 — Chicago, Illinois

President Mark Greene called the meeting to order at 11:30 am on Saturday, September 1. Present were Vice President/President-Elect Frank Boles, Executive Committee member Carla Summers, and Council members Bruce Ambacher, Rebecca Hankins, Nancy Zimmelman Lenoil, Leon Miller, Ben Primer, Margery Sly, Diane Vogt-O'Connor, and Sheryl Williams. Also present were SAA Executive Director Nancy Beaumont; Publishing Director Teresa Brinati; Education Director Solveig DeSutter; Member and Technical Services Director Brian Doyle; and Finance/Administration Director Tom Jurczak. Absent: Treasurer Ann Russell.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Boles moved and Williams seconded adoption of the agenda. PASSED.

II. ACTION ITEMS

A. Actions Resulting from the Annual Membership Meeting

Council members discussed briefly two questions that arose at the Annual Membership Meeting in deliberations about the proposed constitutional amendment to enhance institutional membership benefits: 1) whether an institution's primary contact would qualify for SAA Fellowship if that individual remained a primary contact for seven consecutive years (the current requirement for individual members) and

2) whether an individual member who is also an institution's primary contact would be entitled to two votes. These items will be explored and reported out to the membership.

B. Sunshine Week Participation

SAA has been approached by several individuals about the feasibility of SAA participating in Sunshine Week, a "national initiative to open a dialogue about the importance of open government and freedom of information. Participants include print, broadcast, and online news media, civic groups, libraries, nonprofits, schools and others interested in the public's right to know." (For more information about Sunshine Week, see www.sunshineweek.org) In 2007, Sunshine Week was held March 11 – 17. The dates of the 2008 celebration have not yet been posted.

MOTION I

THAT the SAA staff investigate the requirements for and possible benefits of SAA participation in Sunshine Week 2008, with a report to the SAA Council for consideration via online discussion in November.

Support Statement: SAA participation in Sunshine Week may provide an opportunity to expand our efforts to advocate for access to government records at the same time that it could connect SAA with others who have similar interests. If the Council were to decide to participate, that decision would be needed by late fall to ensure time for participation.

Fiscal Impact: Unknown at this time. More information will be provided following staff research.

Moved by Boles, seconded by Williams. PASSED.

C. A&A List: Monitoring Group

Greene noted that it seem reasonable for the Council to ensure that germane discussions on the Archives and Archivists List are monitored and reported for possible deliberation, official response, and/or action. To do this, a very small task force of Council could be appointed. The task force's role would not be to participate in List discussions, but to ensure that information about those discussions is reported back to the Executive Committee or the full Council as appropriate.

MOTION 2

THAT the SAA Council create a subcommittee comprising two Council members, one from the first-year cohort and one from the second-year cohort, to monitor the Archives and Archivists discussion list;

THAT the members be appointed by the President;

THAT the first-year member continue during his/her second year, with a new first-year member being appointed;

THAT the full charge of the subcommittee be presented to the Council via email prior to the end of December 2007 and

THAT the subcommittee members will not participate officially in List discussions unless directed to do so by the Executive Committee or the full Council.

Moved by Boles, seconded by Williams.

SUBSTITUTE MOTION 2

THAT the SAA president appoint two members of the Council to serve as listserv liaisons; and

THAT the two members be assigned the tasks of recommending a charge for themselves and, if warranted, to recommend a charge and structure for any additional group that may be needed to deal with listserv terms of participation and other policy issues.

Support Statement: It is in SAA's best interest to monitor List discussions. At times it will be in SAA's interest to post official statements to the List, and this can best be facilitated by the creation of a Council group to monitor and report on List discussions.

Fiscal Impact: None.

Moved by Boles, seconded by Miller. PASSED. (Primer dissenting)

D. Policy Regarding Salary Information in Job Ads

Recently concern was expressed on the A&A List about the lack of salary information in many job ads posted on the SAA website and on the List itself. Claims were made on the List that the American Library Association has a policy requiring the inclusion of salaries in job ads posted on its website and in its publications.

Rebecca Hankins contacted ALA directly to inquire concerning the organization's policy and was informed that although the association strongly encourages salary postings, it does not require them. The specific reply from the ALA office was: "ALA does not require that you include a salary figure in a job ad. However, this organization feels that including a salary figure is advantageous to both the job seeker and the employer and that we encourage you to include such a figure in all job ads you may place with us."

A formal decision on this question is advantageous for SAA because a) it will guide the information SAA places in its information for institutions placing job ads on the SAA website; b) it can then be posted to the A&A List to demonstrate that the Council has heard the concerns expressed and responded to them.

MOTION 3

Moved by Williams, seconded by Boles.

SUBSTITUTE MOTION 3

THAT SAA strongly encourage employers to include salary information in job ads on the SAA website, in SAA publications, and on the SAA-sponsored A&A List.

Support Statement: It is in SAA members' and the profession's best interest to have the widest possible set of job ads to review. Requiring the posting of salaries in such ads would reduce the number of job ads posted. The American Library Association's practice of encouraging employers to include salary information seems to be an appropriate model.

Fiscal Impact: None.

Moved by Primer, seconded by Miller.
PASSED.

E. Committee on Education Mid-Year Meeting

This agenda item, stemming from the Committee on Education meeting on August 29, was added because the Committee believes that the work of the Subcommittee on Continuing Education could be enhanced by having the entire Committee attend a mid-year meeting at which Continuing Education is discussed and assignments are made.

MOTION 4

THAT participation in the 2007-2008 mid-year meeting of the Committee on Education's Subcommittee on Continuing Education be extended to all members of the Committee on Education (ie, including the Subcommittee on Graduate Education).

Moved by Sly, seconded by Williams.
PASSED. (Ambacher abstains)

III. DISCUSSION ITEMS

A. Issues Identified During the Annual Meeting

Council members conducted a debriefing of the information that they had learned from their liaison activities with committees, sections, and roundtables.

B. Process for Developing SAA Statements

This agenda item was not considered due to the press of time.

C. Formation of Ad Hoc Web Technology Working Group

Doyle outlined a proposal that he will be bringing to the Council for appointment of an informal working group to work with staff on needs analysis and specifications for SAA's content management system, with emphasis on ensuring that the needs of appointed groups are met.

IV. COUNCIL BUSINESS

A. Schedule for 2007 – 2008 Meetings

Conley Edwards, president of the Council of State Archivists, had written to Beaumont to propose that the SAA Council and CoSA board meet jointly in Washington, DC, for half a day in January or February 2008. Beaumont will poll Council members about their availability on proposed dates for the winter and spring/summer Council meetings.

B. Review of September 1, 2007, To Do List

Council members reviewed the draft "To Do" List for the September 1 meeting.

C. Adjournment

Primer moved and Williams seconded adjournment of the meeting. The meeting was adjourned at 1:00 pm.

NANCY P. BEAUMONT
Executive Director

Approved by the SAA Council on
October 16, 2007.

Foundation Board of Directors Meeting Minutes

August 28, 2007 — Chicago, Illinois

The meeting of the SAA Special Funds (SAA Foundation) Board of Directors was convened at 3:55 pm on Tuesday, August 28, 2007.

Felker moved and Williams seconded adoption of the agenda. PASSED.

A. Re-Purposing the SSA/SAA Emergency Disaster Assistance Fund

Summers reviewed the work of the Society of Southwest Archivists and the Society of American Archivists in creating and administering the SSA/SAA Emergency Disaster Assistance (EDA) Fund in the wake of Hurricanes Katrina and Rita in 2005. Of initial contributions totaling approximately \$45,800, the majority of funds were distributed to repositories affected by the two hurricanes. A total of \$15,000 remains in the EDA Fund; no requests for EDA funds have been received since September 2006 despite several promotional efforts.

SSA and SAA leaders have conferred and agreed that it would be appropriate to re-purpose the EDA Fund to create a fund to respond to disasters nationwide that affect archival collections.

Summers moved and Gottlieb seconded the following four motions as a group. PASSED.

MOTION 1

THAT the scope of the SSA/SAA Emergency Disaster Assistance Fund be broadened beyond repositories recovering from hurricanes Katrina and Rita to enable

the Fund to make grants that support the recovery of archival collections from major disasters, regardless of region or repository type.

Support Statement: This action is widely supported by SSA leaders and by the grant review committee, individuals intimately involved with the devastation of Katrina and Rita. The broadened scope of the Fund will be further recognition of the importance of not only an outpouring of concern after a major disaster, but a continuing commitment to ensure support for archival collections hit by disaster.

Fiscal Impact: None.

MOTION 2

THAT the SSA/SAA Emergency Disaster Assistance Fund be renamed to the National Disaster Recovery Fund for Archives.

Support Statement: The name reflects a national scope, is easy to understand, and has an inspirational ring.

Fiscal Impact: None.

MOTION 3

THAT the SAA Foundation Board appoint a standing grant review committee to review applications to the National Disaster Recovery Fund for Archives and other grant requests; and

THAT the committee be charged to draft for Board review and approval application procedures for Foundation funds.

Support Statement: The Foundation is in its earliest stages and its workings are

unfamiliar to most members. This recommendation to create a grant review committee for all Foundation funds, not just the Disaster Recovery Fund, will serve to standardize processes. Creation of subcommittees may be appropriate in the future as the Foundation becomes more active.

Fiscal Impact: Costs associated with appointing a new committee and publishing guidelines and applications.

MOTION 4

That the SAA Executive Director be directed to contact by letter all donors to the SSA/SAA Emergency Disaster Assistance Fund concerning this change after a review of the letter by a fundraising consultant.

Support Statement: The Foundation Board has a responsibility to contact previous donors to inform them of the re-purposing of the Fund. Donors have a right to know that their contributions will continue to support the recovery of collections that are damaged by major disasters. The outpouring of support after Katrina and Rita was a symbol of the concern archivists and other donors

felt for individuals and repositories affected by the hurricanes. Giving money was the only way many of us could help and updating donors on how their money will continue to be of use on a national scale is good stewardship. However, it would be impossible to distinguish whose funds were used initially, so it would be impossible to return money should donors have a problem with money not going to the Katrina/Rita regions. This should be addressed in the letter. The announcement of the re-purposing of the Fund may also enable other gifts. It is important for a fundraising consultant to provide advice on content and tone.

Fiscal Impact: Staff time for identifying donors, printing and mailing costs, staff time for responding to inquiries.

Primer moved and Miller seconded adjournment of the SAA Special Funds (SAA Foundation) Board. PASSED. The meeting was adjourned at 4:15 pm.

NANCY P. BEAUMONT

Executive Director

Approved by the SAA Foundation
Board on October 16, 2007.

Council Meeting Minutes

August 27–28, 2007 — Chicago, Illinois

President Elizabeth Adkins called the meeting to order at 9:05 am on Monday, August 27. Present were Vice President/President-Elect Mark Greene, Treasurer Ann Russell, Executive Committee member Peter Gottlieb, and Council members Mark Duffy, Aimee Felker, Rebecca Hankins, Nancy Zimmelman Lenoil, Leon Miller, Ben Primer, Carla Summers, and Sheryl Williams. Also present were Frank Boles, who will assume the position of Vice President/President-Elect for 2007-2008; Bruce Ambacher, Margery Sly, and Diane Vogt-O'Connor, who will become Council members effective September 1, 2007; SAA Executive Director Nancy Beaumont; Publishing Director Teresa Brinati; Education Director Solveig De Sutter; Member and Technical Services Director Brian Doyle; and Finance/Administration Director Tom Jurczak. Jim Dalton facilitated the August 27 strategic planning session. Lee White, Executive Director of the National Coalition for History, joined the group on Tuesday, August 28. Guests on August 28: SAA members Kate Theimer and Jim Gerencser.

MONDAY, AUGUST 27

Council members and staff participated in a day-long strategic planning session with Facilitator Jim Dalton. The group discussed SAA's current "radar screen" issues, the status of activities associated with those issues, and other challenges that the profession faces that may be considered for addition to the "radar screen" of priorities.

TUESDAY, AUGUST 28

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Felker moved and Williams seconded adoption of the agenda with changes rec-

ommended by the Executive Committee. PASSED.

B. Approval of the June 2007 Minutes

Felker moved and Williams seconded approval of the June 2007 Council meeting minutes. PASSED.

C. Review of the June 2007 "To-Do List"

Council members reviewed the items listed on the June 2007 "To-Do List" and provided updates on completed and incomplete items.

II. REPORTS

A. Report of the Executive Committee

Gottlieb reported on a number of items that the Executive Committee had addressed on behalf of the Council since the June 2007 Council meeting, including the following:

- Approved a motion that the SAA Treasurer and staff be directed to transfer the Society's FY2007 net gain (approximately \$50,797, unaudited as of August 27, 2007) as follows: 5% to the General Reserve Fund and 95% to the conversion and maintenance of a digital version of *The American Archivist*. If funds remain after the conversion of the *American Archivist* back file, those funds are to be transferred to the Technology Fund for the purpose of enhancing the content management system.
- Approved a statement on concerns about the administration of FOIA within several government agencies.
- Reviewed "Protocols for Native American Archival Materials" and recommended

that the document be discussed by the full Council. (See Agenda Item III.A.)

- Approved a request from the U.S. Committee of the Blue Shield to sign onto testimony for the Subcommittee on International Operations and Organizations, Democracy and Human Rights of the Senate Foreign Relations Committee, in support of U.S. ratification of the 1954 Hague Convention.
- Reviewed requests from OpenTheGovernment.org to 1) sign a letter of support for federal whistleblower legislation (declined the request) and 2) sign a support letter for U.S. Senators' efforts to maintain provisions in the OPEN Government Act (S. 849) that strengthen the Freedom of Information Act (approved the request).
- Agreed on the text of Council Exemplary Service Award citations for Vicki Walch and Trudy Peterson.
- Reviewed a request for assistance from the Iraq National Library and Archives (INLA) and, in response: 1) drafted and approved a statement for posting on the SAA website deploring illegal entry into the INLA facilities by Iraq National Guard and US troops and 2) drafted a letter (subsequently sent) to President Bush and other US officials about alleged US troop incursion into the INLA facilities.
- Reviewed a request from Russell James, founding editor of the SAA Student Chapter Newsletter (a grassroots publication), for "official" status, and developed and approved a charge for a three-person editorial board appointed by the incoming SAA president. Information about the group will be included in the Council Handbook.
- Reviewed a draft charge that would assign to each of three task forces the task of developing statements on access to various types of records (ie, collected manuscripts, private records held by a creating organization, and government records). This issue is being carried over for discussion at the September 1 meeting for direction in the face of revisions

to the process for the ALA/SAA Joint Statement on Access to Research Material.

- Reviewed and discussed a digest of postings (compiled by Kate Theimer on her "archivesnext" blog) on the Archives & Archivists Listserv about how SAA could improve its work.
- Reviewed a draft of an agreement with a university to transfer the A&A List archives.
- Approved an Op-Ed piece (drafted by Mark Greene) for the *Washington Post* regarding a news story about the Washington D.C. mayor's plans to delete all city government email messages after 6 months. The piece has not yet appeared in print.

B. President's Report

Adkins reported on a variety of items not included in the Executive Committee report, including the following:

- Discussions with ARMA International leaders and staff about drafting a joint memorandum of understanding regarding development of standards.
- Communication with the Association of College and Research Libraries of the American Library Association regarding the process used to prepare a revision of the ACRL/SAA Joint Statement on Access to Original Research Materials.
- Her plans for her presidential address on the subject of diversity.

C. Vice President's Report

Greene reported on the following:

- Completion of more than 45 appointments to committees, task forces, and other groups, in addition to the appointments previously made to the Appointments Committee and the 2008 Program Committee. Remaining to be appointed are members of the 2008 Host Committee. He noted that 85 SAA members had completed the self-nomination form on the SAA website. He provided a breakdown of his appointments by race/ethnicity, length of SAA membership, sex, and geography.

- Participation in two media interviews: one with a *New York Times* reporter on the recent trend of significant architects to sell rather than donate their collections to repositories (resulting in a one-sentence quote in the article) and the second with a *Los Angeles Times* reporter about whether Hillary Clinton's papers as First Lady should – by law or ethics – be open for inspection as she runs for President (with no published quotes).
- Progress made in identifying a repository to house the A&A List Archives (1993-2006) and in drafting a legal transfer or donation document.

D. Treasurer's Report

Russell presented an unaudited year-end financial review for FY 2007 generated using the new accounting and general ledger software. The net gain of slightly less than \$51,000 was due largely to careful management of expenses and a slightly higher increase in members than was projected. She noted that approximately \$59,565 in direct expenses were associated with SAA's strategic priorities as follows: Technology, \$31,560; Diversity, \$9,685; Advocacy and Public Awareness, \$17,720; and Disaster Planning and Preparedness, \$600.

E. Staff Reports

1. Executive Director: Beaumont's written report provided updates on advocacy efforts as well as progress on activities addressing SAA's strategic priorities in the areas of technology, diversity, and public awareness.

2. Membership: Doyle's written report provided an update on membership statistics, including growth rates by dues category. He noted a slowing of growth among student members, from a high in FY2006 of 32% to the current growth rate of approximately 5-6%. SAA's total membership was 4,885 as of the end of July.

3. Education: De Sutter's written report provided a year-end summary of FY 2007 education programs, noting that 54 face-to-face workshops served 1,463 registrants; that approximately 1,120 people at 225 sites participated in SAA's two online real-time web

seminars; and that 10 new program topics were introduced in FY07 and 10 more new programs are in development. Her projected calendar for FY2008 (through April 2008) includes 33 workshops and seminars in locations throughout the country.

4. Publications: Brinati's written report noted that seven new titles were published in FY 2007, including the following: *Archives and Justice: A South African Perspective* by Verne Harris (foreword by Terry Cook); *Planning New and Remodeled Archival Facilities* by Thomas Wilsted; *Film Preservation: Competing Definitions of Value, Use, and Practice* by Karen Gracy; *Photographs: Archival Care and Management* by Mary Lynn Ritzenthaler and Diane Vogt-O'Connor with Helena Zinkham, Brett Carnell, and Kit Petersen; *Architectural Records: Managing Design and Construction Records* by Waverly Lowell and Tawny Ryan Nelb; *Archives & the Public Interest: Selected Essays* by Ernst Posner edited by Ken Munden with a new introduction by Angelika Menne-Haritz; and *Understanding Archives and Manuscripts* by James O'Toole and Richard Cox. Total sale of books achieved a new record in FY 2007 thanks to the availability of many new titles.

5. Annual Meeting: Beaumont's written report noted an advance paid registration total of 1,527, which would make the meeting the largest SAA-only meeting in the Society's history. Exhibit sales were below levels in FY 2005 and FY 2006, and she pointed out the significant challenges of space constraints in the hotel, extremely high food and beverage costs within the hotel, and a return to high AV costs.

6. Association Management Software (AMS) System: Doyle's written report reviewed the status of the Headquarters transition to a new association management software system, as well as new accounting and general ledger systems. Several important tasks remain to configure the system fully and achieve optimal efficiency, including configuring various new reports and extracts and working with the vendor to add custom procedures to streamline critical data processing tasks; integration of certain website functions with the new AMS;

and integration of all systems with Lyris ListManager.

F. 2007 Program Committee

A written report prepared by co-chairs Danna Bell-Russel and Becky Haglund Tousey noted their perspective that the Program Committee was composed to reflect the diversity of the archives profession and that the program, selected from 89 session proposals, successfully addressed diversity issues within the profession. They reflected on the benefit of expanding the programming options to include poster presentations (beyond those of graduate students) and noted that all endorsed sessions were discussed by the full committee in order to ensure that the preferences of Sections and Roundtables were considered.

G. 2007 Host Committee

Host Committee Chair Janet Olson submitted a report on behalf of the committee that reflected on the diversity of the committee itself (with members representing academic, corporate, cultural, religious, association, government, and public library repositories) and on the variety of repository tours and open houses scheduled just prior to the start of the Annual Meeting. Those that most specifically addressed diversity issues included the repository tours of the Center for Black Music Research and of the Chicago Jazz Archive at the University of Chicago and the open houses at the Gerber/Hart Library (LGBT collection), the Women and Leadership Archives, the Frances Willard House, and the Leather Museum.

H. American Archivist Editor

American Archivist Editor Mary Jo Pugh noted in her written report (for the period May 11 to August 8, 2007) that the beta version of *American Archivist Online* will be available for viewing at the SAA Bookstore during the Annual Meeting; the Editorial Board had revised the guidelines and submission process for the Theodore Calvin Pease Award; the 204-page Spring/Summer 2007 issue of the Journal was mailed in early

June; the Fall/Winter 2007 issue will be the first to be published both in print and online; and 10 manuscripts had been submitted for consideration.

I. Editor, Print and Electronic Publications

Peter Wosh, appointed by the Council in March to serve a three-year term as Editor, Print and Electronic Publications, provided an update on the status of a basic manual on preservation that is slated for publication in 2008; signing of contracts to produce a basic book on managing electronic records and a more theoretical book on "Archives in the Digital Age"; the status of a book proposal concerning archival ethics; and the distribution to all members of requests for proposals for new readers on religious archives, diversity, and public awareness. He noted that the planned joint meeting with the Journal Editorial Board in March 2008 will aid in developing a strategic approach to electronic publishing across SAA's entire publications program.

Pugh and Wosh joined Council members and staff for an informal discussion of their work over lunch.

J. Technology Best Practices Task Force

Task Force Chair Naomi Nelson's written report noted that the group had completed an initial survey of available resources and compiled a draft list of best practices, guidelines, reports, publications, and other resources in a draft of *Managing Electronic Records and Assets: A Bibliography*, which was posted on the SAA website prior to the Annual Meeting so that members could begin contributing to it. An email message was sent to SAA and ARMA leaders requesting that they publicize the draft and encourage suggestions and additions.

Lenoil noted that feedback about the first offering of the "Electronic Records Summer Camp" was very positive.

K. Other Reports from Council Members

No other reports were presented.

III. ACTION ITEMS

A. Native American Archives Protocols

Carla Summers, Council liaison to the Native American Archives Roundtable, presented a report and a series of recommendations regarding a document entitled "Protocols for Native American Archival Materials" that was created by a group of 19 Native American and non-Native American archivists, librarians, museum curators, historians, and anthropologists gathered at a conference at Northern Arizona University in April 2006. The Protocols were referred to the SAA Council for endorsement.

Summers offered the following opening statement before the action item was discussed: "The protocols are an example of a community of experts creating a set of ideal behaviors that, because of the trust issue, are presented as prescriptive. Protocols set standards of behavior and ceremony. We all know that we strive to meet standards and maybe our role is to make this document sound more like guidelines. But I feel that may violate the trust of the group. Our review is one of the most important for a document that calls for review and conversation. As others have said, that review must be provided diplomatically and mindfully, which isn't always possible in the crush of Council business. Finally, rather than worrying that our support will extend a special status to Native Americans, we should see these protocols as inspiration for other communities where the issues of human rights and spiritual ownership apply, however we define sovereignty."

MOTION 1

THAT the SAA President appoint a three-person task force, to include Boles and two others to be named, to serve as liaisons to the drafters of the "Protocols for Native American Archival Materials" and to propose by the end of November 2007 a process for sharing the Protocols with the SAA membership and moving forward with their consideration by the Council.

Moved by Greene; seconded by Summers. PASSED.

B. Proposed Bylaws and Council Handbook Changes

Greene thanked SAA member Kate Theimer for bringing before the Council several ideas for streamlining communication with members about Council activities. He noted that although information about Council meetings is made available to members, the current methods (summaries in *Archival Outlook*, minutes approved only during in-person Council meetings) are slow.

Greene moved as a group Motions 2 through 6; seconded by Miller. PASSED.

MOTION 2

THAT the SAA office notify the membership, through a post on the SAA website, of the schedule of upcoming Council meetings immediately upon scheduling them.

MOTION 3

THAT the SAA office make agendas for Council meetings available to the membership, through a post on the SAA website, 10 business days prior to the Council meetings, with the understanding that exceptions are possible for late changes and agenda amendments made at the meetings.

MOTION 4

THAT the SAA office make minutes of the Council meetings available to the membership, through a post on the SAA website, within 60 calendar days after completion of the meetings.

MOTION 5

THAT the SAA office make available to the membership, through a posting on the SAA website, the agenda for the Annual Business Meeting at least 10 business days prior to the meeting, with the understanding that the agenda can and does change as a result of member submissions of resolutions to the Council Resolutions Committee as described in SAA Bylaws Section 10.H.

MOTION 6

That the SAA Council request the input of the membership, via a posting to the SAA website at least 30 working days prior to an expected vote, of an intention to terminate any organizational unit, with the understanding that this does not apply to terminations outlined in the SAA Council Handbook chapters on sections and roundtables.

Support Statement for Motions 2 Through 6: It is in SAA's best interest for Council activities to be as transparent as possible. If adopted, this procedure will contribute to increased member awareness of Council decisions and actions.

Fiscal Impact: None. Some additional staff time.

Primer proposed amendment to 30 days; seconded by Williams. PASSED. (Greene and Summers opposing)

MOTION 7

THAT after the formation of a task force, information regarding the charge, schedule, products, and membership of the task force shall be made available by the SAA office to the SAA membership through a posting to the SAA website within 15 working days of creation of the task force charge. However, by majority vote the Council may decide not to release some or all of this information when the topic of a task force's deliberations contains sensitive or confidential information (for example, in matters of personal privacy).

Support Statement: It is in SAA's best interest for Council activities to be as transparent as possible. If adopted, this procedure would enable transparency without diminishing the Council's and staff's effectiveness in leading and managing the Society.

Fiscal Impact: None. Some additional staff time.

Moved by Greene, seconded by Duffy. PASSED.

Duffy moved to amend the Greene recommendations with two additional recommendations; seconded by Felker. PASSED (unanimously).

The original motion, including all three recommendations, was then considered. PASSED. (Hankins opposed.)

MOTION 8

THAT the SAA Council Handbook be revised to include the following provisions under Section VIII relating to task forces: 1) at least one half of the members of any SAA Council task force will be appointed from outside the SAA Council, and 2) the President will consult with section and roundtable leaders and consider them for appointment to task forces when appropriate in matters of special concern to them.

Moved by Duffy, seconded by Felker. PASSED.

MOTION 9

THAT when considering matters relating to new policies and programs or organizational change and strategy, SAA Council task forces will ordinarily consult with and seek comment from SAA section and roundtable leaders and with the membership as a whole when possible and appropriate.

Support Statement for Motions 8 and 9: The SAA Council recently adopted recommendations of the Task Force on Sections and Roundtables that included the following provisions:

The president or designee will report on the involvement of section leaders in the activities and appointments of the Council in the past year. (Section 1.7.)

Consultation. Sections are incubators for developing leaders who go on to take positions in SAA. Leadership development is a more productive process in an organizational environment that nurtures consultation and participation. The task force endorses a previous task force recommendation that section leaders be appropriately consulted in the decision-making and

deliberative processes of the Society. Whenever possible, section leaders should be included in appointments to committees and task forces, when such appointments are appropriate to inform the subject or achieve a diversity of opinion. (Section 1.11.)

With passage of the Task Force's final recommendations, a number of changes were made to the Council Handbook's paragraphs on sections and roundtables. [Motion 8] brings the Task Force's recommendations into harmony with the Handbook's paragraphs on task forces. Council task forces – as opposed to any number of *ad hoc* or special Council committees that may investigate routine matters – are an organizational tool “to deal with matters of special concern to the Society and the profession.” In matters of special concern, the appointment process should appropriately include section and roundtable leaders. The significant difference in this amendment from the previously adopted Section/ Roundtable Task Force report is the inclusion of roundtable conveners in the pool of those who should be tapped.

[Motion 9] supports the effort to maximize transparency in response to the recommendations brought forward by SAA member Kate Theimer regarding SAA Council task forces. While the member's specific recommendations do not allow for sufficient flexibility in terms of the range of task force assignments, they do challenge the SAA Council to be conscious of achieving a reasonable balance between effective associational governance and members' rights to be informed and involved in the association's special concerns (which are properly the primary reason for task forces). This [motion] responds to this challenge by formalizing a practice that the Council typically expects of its task forces when weighing matters that may result in substantial policy changes, organizational structure, or new programs of interest to SAA members and their elected leaders.

A proposed revision to the Handbook is suggested to follow as closely as possible along the following lines.

Section VIII: Task Forces

GUIDELINES

Role and Purpose

The SAA Council establishes task forces to deal with matters of special concern to the Society and the profession. Task forces are given specific charges to study and evaluate certain issues, prepare reports and study documents, and, when deemed appropriate, make recommendations for action by the Council.

The work of task forces usually occurs within a prescribed period of time, such as from one annual meeting to the next. In some circumstances, the duration of the task force may be extended to allow the work to be completed. When a task force is terminated, existing SAA bodies such as committees, sections, and roundtables may continue attention to the area it addressed. In some instances, a new SAA body may be formed to follow up the work of a task force.

Members of task forces are appointed by the President, and generally serve for the term of the task force. Membership on task forces is open to all SAA members. A minimum of one half of the members of any task force are appointed from SAA members who are not currently serving on the SAA Council. In making appointments to task forces, the President gives special consideration to section and roundtable leaders who may have a particular interest in the matter of special concern.

Written reports are submitted to the Council annually and when the work is completed. In the course of their investigations, task forces are ordinarily expected to communicate by direct means or to use the Society's electronic announcement lists and website to alert section and roundtable leaders, or the

membership when appropriate, of special matters that they are considering that may affect SAA policy, organizational structure, or new program initiatives. Member comments will be considered by task forces and reported to the Council.

To encourage participation by students and new members of the profession, persons who have been members of SAA for less than five years may serve as interns to task forces. Interns, who are appointed by the Vice President/President Elect in consultation with the chair, serve as non-voting members for a term of one year and are expected to attend the SAA Annual Meeting and assist in the work of the group throughout the year.

In summary, task forces serve an investigative and policy advisory role, and are armed with a specific charge to be completed in a prescribed period of time.

Fiscal Impact: No additional measurable impact.

Moved by Duffy, seconded by Felker. PASSED.

C. Minority Scholarship Fund

Adkins noted that, in conducting research for her Presidential Address on the subject of diversity, she had learned about the American Library Association's Spectrum scholarship program, "an ambitious program that has many 'legs' that provide support in a way that is meaningful and ongoing." She sees a need both to leverage ALA's existing program (by promoting it via SAA's communication vehicles) and to build a minority scholarship program within SAA.

MOTION 10

THAT the SAA President appoint a Minority Scholarship Task Force to prepare a proposal for the Council's consideration at its first meeting in 2008. The proposal should suggest a program structure, as well as the level and quantity of scholarship awards to be made. In preparing a recommendation regarding structure of an SAA

program, the task force should review the ALA Spectrum Scholarship initiative, the Midwest Archives Conference's Archie Motley Memorial Scholarship for Minority Students program, and any similar programs.

Support Statement: A well-structured minority scholarship program would advance SAA's diversity strategic priority by supporting graduate archival education for people of color. Communications, outreach tools, networking opportunities, and a mentoring program might be associated with the scholarship program, providing multiple opportunities to address action items in support of our diversity strategic priority.

Moved by Adkins, seconded by Russell. PASSED. (Felker dissenting)

D. A&A List: Deleting Messages

Greene noted that there is a pending request for several hundred messages to be removed from the Archives and Archivists List archives by the message poster. Past practice (pre-dating new Terms of Participation) has been to allow such redactions from the list, and the decision has been made to permit these deletions as well. The remaining question is whether, as part of the information provided to users of the archives (and the current list if such requests are submitted) about the fact that messages have been deleted and why, the requestor's identity should be disclosed. A decision on this question is necessary to complete the document that will transfer ownership of the list archives from Miami University of Ohio to another university and to facilitate administration of the active list going forward.

Per the discussion document, the most compelling reasons cited for not posting the name of the individual who is requesting deletion of his posts are that 1) he is strongly opposed to being identified; 2) it names the individual with no prior warning that the request for deletion would result in his name being known; and 3) the damage to the list archives will be done, and providing the name will not improve the situation sufficiently to risk alienating the

poster. The most compelling reasons to post the name of the individual are that 1) it provides users of the list with sufficient information to fully understand the impact of the deletions, thus helping to maintain, as best possible under the circumstances, the integrity of the list; and 2) it will discourage future requests to delete messages.

Adkins provided a report summarizing the results of her solicitation of feedback from current A&A List subscribers on the matters of 1) whether the identity of the poster should be posted and 2) whether such requests for deleting messages should be honored in the future. Her query generated more than 60 responses via List postings and private email messages to her. Of the two questions posed to the List, the second generated far more discussion than the first, with opinions expressed by more than 40 individuals. Sentiment ran strongly against permitting deletions in the future. A few individuals said that deletions should be permitted in exceptional cases, and no one supported the idea of deleting posts simply because an individual had later decided that the posts might prove embarrassing.

MOTION 11

THAT the SAA Council resolve that the individual who is requesting deletion of his posts be named as part of the information provided about the fact of the removal and why; and

THAT the SAA Council resolve that any individuals requesting deletion of their postings in the future be named in a similar manner, whether the deletions occur from the archives or from the active list.

Support Statement: It is in SAA's best interest to discourage deletions of posts from the list archives and the active list. Indeed, the Council may wish to resolve to prohibit any further deletions from the active list made solely to please the poster (and not, for example, to eliminate a copyright infringement). Naming the individual minimizes, so far as possible, the damage done by deleting the messages to the contextual integrity of the list archives or active list.

Fiscal Impact: None.

Moved by Greene, seconded by Gottlieb. **FAILED.** (Greene and Miller dissenting)

E. A&A List: Reconsider Banning of Subscriber?

Felker presented a report and recommendation on the matter of an Archives and Archivists List subscriber who was removed and banned from the A&A List for what was described by another SAA member as "frequent and somewhat bizarre and off-topic postings." In spring 2007, the SAA installed a new software program and did not set the program to exclude this subscriber. As a result, the individual tried to re-subscribe to the list. In a separate written report, Adkins provided information on the previous decision to ban the subscriber. Felker asked that the Council reconsider the access rights of the individual and, if appropriate, update and apply consistently the published and formal listserv access guidelines.

MOTION 12

THAT SAA establish and publish procedures for handling alleged violations to ensure that all members or subscribers experience fair and equal treatment.

Moved by Felker, seconded by Hankins. **PASSED.** (unanimously)

CONVERSATION WITH NCH EXECUTIVE DIRECTOR LEE WHITE

Lee White, executive director of the National Coalition for History, joined the Council for an update and discussion of current NCH activities and priorities. He noted that he would be providing an advocacy update to SAA committee, section, and roundtable leaders at the Leadership Orientation and Forum on Wednesday, August 29.

F. Task Force on Trusted Archival Preservation Repositories

Felker noted that the Task Force on Trusted Archival Preservation Repositories

was created by the SAA Council in August 2006 to: “Create a proposal for an SAA-sponsored program that defines a trusted archival preservation repository program and could be used for outreach and promotion. The program should include a self-assessment tool. The proposal should describe the nature of the program, outline a self-assessment tool, and include a work plan and a draft budget for creation of a program.” The idea for the program had been submitted in April 2006 by then-chairs of the Preservation Section (Gregor Trinkaus-Randall) and the Visual Materials Section (James Eason).

The task force report recommends that SAA develop a preservation-focused institutional self-assessment tool for archives and other custodians of historical documents that is disseminated via and supported through establishment of web seminars and workshops. Further it suggests that the name be changed to avoid suggesting attainment of “trusted status” as judged through an external assessment and certification process.

MOTION 13

THAT the SAA Council endorse a grant-funded *Responsible Care of Archival Records Program* that will develop a preservation-focused institutional self-assessment tool and related training components to enable organizations to evaluate their current level of preservation activities, identify program needs, and implement progressive improvements that will directly enhance the preservation of archival records.

Support Statement: This program will help repositories of all sizes to better understand what is needed to prepare for potential disasters, provide a self assessment tool for gap analysis, and serve as an authoritative source of information to help convince resource allocators of the need to address such gaps. This initiative will build on established preservation guidelines and wherever possible incorporate SAA’s previous and current preservation efforts. It differs from SAA’s previous institutional assessment

efforts in that it focuses on preservation rather than all aspects of institutional operations, and it differs from existing preservation assessment tools in that it will not be a collections condition survey tool but rather a broader program assessment tool that will cover the following areas: Preservation Planning, Resource Allocation, Emergency Preparedness, Collections Care, and Physical Facilities.

Fiscal Impact: To prepare the grant application, an estimated \$8,500 is requested to cover a Grant Application Preparation Stipend (\$5,000) and Advisory Board Travel (\$3,500).

Moved by Felker, seconded by Summers. PASSED.

G. Additional Action Items

Support for the Partnership for the American Historical Record

Primer noted that the PAHR project will require some financial resources. He will do additional research with the Council of State Archivists and the National Association of Government Archives and Records Administrators to determine the level of resources needed, and will return to the Council with that information.

IV. DISCUSSION ITEMS

Council members then discussed a variety of issues that were likely to be of concern to groups at the Annual Meeting, including the proposed changes in the SAA constitution (benefits of institutional membership) and bylaws (dues increase, creation of new membership category); the Council-adopted changes in policies and procedures related to Sections and Roundtables; and the agenda for the 2007 Leadership Orientation and Forum (held on Wednesday, August 29).

V. COUNCIL BUSINESS

A. Review of August 28, 2007, To Do List

Council members reviewed and refined the draft August 2007 “To Do” List.

B. Adjournment

Gottlieb moved and Felker seconded adjournment of the meeting. PASSED. The meeting was adjourned at 3:35 pm.

NANCY P. BEAUMONT

Executive Director

Approved by the SAA Council on
October 16, 2007.

Council Meeting Minutes

June 4–7, 2007 — Chicago, Illinois

President Elizabeth Adkins called the meeting to order at 5:30 pm on Monday, June 4. Present: Vice President/President-Elect Mark Greene, Treasurer Ann Russell, Executive Committee member Peter Gottlieb, and Council members Mark Duffy, Aimee Felker, Rebecca Hankins, Leon Miller, Ben Primer, Carla Summers, Sheryl Williams, and Nancy Zimmerman. Also present were Frank Boles, who will assume the position of Vice President/President-Elect for 2007-2008; Margery Sly, who will become a Council member in August 2007; SAA Executive Director Nancy Beaumont; Publishing Director Teresa Brinati; Education Director Solveig DeSutter; Member and Technical Services Director Brian Doyle; and Finance/Administration Director Tom Jurczak. Lee White, Executive Director of the National Coalition for History, joined the group from 10:30 am to 1:00 pm on Wednesday, June 6.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Gottlieb presented proposed changes to the agenda, per an Executive Committee discussion earlier in the day. Felker moved and Greene seconded adoption of the agenda as amended. PASSED.

B. Approval of the January and March 2007 Conference Call Minutes

Gottlieb moved and Felker seconded approval of the January and March 2007 Council conference call meeting minutes. PASSED.

C. Review of the January – March 2007 “To-Do List”

Council members reviewed the items listed on the January – March 2007 “To-Do

List” and provided updates on completed and incomplete items.

II. REPORTS

A. Report of the Executive Committee

Gottlieb reported on a number of items that the Executive Committee had addressed on behalf of the Council since the November 2006 Council meeting, including the following:

- Approved statements on US copyright law, Section 108 subsections(i), (d), (e) and (g2), regarding duplication of non-textual archival materials, inter-library loan, and access to unlicensed digital materials in archives. These statements were submitted to the Section 108 Study Group for its public roundtable in Chicago on January 31. Bill Maher represented SAA at that meeting.
- Approved increasing SAA’s dues contribution to the International Conference on Archives from 200 to 1,000 Euros over a five-year period, contingent on availability of SAA funds and on ICA following through on commitments to improve its budgeting and planning processes.
- Reviewed the announcement of a contract between NARA and Footnote.com for digitizing National Archives holdings.
- Approved a revised charge for the SAA Awards Committee that highlights the Committee’s role in seeking award nominations proactively.
- Approved a letter to the *New York Times* advocating the preservation of and access to Theodore Kaczynski’s letters. The letter was printed in the Sunday, January 28, edition.

- With assistance from Zimmelman and the chair and vice-chair of the Manuscripts Repository Section, reviewed a request from a concerned individual regarding the self-liquidation of the Museum of Russian Culture (San Francisco) and the apparent removal of museum collections from the country.
- Approved a motion for SAA to join the National Security Archive and other organizations in petitioning for the release of the full transcript of the grand jury proceedings in the Julius and Ethel Rosenberg case.
- Approved a letter to the director of the Library of Congress expressing concern about reduced funding for the National Digital Information Infrastructure Preservation Program.
- Approved a motion to include funding in SAA's FY 2008 budget for the President's participation in an October 2007 ICA conference in Madrid on professional archival associations.
- Forwarded to the Reference, Access, and Outreach Section and the Government Archives Section a request to review the National Archives' announced increase in fees for reproductions and, based on their feedback, submitted the following public comment: "We find it difficult to comment on the proposed rules because the notice does not provide a sufficiently detailed explanation for the increases. For example, the proposed rules refer to fee or cost studies, but do not provide details about how the studies were conducted. Because so much of NARA's decision making has been based on these studies, we respectfully request public access to the studies and to NARA's analysis of them. The proposed changes should be backed up by justifications or formulas that explain how and why it is more expensive to complete a task and why the current pricing prevents NARA from recovering its basic costs."
- Approved sending a letter to Archivist of the United States Allen Weinstein expressing SAA's concern about NARA's reduction in reading room hours due to budget cuts and stating, "We strongly urge that you consider restoring reading room hours in such a way that the public will have some reasonable access during evenings and weekends."
- Agreed to sign a letter from Open TheGovernment.org opposing a proposed amendment to the espionage statutes, sponsored by Senator Kyl (AZ), that would criminalize dissemination of broad swathes of information concerning counterterrorism programs in the United States.
- Approved sending letters from SAA to a federal district court and to the Archivist of the US requesting the maintenance and preservation of a complete set of the transcripts of court proceedings on Guantanamo detainees. The Executive Committee also approved SAA signing on to similar letters from OpenTheGovernment.org to Weinstein and US Attorney General Alberto Gonzalez.
- Approved the donation of \$1,000 to the David Sarnoff Library and Archives to assist with disaster recovery as a result of flooding caused by an April 2007 nor'easter.
- Approved donation of recent publications from the SAA catalog to the Iraq National Library and Archives. (Donation is pending capacity of the Library and Archives to receive a shipment.)

B. President's Report

Adkins reported on a variety of items not included in the Executive Committee report, such as the following:

- SAA's participation in a Congressional hearing about Executive Order 13233, and careful monitoring of the status of discussions about the Presidential Records Act.
- Submission of a letter to Smithsonian Secretary Lawrence Small requesting clarification of a recent agreement with Corbis to digitize the Smithsonian's images.
- Submission of written testimony to the House Appropriations Committee

Subcommittee on Financial Services and General Government about the importance of full funding for the National Historical Publications and Records Commission.

- Submission of letters to the Israeli and Lebanese ambassadors to the United States, and to the Palestinian Authority Observer to the United Nations, requesting clarification of the circumstances involved in the destruction of the Nablus municipal archives.
- The status of planning for a plenary speaker for the 2007 Annual Meeting.
- Recent appointments to several task forces.
- A brief review of the work done for "Access to Archives: The Japanese and American Practices," a conference held in Tokyo in early May that was funded by an SAA-administered grant from the Japan-U.S. Friendship Commission.
- Her recent visits to SAA student chapters at the University of Michigan, Wayne State University, and the University of Wisconsin at Madison.
- Ongoing discussions with the leaders of ARMA International about areas in which SAA might collaborate with that group.

C. Vice President's Report

Greene reported on progress made in identifying a repository to house the A&A List Archives (1993-2006) and in development of a draft legal transfer or donation document. In addition, he noted his recent appointments to the 2008 Program Committee, emphasizing the breadth of the profession represented by the diverse group of members.

D. Treasurer's Report

Russell presented a financial review for July 1, 2006, to March 31, 2007, noting that SAA's workshop and publishing operations continue to provide significant benefit to registrants and purchasers and that membership continues to grow modestly, resulting in a positive financial situation for

the Society. DC 2006 revenues did not meet budget projections, however, and she and the staff will be vigilant for the remainder of the year to ensure that overall budget projections are met.

E. Staff Reports

1. Executive Director: Beaumont's written report provided updates on advocacy efforts, governance matters, headquarters operations, and the status of six grants that SAA is administering. In addition, she noted progress on activities related to addressing SAA's strategic priorities in the areas of technology, diversity, and public awareness.

2. Membership: Doyle's written report provided an update on membership statistics, including growth rates by dues category. SAA's total membership was 4,809 as of the end of April.

3. Education: De Sutter's written report provided an update on the status of 2006-2007 education programs, noting that 55 face-to-face workshops have served 1,408 registrants; that approximately 1,000 people at 181 sites participated in SAA's online real-time web seminar on Basic Electronic Records; and that 10 new program topics were introduced in FY07 and ten more new programs are in development.

4. Publications: Brinati's written report provided an update on the status of 2006-2007 publishing projects, including the publication in March of three new books: *Archives and Justice: A South African Perspective* by Verne Harris, *Planning New and Remodeled Archival Facilities* by Tom Wilsted, and *Film Preservation: Competing Definitions of Value, Use, and Practice* by Karen Gracy. Nineteen publishing projects, including both how-to manuals and advanced texts, are in development.

5. Annual Meeting: Beaumont's written report reviewed the status of planning for ARCHIVES / CHICAGO 2007 and noted that, at 14 weeks out from the meeting, full-paid registrations totaled 162 and full-student registrations totaled 22. The Preliminary Program went "live" on the conference website on April 6 and was sent

via bulk mail on April 30 to all members of SAA, to nonmember attendees of DC 2006 and New Orleans 2005, and to 480 former members in Illinois and surrounding states.

6. Association Management Software System: Doyle's written report reviewed the status of the transition to MemberMax, SAA's new association management software system, as well as the conversion to a new accounting package. He noted that although the migration has gone relatively smoothly, SAA remains in a transition period that is likely to last through early winter 2007. The work to be done includes the following: reformatting invoices and system-generated notices, recreating a host of reporting functions and/or procedures, configuring the new AMS web modules (ie, those modules that are database driven), reconfiguring and integrating the AMS with Lyris ListManager (the list server), and investigating and configuring use of an electronic polling feature.

F. Diversity Committee

Diversity Committee Liaison Lee Miller noted that the Diversity Committee did not hold its budgeted mid-year meeting.

G. American Archivist Editor

American Archivist Editor Mary Jo Pugh noted in a written report that the focus of the Editorial Board for the past nine months has been to research and recommend to the Council options for publishing the journal online. (See agenda item IV.B.) In addition, she provided the following statistics about receipt and review of manuscripts from August 2006 to May 2007: 38 papers submitted, 9 papers accepted (some pending revisions), 11 papers currently under review, and 18 papers rejected.

H. Editor, Print and Electronic Publications

Peter Wosh, appointed by the Council in March to serve a three-year term as Editor, Print and Electronic Publications, reported the highlights of the Publications Board meeting in early March, including the fol-

lowing: 1) the Board will meet in conjunction with the Journal Editorial Board in March 2008 to consider development of electronic publications in a more coordinated and association-wide context; 2) in light of SAA's strategic priorities, the Board has accelerated the start of work on a basic text on Electronic Records Management and a book on Archives in the Digital Age and has issued RFPs for special readers on advocacy and diversity; 3) in the interest of managing the publishing program in a transparent manner, the Board will "experiment" with soliciting authors by issuing requests for proposals; and 4) the Board plans to issue an RFP in August 2007 for a comprehensive history of SAA to be published in conjunction with the Society's 75th anniversary in 2011.

He also noted that several current projects appear to be near completion, including *College and University Archives Reader*, *Legal Manual*, and *Archival Internship Manual*.

I. Committee on Education

Council Liaison Nancy Zimmelman presented the written report of the Committee on Education Subcommittee on Continuing Education, which had met in February to 1) reach consensus on grouping existing programs in the SAA curriculum to correlate with the Archival Continuing Education (ACE) Guidelines, 2) identify gaps in the curriculum, 3) discuss possible alignment (via instructors/developers) of courses with the grouping, 4) rank suggestions in order of importance, 5) assign possible formats to additions, and 6) recommend additions that might be done in collaboration with other organizations.

J. Standards Committee Working Groups

DACS Working Group: Working Group Chair Bill Landis provided a written update that included a roster of current members and a summary of the group's first conference call discussion on May 3. The group's focus before August 2007 will be to: 1) establish an official DACS information and communication web presence, 2) develop a plan and timeline for carrying out a formal review

of DACS on a five-year cycle beginning in 2009, 3) follow up with the modern manuscript cataloging community on a desire to have some unique title transcription rules that were contained in *Archives, Personal Papers, and Manuscripts* (precursor to DACS) carried forward as an addendum to DACS, and 4) develop a formal outreach plan for various format- and repository-based sections and roundtables within SAA to ensure ongoing communication with the Working Group about needs related to DACS implementation, interpretation, and education.

Encoded Archival Context Working Group: Working Group Chair Katherine Wisser provided a written update that included a roster of current members and an update on the status of a funding proposal to the Delmas Foundation. No word on funding has been received from Delmas.

K. Archival Facilities Guidelines Development Group

Co-chairs Tom Wilsted and Michele Pacifico provided a written update on the status of the group, which is charged to develop a guideline/standard on building archival facilities. SAA was awarded an unrestricted gift of \$15,000 from Spacesaver Corporation to support the work of the group as well as online and/or print production of the guidelines. At a March 29-30 meeting, group members reviewed an initial outline and chapter headings and assigned responsibility for various sections of the guidelines. The group will meet again on August 29 in conjunction with the SAA Annual Meeting, and will be available at 1:00 pm on that date to hear comments from SAA members and others who wish to discuss its work.

L. Revisions in Section/Roundtable Policies

Council members reviewed a document that reflected all new policies and procedures associated with section and roundtable governance. The document had been shared with Section and Roundtable leaders (via the Leader List) in late May. All changes will be incorporated into the online Council Handbook by mid-June.

M. Task Force on Dues

Russell noted that the key messages in support of a Council-proposed dues increase were summarized in her article in the March/April issue of *Archival Outlook*. In early May, she posted a message to the SAA Leader List requesting leaders' feedback and support for the increase. To date, four members had responded with comments and questions.

N. Joint Task Force on PAHR Advocacy

Primer updated the Council on the status of discussions about the Partnership for the American Historical Record, an initiative for which SAA is partnering with the Council of State Archivists and the National Association of Government Archives and Records Administrators to establish a formula-based grants program for use in preserving records at the state and local level. He noted that the group has met via conference call three times to discuss strategies for moving the initiative forward.

O. Task Force on Access to Public Records

This agenda item was deleted, as no update was available.

P. Task Force on Trusted Archival Preservation Repositories

Felker noted that the task force will meet in mid-June to develop a proposal for Council consideration for an SAA-sponsored program that defines a "trusted archival preservation repository." A final report is due to the Council in August, and that report may include a recommendation to seek external (eg, NHPRC) funding for the program.

Q. Task Force on Online Balloting

Williams noted that the task force had met via conference call with one company specializing in online balloting services but that, given significant constraints on staff resources and the need to proceed on a timely basis with the 2007 election process, the process had been completed using a "hybrid" approach approved by the Council in January (ie, sending the ballot, nomina-

tion form, and return envelope via first-class mail and posting the candidates' statements on the SAA website). Although the process resulted in faster and more efficient delivery of ballots, it did not result in an increase in participation. (In fact, the percentage of ballots cast in proportion to the number of ballots mailed declined slightly, from 29.3% in 2006 to 24.9% in 2007.) Anecdotal evidence indicates that certain groups of members benefited from the change. Given the decline in participation, the task force will continue pursuing its charge by exploring additional online balloting options and preparing a recommendation for Council members' consideration in the early fall.

R. Task Force on Council Handbook

Adkins noted that the task force, which is charged to review the Council Handbook in its entirety and identify revisions, had agreed to restructure the Handbook to create three major sections: 1) Constitution and Bylaws, 2) Governance and Structure, and 3) Policies and Procedures. The information contained in several of the appendixes will be moved to other portions of the SAA website (eg, SAA staff chart, leadership history, history of SAA, Code of Ethics for Archivists). The group hopes to complete revisions to the Handbook by April 2008.

III. STRATEGY SESSION

Zimmelman (chair of the Task Force on Technology Best Practices), Miller (chair of the Task Force on Diversity Brochure), and Gottlieb (chair of the Task Force on American Archives Month) provided updates on the status of the approved activities associated with each of SAA's strategic priorities. In addition, the Council briefly discussed the "Radar Screen" of strategic priorities reviewed the list of "mega-issues" established in November 2006; and agreed to add a day of strategic planning to the August 2007 Council meeting, pending the availability of strategic planning facilitator Jim Dalton. Discussions of standards setting in relation to strategic planning and measures for progress and

evaluation will be deferred until after that planning session.

IV. ACTION ITEMS

A. Review/Approve Proposed FY08 Budget

Russell and the staff reviewed and answered questions about the proposed FY2008 budget, as presented to the Council in program planning and consolidated financial documents. The group passed a series of motions associated with specific line items, concluding with a motion requiring Russell and the staff to make such cuts as necessary (approximately 2%) to achieve a projected net gain/loss of \$0. Council members agreed that the Executive Committee would review and approve the final budget totals. The specific motions passed were the following:

- That a portion of the FY2007 net gain be allocated to covering the total cost of digitizing the *American Archivist* back file, mounting the back file, and purchasing the necessary hardware to house the archives in house, contingent on the total FY07 net gain. [Moved by Greene, seconded by Williams.]
- That expenses associated with providing food and beverage in the ARCHIVES / CHICAGO 2007 exhibit hall be cut by \$20,000. [Moved by Greene, seconded by Felker.]
- That the budgeted expenses for the 2008 Annual Meeting in San Francisco be increased by \$15,000 to cover the costs associated with the Program Committee meeting. [Moved by Greene, seconded by Summers.]
- That the Governance budget be increased by \$8,000 to support Council members' attendance (room, meals, any airline change fees incurred) at an additional one-day meeting in August 2007 to discuss strategic planning. [Moved by Greene, seconded by Williams.]
- That the General and Administrative budget be increased by \$3,635 to fund a mid-year meeting of the Foundation Fundraising Committee. [Moved by Summers, seconded by Duffy.]

- That the Governance budget be increased by \$3,230 to support staff travel to a February meeting of the Council in Washington, DC. [Moved by Williams, seconded by Hankins.]
- That the Membership budget income be increased to reflect additional revenue of \$30,000 associated with implementation of the proposed dues increase in January 2008. [Moved by Williams, seconded by Greene.]
- That the personnel costs associated with managing the Special Funds (\$12,644) be transferred to the General and Administrative cost center so that they can be accounted for more easily in the future. [Moved by Duffy, seconded by Primer.]

B. American Archivist Online Proposal

MOTION 1

THAT SAA contract with MetaPress, a division of EBSCO, for hosting and content uploading services for the online version of the *American Archivist*, for an estimated cost of \$9,300 for a three-year contract.

Moved by Greene, seconded by Williams; PASSED (unanimously).

MOTION 2

THAT SAA implement a three-year embargo on free public access to *American Archivist* articles, limiting free access to articles in the most recent three volumes to SAA members and journal subscribers.

Moved by Gottlieb, seconded by Russell; PASSED (unanimously).

MOTION 3

THAT SAA adopt the “Cornell Model” – which asserts SAA’s copyright ownership for article content and the right to make a digital facsimile version of the journal online – for handling copyright of already-published *American Archivist* content; and

THAT the Intellectual Property Working Group be charged to draft lan-

guage for this statement to appear in *American Archivist*.

Moved by Greene, seconded by Gottlieb; PASSED (unanimously).

C. ARMA/SAA Joint Committee Mission/Activities

MOTION 4

THAT the SAA Council recommend to the ARMA International board of directors that the Joint ARMA/SAA Committee be disbanded with thanks, and

THAT the SAA president explore other options for future cooperation with ARMA International.

Moved by Greene, seconded by Summers; PASSED (Primer opposed, Felker abstaining).

D. Section/Roundtable Annual Report Items/Question

Council members reviewed items brought forth for Council consideration via the Section and Roundtable annual reporting form. Council members will respond to their assigned groups based on the discussion.

E. Retention/Disposition Schedule for Archives and Archivists List (2006 -)

Greene presented background on the Council discussions regarding the archives of the Archives and Archivists List from 1993 to 2006 and proposed the following motion.

MOTION 5

THAT the SAA Council adopt as policy that when SAA’s current software for managing the Archives & Archivists List becomes obsolete and must be replaced, the accumulated archives of the List from 2006 to the replacement date be offered to the repository that accepts the 1993-2006 archives, and that this method of disposing of the list archives be continued into the future each time SAA’s software changes; and

THAT should the repository that accepted prior transfers decline subsequent

transfers, the matter be brought back to the Council for consideration. [amendment]

Support Statement: SAA's current list management software can maintain the post-2006 archives of the Archives & Archivists List with negligible cost so long as that software is active. Once the current software becomes inactive, SAA will dispose of the post-2006 list archives in the same manner as the 1993-2006 archives, namely transferring it for conversion, maintenance, and access to a digital repository. By adopting such an approach and process, SAA will ensure consistent disposition of and access to those portions of the list archives no longer supported by SAA's current list management software.

Moved by Felker, seconded by Zimmerman; amendment (underlined) proposed by Hankins; PASSED as amended.

F. Create Task Force on Access to Non-Public Records

Duffy led a brief discussion of this agenda item, which concluded with a decision to revisit at a later meeting the question of creating a statement on access to non-public records.

G. Revision of ACRL/SAA Joint Statement on Access to Original Research Materials

The Reference, Access, and Outreach Section had submitted a discussion item addressing a draft revision of the ACRL/SAA Joint Statement on Access to Original Research Materials. Council members expressed concern about the way in which the revision and consultation processes were handled, and Adkins agreed to contact the ACRL president for more information.

H. Task Force on Council Liaisons

A small task force chaired by Williams was charged to review the process for assigning Council liaisons and recommend improvements in the process.

MOTION 6

THAT the following process be used in making liaison assignments of Council

members to sections, roundtables, and committees:

- **The Council member who is elected to the Executive Committee makes liaison assignments.**
- **The process of assigning liaisons to committees and boards is separate from the process of assigning liaisons to sections and roundtables.**
- **Each Council member is assigned to be a liaison to at least one committee or board. This liaison responsibility remains in place for the duration of the Council member's tenure on the Council.**
- **Incoming Council members assume the committee/board assignments of outgoing Council members.**
- **Council members are assigned liaison responsibilities with sections and roundtables each year based on the Council member's interests and with attention paid to balance in assignments. This means that some liaison assignments may not change from year to year, while others may change depending on the judgment of the Executive Committee member who makes the assignments.**

Support Statement: The process outlined has the advantages of providing for liaison continuity with boards and committees, ensuring that all Council members have the opportunity to serve as liaisons with a combination of committees and sections/ roundtables, and providing for matching of Council members' expertise with liaison assignments.

Moved by Miller, seconded by Duffy; PASSED (Primer opposed, no abstentions).

I. Elect Executive Committee Member

By ballot of those Council members who do not serve as an officer, Carla Summers was elected to serve on the Executive Committee in 2007-2008. Ben Primer and Sherry Williams, the two second-year Council members who were eligible for the Executive Committee position but were not elected, will serve on the SAA Nominating Committee.

V. DISCUSSION ITEMS

A. 2007 Annual Meeting Events

Council members discussed the agendas for events to take place during ARCHIVES / CHICAGO 2007, including the Leadership Orientation and Forum and the Annual Membership Meeting. The Membership Meeting agenda will include two proposals from the Council for changes in the Constitution and Bylaws, one related to institutional membership (see August 5, 2006, minutes) and the other related to a dues increase (see November 2007 minutes).

B. Advocacy

Lee White, executive director of the National Coalition for History (NCH), joined the group for a discussion of the status of various projects and legislation (Partnership for the American Historical Record, NHPRC funding and reauthorization, the Presidential Records Act) and of ways of enhancing SAA's advocacy efforts via the NCH office and other means.

C. Council Awards

Council members discussed possible recipients of a Council Exemplary Service Award.

MOTION 7

THAT Victoria Irons Walch be given the Council Exemplary Service Award in 2007 for her outstanding contributions to the profession in her role as principal investigator of the A*CENSUS survey project and for her ongoing work with the Council of State Archivists' Emergency Preparedness Initiative.

Moved by Gottlieb, seconded by Williams; PASSED (unanimously).

MOTION 8

THAT Trudy Huskamp Peterson be given the Council Exemplary Service Award in 2007 for her outstanding representation of SAA and the American archival profession to the International Council on Archives and the Japan-U.S. Friendship Commission.

Moved by Greene, seconded by Felker; PASSED (unanimously).

VI. COUNCIL BUSINESS

Council members met in executive session with Beaumont to conduct her annual performance appraisal.

VII. SPECIAL FUNDS (FOUNDATION) BOARD

The meeting of the Special Funds Board of Directors was convened at 9:10 am on Thursday, June 7.

A. Discussion of Disaster Relief Donations

The group considered the question of converting the SSA/SAA Emergency Disaster Assistance Fund from a targeted fund to assist those affected by hurricanes Katrina and Rita to a more general disaster assistance fund. Such a transfer would require agreement by the Society of Southwest Archivists (SSA) and some level of approval from donors to the fund. Council members agreed that the staff should investigate legal and accounting issues and that the Executive Committee should conduct a conference call with appropriate SSA representatives to develop recommendations for appointments, naming, and scope of the fund.

VIII. COUNCIL BUSINESS

A. Additional Business or Strategic Planning Items

There were no additional business or strategic planning items.

B. Review of June 2007 "To Do" List

Council members reviewed and refined the draft June 2007 "To-Do" List.

C. Conversation with Beaumont (Executive Session)

The Council then met in executive session with Beaumont to provide feedback and perspectives on the Council meeting.

MOTION 9

THAT all newly elected officers and Council members be invited to attend and participate fully in Council discussions that

take place between their election and their seating on the Council; and

THAT they be invited to participate in Council executive sessions, except those dealing with staff performance issues and other matters decided in advance by the Executive Committee.

Moved by Greene, seconded by Gottlieb; PASSED [7 in favor, 4 opposed].

D. Adjournment

Greene moved and Williams seconded adjournment of the meeting. PASSED.

NANCY P. BEAUMONT

Executive Director

Approved by the SAA Council on
August 28, 2007.

Council Conference Call Minutes

March 8, 2007

The SAA Council met via conference call on Thursday, March 8, 2007, from 11:00 am to 1:00 pm Central Time. Attending: SAA President Elizabeth Adkins; Vice President/President-Elect Mark Greene; Treasurer Ann Russell; Executive Committee Member Peter Gottlieb; Council members Mark Duffy, Aimee Felker, Rebecca Hankins, Leon Miller (for a portion of the call), Ben Primer, Carla Summers, and Sheryl Williams; and staff members Nancy Beaumont, Teresa Brinati, Solveig De Sutter, Brian Doyle, and Tom Jurczak. Council member Nancy Zimmelman was not able to participate.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Williams moved and Russell seconded adoption of the agenda as written. PASSED.

B. Review and Approval of the January 30, 2007, Minutes

Duffy moved and Williams seconded approval of the minutes. PASSED.

II. ACTION / DISCUSSION ITEMS

A. Section/Roundtable Policies and Procedures

Council members reviewed additional revisions (per the January 30 conference call discussion) to the working document originally created by the Task Force on Sections and Roundtables. The group agreed that, additionally, the executive director would refer to the Executive Committee any requests from roundtables for dedicated space at the Annual Meeting. No additional changes were made.

MOTION 1

THAT the specific recommendations of the Task Force on Sections and Roundtables be adopted as amended to take effect at the close of the 2007 Annual Meeting.

Moved by Duffy, seconded by Felker. PASSED (unanimously, with Miller absent for this vote).

MOTION 2

THAT by the close of the 2007 Annual Meeting, sections and roundtables be informed of changes in policy and practice and asked to comply with all new requirements as adopted by the Council in the Task Force recommendations, and that the Council show lenience in this first year of implementation with respect to new reporting deadlines and threshold membership numbers.

Moved by Duffy, seconded by Felker. PASSED (unanimously, with Miller absent for this vote).

MOTION 3

THAT the SAA staff revise, in consultation when appropriate with section and roundtable officers, those parts of official documents affected by the approved Task Force recommendations, with particular reference to the following items:

1. Council Handbook, Section IX. Sections and section X. Roundtables;
2. Council Handbook, Appendix B: Selected List of Current SAA Policies and Procedures: Guidelines for SAA Web sites (June 1997); SAA Policy on Unit Directories (August 1996); Guidelines for the Establishment of Listservs by Organizational Units (June 1995); Policies Regarding Function Space and Staff Support for Groups that

meet at the SAA Annual Meeting (January 1992); and

3. Website documents “Description of Sections” and “Description of Roundtables” and “Frequently Asked Questions About Sections and Roundtables”; and

THAT this revision be completed and submitted to the Executive Committee for review before presentation to the June 2007 meeting of the Council.

Moved by Duffy, seconded by Felker.
PASSED (unanimously, with Miller not on call).

B. Archives and Archivists List Archives Task Force Report

MOTION 4*

THAT the Archives and Archivists List Archives that has been maintained at Miami University of Ohio, representing material created from 1993 to 2006, be disposed.

Support Statement: The SAA Council has determined that the cost of retaining, administering, and maintaining access to the 1993-2006 archives of the A&A List is substantially higher than is warranted by the evidential or informational value of the archives. Further, there are significant legal and administrative impediments to transferring the archives to another institution for preservation and access. Thus the Council has determined that the archives will be disposed of at the end of March 2007 when Miami University of Ohio is no longer able to support it.

Moved by Felker, seconded by Williams. PASSED (with Hankins abstaining and Miller absent for this vote).

C. Meissner Recognition

Council members discussed the outstanding performance of Dennis Meissner on behalf of SAA in light of his “retirement” as chair of the Publications Board. They agreed to consider conferring upon him a special Council resolution, which would be circulated and voted on via online procedures.

III. REPORTS

A. President’s Update

Adkins provided a brief summary of recent activities, with particular emphasis on advocacy and public awareness. In addition, she noted that she had kept Council apprised of Executive Committee discussions and actions via email updates.

B. Task Force Updates

Council members received brief status reports on the activities of the following task forces: Technology Best Practices, Diversity Brochure, American Archives Month, Joint Advocacy Task Force on PAHR, Trusted Archival Preservation Repository, and Online Balloting.

IV. COUNCIL BUSINESS

Greene moved and Williams seconded adjournment of the conference call.
PASSED. The call was adjourned at 12:57 pm.

NANCY P. BEAUMONT

Executive Director

Approved by the SAA
Council on June 4, 2007

* This action was rescinded by the SAA Council on March 26. The A&A List archives (1993-2006) will be retained and housed at a repository to be determined.

Council Conference Call Minutes

January 30, 2007

The SAA Council met via conference call on Tuesday, January 30, 2007, from 2:00 to 4:00 pm Central Time. Attending: SAA President Elizabeth Adkins; Vice President/President-Elect Mark Greene; Treasurer Ann Russell; Executive Committee Member Peter Gottlieb; Council members Mark Duffy, Aimee Felker, Rebecca Hankins, Leon Miller, Ben Primer (for a portion of the call), Carla Summers, Sheryl Williams, and Nancy Zimmelman; and staff members Nancy Beaumont, Teresa Brinati, Solveig De Sutter, Brian Doyle, and Tom Jurczak. Primer logged off the call at 3:20 pm Central time.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Williams moved and Felker seconded adoption of the agenda as written. PASSED.

B. Review and Approval of the January 16, 2007, Minutes

Adkins asked for any changes to the draft January 16, 2007, Council meeting minutes.

Duffy moved and Williams seconded adoption of the minutes with one minor revision. PASSED.

C. Review of January 16, 2007, "To Do" List

Adkins led a discussion and update of the January 16, 2007, "To Do" list.

II. DISCUSSION / ACTION ITEM

Council members reviewed the most recent draft of the Report of the Task Force on Sections/Roundtables, offering specific comments about the document. Duffy and the staff will incorporate the comments into one final draft of the report, which will be circulated for written response by Council members. The entire document will then be voted on during a Council conference call in February or March 2007.

III. COUNCIL BUSINESS

Adkins asked Russell and staff to send a draft "To Do" list to the Council list upon its completion.

Williams moved and Hankins seconded a motion to adjourn. PASSED. The meeting was adjourned at 3:40 pm Central time.

NANCY P. BEAUMONT
Executive Director

Approved by the SAA Council on
March 8, 2007

SAA Council and SAA Foundation Board of Directors Conference Call Minutes

January 16, 2007

The SAA Council met via conference call on Tuesday, January 16, 2007, from 1:00 to 3:30 pm Central Time. Attending: SAA President Elizabeth Adkins; Vice President/President-Elect Mark Greene; Treasurer Ann Russell; Executive Committee Member Peter Gottlieb; Council members Mark Duffy (for a portion of the call), Aimee Felker, Rebecca Hankins, Leon Miller, Ben Primer, Carla Summers, Sheryl Williams, and Nancy Zimmerman; and staff members Nancy Beaumont, Teresa Brinati, Solveig De Sutter, Brian Doyle, and Tom Jurczak.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Williams moved and Gottlieb seconded adoption of the agenda as written. PASSED.

B. Review and Approval of the November 2006 Minutes

Adkins asked for any changes to the draft November 2006 Council meeting minutes.

MOTION I

THAT the original report of the Task Force on Sections/Roundtables [1106-SectRTTF-VA1] be appended to the November Council meeting minutes.

Support Statement: The SAA Council spent considerable time at its November meeting discussing this task force report, and will conclude its deliberations in late January. Based on these discussions, it is

likely that some task force recommendations will be modified in the final Council-adopted document. In order that the task force's original intentions are captured for the record, it is appropriate that the original report be appended to the November 2006 meeting minutes.

Moved by Duffy, seconded by Hankins. PASSED. (Primer dissenting)

Duffy then moved and Hankins seconded adoption of the minutes as amended. PASSED.

C. Review of November 2006 "To Do" List

Adkins led a discussion and update of the November 2006 "To Do" list.

II. DISCUSSION / ACTION ITEMS

A. Dues Task Force: Draft Communication Plan

Russell presented the work of the Dues Task Force, which had been charged to draft a communication action plan for implementation of the Council decision to propose a dues increase at the August 2007 Annual Membership Meeting. Council members provided significant input on the key messages, and agreed to send their comments in writing to Russell and Beaumont for incorporation into the plan.

B. Funding for International Council on Archives Section on Professional Associations Representative

Adkins noted that she had attended a meeting of the Section on Professional

Associations (SPA) of the International Council on Archives (ICA) during the CITRA meeting in Curaçao in November 2006. She provided background on the US representation on that Section, noting that SAA agreed in 2004 to provide its “traditional” spot on the Section steering committee to the Academy of Certified Archivists, which is also an ICA member.

MOTION 2

THAT the SAA president approach the ACA president about the idea of SAA resuming sponsorship of a steering committee slot on ICA SPA; and

THAT, if the proposal is accepted, the SAA staff be directed to include in the draft budget for FY2008 funding for SAA to support an SAA representative to the International Council on Archives Section on Professional Associations (SPA), along with funding for that individual to travel to up to two SPA meetings annually; and

THAT, if funded, the representative be required to provide to the Council twice-annual reports on SPA activities.

Support Statement: SAA’s participation in SPA and other ICA activities provides SAA with the opportunity to understand international archival issues and SAA’s potential role in addressing them. Sponsoring an ICA SPA steering committee member provides a mechanism for ensuring ongoing involvement in and understanding of ICA governance, which is often confusing to incoming SAA presidents who attend CITRA meetings and ICA Congresses. SAA presidents can be assisted in understanding ICA by the SPA representative, who can provide the continuity needed to function well within ICA.

Fiscal Impact: To be determined. The Council will have an opportunity to consider this activity during its review of the draft budget for FY2008.

Moved by Greene, seconded by Williams. PASSED.

C. National Coalition for History Dues

Adkins presented background on a recent meeting with Lee White, the new executive director of the National Coalition for History. She was favorably impressed with his commitment to representing the viewpoints of archives and archivists. She recommends that SAA increase its annual membership contribution in order to assist the Coalition in purchasing tools that will help enhance White’s effectiveness.

MOTION 3

THAT SAA contribute an additional \$2,000 to the National Coalition for History in 2006-2007 to assist NCH Executive Director Lee White in raising the funds necessary to purchase Congressional Quarterly Online or other tools to increase the effectiveness of the NCH office; and

THAT the SAA President contact other archives associations to encourage them to join NCH or increase their NCH dues contribution in order to support that organization.

Support Statement: The new executive director of NCH has given every indication that he is eager to develop a stronger relationship with the archives community than has been the case in the past. Currently there are no attractive alternatives for political advocacy for the archives profession beyond membership in/alliance with NCH. Other lobbying alternatives would cost tens of thousands of dollars more than does NCH membership. It is in SAA’s best interest currently, and in the best interest of the archives profession, to strengthen NCH and nurture a positive relationship with its executive director.

Fiscal Impact: Expenditure of an additional \$2,000 in FY07. Potential increase in expenditures in future years if the Council thinks that the additional investment has paid off in a more effective presence for the profession in Washington, and if it wishes to “match” or add to previous years’ contributions.

Moved by Greene, seconded by Hankins. PASSED.

III. REPORTS

A. Annual Meeting Space Planning

Beaumont reviewed with the Council the most recent draft of the ARCHIVES / CHICAGO 2007 meeting schedule, noting the challenges associated with incorporating leadership programming into an already busy schedule. Council members shared their ideas for balancing the schedules of committees, roundtables, the Council, and the entire leadership group. Beaumont will draft some ideas for a leadership event on Wednesday, August 29, from 2:00 to 4:00 pm, and discuss them with the Council by the end of January.

B. AMS Transition Update

Doyle provided a brief update on the status of the staff work being done to implement the new association management software system. He noted that staff is planning on a "go live" date of March 2007. However, there are many complexities associated with the system and the transition, and he anticipates that other, more advanced features of the system (such as online registrations, online orders) will be implemented as time allows after the "go live" date.

C. Task Force Updates

Technology Best Practices (Strategic Priority 1): Zimmelman reported that the task force will meet via conference call on January 23.

Diversity Brochure (Strategic Priority 2): Miller noted that Brinati had put together a discussion list for the group. Early fact finding with college placement officers indicates that they are not interested in receiving these sorts of materials from "professions"; they seem to be more focused on working with employers via on-campus events, etc. Many do not have a place to distribute hard-copy materials. They are more interested in web-based services. He indicated that the task force will do a second round of calls to larger universities.

American Archives Month (Strategic Priority 3): Gottlieb reported that the task force has conducted its work by email thus far. He has solicited ideas for a communication plan that was due in draft form in mid-November, and he compiled a very rough draft that was submitted to the SAA office. No work has been done since Thanksgiving. He thinks it is unlikely that we will meet a February deadline. He hopes to meet with Beaumont and Brinati while in Chicago in February for an *American Archivist* Editorial Board meeting.

Sections/Roundtables Task Force: Duffy reported that he had submitted the final draft of the task force report to Adkins and Beaumont during the week of January 8. The report will be the primary item of business before the Council on its January 30 conference call.

Joint Advocacy Task Force on the Partnership for the American Historical Record: Beaumont reported that Task Force Chair Kathleen Roe will be holding a conference call with the task force members before the end of the month. Her intent is to form two subgroups: one focusing on PAHR and the other on a strategy for reauthorization of NHPRC.

Trusted Archival Preservation Repository: Greene noted that he is filling in for Felker as liaison until she is settled in her new job. He has just received from the SAA archivist a copy of a major self-assessment project that was done by SAA in 1983. He and the group will review those documents prior to proceeding with the work outlined for the task force.

Online Balloting: Primer noted that the task force had spoken with one online balloting system vendor and viewed a demonstration of the software. The group intends to meet with two additional vendors before making a recommendation to the Council. Beaumont pointed out that the election deadlines will dictate that another solution be implemented for 2007. She proposed that the staff implement a "hybrid" solution for 2007 that entails mailing – via first-class mail – the ballot, nomination

form, and return envelope and posting the candidates' statements and photos online. This will significantly reduce the size of the mail piece (from 20 pages to 4), enabling SAA to send it via a more timely and reliable method (first-class versus third-class mail).

MOTION 4

THAT the staff be charged to issue the 2007 ballot for election of officers, Council members, and Nominating Committee members in two parts: 1) sending via first-class mail the ballot, the nomination form, and a return envelope and 2) posting on the SAA website the candidates' statements and photographs.

Support Statement: This method will result in a more reliable delivery of the ballot than was experienced in the past with third-class mail. Online posting of the candidates' statements and photographs will reduce significantly the size of the printed piece and the cost of the mailing, thus allowing it to be posted via first-class at no increase in expense to the Society. The Council acknowledges that some members may not have ready access to the online posting, and asks staff to include in the mailing information about how to contact the SAA office for a printed copy of the candidates' statements.

Moved by Primer, seconded by Williams. PASSED.

Publications Editor Search: Hankins reported that three applicants will be interviewed via phone on February 1. The task force hopes to have a recommendation for Council consideration in advance of the original timeline.

IV. COUNCIL BUSINESS

Review of January 16, 2007, "To Do" List

Adkins asked Russell and staff to send a draft "To Do" list to the Council list upon its completion.

Adjournment

Gottlieb moved and Primer seconded a motion to adjourn. PASSED.

SAA FOUNDATION BOARD OF DIRECTORS

The SAA Foundation Board of Directors convened to discuss two items:

Update on Annual Appeal

Foundation President Elizabeth Adkins reported that the results of the Annual Appeal are very positive. The idea of matching funds seems to have worked, as Fellows and members more than met the matches provided by Adkins and the Council, respectively. Although the staff is still in the process of crunching the numbers, it appears that we've seen an increase of 8% over the 2006 donations. She thanked the Council members for their contributions and noted that she, for one, now feels a real commitment to live up to the promise that the Foundation affords for the profession.

SAA Foundation Fundraising Committee

Summers, chair of the Fundraising Committee, reported that the group has not yet met but that she has prepared some draft documents outlining her ideas for how it may wish to proceed. She will share that information with the Fundraising Committee, whose members are Adkins, James Fogerty, Robert Bullock, Herb Hartsook, and Beaumont.

Summers moved and Hankins seconded a motion to adjourn. PASSED.

NANCY P. BEAUMONT

Executive Director

Approved by the SAA Council and SAA Foundation Board on January 30, 2007

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 Mary Jo Pugh, Editor, *American Archivist*, 2928 Deerpark Drive, Walnut Creek, CA 94598. Telephone/Fax: (925) 938-1419. E-mail: AmericanArchivist@archivists.org.

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 or 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 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, audiovisual 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 Jeannette A.

Bastian, Simmons College, GSLIS-Archives Program, 300, The Fenway, Boston, MA 02115 USA. Telephone: (617) 521-2808. E-mail: bastian@simmons.edu.

The **Forum** contains letters to the editor commenting on recently published articles or other topics of interest to the profession.

Manuscript Submission Requirements

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Volume 70 (2007)

Janet Russell, Compiler

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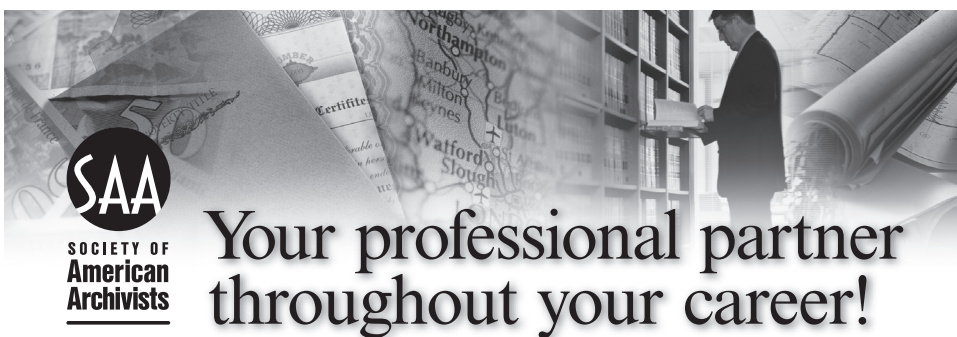
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