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Gallery of Contributors

Joan Cherry is professor at the Faculty of Information Studies at the University of Toronto. She holds a doctorate in information science from the University of Pittsburgh. Her research interests are in the area of human and computer interaction. Her recent work includes evaluation of Web design guidelines (with Paul Muter and Steve Szigiti), usability studies of the Text Analysis Portal for Research (TAPoR, with Wendy Duff), and the development of instruments for user evaluation of virtual archives (with Wendy Duff). Professor Cherry is active in research ethics. She chaired the university's Social Sciences and Humanities Research Ethics Board and was a member of the Committee on Human Subjects in Research which advises the vice-president (research) on policy and procedures with respect to the use of human subjects in research. She is a member of the National Council on Ethics in Human Research (NCEHR). Her current teaching interests include research methods and the design of electronic text.

Paul Conway is associate professor in the School of Information at the University of Michigan. He has extensive research, teaching, and administrative experience in archives and preservation fields and has made major contributions over the past thirty years to the literature on archival users and use, preservation management, and digital imaging technologies. He has held positions at the National Archives and Records Administration, the Society of American Archivists, Yale University, and Duke University. In 2005, Conway received the American Library Association's Paul Banks and Carolyn Harris Preservation Award for his contributions to the preservation field. He is a Fellow of the Society of American Archivists.

Amber L. Cushing is a doctoral student at the School of Information and Library Science at the University of North Carolina at Chapel Hill, where she also serves as a research assistant for the NHPRC-funded Archival Metrics and User Evaluation for Government Archives project. Her current research interests include individuals' affective relationships with records, personal digital archiving, and saving behavior. Her dissertation work examines the influence of self-extension on an individual's

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conscious decisions to save digital objects on personal computers. Before entering the doctoral program, Cushing held the position of librarian at the New Hampshire State Library, where she was the reference department contact person for manuscript, rare book, and government documents inquiries. Cushing holds an AB in history from Mount Holyoke College and an MLS with a concentration in archives management from Simmons Graduate School of Library and Information Science.

Morgan G. Daniels is a graduate student at the University of Michigan researching the use of archives and records in everyday activities. Her work investigates the description and organization of data in a materials science lab, the impact of exposure to archives on college and university students, and users' interactions with online finding aids. She holds an MSI with a concentration in archives and records management from the University of Michigan and a BA in sociology from Hampshire College.

Maggie Dickson is the digital projects librarian for the North Carolina Digital Heritage Center at the University of North Carolina at Chapel Hill, where she works with cultural heritage institutions across the state to digitize and publish historic materials online. She has worked as the project manager for the Beaux Arts to Modernism: Early Twentieth Century Architecture in North Carolina Digital Project at North Carolina State University and the Thomas E. Watson Papers Digital Collection Project at the University of North Carolina at Chapel Hill. She holds an MSLS from the School of Information and Library Science at the University of North Carolina at Chapel Hill.

Wendy Duff is an associate professor at the University of Toronto, Faculty of Information Studies. She received her PhD from the University of Pittsburgh where she was project coordinator for the University of Pittsburgh Electronic Recordkeeping Project. Her primary research interests are electronic records, user studies, and metadata. She is a member of the Canadian Council of Archives Standards Committee and the Encoded Archival Context Committee. She served as chair of the Canadian Committee for Archival Description and as a member of the ICA Adhoc Commission on Descriptive Standards, the Encoded Archival Description Working Group, and the EU(DELOS)/

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NSF Workgroup on Digital Archiving and Preservation. She has published articles on various aspects of metadata, electronic records, digital preservation education, and access to archival material. Current research projects include the development of generic user-based evaluation tools for virtual and physical archives, a study of digital humanities scholars, and a long-term research project examining information studies education.

Heather Heckman is a doctoral candidate in film studies at the University of Wisconsin-Madison. She holds a bachelor's degree in film studies and French studies from Wesleyan University and master's degrees in film studies and library and information studies from UW-Madison. Her research interests occupy the intersection of aesthetic film history, film technology, and film preservation. She is particularly interested in motion picture film stocks and is currently researching a dissertation on the short- and long-term implications of Hollywood's conversion to Eastman Color in the 1950s. She recently concluded a three-year appointment as film programmer at the UW Cinematheque and continues to work part time at the Wisconsin Center for Film and Theater Research.

Juan Ilerbaig is currently pursuing his MI at the iSchool, University of Toronto. Previously he was associate director of the Modern Literature and Culture Research Centre at Ryerson University and he also worked as library assistant at Special Collections, University of Miami Libraries. His research interests focus on the interactions between record keeping and the practice of science, particularly in the life sciences. He holds a Ph.D. in the History of Science and Technology from the University of Minnesota and a BA in Philosophy from the University of Valencia, Spain.

Laura Uglean Jackson works at the American Heritage Center (AHC), University of Wyoming, where she is an assistant archivist in the arrangement and description department. She is also university archivist for the University of Wyoming. She has worked at the AHC since July 2007, when she was hired to work on the 2006 NHPRC grant. She currently chairs the Deaccessioning and Reappraisal Development and Review Team of SAA's Standards Committee, which is responsible for drafting

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a professional standard for reappraisal and deaccessioning. She holds an MLIS from Simmons College.

Magia Krause is a doctoral candidate in the School of Information, University of Michigan. Her research and professional interests include the use of primary sources in education, the long-term accessibility and preservation of digital material, international information policy, and digital humanities. Her dissertation research examines the role of archives and special collections in undergraduate education. She also works with Elizabeth Yakel on an Institute of Museum and Library Services grant to foster internship opportunities for students studying digital preservation and curation. She also worked on the Archival Metrics Project and the Finding Aids Next Generation Project. She is a former Fulbright Fellow to Romania and worked as a project archivist for Lehigh University's Digital Library Program, the Bethlehem Area Public Library, and Moravian College. Her article with Elizabeth Yakel, "Interaction in Virtual Archives: The Polar Bear Expedition Digital Collections Next Generation Finding Aid," won the SAA Fellows' Ernst Posner Award for best article in the *American Archivist* in 2008.

Aprille Cooke McKay is a digital archivist with the University of Michigan Bentley Historical Library where she is working to identify and implement an email archiving solution for the university. She served as digital preservation specialist at the Interuniversity Consortium for Political and Social Research, where she managed the digital preservation workshop program and served as a workshop instructor. She was the project manager for the Mellon-funded project, "Developing Standardized Metrics in College and University Archives and Special Collections." She holds a BA from the University of Virginia, a JD from the University of Chicago, and an MSI with specialization in archives and records management from the University of Michigan. She worked at the Bentley Historical Library specializing in legal collections and also practiced law in the Chicago area. She is a member of the SAA Intellectual Property Working Group and the Website Working Group.

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Rebecka Sheffield is a doctoral student in the Faculty of Information at the University of Toronto, in collaboration with the Mark S. Bonham Centre for Sexual Diversity Studies. She completed a master of information studies degree in archives and records management at the University of Toronto and holds an undergraduate degree in gender studies from the University of Saskatchewan. Sheffield's research explores the capacity of LGBT archives as touchstones for the communities they serve.

Claudia Thompson has been an archivist at the American Heritage Center (AHC), University of Wyoming, for more than twenty-five years. She began working at the AHC in 1984, where she confronted a processing backlog comprising one-third of the total holdings. She has been the manager of the arrangement and description department since 1997, and she and her staff have been applying More Progress, Less Process (MPLP) standards to the backlog since 2003. She supervised implementation of the 2006 NHPRC grant. She received an MA in librarianship from the University of Denver, specializing in archives management.

Helen R. Tibbo, Alumni Distinguished Professor at the School of Information and Library Science at the University of North Carolina at Chapel Hill, teaches in the areas of archives and records management; digital curation and preservation; appraisal; and archival access, outreach, and public service. Tibbo is a Fellow of the Society of American Archivist and its president in 2010–2011. For more than twenty years, she has served on a variety of SAA committees and boards and cofounded the Research Forum. She was principle investigator for the IMLS-funded DigCCurr I to develop an International Digital Curation Curriculum for master's-level students. She is also the PI for DigCCurr II, which extends the Digital Curation Curriculum to the doctoral level and will provide week-long summer workshops for digital curation practitioners. Tibbo is a co-PI with collaborators from the University of Michigan and the University of Toronto for the NHPRC-funded project to develop standardized metrics for assessing use and user services for primary sources in the government section. She is also a co-PI with Gary Marchionini and Christopher Lee on the NSF-funded Preserving Video Objects and Context: A Demonstration Project and its continuation funded by NDIIPP of the Library of

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Congress. Tibbo earned her PhD from the University of Maryland College Park in library and information services and has master's degrees in library and information science and American studies.

Sonia Yaco is the special collections librarian and university archivist at Old Dominion University in Norfolk, Virginia. She is the founder and cochair of the Desegregation of Virginia Education Project, a statewide task force that seeks to locate, identify, and encourage the preservation of material related to the school desegregation process in Virginia. Her co-authored chapter, "A Documentation Case Study: The Desegregation of Virginia Education (DOVE) Project" will appear in forthcoming SAA publication, *Diversity Reader.* She is the co-author of *Hampton Roads: Remembering Our Schools.* (Charleston, S.C.: History Press, 2009). Her article, "It's Complicated: Barriers to EAD Implementation," appeared in the Fall/Winter 2008 issue of the *American Archivist.* Previously, Yaco was a reference archivist at the Wisconsin Historical Society. For the last twenty-five years, she has also been the president of Anlex Computer Consulting LLC, which specializes in digital and textual information management for libraries and archives. She holds a masters of arts degree from the School of Library and Information Studies at the University of Wisconsin-Madison. *Photo courtesy of Deanna L. Burritt-Peffer, 2007.*

Elizabeth Yakel is an associate professor in the School of Information at the University of Michigan where she teaches in the archives and records management specialization. Her research interests include analyzing archival user needs and improving access to primary sources, particularly in the digital realm. She has received funding from the Andrew W. Mellon Foundation, the National Historical Publications and Records Commission, and OCLC. She has published widely on many aspects of archival use and user services in such publications as the *American Archivist, Archivaria,* and *Archival Science.* Her article with Magia Kraus, "Interaction in Virtual Archives: The Polar Bear Expedition Digital Collections Next Generation Finding Aid," won the SAA Fellows' Ernst Posner Award for best article in the *American Archivist* in 2008. She is a Fellow of the Society of American Archivists.

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Society of American Archivists

Council Meeting Minutes

May 26–28, 2010 Chicago, Illinois

President Peter Gottlieb called the meeting to order at 8:15 am on Wednesday, May 26, 2010. Present were Vice President/President-Elect Helen Tibbo; Treasurer Aimee Felker; Executive Committee Member Margery Sly; Council members Bruce Ambacher, Scott Cline, Thomas Frusciano, Thomas Hyry, Brenda Lawson, Deborra Richardson, Rosalye Settles, and Diane Vogt-O'Connor; and SAA Executive Director Nancy Beaumont; Publishing Director Teresa Brinati; Member and Technical Services Director Brian Doyle; Finance/ Administration Director Tom Jurczak; and Project Assistant René Mueller. Dennis Meissner, who was elected to begin his Council term in August 2010, also attended the full meeting.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

There were no changes to the agenda, and the Council adopted it by consensus.

B. February 2010 Minutes

The February 2010 Council meeting minutes were adopted by the Council in March 2010 and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In the Loop* and the website.

C. Review of February 2010 "To Do" List

Council members reviewed the items listed on the February 2010 "To Do" List and provided updates on completed and pending action items.

II. STRATEGIC PLANNING

A. Review of Strategic Plan, Discussion of Advocacy/ Public Awareness Desired Outcomes, Measurable Activities, and Action Plans

Gottlieb reminded the group that since August 2009, the Executive Committee and the Council have revised the measurable activities for SAA's Technology and Diversity strategic priorities to reflect their best judgments about what can be accomplished; the Council has redeveloped the Public Awareness/Advocacy outcomes and activities as the result of a

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facilitated planning session in February 2010; and the staff has developed action plans based on the revised activities.

The Council discussed revisions to the target dates embedded in the plan, how best to communicate and contextualize the work represented by this evolving document, and what role component groups play in the implementation of various activities under each of the three priorities. The group decided that it is important that both future plans and completed tasks be included in the published strategic plan document, along with current efforts, to reflect the work being done, to demonstrate how the plan is constantly changing, and to sketch the blueprint for future work. In addition, the Council reviewed the revised desired outcomes for Advocacy/ Public Awareness and discussed the merits of charging the Diversity Committee to take on the responsibility for Diversity Desired Outcome #1, developing a plan for expanding and enhancing the Mosaic Scholarship program, including the possibility of minority internships or fellowships.

The "final" draft of the Strategic Plan for 2010 – 2014 will be published following the May 26 - 28, 2010, Council meeting, with an expectation that member input will be sought on an ongoing basis and the Council will continue to review and revise the plan over time.

B. Activities Associated with Strategic Priorities, FY 2006 – 2010 (Reference)

The document detailing activities associated with SAA's strategic priorities from July 2005 to June 2010 was created so that the Council might measure (to the extent possible) progress toward addressing the three highest-priority issues. The Council discussed this document as an impressive resource that should be made available to members to demonstrate progress toward meeting the strategic goals.

III. ACTION ITEMS

A. Proposed FY 2011 Budget

Felker and Jurczak provided an overview of the budget development process, now including review by the Finance Committee prior to Council consideration. The staff prepared a draft based on activities outlined in the Strategic Plan and operational needs and trends, with an overall goal of achieving a balanced budget. Given that the initial draft anticipated a deficit budget, the Council examined the draft and discussed "B List" items (i.e., those items that are not included in the draft budget but that warrant Council discussion and/or those items that the staff had hoped to include in the proposed budget but removed in order to achieve a workable bottom line). Following an extensive discussion and a brief executive session, the Council directed the staff to find savings within expenses (principally travel) to resolve the budget deficit in a way that is least harmful to SAA. The staff prepared revisions overnight on Tuesday, and on Wednesday the Council took up a motion to adopt the proposed FY 2011 budget.

MOTION 1

THAT the FY 2011 Proposed Budget of $2,421,521.00 in revenues, $2,420,942.87 in expenses, and a net gain of $578.13 be adopted.

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Support Statement: The FY 2011 budget represents a realistic and restrained work plan for the Society that places appropriate emphasis on maintaining operations at a sustainable level while addressing SAA's strategic priorities.

Move: Vogt-O'Connor. Second: Sly.
PASSED (unanimous).

B. Finance Committee: Mandated Periodic Review of SAA Dues

In a written report, the Finance Committee recommended that 1) a dues increase, effective July 1, 2011, be brought forward to the SAA membership in August 2010; 2) SAA dues be adjusted upward every three years, effective July 1 of the third year, in an amount equal to the average annual percentage increase in the Consumer Price Index for the preceding three-year period; 3) the Council may suspend or reduce the triennial increase as economic factors warrant; and 4) the Council continue to task the Finance Committee with an annual review of dues and dues revenue to ensure the organization's financial health.

The Finance Committee report noted that, "After careful consideration, the Committee has concluded that implementation of a dues increase, effective July 1, 2011, is critical to support to the ongoing financial stability of the organization, to reflect cost-of-business increases since the last dues change (in January 2008), to accommodate changes in nondues revenue streams (including publications, workshops, and annual meetings), to ensure a fair distribution of the dues burden among the various categories of membership, and to bring SAA into alignment with association best practices and recommendations." The Council's lengthy discussion of this recommendation included the impact of past dues increases, the size and implementation schedule for the proposed increase, the model used to calculate the increase amount, how members might react to a dues increase, and how a dialogue with members might proceed. Following a series of suggestions for revisions in the proposed dues structure, the Council agreed to bring a proposed dues increase forward to the membership at the 2010 Annual Membership Meeting.

MOTION 2

THAT the SAA Council take to the general membership in August 2010 a proposal that, effective July 1, 2011, a graduated dues increase be phased in over a three-year period according to the following schedule:

Membership Category	2010 Dues Current	2011 Dues Proposed 7/1/2011 (FY2012)	2012 Dues Proposed 7/1/2012 (FY2013)	2013 Dues
Retired	$65	$67	$68	$70
Bridge	$44	$47	$48	$50
Student	$44	$47	$48	$50
ID1 (<$20k/yr)	$77	$80	$80	$80
ID2 ($20–$29k/yr)	$99	$101	$103	$105
ID3 ($30–$39k/yr)	$121	$124	$127	$130
ID4 ($40–$49k/yr)	$148	$152	$155	$160
ID5 ($50–$59k/yr)	$176	$180	$190	$200

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Membership Category	2010 Dues Current	2011 Dues Proposed 7/1/2011 (FY2012)	2012 Dues Proposed 7/1/2012 (FY2013)	2013 Dues
ID6 ($60–$74k/yr)	$198	$205	$215	$225
ID7 (>$75k/yr)	$216	$225	$240	$250
Regular	$247	$265	$285	$300
Sustaining	$484	$500	$525	$550
Associate Domestic	$77	$80	$90	$100
Associate Foreign	$88	$95	$110	$125

Support Statement: Implementation of a dues increase, effective July 1, 2011, is critical to support the ongoing financial stability of the organization, to reflect cost-of-business increases since the last dues change (in January 2008), to accommodate changes in nondues revenue streams (including publications, workshops, and annual meetings), to ensure a fair distribution of the dues burden among the various categories of membership, and to bring SAA into alignment with association best practices and recommendations. Further, the Finance Committee concurs with the 2006 Dues Task Force (consisting of then-Treasurer Ann Russell, immediate past Treasurer Fynnette Eaton, and then-seated Council member Sheryl Williams) that a periodic and modest dues increase is preferable to a less frequent but more significant dues increase. Awareness that a modest dues increase will occur enables members and SAA to budget accordingly and allows SAA to develop programs and balance operational costs with anticipated income. A planned increase also minimizes the risk of financial crisis and reactionary budgeting.

Fiscal Impact: There is no material direct cost associated with implementing a dues increase. Member attrition as a result of a dues increase cannot be predicted at this time. The projected change in revenue based on the proposed model is an increase of $11,058 by the end of FY2012, $34,438 by the end of FY2013, and $62,367 by the end of FY2014.

Move (with amended amounts): Ambacher. Second: Felker.
Yes: Ambacher, Felker, Frusciano, Hyry, Lawson, Richardson, Settles, Sly, Tibbo, Vogt-O'Connor.
Abstain: Cline.
PASSED.

The Council then discussed but did not take up the Finance Committee recommendations that the Council propose to the membership an automatic triennial dues increase based on the Consumer Price Index, with an option to suspend or reduce the triennial increase as economic factors warrant. Members suggested that such an approach would be "too prescriptive" for future Councils.

Finally, the Council agreed with the Finance Committee's recommendation that the Committee should be assigned the explicit task of reviewing membership dues and dues revenue on an annual basis.

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MOTION 3

THAT the duties and responsibilities of the Finance Committee be amended to include responsibility for an annual review of dues and dues revenue to ensure the organization's long-term financial stability.

Support Statement: Annual review of the association's dues structure and dues revenue is critical to the efficient and effective management of the organization.

Fiscal Impact: None.

Move: Lawson. Second: Richardson.
PASSED (unanimous).

C. Revision of "Guidelines for a Graduate Program in Archival Studies"

Tibbo and Ambacher raised concerns about several aspects of the draft "Guidelines for a Graduate Program in Archival Studies," as submitted by the Committee on Education. In particular, they believed that the document did not adequately address digital archives. The Council expressed its thanks to the Committee on Education for its revision work thus far and charged Tibbo and Ambacher to make additional revisions for review by the Council either before or during its August 2010 meeting.

D. Extension of DACS Working Group / Technical Subcommittee

Describing Archives: A Content Standard (DACS) was officially approved by the Society of American Archivists as an SAA standard in March 2005, following review by the Standards Committee, the Technical Subcommittee for Descriptive Standards, and the general archives community. A full review was to be completed by 2009. The DACS Working Group did not complete the required review in that time frame due both to time pressures on its members and their interest in seeing how DACS might interact with *Resource Description and Access* (RDA, whose implementation groups are the Library of Congress, the British Library, Library and Archives Canada, and the National Library of Canada). Currently reactivated as the DACS Technical Subcommittee, this group has yet to complete the initial steps of its extended charge. In discussing the report and recommendation for a new charge and timeline for the DACS Technical Subcommittee, the Council noted the outstanding service of the former DACS Working Group members, incorporated some minor language changes, and agreed to the proposed extension for preparation of a revised charge and timeline.

MOTION 4

THAT the Vice President appoint a chair and as many members to the DACS Technical Subcommittee as are needed for full functionality;

THAT the DACS Technical Subcommittee have the short-term responsibility of 1) monitoring how *Resource Description and Access* (RDA) and DACS will interact, 2) pursuing further discussion related to the revision with the RDA implementation groups (The Library of Congress, the British Library, Library and Archives Canada, and the National Library of Australia), and 3) coordinating with interested professional groups and subgroups (possibly including, but not limited to, the American Library Association's Committee on Cataloging: Description and Access [CC:DA], the ALA's Committee on Machine-Readable Recording of

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Bibliographic Information [MARBI], and the International Council on Archives Committee on Descriptive Standards); and

THAT the DACS Technical Subcommittee work with the Standards Committee to draft recommendations for Council consideration in August 2010 for a new technical subcommittee charge and timeline for review and maintenance of DACS.

Support Statement: Given the importance of DACS within the archives community and the fact that it is one of the few standards that SAA maintains, it is important to ensure that the Society has a technical subcommittee charged with the responsibility for monitoring and reviewing the standard and for maintaining full awareness of other developing standards that may have an impact on DACS, and that the review of DACS proceed based on an established timeline.

Fiscal Impact: Nominal. Once appointed, the DACS-TS may hold one or more conference calls to coordinate work and/or to discuss report recommendations.

Move: Felker. Second: Frusciano.
PASSED (unanimous).

E. Form Digital Archives Continuing Education Task Force

The Committee on Education spent considerable time discussing the direction of the Society's professional development initiatives, given the high priority within SAA's strategic plan to "provide education and training to [SAA's] members to ensure that they are aware of relevant standards and adopt appropriate practices for appraising, capturing, preserving, and providing access to electronic records." Although SAA currently addresses electronic records in 11 face-to-face workshops and three Web seminars, the Committee believed that the profession would benefit from a more systematic approach to meeting member needs in this area. Fueled with information gained from three recent surveys (an all-member survey conducted to determine the need for training in appraising, capturing, preserving, and providing access to electronic records; a survey of all attendees of the Electronic Records Summer Camp [ERSC], and a Congressional Papers Roundtable survey measuring electronic records training needs among its members), the Committee recommended creation of a task force to assist in its efforts of developing a curriculum related to management of digital archives.

MOTION 5

THAT the Vice President appoint a Task Force on Digital Archives Continuing Education composed of three to five members with knowledge and expertise in appraisal, capture, preservation, and access to digital archives; in adult education; and in archival practice. The Task Force will develop a detailed workshop curriculum on digital archives, with a report to the Committee on Education at its February/March 2011 meeting for implementation by staff in FY 2012.

Support Statement: Armed with knowledge of electronic records management, SAA's current workshop content, and the results of surveys to determine member needs in this area, the task force would be in a good position to develop a detailed curriculum and plan for advancing SAA's electronic records offerings.

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Fiscal Impact: $3,480 (currently reflected in FY 2011 budget, Program 105, Activity 2.b.) for one meeting of four members at SAA headquarters.

Move: Lawson. Second: Frusciano.
PASSED (unanimous).

F. Terms for Mosaic Scholarship Selection Committee

The Mosaic Scholarship Selection Committee was created by the SAA Council in August 2008. Several changes in the description of the Mosaic Scholarship Selection Committee would serve to normalize its size and terms with other committees and subcommittees and to simplify the appointments process, with no apparent downside. After a brief discussion about the size of the Committee and about how to include previous scholarship recipients, the Council agreed with the recommendation and included the appointment of one scholarship recipient to the Committee.

MOTION 6

THAT the description of the Mosaic Scholarship Selection Committee be revised as follows: [strikethrough = deletion, underline = addition]

I. Purpose

The Mosaic Scholarship Selection Committee is responsible for selecting scholarship recipients based on criteria developed and adopted by the SAA Council.

II. Committee Selection, Size, and Length of Terms:

The Mosaic Scholarship Selection Committee consists of ~~five~~ six SAA members, ~~each of whom serves for one year,~~ two appointed by the vice president each year for staggered three-year terms. One member of the Committee shall be a previous Mosaic Scholarship recipient. The chair is appointed annually by the SAA vice president from among third-year members. The vice president's appointments are made in consultation with ~~the SAA Council and~~ the chairs of the Diversity Committee, the Archivists and Archives of Color Roundtable, and the Archival Educators Roundtable.

Support Statement: The revision ensures an appropriate level of continuity on the Selection Committee and makes the term consistent with service on other SAA scholarship and award committees and subcommittees.

Move: Hyry. Second: Cline.
PASSED (unanimous).

G. Reciprocal Membership / Registration Agreements with Related Organizations

The Visual Materials Section steering committee proposed that SAA "broker a reduced reciprocal membership agreement with [the American Library Association, the Visual Resources Association, the American Association of Museums], or other professional organizations that may be pertinent to SAA members, so that we can be in conversation with each other and understand each other's viewpoints." Council members recognized the potential benefits of establishing such agreements, but expressed significant concerns about the structural and

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operational difficulties and administrative costs of implementation, especially under the Society's current financial constraints.

H. Modern Archives Institute Scholarships

SAA member James Cassedy proposed that, given that the Colonial Dames of America, Chapter III, Washington, DC, had discontinued support for a Modern Archives Institute (MAI) scholarship, SAA provide funding for two annual scholarships at a cost of approximately $2,500. The Council discussed potential funding sources (including the SAA operations budget and the Society of American Archivists Foundation) as well as the potential impact of a decision to support the MAI rather than such other institutes as the Western Archives Institute and the Georgia Archives Institute. The Council chose not to take action on the recommendation.

I. Ninety-Day Membership Grace Period (Constitutional Amendment)

According to Article IV of the SAA Constitution, "membership in good standing shall cease when dues are ninety (90) days in arrears." In the course of configuring the electronic voting system, staff discovered a discrepancy between a policy in SAA's Constitution and long-standing administrative practice. For at least the past 10 years, office procedure has been to cancel member status approximately one month after the dues expiration date. Members received their first dues renewal notice via email 90 days prior to their expiration date. Four additional notices were sent to members prior to cancellation, two by first-class mail and two by e-mail. For the purpose of the 2009 and 2010 elections conducted via electronic vote, the 90-day grace period was honored. Restoration of the 90-day grace period will be effective by July 1, 2010. Due to operational constraints, extending the grace period to 90 days from the current practice will result in an estimated annual increase in expenses of approximately $10,000.

Given the speed of communication enabled by modern technology, best practice within the association management community, and the advent of online credit card transactions, staff noted that a one-month grace period constitutes good policy and good stewardship of the Society's resources. In addition, to the best of the staff's knowledge, no member has contested the one-month grace period in the past ten or more years.

The Council discussed this agenda item at length. Given that an amendment to the SAA Constitution would not change SAA practice from the members' perspective, would align with association management best practice, and would result in a $10,000 savings, the Council agreed to propose a change in the membership grace period.

MOTION 7

THAT the following amendment to Section IV, "Dues," of the SAA Constitution, be proposed at the August 14, 2010, Annual Membership Meeting: [strikethrough = deletion, underline = addition]

A member shall be enrolled upon the first payment of dues and shall receive benefits during the period for which dues have been paid. All dues shall be payable in advance. Membership in good standing shall cease when dues are ~~ninety (90)~~ twenty-eight (28) days in arrears. Changes in membership dues shall be determined by a majority vote of those members present and voting at the annual business meeting of the Society.

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Support Statement: Currently members receive their first dues renewal notice via email 90 days prior to their expiration date. Four additional notices are sent to members prior to cancellation, two by first-class mail and two by e-mail. In staff's professional opinion, these procedures provide necessary and adequate notice for member retention purposes. Given the speed of communication enabled by modern technology, as well as the advent of online credit card transactions, a one-month grace period—defined specifically as 28 days in order to accommodate February—constitutes good policy and good stewardship of SAA's resources. No member has contested the operational one-month grace period in the past ten or more years.

Fiscal Impact: If approved, this amendment will save the Society approximately $10,000 per year in direct expenses for printing and mailing of *Archival Outlook*.

Move: Sly. Second: Cline.
PASSED (unanimous).

J. Revision of Council Handbook Name and Structure

In August 2009, the Council approved a comprehensive review of the Council Handbook (i.e., SAA's Governance Manual). The launch of Drupal in April 2010 presented a practical need and an opportunity to resolve some of the issues outlined in the recommended approach. Obvious and immediate editing needs would be addressed most efficiently after modifying the organizational framework and in the course of content migration.

MOTION 8

THAT the Council Handbook be renamed "SAA Governance Manual."

Support Statement: The "governance manual" applies not only to the Council but to all SAA component groups. It contains the SAA Constitution and Bylaws as well as policies, procedures, and guidelines that are germane to the governance of the organization.

Fiscal Impact: None.

MOTION 9

THAT taxonomies and/or indexes of the Council Handbook [Governance Manual] be considered supplemental materials that are not subject to Council approval; and

THAT the SAA staff devise and implement appropriate technical methods to enhance information retrieval within the Handbook [Manual].

Support Statement: SAA's content management system (i.e., Drupal) features tools to create taxonomies. This device has been implemented successfully (e.g., http://www2.archivists.org/gpas/curriculum/appraisal-acquisition)for portions of the Guidelines for a Graduate Program in Archival Studies (GPAS). These tools can and should be used by the staff to enhance information retrieval and to conform with technical best practices.

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MOTION 10

THAT the following changes in the Council Handbook [Governance Manual] be adopted:

1. Remove Appendix A, "SAA Staff & Membership Charts," and incorporate this information into the site "Contact Us" form.

Support Statement: The staff directory is not a governing document, but rather a reference document that changes frequently. Maintaining this information in one location helps to ensure its accuracy.

2. Remove Appendix D, "Major Guidelines and Standards Adopted by SAA," and incorporate the following pages into a new "Professional Standards and Guidelines" section on the website:

- **Describing Archives: A Content Standard**
- **Standards for Archival Description: A Handbook**
- **Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers**
- **ALA-SAA Joint Statement on Access: Guidelines for Access to Original Research Materials**
- **Guidelines for Archival Continuing Education (ACE)**
- **Guidelines for College and University Archives**
- **Guidelines for the Evaluation of Archival Institutions**
- **Guidelines for a Graduate Program in Archival Studies (GPAS)**
- **Museum Archives Guidelines**
- **Orphan Works: Statement of Best Practices**

And incorporate the "SAA Response to the Draft Guidelines for Digital Images Developed by the Conference on Fair Use" into the "Statements and Resolutions" section of the website.

Support Statement: These pages are not governing documents for the Society, but rather guidelines and statements on professional practice.

3. Remove Appendix E, "Key Reports Sponsored by SAA," and incorporate the content into the "Reports and Meeting Minutes" section of the website.

Support Statement: These are not governing documents for the Society.

4. Remove the following appendices and incorporate the content into a revised "History of SAA" page and/or website section:

- **Appendix F, "SAA Leadership History"**
- **Appendix G, "Annual Meetings"**
- **Appendix H, "SAA Fellows and Honorary Members"**
- **Appendix I, "Description and Brief History of SAA"**

Support Statement: These pages are not governing documents for the Society.

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5. Remove Appendix J, "Major Position Statements."

Support Statement: This reference already links—appropriately—to the "Position Statements and Resolutions" section of the website.

6. Remove Appendix K, "A Code of Ethics for Archivists," and incorporate the content into a new "Professional Standards and Guidelines" section on the website.

Support Statement: The Code of Ethics is not a governing document for the Society, but rather a set of standards and/or guidelines on professional practice.

Move Motions 8–10: Sly. Second: Vogt-O'Connor.
PASSED (unanimous).

K. Policies for Vendor Participation in SAA

The issue of vendor involvement in SAA activities has come up with what appears to be increasing frequency in recent years. At its February 2009 meeting, the Council agreed that it would be appropriate to develop an open and balanced policy addressing vendor interaction with the Society. Upon reviewing the many areas in which vendors intersect with SAA, the Council decided that the complexity of the issues would benefit from the work of a task force charged to consider all of the stakeholder groups and to draft a comprehensive policy for the Council's consideration.

MOTION 11

THAT a Task Force to Develop Policies for Vendor Participation in Society Activities, consisting of six to eight representatives from relevant stakeholder groups, be created and charged to review existing SAA policies, research other organizations' policies, and draft a balanced policy for SAA that would assist Council members, staff, and members in responding to the host of issues related to vendor participation in SAA programs, activities, groups, and listservs; and

THAT the Task Force present interim reports at the February and May 2011 Council meetings, and its final report and recommendations to the August 2011 Council meeting.

Support Statement: The Society should enter into an open discussion in order to develop a fair and even-handed policy that would allow the Society to address vendor participation in ways that benefit our members, the Society, and our industry partners.

Fiscal Impact: Task Force meetings would be held largely via conference calls. Less than $1,000 should be available for accessing resources during the research phase. The Task Force may require some SAA staff support.

Move: Felker. Second: Ambacher.
Yes: Ambacher, Cline, Felker, Frusciano, Lawson, Richardson, Settles, Sly, Tibbo, Vogt-O'Connor.
No: Hyry.
PASSED.

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L. Council Exemplary Service Award(s) (Confidential)

Council members considered and adopted motions for three Council Exemplary Service awards. The Council took up a nomination for an honorary membership; the motion did not pass.

M. Elect Executive Committee Member

By ballot of those Council members who do not serve as officers, Brenda Lawson was elected to serve on the Executive Committee in 2010-2011. Tom Hyry and Rosalye Settles, also second-year Council members, will serve on the 2010-2011 SAA Nominating Committee.

N. Other Action Items from Council Members: Draft Statement on Diversity

At its August 2009 meeting, the SAA Council adopted a revised Desired Outcome #4 for the Diversity Priority: "SAA will define diversity, develop new programs, and enhance existing programs that promote diversity as a value while fostering an organizational environment of inclusiveness." At the February 2010 Council meeting, the Council began the process of developing a statement about what "achieving diversity" might mean, derived from the discussions among the Executive Committee, the SAA staff, the Diversity Committee, and Council members, and agreed to continue to refine the statement. A refined draft of the statement on what "achieving diversity" might mean that included feedback from targeted SAA groups was handed out to Council members at the meeting. The Council discussed the revisions and how the changes incorporated feedback on the initial draft, additional small changes that should be included, and the method and timeline to be used for approaching the membership for comment. Discussions on the draft led to an extended discussion on diversity in SAA, on diversity the profession, and on how and when individuals enter the profession.

IV. DISCUSSION ITEMS

A. Task Force on SAA Values Statement

Created by the SAA Council in February 2009, the Task Force on Developing a Statement of Core Values for Archivists was charged to develop a "Core Values" statement with full consultation and participation by SAA members and other archives associations. Prior to distributing a draft statement for members' and others' feedback, the Task Force solicited reactions from Council members. The Council's discussion reflected on how other professions approach "values statements," the history of the debate about SAA's Code of Ethics, and the potential role of a values statement as a complement to a code of ethics (i.e., voicing core beliefs that are not expected to change over time). The Council suggested adding language to the draft on the importance of stewardship. Staff was charged to consult with legal counsel about the role of a values statement in relation to a code of ethics. The next Task Force report was due to the Council in August 2010.

B. Mosaic Scholarship Funding Options

In a verbal report, Tibbo described some of the options for federal or private support for this scholarship program, outlining ideas for an internship/mentoring program and outreach efforts that, in conjunction with the scholarship, could help bring more diversity into the archives profession and detailing specific grant challenges and potential solutions. Council

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members discussed which funding sources (both federal and private) might be most receptive to grant proposals.

C. Scheduling of Committee Meetings During Annual Meeting

In a written report, De Sutter (on behalf of the Committee on Education) expressed concerns about a decline in workshop revenues and cited several potential reasons for attendance at pre-conference workshops falling short of projections, including the scheduling of committee meetings on Tuesday of annual conference week. Council members acknowledged the increasing challenge of developing a schedule for a meeting that is continually growing in size, participation, and vibrancy, and emphasized that the current economy contributes significantly to this challenge. Along with the rescheduling suggested in the report, Council members discussed other ways to bring attendance back up to capacity, including moving workshops from before the meeting to after the meeting, targeting the content of two-day and one-day workshops, and offering workshop scholarships.

D. Joint Annual Meeting Schedule and Planning

In a verbal report, Gottlieb and Beaumont updated the Council on planning for the plenary sessions (Archivist of the United States David Ferriero will be the keynote speaker on Thursday, August 12, and NPR and Fox News analyst Juan Williams will keynote the Friday, August 13, session) and noted that the All-Attendee Reception will be held at the National Museum of American History (with thanks to Deborra Richardson for conferring with her colleagues at NMAH to make the reception possible).

E. Formulating Minutes of Council Meetings

Ambacher posed for Council discussion the question of whether current procedures for developing the Council minutes are adequate or may require changes. In its ongoing efforts to be transparent and to provide as many resources to members as possible while still maintaining the ability to practice good governance, the Council decided to request a formal show of hands for each vote taken so that the staff can capture the votes of individual Council members. This practice will take effect with the May 26-28, 2010 meeting. Council members discussed the importance of protecting the privacy of others during executive session, how the minutes have been handled by other organizations historically, legal advice on the extent of meeting documentation, and the desire to capture sufficient information in the minutes to ensure that they are meaningful to the general reader.

F. Considerations Regarding Fellows Eligibility Requirements Decisions at February 2010 Council Meeting

At its February 2010 meeting, the Council reviewed and discussed inconsistencies regarding the benefits of institutional member primary contacts, specifically as they relate to eligibility to be nominated as an SAA Fellow. The Council approved a motion to propose to the membership, for consideration at the August 14, 2010 Annual Membership Meeting, an SAA constitutional amendment that would allow primary contacts of institutional members to be nominated as Fellows. In order to inform and help prepare supporting materials for the Annual Membership Meeting, staff reviewed the history of the issue and discovered a number of contradictory considerations that were identified and expressed by past leaders. The

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Council discussed these considerations and determined that the major premise for its previous decision was that if primary contacts are permitted to hold office, they should be eligible for Fellowship. Council members then discussed two questions: 1) is the eligibility of primary contacts to hold office appropriate and 2) is the eligibility of primary contacts to hold office the foremost and/or exclusive reason for recommending extension of Fellowship eligibility to primary contacts?

Based on its discussion of these two issues, the Council voted to rescind Motion 18 from the February 2010 meeting and asked staff to do further research on a variety of questions related to SAA's institutional membership categories, with a report to the August 9, 2010 Council meeting.

MOTION 12

THAT the following motion (Motion 18), adopted by the Council at its February 2010 meeting, be rescinded:

> **THAT the SAA Council propose to the membership, for consideration at the August 16, 2010, Annual Membership Meeting, an amendment to the SAA Constitution reflecting the following:**
>
> **Primary contacts of SAA institutional members are eligible to be nominated as Fellows. As with individual members, primary contacts must have been so designated for seven years immediately prior to their nomination in order to be eligible. A combination of seven years as an individual member or primary contact will be acceptable to meet this requirement.**

Support Statement: The Council noted that the major premise for its previous decision was that if primary contacts are permitted to hold office, they should be eligible for Fellowship. Based on its discussion of two issues—Is the eligibility of primary contacts to hold office appropriate? Is the eligibility of primary contacts to hold office the foremost and/or exclusive reason for recommending extension of Fellowship eligibility to primary contacts?—the Council decided to rescind Motion 18 from February 2010 and asked staff to do further research on a variety of questions related to SAA's institutional membership categories, with a report to the August 9, 2010, Council meeting.

Fiscal Impact: None.

Move: Lawson. Second: Sly.
Yes: Ambacher, Felker, Frusciano, Hyry, Lawson, Richardson, Settles, Sly, Tibbo.
No: Cline, Vogt-O'Connor.
PASSED.

G. Executive Session (As Needed)

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V. REPORTS

A. Executive Committee

Executive Committee member Margery Sly reported actions taken by the Executive Committee and by the Council between February 2010 and May 2010. Actions included the following:

- The Executive Committee reviewed proposed Annual Meeting registration rates.
- The Executive Committee extended the Finance Committee's dues review deadline from March 1 to March 31.
- The Executive Committee extended the deadline for award nominations, as the February 28 deadline fell on a Sunday.
- The Executive Committee reviewed and edited a draft letter, prepared by the Intellectual Property Working Group, to Intellectual Property Enforcement Coordinator Victoria A. Espinal, who requested public comment on the costs that IP infringement imposes on the U.S. economy, the threat to public health and safety posed by IP infringement, and recommendations for a U.S. government strategic plan for dealing with IP infringement.

The Council adopted the minutes of the February 2010 Council meeting on March 23 via online vote.

B. President

In a written report, Gottlieb indicated that since the last Council meeting in February 2010, he had developed the framework for the advocacy/public relations strategic priority; concluded a new contract with Print and Electronic Publications Editor Peter Wosh; invited comments on the draft statement on diversity from various SAA groups (Diversity Committee, Archives and Archivists of Color Roundtable, Lesbian and Gay Archives Roundtable, Native American Archives Roundtable, and Latin American and Caribbean Cultural Heritage Roundtable); held monthly telephone conferences with the presidents of CoSA and NAGARA; and maintained communications with Archivist of the United States David Ferriero. Gottlieb responded to questions from Council members, elaborating on conversations with Ferriero, NARA events at the Annual Meeting, and progress on American Archives Month in relation to the Council's February 2010 strategic planning session.

C. Vice President / President-Elect

Tibbo's written report indicated that her focus since February 2010 had been on making appointments for 2010-2011 and participating on the 75th Anniversary Task Force steering committee.

D. Treasurer's Report

Felker presented a financial review of SAA's performance through March 2010. Although revenues for the nine months ending March 31 exceeded the budget, this favorable variance is the result of unrealized gains on investments. Operationally, the Society had a net loss of slightly more than $81,000 as of the end of the third quarter, which is $74,900 behind budget, due largely to Membership, Publications, and Workshop revenues falling short of budget. SAA faces significant challenges in the remaining months of the fiscal year and in FY 2011, despite the rebounding stock market.

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E. Staff Reports

1. **Executive Director:** Beaumont's written report summarized work done to revise SAA's strategic planning documents and develop action plans; continue implementation of the Drupal-based website; promote the availability of the Mosaic Scholarship; advocate for PAHR legislation and NHPRC reauthorization; support the work of the Council, the Finance Committee, the Appointments Committee, and the 75th Anniversary Task Force; and draft the FY 2011 proposed budget, complete the transition of the SAA Special Funds to the SAA Foundation, and update the employee handbook.

2. **Membership:** Doyle's report provided an analysis of SAA's membership growth rates, comparing 2008 to 2009 and anticipating trends for 2010. The report also included the Membership Committee's 2009 annual report. In discussing the distribution of members in each dues category and how that distribution has changed, Council members noted that the last six to nine months showed member growth and acknowledged the difficulty of arriving at an estimate of the universe of both archives students and archivists who may be prospects for membership.

3. **Education:** De Sutter's report provided a year-to-date update on workshops (52 face-to-face programs with 943 attendees, 11 new program topics, 7 new co-sponsors) as well as plans for professional development offerings through Fall 2010. Another new Web seminar on electronic records and disaster planning will be presented in June. De Sutter also staffed a Committee on Education meeting in February; prepared Council reports stemming from that meeting on "Guidelines for a Graduate Program in Archival Studies," education revenue shortfalls, and various survey results; and worked with the Electronic Records Summer Camp developers/instructors and the Committee on Education to translate survey results into a decision to cancel the July 2010 summer camp and rethink the program content and delivery for future offerings. Council members discussed ideas for an "IT for archivists" workshop and other potential topics for inclusion in SAA's offerings.

4. **Publications:** Brinati's written report noted that book sales remain below budget for FY 2010, despite the availability on February 1 of Ritzenthaler's *Preserving Archives and Manuscripts*. Elena Danielson's *The Ethical Archivist* was in production and will be available at DC 2010, and two additional titles are in the copyediting stage. In addition: a draft of a grant proposal to plan for the next iteration of the Archival Fundamentals Series went through preliminary review by NHPRC; JSTOR launched *American Archivist* in March; a Delmas grant to support digitization of additional back issues of the journal was put to good use, as these issues were posted on the MetaPress site for free access by SAA members (and the public!); and the periodicals redesign project began with *In the Loop*.

5. **Annual Meeting:** Beaumont's written report summarized promotional efforts for *ARCHIVES*RECORDS / DC 2010* and updated the Council on the conference schedule, registrations, and exhibitor/sponsor support received to date.

6. **SAA Website:** Doyle provided a written update on the status of the Drupal implementation and of ongoing content migration from SAA's old Web server. In addition, the report included a list of potential "Phase 2" projects compiled with input from various

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component group leaders and staff. Implementation of these projects is contingent on SAA's strategic and programmatic priorities and on the availability of resources.

F. *American Archivist* Editor

In a written report, Editor Mary Jo Pugh summarized activities associated with *The American Archivist* from January to May, including: issuance of a call for proposals for articles to be included in a special 75th Anniversary issue of the Journal; conduct of a readership survey in April to which 530 responses were received by the May 4 deadline; the status of the Spring/Summer and Fall/Winter 2010 issues; progress made toward digitization of all back issues of the Journal; the prospect of launching an *American Archivist Online* Occasional Series in Fall 2011 with articles about SAA history first presented at the 2011 Annual Conference; the Australian Research Council ranking of the *American Archivist* (A rating); and the status of manuscript reviews. The Council briefly discussed the 75th anniversary track of the 2011 program and SAA's contract with MetaPress.

G. Editor, Print/Electronic Publications

Editor Peter Wosh provided a written summary of the Publications Board's activities since February 2010, including development by a subgroup of a grant proposal to support a rethinking of the Archival Fundamentals Series in terms of rapidly changing archival content, the need to engage new and more diverse audiences, dramatic changes in the print and online publishing environment, and the need for a more transparent and innovative process in selecting authors. In addition, he summarized progress on books scheduled to be available at or shortly after *DC 2010* and on various manuscripts.

H. 2009-2010 Nominating Committee

The Nominating Committee provided a brief written summary of the 2009-2010 slate of candidates, the online election process, and the election results. All members were informed of the election outcome via *In the Loop*, the SAA website, and the May/June issue of *Archival Outlook*. The online election process had no impact on the level of participation in the 2009 elections. Council members and staff discussed the timing of the election and the voter participation rate.

I. Cultural Property Working Group

Working Group Chair Jeannette Bastian provided a written summary of the newly appointed group's agenda for the August 2010 meeting, which includes defining issues, goals, and outcomes; alignment with other SAA groups; developing a communication plan; and anticipated projects.

J. Joint Task Force on Preserving the American Historical Record

Council Liaison Brenda Lawson provided a written update on the status of the Preserving the American Historical Record legislation, which was introduced in the House (H.R. 2256) on May 5, 2009, and in the Senate (S. 3227) on April 19, 2010. Updates on the legislation are available via the SAA website, which is the primary location of PAHR information. Task Force Chair Kathleen Roe's tireless encouragement and information via conference calls and email messages has ensured that communication continues to flow to members of Congress and to

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organizations to keep the momentum going in favor of the bill. Currently there are six co-sponsors in the Senate, more than 50 co-sponsors in the House, and 39 national, regional, and state organizations that have signed on with CoSA, NAGARA, and SAA in support of the legislation.

K. 75th Anniversary Task Force

In fulfilling its charge to develop an itemized activity plan and budget for inclusion in the draft FY 2011 budget and to commence planning for the 75th Anniversary in 2011, the Task Force has organized itself into six subcommittees with a steering committee to oversee its various proposed projects. The written report submitted by the Task Force co-chairs indicated the status of each of the following projects: general outreach, oral history, timeline, card deck, journal special issue, Chicago 2011 Annual Meeting, and anniversary wiki/blog. Council members discussed the report, queried the staff about the budget, and suggested an expansion of outreach ideas to take advantage of the possibility of enhancing public awareness during the anniversary year.

L. Component Annual Reports (Late)

SAA component groups are required to submit an annual report each year in time for the Council's winter meeting. This document compiles 2008-2009 component annual reports that were received after the materials deadline for the February 2010 Council meeting. Council members discussed items highlighted for the Council's attention in each of the four reports submitted.

M. Other Reports from Council Members / What Are You Hearing from Members?

No additional items were brought forward.

VI. COUNCIL BUSINESS

A. Review of May 2010 "To Do" List

Council members reviewed the draft list of action items stemming from the meeting.

B. Review of May 2010 Talking Points

Council members reviewed the draft "talking points" summarizing actions taken at the meeting.

C. Adjournment

Move to adjourn: Felker. Second: Sly.
PASSED (unanimous).
The meeting was adjourned at 10:30 a.m.

Nancy P. Beaumont
Executive Director
Approved by the SAA Council July 26, 2010

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Foundation Board Meeting Minutes

May 28, 2010 Chicago, Illinois

President Peter Gottlieb called to order the meeting of the Society of American Archivists Foundation Board of Directors at 10:30 a.m. on Friday, May 28, 2010. Present were Vice President/President-Elect Helen Tibbo; Treasurer Aimee Felker; Executive Committee member Margery Sly; Board members Bruce Ambacher, Scott Cline, Tom Hyry, Brenda Lawson, Deborra Richardson, Rosalye Settles, and Diane Vogt-O'Connor; Executive Director Nancy Beaumont, SAA Publishing Director Teresa Brinati, SAA Education Director Solveig DeSutter, SAA Member and Technical Services Director Brian Doyle, SAA Finance/Administration Director Tom Jurczak, and Project Assistant René Mueller. Newly elected Board member Dennis Meissner (to be seated in August 2010) was also present. Board member Tom Frusciano did not attend the meeting.

I. BOARD BUSINESS

A. Adoption of the Agenda

No agenda items were submitted in advance of the meeting. By consensus, the group agreed to address several discussion items.

B. Reference: Past Actions

A document summarizing past Special Funds/Foundation activities was provided by the staff for reference.

II. ACTION ITEMS

No action items were presented.

III. DISCUSSION ITEMS

Mosaic Scholarship Funds

Board members noted that funding for two $5,000 scholarships was included in SAA's FY 2011 budget. As the Mosaic Scholarship program is developed, the Foundation must determine the best way to take on funding of the program.

Modern Archives Institute Scholarship

SAA Council agenda item III.H., the suggestion by SAA member James Cassedy that SAA support two annual scholarships to the Modern Archives Institute, was referred to the Foundation Board of Directors as funding for the scholarships would most appropriately come from the Foundation. Felker agreed to pass along to Cassedy the suggestion that he prepare a funding proposal for consideration by the Foundation Board.

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Foundation Fund Balances

Board members reviewed that portion of SAA's FY 2011 budget that reflect the Special Funds.

Re-composition of Foundation Board

The Board took up a discussion of various issues related to its composition, including legal requirements and restrictions, number of seats, the type(s) of experience that may be beneficial on the Board, and management considerations. Staff was asked to prepare a report for the Board's review and discussion on August 9 that outlines best practices for foundation boards.

Foundation Development Committee

The Board took up the matter of the role of the Foundation Development Committee in helping to advance the work of the Foundation, as well as a suggestion from the Council related to its discussion of the 75th Anniversary celebration in 2011.

MOTION

THAT the Foundation Development Committee be charged to develop a proposal for a fundraising campaign targeted to SAA's 75th Anniversary in 2011, with a report to the Board at its August 9, 2010, meeting; and

THAT the Foundation Development Committee be charged to draft a comprehensive strategy and work plan for Foundation fundraising, with a report to the Board at its February 2011 meeting.

Support Statement: With the transition of the SAA Special Funds to the SAA Foundation, it is especially important that fundraising plans—both for special events and long-term development—be explicit and coordinated. The task of drafting such plans is most appropriately assigned to the Foundation Development Committee.

Fiscal Impact: To be determined.

Motion moved by: Vogt-O'Connor
Seconded: Sly
Yes: Ambacher, Cline, Felker, Frusciano, Hyry, Lawson, Richardson, Sly, Tibbo, Vogt-O'Connor. Settles did not vote.
PASSED

Move to adjourn: Vogt-O'Connor. Second: Settles.
PASSED (unanimous).
The meeting was adjourned at 11:20 a.m.

Nancy P. Beaumont
Executive Director
Approved by the Foundation, July 26, 2010

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Council Meeting Minutes

August 9, 2010 Washington, D.C.

President Peter Gottlieb called the meeting to order at 8:30 am on Monday, August 9. Present were Vice President/President-Elect Helen Tibbo; Treasurer Aimee Felker; Executive Committee Member Margery Sly; Council members Bruce Ambacher, Scott Cline, Thomas Frusciano, Thomas Hyry, Brenda Lawson, Deborra Richardson, Rosalye Settles, and Diane Vogt-O'Connor; and SAA Executive Director Nancy Beaumont, Publishing Director Teresa Brinati, Member and Technical Services Director Brian Doyle, Finance/Administration Director Tom Jurczak, and Program Coordinator René Mueller. Donna McCrea, Dennis Meissner, and Kate Theimer, elected to begin their Council terms on August 14, and Gregor Trinkaus-Randall, elected to begin his term as Vice President/President-Elect on August 14, also attended the full meeting.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Gottlieb introduced the agenda as modified by the Executive Committee and welcomed the newly elected Council members. Sly described the proposed modifications and the Council adopted the agenda as modified.

Move: Felker. Second: Ambacher.
PASSED (unanimous).

B. February 2010 Minutes

Gottlieb noted that the minutes were adopted by the Council in July 2010 and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In the Loop* and the website.

C. Review of May 2010 "To Do" List

Council members reviewed the items listed on the May 2010 "To Do" List and provided updates on completed and pending action items.

II. ACTION ITEMS

A. Revisions of "Guidelines for a Graduate Program in Archival Studies"

(Agenda Item moved to Discussion Item III.E.)

B. Standards Committee: Best Practices for Working with Researchers / Archives Employees with Disabilities

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The SAA Joint Archives Management / Records Management Roundtable Working Group on Diversity in Archives and Records Management created two documents—one addressing best practices for working with archives employees with physical disabilities and one for working with researchers with physical disabilities—and submitted them to the Standards Committee via approved procedures. During its review, the Committee considered whether the accessibility recommendations might be incorporated into "Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers" (approved February 2009). After consultation with the co-chairs of the Technical Subcommittee on Facilities Guidelines, the Committee determined that the accessibility recommendations address issues beyond facilities (such as human resource issues and effective communication) and are most appropriately considered to be best practices: "procedures and guidelines based on experience and research that demonstrate that they are optimal and efficient means to produce a desired result" (http://www.archivists.org/governance/handbook/standards_com2.asp). The Standards Committee recommended approval of the documents as "well-researched, useful, and very important[,]…give[ing] greater awareness to these important accessibility issues." After some discussion, the Council approved both documents, pending clarification of the federal requirement for aisle width.

MOTION 1

THAT "Best Practices for Working with Archives Employees with Physical Disabilities" (as in APPENDIX 1) be adopted as an official Society of American Archivists best practice; and

THAT "Best Practices for Working with Researchers with Physical Disabilities" (as in APPENDIX 2) be adopted as an official Society of American Archivists best practice.

Support Statement: Adoption of "Best Practices for Working with Archives Employees with Physical Disabilities" and "Best Practices for Working with Researchers with Physical Disabilities" as official SAA best practices will serve to increase awareness of accessibility issues within the broader archives community. Such best practices support SAA's Code of Ethics for Archivists: "Archivists strive to promote open and equitable access to their services and the records in their care without discrimination or preferential treatment, and in accordance with legal requirements, cultural sensitivities, and institutional policies."

Fiscal Impact: None.

Move: Cline. Second: Vogt-O'Connor.
PASSED (unanimous).

C. SAA Statement on Diversity

At its May 2010 meeting, the SAA Council reviewed and discussed a draft "Statement on Diversity" prepared by a work group comprising Cline, Settles, and Vogt-O'Connor. Following the discussion, the Council asked the group to make minor modifications in the document and asked the staff to post the document for member comment on the SAA website, with a comments deadline of July 15. The written report introducing this Action Item included the two comments received in response to the call for member comment. The Council discussed

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feedback included in the report as well as verbal feedback that they had received from members and added two sentences to the statement for clarification.

MOTION 2

THAT "Society of American Archivists Statement on Diversity" be adopted as a policy statement; and

THAT the SAA Statement on Diversity be reviewed in conjunction with the Council's review of SAA's Equal Opportunity/Nondiscrimination Policy.

Society of American Archivists Statement on Diversity

As a professional association that benefits from the participation of people from all backgrounds, the Society of American Archivists strives to ensure that its membership, the holdings that archivists acquire and manage, and the users whom archivists serve reflect the evolving diversity of society.

SAA understands *diversity* to encompass:

- **Socio-cultural factors.** These factors relate to individual and community identity, and include the attributes mentioned in SAA's Equal Opportunity/Nondiscrimination Policy.
- **Professional and geographic factors.** Concern about these factors reflects the Society's desire for broad participation from archivists working in various locations, repository types and sizes, and professional specializations.

By embracing diversity, the Society speaks more effectively on behalf of the entire profession, serves a fuller range of stakeholders, increases organizational credibility, and becomes a stronger advocate for the archives profession. SAA's initiatives are focused primarily on achieving socio-cultural diversity. This "living" document will be reviewed every three years in conjunction with the SAA Equal Opportunity / Nondiscrimination Policy.

Commentary:

Diversity is one of three high priorities identified in SAA's strategic plan. To guide and clarify our work in this area, the Council developed the "SAA Statement on Diversity." The Society of American Archivists has long promoted policies of nondiscrimination, identified diversity as a value for the association and the profession, and strived to foster a just and inclusive professional culture that reflects and embraces the diversity of the larger society. (For a review of SAA's many early actions, see Elizabeth Adkins's 2007 Presidential Address, "Our Journey Toward Diversity—And a Call to [More] Action.")

In 1992 SAA adopted an Equal Opportunity/Non-Discrimination Policy that is reviewed every three years. But SAA recognizes that simply pledging nondiscrimination is

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insufficient, and that we must make positive efforts to develop diversity among our membership, our members' holdings, and our members' user communities in order to enrich the historical record and achieve professional excellence. In 2006 the SAA Council adopted "Strategic Priorities" that included the following issue statement as the basis for its strategic priority related to diversity:

The relevance of archives to society and the completeness of the documentary record hinge on the profession's success in ensuring that its members, the holdings that they collect and manage, and the users that they serve reflect the diversity of society as a whole.

The "Strategic Priorities" document, which guides SAA activities, is reviewed and updated annually to accommodate the evolving landscape of professional challenges.

SAA promotes diversity in all of its professional activities with an eye to ensuring effective representation of our members, addressing the concerns of the full range of stakeholders represented within our members' holdings, and reaching out to archivists' many communities of users.

Adopted by the SAA Council, August 9, 2010

Move: Hyry. Second: Lawson.
PASSED (unanimous).

D. Strategic Plan Monitoring

Gottlieb proposed that Council members be assigned to monitor one or more of the desired outcomes in SAA's Strategic Plan on an ongoing basis to ensure appropriate communication about the status of activities and greater accountability for implementation of the strategic plan.

MOTION 3

THAT the SAA Governance Manual be amended to include the following language regarding the responsibility of Council members to monitor the SAA Strategic Plan:

SAA Council

V. Duties

6. Participate actively in monitoring and reporting on the Society's strategic plan.

- **Serve as a conduit for communication between SAA and the individuals and groups who are assigned to implement activities associated with the plan;**
- **Maintain contact with these individuals and groups and offer to help solve problems and resolve issues; and**
- **Collect information about the status of activities and report to the full Council at least annually, and as necessary given an activity's deadline.**

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Support Statement: To maintain adequate oversight of work on strategic priorities and to connect this essential work with SAA's governance structure and processes, Council members should facilitate implementation of the strategic plan. Members' participation will help to 1) ensure timely implementation or refocusing of activities; 2) improve communication among SAA groups, the Council, and SAA staff about implementation progress; and 3) increase the Council's continuous involvement in and responsibility for the results of strategic planning.

Fiscal Impact: None.

Move: Vogt-O'Connor. Second: Lawson.
PASSED (unanimous).

E. Revision of EAD Roundtable Mission

The Encoded Archival Description (EAD) Roundtable proposed to revise its mission statement, expanding the scope of the roundtable to "encompass the growing suite of encoding standards for archival description (EAD, EAC-CPF, etc.)." At its August 2008 meeting, Roundtable members discussed the possibility of renaming the roundtable and/or shifting its focus to incorporate other encoding standards and 29 of 31 members in attendance agreed that a shift in focus was necessary. The group decided to retain its current name but to propose to the Council a modified mission statement to include all encoding standards for archival description. The Council noted that the Roundtable's new description overlaps with the descriptions of other SAA groups (such as the Description Section, which may be better poised to explore "description"), acknowledged that encoding tools are broadening and changing and that the EAD Roundtable should participate in this evolution, and suggested that the roundtable consider a different name to match its broadened mission.

MOTION 4

THAT the following revised mission statement of the Encoded Archival Description Roundtable be adopted:

> **The EAD Roundtable of the Society of American Archivists is intended to promote the implementation and use of encoding standards for dissemination of archival information. To this end, we aim to provide tools and information for use in encoding archival descriptions; discuss and facilitate the use of software for markup, parsing, indexing, and delivery; and monitor and contribute to encoding standard development for archival description.**

Support Statement: The scope of the archival encoding community has expanded since the EAD Roundtable was first established in 1998. The public release of Encoded Archival Context (EAC-CPF) schema in 2009-2010 highlights the limited and insufficient scope of the EAD Roundtable's original mission. The revised mission statement better reflects the current interests of the archival encoding community and provides a logical "home" for roundtable discussion of new and emerging archival encoding standards.

Fiscal Impact: None.

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Move: Cline. Second: Frusciano.
Yes: Ambacher, Cline, Frusciano, Hyry, Richardson, Sly, Settles, Tibbo, Vogt-O'Connor.
No: Felker.
Abstain: Lawson.
PASSED.

F. DACS Technical Subcommittee Charge / Timeline

(Deleted from the agenda, as no recommendation or report was received.)

G. Other Action Items

No additional action items were brought forward.

III. DISCUSSION ITEMS

A. Institutional Membership

At its May 2010 meeting, the Council voted to rescind Motion 18 from February 2010, which had approved a motion to propose to the membership a constitutional amendment that would allow primary contacts of institutional members to be nominated as Fellows. The Council asked staff to conduct additional research and to report on a variety of questions related to SAA's institutional membership categories.

Doyle's report examined the history of institutional membership in SAA and presented two discussion questions: Is the eligibility of primary contacts to hold office appropriate? Is the eligibility of primary contacts to hold office the foremost and/or exclusive reason for recommending extension of Fellowship eligibility to primary contacts? The ensuing Council discussion raised additional questions about the nature of institutional membership in the Society, including who primary contacts are/have been and whether they vote on behalf of the institution or as individuals (or both); whether organizational support of the Society can also include individual support, and if so, how the two are distinguished; the nature and value of the institutional membership category, both to the institutions and to the Society as a whole; whether the benefits and opportunities associated with this membership category should shift or change completely; and which SAA group(s) would most logically examine these questions. The Council charged the Membership Committee to examine the opportunities and benefits of institutional membership, focusing on the appropriate roles and benefits of primary contacts, including Fellowship. The Council recommended that the Membership Committee confer with the Fellows Steering Committee to obtain feedback on the issue of whether primary contacts should be eligible for Fellowship. The Committee should report its findings at the January 2011 Council meeting.

B. Membership Voting Methods for Dues Increases, Other Matters

In a written report, Felker noted: "In my discussion with members about the Council-proposed dues increase that will be put forward at the annual membership meeting on August 14, several SAA members raised concern that the dues increase will be voted on only by those members who are able to attend the membership meeting." She then posed four discussion questions: Should the SAA Council consider recommending an amendment to the SAA Constitution to expand the voting on dues changes to the entire membership via

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electronic vote? If the Council wishes to examine this issue, should [it] appoint a task force to assist in the process? If the Council wishes to examine this issue, should [it] also examine the question of whether a certain set of issues – presumably those that would be brought before the annual membership meeting – should be handled via electronic vote of the membership? Finally, should [it] also consider whether there would remain a need for an annual membership meeting held in conjunction with the annual meeting, and thus propose additional constitutional amendments that would do away with the annual membership meeting?

The Council discussed the current structure of voting at the membership meeting, the time frame for and potential financial impact of shifting to electronic voting, which issues would require a vote from the entire membership, and how to support a "debate" function so that voters can benefit from others' opinions before voting.

MOTION 5

THAT the President appoint an ad hoc subcommittee, consisting of two seated Council members, one Executive Committee member, and one staff member, to consider the voting process for constitutional amendments, dues increases, and other issues of broad interest to the membership, including how any potential changes would be implemented and the resources necessary for implementation, with a report and recommendation(s) to the January 2011 Council meeting.

Move: Felker. Second: Sly.
PASSED (unanimous).

C. *DC 2010:* Coverage of Component Group Meetings, Council Awards and Resolutions, Council Resolutions Committee, Exhibit Hall Assignments

In preparation for the beginning of *DC 2010*, the Council reviewed liaison coverage of section and roundtable meetings, Council Exemplary Service Award recipients, and Council Resolutions Committee duties. Each Council member received a list of names of exhibitors to thank and to interview for feedback on the Exhibit Hall.

D. Revised Draft of "Statement of Core Values of Archivists"

In a written report, the Task Force on Developing a Statement of Core Values of Archivists submitted a second draft of the "Core Values of Archivists" statement that incorporated some, but not all, of the Council's comments on stewardship from May 2010. The Task Force noted that the statement's focus on what archivists think (rather than on what archivists do or how they do it) is most important. Following incorporation of minor changes recommended by legal counsel and assurance that the draft statement will not conflict with the work of the Committee on Ethics and Professional Conduct on the Code of Ethics, the Council agreed that the draft should be made available for member comment for six weeks.

E. Revisions of "Guidelines for a Graduate Program in Archival Studies" *(Moved from Action Item II.A.)*

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The SAA Committee on Education submitted for Council consideration in May 2010 a proposed revision of "Guidelines for a Graduate Program in Archival Studies" (GPAS) (0510 Agenda Item III.C.). During the Council's discussion, Tibbo and Ambacher raised concerns about several aspects of the revision (principally the lack of emphasis on digital archives) and were charged to make additional revisions for the Council's review in August. The Council reviewed their revisions and referred the document back to the Committee on Education for compilation of a final draft (with input from the Archival Educators Roundtable) for Council consideration at its January 2011 meeting.

F. Member Grace Period *(Agenda Item added.)*

SAA staff sought the Council's permission to respond to SAA member Jim Cassedy's post on the Archives & Archivists e-mail discussion list (A&A list) regarding the proposed constitutional amendment to the member grace period (i.e., changing the grace period from 90 to 28 days). The Council gave its permission, and a report of the staff's findings on the history of SAA membership and the dues grace period was posted to the A&A list on August 9, 2010. The full list discussion is available via the electronic archives of the A&A list at http://forums.archivists.org/read/?forum=archives.

G. SAA and the Archives & Archivists E-mail Discussion List *(Agenda Item added.)*

The Council discussed SAA's relationship with the Archives & Archivists e-mail discussion list, considering the percentages of members and nonmembers who comprise the subscribers, the benefits and pitfalls of list moderation, how the list is used, and whether SAA should be more or less involved in list discussions.

H. Other Discussion Items from Council Members / What Are You Hearing from Members?

In a verbal report, Gottlieb updated the Council on the status of SAA's involvement with the American Library Association's Traditional Cultural Expressions initiative, noting that he planned to attend the ALA Task Force's conference call on August 27 on behalf of SAA.

IV. REPORTS

A. Executive Committee Reports

Sly's written report enumerated actions taken by the Executive Committee and by the full Council since last reported in May 2010. Significant actions included SAA signing an agreement with Public Citizen Litigation Group to seek the unsealing of President Nixon's Watergate deposition transcript and related papers; approval of a petition to form a student chapter at the University of Arizona; approval of the charge to the Task Force to Develop Policies for Vendor Participation in Society Activities; revision of the SAA Foundation Development Committee charge; and approval by the full Council of the May 2010 minutes.

B. President's Report

In a written report, Gottlieb summarized his activities since the May 2010 meeting. Among other activities, he represented SAA in testimony on NHPRC's reauthorization before the

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House of Representatives Committee on Oversight and Government Reform, Subcommittee on Information Policy, Census, and National Archives; formulated a proposal for Council members to monitor desired outcomes in the Strategic Plan (see Agenda Item II.D.); and communicated regularly with CoSA, NAGARA, and NARA representatives regarding joint annual meeting activities.

C. Vice President / President-Elect

Tibbo described her work since May 2010 in a written report, indicating that much of her time had been devoted to making appointments, participating in 75th Anniversary Task Force Steering Committee activities, and drafting proposed revisions to the Guidelines for a Graduate Program in Archival Studies (GPAS) with Bruce Ambacher (see Agenda Item III.E.).

D. Treasurer

Felker presented a financial review of SAA's performance for the year ending June 30, 2010. SAA's total revenues fell short of budget by 4.23% and were behind the previous fiscal year by 10.21%. Year-to-date total expenses were 8.02% less than FY09 and 3.02% under budget. SAA was able to hold the line on spending during FY10, which kept the net loss for the year below $20,000.

E. Staff Reports

1. **Executive Director:** Beaumont reported on Headquarters activities since the May 2010 meeting, including publicizing the Council-adopted strategic plan, soliciting member comment on the Council's draft "Statement on Diversity," and working on a revised campaign for the 2010 American Archives Month that will be based on outcomes from the Council's facilitated session on public awareness in February. Working with Gottlieb, the SAA office also reached out to various member groups to encourage support of NHPRC reauthorization and helped prepare testimony for Gottlieb's appearance before the House Subcommittee on Information Policy, Census, and National Archives. In addition, the staff: notified all SAA members of proposed constitutional amendments and a dues increase scheduled for vote at the Annual Membership Meeting, consulted legal counsel on the relationship between a professional association's code of ethics and the values statement, drafted charges and descriptions for two new task forces, prepared spring meeting minutes and summer meeting materials for the Council, completed staff performance appraisals, completed the summer audit, developed a logo and banner for the 75th anniversary, purchased and deployed the equipment necessary for ongoing oral history interviews in 2010 and 2011, and finalized the Annual Membership Meeting financials and report from the Executive Director.

2. **Membership:** Doyle reported that since November 2009, membership had returned to modest growth—particularly in the fourth quarter of FY2010. Overall membership grew by 3.68% between June 2009 and June 2010. Month-end figures for May 2010 and June 2010 were 5,657 and 5,691, respectively, and represented new all-time highs for SAA. Bridge-rate membership fell since February 2010.

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3. **Education:** Sutter summarized the activities of the Education Department, including the scheduling of 58 programs (with one workshop cancelled and four Web seminars and 53 face-to-face programs offered). A total of 1,166 attendees benefited from an SAA offering in FY 2010. In addition 11 new program topics were developed and seven new co-sponsors were secured. Activity highlights since May 2010 included finalizing logistics and production of *DC 2010* pre-conference workshops; offering of one Web seminar, "Disaster Planning for Electronic Records" (36 sites with approximately 100 registrants); and continuing outreach to potential hosts for FY 2011 fall and spring workshops.

4. **Publications:** Brinati's report on the full publishing program (books and periodicals) indicated that book sales fell short of budget projections but emphasized some bright spots: three books were published and three more were in process; the entire back file of the *American Archivist*—242 issues—had been digitized and nearly 300,000 users had accessed the site; and SAA members continued to contribute to the association's intellectual capital with approximately 116 members authoring content for *American Archivist*, *Archival Outlook*, SAA books, and ePublications/Proceedings. SAA Book revenues for the 2010 fiscal year end were below budget because of a combination of the economy and the need to refresh top sellers, which account for the majority of sales. According to a distribution agreement SAA signed with ALA in spring 2009, ALA began listing in its catalog and distributing six SAA titles, from which SAA collects royalties. Three publications and a "Book a Month" mini-catalog/calendar were launched during *DC 2010*, four titles were in various stages of production, and more than a dozen projects were in the pipeline with projected availability across the next several years. In a Web-based survey available from April to May 2010, the *American Archivist* Editorial Board asked 6,000 SAA members and subscribers to share their opinions about the journal and their reading habits. Respondents expressed overall satisfaction with the journal: preliminary results appeared in the July/August 2010 issue of *Archival Outlook* and full results will be available from the Editorial Board. A redesign of the newsletter will be implemented by January/February 2011, offering a fresh look to the publication, including enhanced editorial content and graphics. The May 25 issue of *In the Loop* featured a redesign with graphic elements greatly enhancing its look, a masthead, colorful subject category tabs, SAA's signature blue color incorporated throughout, links that lead to more information on the SAA website, and an image box as a sidebar inviting members to identify the person(s) in the photo in an effort to bring a community feel to the newsletter, with a considered addition of up to three discreet paid advertisements (in clickable Web banner ads) beneath the photo and along the bottom of the e-newsletter.

5. **Annual Meeting:** Beaumont provided an update on *ARCHIVES*RECORDS / DC 2010*, noting that the Service Center had processed 1,504 "full paid" advance registrations; SAA had sold 64 Exhibit Hall booths; four industry partners (Atlas Systems, Ex Libris, Hollinger Metal Edge, and Preservation Technologies) had provided sponsorship support; and that the Onsite Program had been designed to include full descriptions for all education sessions, the rules for the Annual Membership Meeting, and the three items up for membership vote.

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6. **Content Management System:** Doyle explained the status of the development of the new content management system (Drupal), noting that in May the staff had compiled a list of desired development projects with input from various groups and was currently completing a comprehensive "Phase 2" specifications document detailing the desired functions associated with each of the projects. Following staff review and approval of the vendor's estimates, work will commence in September 2010.

F. *American Archivist* Editor

In a written report, Editor Mary Jo Pugh summarized activities associated with the *American Archivist* from May to July, including: the status of proposals submitted for the special issue marking SAA's 75th anniversary (November 2011); the Editorial Board's plan to inaugurate the *American Archivist Online* Occasional Series in Fall 2011 as part of the 75th anniversary; completion of digitization of the back file, making the entire run of the journal available online; the status of the readership survey and analysis of the results; her work on the manuscript review process and other activities since May; the status of the Spring/Summer 2010 volume (just published); and an overview of the Fall/Winter 2010 volume.

G. Editor, Print/Electronic Publications

Editor Peter Wosh provided a written summary of the Publications Board's ongoing projects, issues, and accomplishments. The Board submitted a grant proposal to the NHPRC for reimagining and retooling of the "Archival Fundamentals" series and anticipates comments in late August or early September; discussed basic administrative decisions about which SAA publications of the 135 digitized by the University of Michigan should be accessible via SAA's website; launched two new books at *DC 2010* and one new Campus Case Study online; reported four manuscripts in various review stages; and approved a proposal for an online publication concerning "Researcher Use of Archives."

H. Diversity Committee

Committee Chair Terry Baxter's written report included a summary of Diversity Committee activities from August 2009 through July 2010, including restructuring of the Committee to include representatives of several SAA component groups; review and comment on the Wisconsin Historical Society's WRAP-IT grant proposal to NHPRC; work with the SAA Council to provide comments on the draft "Statement on Diversity"; a revised charge to incorporate an IMLS grant-funded mentoring project with a broader initiative related to minority student recruitment and retention; provision of comments on ALA's Traditional Cultural Expressions initiative and its evolving draft statement of principles, "Librarianship and Traditional Cultural Expressions: Nurturing Understanding and Respect"; the status of a proposed survey of SAA members to determine their understanding of diversity issues and desires for diversity action; and provision of comments on the Committee on Education's revised draft "Guidelines for a Graduate Program in Archival Studies."

I. 2010 Program Committee

Committee co-chairs Jelain Chubb and Ben Primer reported on the extent to which the *DC 2010* program addresses diversity issues, indicating that the makeup of the 2010 Program

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Committee reflected the constituencies of CoSA, NAGARA, and SAA; maintaining that the process of selecting program sessions with broad appeal to all three organizations worked well; listing sessions that exemplified the program's successful effort to address diversity issues; and providing comments on the ongoing requirement for a Program Committee report on diversity.

J. 2010 Host Committee

Committee co-chair Sharmila Bhatia's report indicated that the Committee met eight times and, with the exception of the first, all meetings were conducted via teleconference; that Committee members represented federal government and academic archives and were diverse in that the following ethnicities were included: Indian-American, Filipino-American, and Chinese-American; and that Committee work concentrated on the all-attendee reception site, the reception at the National Archives, repository tours, sightseeing tours, obtaining photographs for the Preliminary and Onsite programs and *Archival Outlook*, development of travel information and a dining guide for the conference website, and registration desk duties. Unfortunately several repository tours had to be turned down because of logistics issues, unreasonable expectations of SAA support, and committee member resources. The Committee recommended that another venue be found for the All-Attendee Reception at the 2014 meeting in Washington because the National Museum of American History had hosted both the 2006 and 2010 receptions, and noted that it was very pleased with the diverse vegetarian options at the reception.

K. Joint Task Force on PAHR

According to Committee liaison Lawson's report, the PAHR Task Force, in consultation with SAA President Peter Gottlieb and Executive Director Nancy Beaumont, agreed in late May that, given Congress's reaction to new funding requests, its strategy should evolve to include the possibility of increasing the level of funding for the National Historical Publications and Records Commission (NHPRC) to accommodate state-based formula grants similar to those in the proposed PAHR legislation. Task Force members focused on mobilizing constituents to write to the House Subcommittee members and worked with archives representatives to prepare their oral and written testimony for the NHPRC reauthorization hearing in early June. At that hearing, some Subcommittee members questioned the need to fund NHPRC at any level. An early-July meeting held to vote on the bill included discussion of the merits of the bill as written and allowed for any amendments from Subcommittee members. Although the Task Force was initially hopeful that a Member could be prevailed upon to offer an amendment adding PAHR to the NHPRC reauthorization bill, it rescinded its request because of a concern that it would jeopardize NHPRC's reauthorization at any level. Subcommittee members voted 6-1 to recommend reauthorization. PAHR legislation remains in play at this point, and the advice from advisors and Congressional staff is to continue pressing for more co-sponsors in both the House and the Senate.

L. 2009–2010 Mosaic Scholars' Reports

Created by the Council to advance SAA's strategic priority related to Diversity, the Mosaic Scholarship requires award recipients to submit a 500-word report to the SAA Council upon completion of their second semester. 2009 recipients Janet Ceja (University of Pittsburgh) and Harrison Inefuku (University of British Columbia) reported increased participation in

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SAA as a result of the scholarship, and both look forward to further involvement in the future. Each indicated that the program has great potential for engaging historically underrepresented groups in the archives profession but requires stronger retention methods; that recipients must be encouraged to envision themselves as ongoing representatives of the archives profession; that awardees should endeavor to do as much as possible to give back to the profession; and that the scholarship program should look to ALA's Spectrum Scholarship and ARL's Career Enhancement Program as excellent models for future development.

M. Electronic Voting Trends and Data

Responding to the Council's request for information on electronic voting trends (including rates of participation, the impact of e-mail broadcasts on ballot submission, and other data points) following its review of the Nominating Committee's May 2010 report, Doyle summarized 2005-2010 voter participation in SAA elections, detailing the beginning of online voting and of voting for primary contacts of institutional members and concluding that there was no evidence to suggest that online voting has either detracted from or enhanced voter participation. His report included information about e-mail reminders, hybrid balloting, and current and projected license fees to conduct electronic voting.

I. COUNCIL BUSINESS (Continued)

D. Additional Business or Strategic Planning Items

No additional items were discussed.

E. Review of August 9, 2010, "To Do" List

Council members reviewed the "To Do" List from this meeting.

F. Conversation with Beaumont (Executive Session)

The Council did not convene in Executive Session.

G. Adjournment

The Council meeting was adjourned at 4:06 pm.

Move: Vogt-O'Connor. Second: Ambacher.
PASSED (unanimous).

Nancy P. Beaumont
Executive Director
Approved by the SAA Council, October 4, 2010

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Foundation Board Meeting Minutes

August 9, 2010 Washington, D.C.

President Peter Gottlieb called the meeting to order at 4:06 pm on Monday, August 9. Present were Vice President/President-Elect Helen Tibbo; Treasurer Aimee Felker; Executive Committee Member Margery Sly; Board members Bruce Ambacher, Scott Cline, Thomas Frusciano, Thomas Hyry, Brenda Lawson, Deborra Richardson, Rosalye Settles, and Diane Vogt-O'Connor; Foundation Executive Director Nancy Beaumont; SAA Publishing Director Teresa Brinati; SAA Member and Technical Services Director Brian Doyle; SAA Finance/Administration Director Tom Jurczak; and SAA Program Coordinator René Mueller. Donna McCrea, Dennis Meissner, and Kate Theimer, elected to begin their Board terms on August 14, and Gregor Trinkaus-Randall, elected to begin his term as Vice President/President-Elect on August 14, also attended the full meeting.

I. BOARD BUSINESS

A. Adoption of the Agenda

Ambacher moved and Sly seconded adoption of the agenda.

PASSED (unanimous).

B. Reference: Past Actions

Beaumont noted that a written summary of all Foundation Board actions, included in the meeting materials, would be included with the Board's materials at each meeting.

II. ACTION ITEMS

A. Development Committee: Fundraising Activities for SAA 75th Anniversary

Tibbo gave a verbal update on the work of the Development Committee since appointments were made to the group in June. (The committee now comprises Tibbo, Sly, Beaumont, and SAA members Fynnette Eaton and Carla Summers). The group's work has focused on development of a fundraising plan to be implemented in conjunction with the 75th Anniversary, as well as a broader plan for Board consideration in January 2011.

III. DISCUSSION ITEMS

A. "Best Practices for Association Foundations"

Responding to a Board request in May, Jurczak prepared a summary of best practices related to association foundations. Emphasized were the importance of keeping the association and foundation separate (different websites, letterhead, bank accounts) but related (with up to 49% governance overlap). The Council discussed the relationship between the c3 and c6, noting staff recommendations and the desirability of a simple governance model.

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MOTION

THAT the SAA Foundation staff work with legal counsel to draft articles of incorporation, bylaws, and a governance structure and, by November 1, present the draft to the Board for editing/reaction

Move: Sly. Second: Vogt-O'Connor.
PASSED (unanimous).

IV. Adjournment

Move: Ambacher. Second: Vogt-O'Connor.
PASSED (unanimous).
The meeting was adjourned at 5:06 p.m.

Nancy P. Beaumont
Executive Director
Approved by the SAA Foundation Board of Directors, October 4, 2010

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Council Meeting Minutes

August 14, 2010 Washington, D.C.

President Helen Tibbo called the meeting to order at 2:40 pm on Saturday, August 14. Present were Vice President/President-Elect Gregor Trinkaus-Randall; Treasurer Aimee Felker; Executive Committee Member Brenda Lawson; Council members Thomas Hyry, Donna McCrea, Dennis Meissner, Deborra Richardson, and Rosalye Settles; and SAA Executive Director Nancy Beaumont; Publishing Director Teresa Brinati; Member and Technical Services Director Brian Doyle; Finance/Administration Director Tom Jurczak; and Program Coordinator René Mueller. Council members Scott Cline, Thomas Frusciano, and Kate Theimer did not attend the meeting.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Felker moved and Trinkaus-Randall seconded adoption of the agenda.
PASSED (unanimous).

II. ACTION ITEMS

A. Items Stemming from Annual Membership Meeting

No action items resulted from the Annual Membership Meeting. Staff members will, in the normal course of business, announce the results of, and implement, the constitutional amendments and dues increase.

B. Contract with MetaPress

Brinati reported that the *American Archivist* Editorial Board recommended renewing SAA's contract with MetaPress. The Council discussed SAA's relationship with MetaPress, ongoing access issues among institutional members and some individual members, and SAA's two very different relationships with JSTOR and MetaPress (which serve different audiences).

MOTION 1

THAT the Executive Director be authorized to negotiate a contract renewal with MetaPress to host *American Archivist Online*.

Move: McCrea. Second: Lawson.
PASSED (unanimous).

C. Other Action Items: *American Archivist* Editorial Board Recommendation to Remove Council Minutes from Future Print Editions of Journal

In response to Editor Mary Jo Pugh's report in the spring of 2010, which noted that a quarter of the journal's print pages consisted of Council meeting minutes, the Editorial Board recommended that SAA cease printing the minutes in the journal, citing layout costs and a low

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rating of the minutes in the journal readership survey. The Council discussed alternative collection methods for the minutes, emphasizing the need to keep all minutes together and favoring a digital access and storage solution. In approving Motion 2, the Council charged staff to ensure that Council minutes remain accessible and in a series.

MOTION 2

THAT SAA discontinue the practice of printing Council meeting minutes in *The American Archivist*, and

THAT SAA staff develop and implement a plan to ensure that Council meeting minutes are readily accessible in a series.

Support Statement: The percentage of pages in *The American Archivist* devoted to Council minutes has grown steadily over the years. In the most recent issue (Spring/Summer 2010), 25% of the 400 pages comprised Council minutes. In a readership survey conducted in May 2010 by the Editorial Board, the majority of respondents did not rank the minutes among the most valuable content in the journal. The Council minutes have been published on the SAA website since 1994 in a section devoted to governance and are more immediately and broadly accessible online. The staff is appropriately charged to consider options for ensuring that Council meeting minutes are readily accessible in a series.

Move: Hyry. Second: Lawson.
Yes: Felker, Hyry, Lawson, Meissner, Settles, Trinkaus-Randall.
Abstain: McCrea, Richardson.
Absent: Cline, Frusciano, Theimer.
PASSED.

III. DISCUSSION ITEMS

A. Items Stemming from Annual Membership Meeting

No specific discussion items resulted from the Annual Membership Meeting.

B. Report on Membership Committee Discussion of Institutional Membership

In response to the Council's request to the Committee to review the nature of institutional membership and primary contacts (080910 Agenda Item III.A.), the Membership Committee requested a formal charge and background clarifying the request. Lawson reported on other issues that were discussed at the August 11 Membership Committee meeting, including: the proposed dues increase, electronic voting, the structure of the annual meeting, governance at the annual meeting, and the joint Diversity Committee and Membership Committee survey that included a question about what is important to members. In addition to considering virtual conferencing (per the Strategic Plan), the Membership Committee would like the Council and staff to consider using a convention center for the meeting.

C. Appointments to Council Task Force on Voting Methods

In follow-up to a Council decision on August 9 to create a Council Task Force on Voting Methods (Agenda Item III.B.), the following individuals were appointed: Felker, Lawson, Theimer, and Doyle.

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D. Committee on Education Review of Council-Proposed GPAS Revisions

De Sutter reported that the Committee on Education was grateful for the opportunity to review the revised draft of Guidelines for a Graduate Program in Archival Studies (GPAS) (080910 Agenda Item III.E.). The group plans to conduct a more thorough review in September and to forward the draft to the Archival Educators Roundtable for comment. The Committee will compile comments and forward them for the Council's consideration via online vote in November or, depending on the timing and complexity of comments, for the Council's consideration at its January 2011 meeting.

E. Conflict-of-Interest Disclosure Statements

Conflict-of-Interest Disclosure Statements for service as a member of the SAA Council and of the SAA Foundation Board were distributed as required. Completed forms were to be returned to SAA Headquarters as soon as possible.

F. Other Discussion

Council members discussed member feedback during the annual meeting on various topics, including: Internet access in guest rooms, a request from the North American Archival Network of ICA (NAANICA) for an SAA representative, the status of EAC-CPF as an international (i.e., external) standard versus an SAA-developed standard, the future of the Preserving the American Historical Record legislation, a request from the Security Roundtable for guidance about how to proceed with a proposal from RBMS/ACRL for guidelines on security, and plans by the Archives and Archivists of Color Roundtable to create a donor brochure.

I. COUNCIL BUSINESS (Continued)

B. Dates and Locations of 2010-2011 Council Meetings

This agenda item was not addressed. Staff will follow up with Council members to determine the best time for a winter meeting of the Council in Chicago.

C. Additional Business or Strategic Planning Items

This agenda item was not addressed.

D. Review of August 14, 2010, "To Do" List

This agenda item was not addressed.

E. Adjournment

The meeting was adjourned at 3:34 pm in order that Council members could attend Plenary IV.

NANCY P. BEAUMONT
Executive Director
Approved by the SAA Council, October 4, 2010

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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 Amy Cooper

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Manuscripts may be submitted either electronically as e-mail attachments or in hard copy. Electronic submissions are preferred and should be in Microsoft Word or in Rich Text Format. For hard-copy submissions, please send four copies of the manuscript for all types of articles. Both text (including lengthy block quotations) and notes should be double-spaced. Footnotes are preferred over endnotes. All pages should be numbered. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript. The preferred maximum length is 8,000 words for research articles and surveys and 3,000 words for case studies and perspectives, but these length requirements can be waived for certain articles in consultation with the editor. All articles should be accompanied by a 100-word abstract and author's biographical statement.

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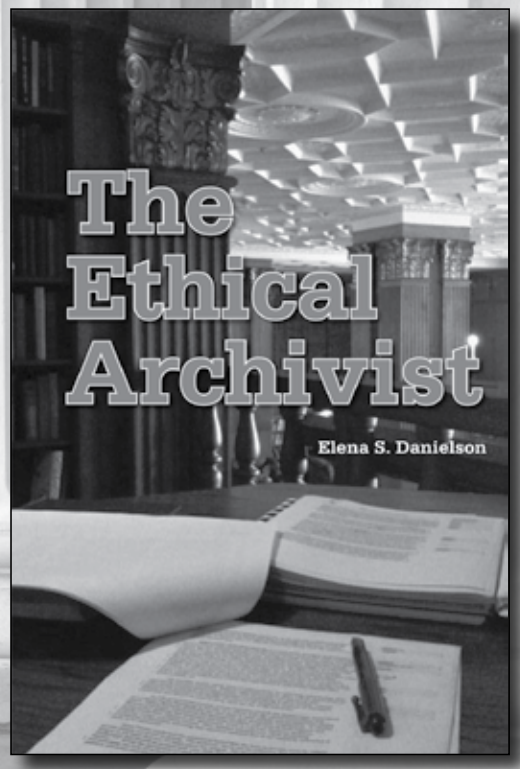

In *The Ethical Archivist,* Elena S. Danielson rethinks the concept of the ethical archivist in the current era of profound change, demonstrating how the daily decisions made by archivists connect to larger issues of social responsibility and the need to construct a balanced and accurate historical record. Helpful appendices include an analysis and reference to ten professional codes of ethics, sample acquisition guidelines and collections management policies, a select list of federal legislation affecting access to private information, and a bibliography.

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Janet Russell, Indexer

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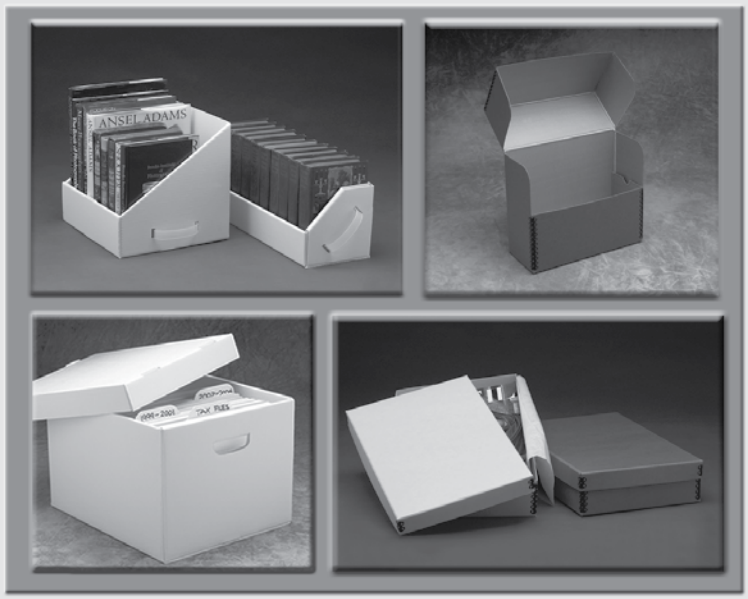

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