

**Society of American Archivists  
Council Meeting  
January 25 – 27, 2012  
Chicago, Illinois**

**Executive Director's Report  
(Prepared by Nancy Beaumont)**

Reports on Membership, Education, Publications, the Annual Meeting, and Website Development appear elsewhere in the staff reports for this Council meeting. This report summarizes other Headquarters activities since August 2011.

**Strategic Priorities**

As noted in previous Executive Director's reports, many of the Society's activities reflect our continual awareness of SAA's top three strategic priorities. Examples:

- The Education Committee and staff are alert to the need to provide professional development opportunities related to technology. The Education Calendar reflects many offerings in this area (now under the Digital Archives Specialist program umbrella), as well as other fundamentals of archives management.
- The *Archival Outlook* staff continually seeks articles that may inform, educate, and motivate readers on topics related to technology, diversity, and public awareness/advocacy, and also attempts to reflect the diversity within SAA and the profession via its pages.
- And much of the work that the staff has done related to the transition of SAA's website to a Drupal-driven content management system is intended to aid in improving communication and enhancing collaboration between and among SAA's internal and external audiences.

The following summarizes progress made since August on activities that are specified in the Strategic Plan for 2010 – 2014:

- ***Technology / Desired Outcome #3, Activity g.:*** Building on the information that I obtained via association management meetings in August 2010 and January 2011, I have remained alert to virtual conferencing provider capabilities and have continued to educate myself about the options. I will share all information with the Annual Meeting Task Force during its February 3-4, 2012, meeting and beyond.
- ***Diversity / Desired Outcome #1, Activity e.:*** As noted in the Strategic Plan Activity Update (0112-II-B), I met with Helen Tibbo and Diversity Committee Chair Bergis Jules in November to assess the realities of submitting a grant proposal to IMLS (by December 15) for funding of the Mosaic Program. Per my subsequent discussion with the Executive

Committee and the Council's online discussion, we will be talking with Mark Puente of the Association of Research Libraries regarding joining forces to obtain funding for Mosaic and related ARL programs.

- **Advocacy/Public Awareness / Desired Outcome #3, Activities a. and b.:** Teresa and I worked on revision of the materials associated with *I Found It In The Archives!* for the 2012 campaign. The deadline for entries in the national competition is March 2. Entries should be sent to [saahq@archivists.org](mailto:saahq@archivists.org).

### **Other Advocacy and Public Awareness Activities**

- Following Hurricane Irene, we publicized broadly – and via the state archivists in the states affected by the hurricane – the availability of grants through the National Disaster Recovery Fund for Archives. Just one repository (the Slate Valley Museum) applied for, and was quickly granted, \$2,000 to assist in recovery efforts.
- I prepared communications to various member groups (all members, members in certain Congressional districts) to stimulate grassroots advocacy for NHPRC funding.
- I chaired the January 6, 2012, meeting of the National Coalition for History Policy Board (held in conjunction with the American Historical Association's annual meeting in Chicago), during which I was elected to serve a second one-year term as chair. Ironically (given my known affinity for governance matters) my major contribution in the past year has been to draft an employment contract, job description, and annual evaluation process for Lee White, the NCH executive director – all of which he has been without since his hiring. My focus as chair in the coming year will be to ensure that 1) the organization is run in a business-like manner, 2) the Policy Board meetings are productive, and 3) we develop and implement an active membership recruitment campaign to strengthen the Coalition's bottom line and collective voice. We will be considering how frequently the Policy Board will meet in person and virtually, and we will likely de-couple the Policy Board meetings from the AHA and Organization of American Historians annual meetings.

### **Governance**

- I met with Barbara Rosi, the 2011 Annual Business Meeting parliamentarian, on September 7 to ensure that we were implementing adopted actions and tabled motions appropriately.
- René drafted and I reviewed the minutes of the August Council meetings, which were sent to the Council on September 16 and approved on October 13.
- I met with 2011 Host Committee Co-chairs Jane Kenamore and Mike Bullington on October 14 to “debrief” about the 2011 Annual Meeting. (See Agenda Item V.N.)
- I worked with Brian in mid-October to evaluate the responses to the RFP for a survey research firm to conduct the 2012 Member Needs and Satisfaction Survey.

- I participated in the Fundamental Change Working Group meeting, November 4-5. At that meeting, Greg Hunter completed execution of his three-year contract as Journal Editor.
- I met with Annual Meeting Task Force Co-chairs Fynnette Eaton and Kathy Marquis on November 8 to respond to their questions regarding annual meeting history and logistics.
- With René, Brian, and Solveig, I provided staff support to the 2012 Program Committee, which met in Chicago November 11-13.
- I provided orientation materials to the 2012 Host Committee.
- I participated in a conference call with outgoing Journal Editor Mary Jo Pugh, incoming Journal Editor Greg Hunter, and Teresa to discuss the transition.
- The Governance Manual (formerly Council Handbook) has been migrated to the Drupal site. “Clean up” by staff will commence in February, beginning with a thorough editorial review, a review of links within the online document, a review for internal consistency (within the document), and a review of the content against Council meeting minutes. We will then turn it loose for review by the Governance Manual Subcommittee of the Council (second-year members) so that group can determine whether any policies or procedures should be revised or updated by Council action.

### **Headquarters Operations**

- Tom and I worked with the staff directors to review SAA’s current financial standing and to recommend cuts in FY 2012 activities and expenses to mitigate the slowdown in revenue that we have seen, particularly with regard to publication sales. We met with the Finance Committee via conference call in October to examine the challenges and options. SAA Treasurer Aimee Felker presented the proposed cuts to the Executive Committee and the Council in early December; both groups agreed to all of the proposed changes.
- We have experienced some unexpected expense savings in our General and Administrative budget. Jenny Schooley’s position has been vacant since late November, thus saving on payroll and benefits. And we were delighted to learn that the increase in our health insurance (through Blue Cross Blue Shield of Illinois) would be “only” 8.5%, against a budget of 18%.
- Teresa and I each reviewed some 110 applications for the position of Editorial and Production Coordinator. We began interviewing candidates during the week of January 9.
- I worked with Gregor to draft materials for the 2011 Foundation Annual Appeal, which had netted approximately \$15,130 by December 31 (down from \$20,810 at the same time last year).

As always, I’m happy to respond to any questions or comments.