

**Society of American Archivists
Council Meeting
August 12 – 13, 2013
Hilton New Orleans Riverside
New Orleans, Louisiana**

Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda comprises Action Items, Discussion Items, and Reports and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee and Council), but provide a wealth of information about the work of appointed and component groups and the staff. To view the reports – and all other background materials – see the SAA website.

President Jackie Dooley called the meeting to order at 4:14 p.m. on Monday, August 12. Present were Vice President Danna Bell; Treasurer Mark Duffy; Executive Committee Member Donna McCrea; Council members Terry Baxter, Geof Huth, Elisabeth Kaplan, Bill Landis, Michelle Light, Dennis Meissner, Kate Theimer, and Tanya Zanish-Belcher; and SAA Executive Director Nancy Beaumont and Program Coordinator René Mueller. Lisa Mangiafico, Tim Pyatt, Kathleen Roe, and Helen Wong Smith, who would become Council members on August 17, 2013, also attended the entire meeting. SAA Publications Director Teresa Brinati, Education Director Solveig De Sutter, Finance and Administration Director Tom Jurczak, and Web and Information Systems Administrator Matt Black joined the Council for portions of the meeting on Monday and Tuesday. Guests were International Council on Archives Secretary General David Leitch (on Monday, August 12) and Communications Task Force Chair Dara Baker (on Tuesday, August 13).

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Dooley introduced the agenda with changes proposed by the Executive Committee. The Council agreed to 1) move Agenda Item II.B. (Standards Committee: Revision of TS-DACS Charge) from the Consent Agenda to the Action Agenda (following Agenda Item III.D.) and 2) move Action Item III.E. (Council Resolution Honoring Taronda Spencer) to the Consent Agenda.

The Council further agreed to consider some agenda items out of the order originally outlined to accommodate attendance of guests. Bell moved for adoption, Zanish-Belcher seconded, and the Council adopted the revised agenda unanimously.

B. May 2013 Minutes

Dooley noted that the May 2013 meeting minutes were adopted by online vote of the Council in June 2013 and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In the Loop* and the website.

II. CONSENT ITEMS

The following items were adopted by consent.

II.A. Standards Committee: Revision of Committee Procedures (0813-1-II-A-StdsComm-Procedures)

MOTION 1

THAT the revised procedures for the Standards Committee, as provided in Appendix A, be adopted.

Support Statement: Revision of the Standards Committee procedures will provide the option for ongoing review of standards, allowing technical subcommittees to respond to change proposals in a more timely fashion.

Impact on Strategic Plan: The changes in procedure support the Society's strategic goals of participating in new standard development (3.1), participating in collaborations (3.2), and providing up-to-date publications (2.1).

Fiscal Impact: No anticipated direct costs.

III.E. Council Resolution Honoring Taronda Spencer (0813-1-III-E-Resolution-Spencer)

MOTION 2

THAT the following resolution recognizing Taronda Spencer (posthumously) for her outstanding contributions to the archives profession and to the cultural record be adopted.

SAA Council Resolution Honoring Taronda Spencer

WHEREAS Taronda Spencer was a dedicated and committed archives professional; and

WHEREAS Taronda was a second-generation archivist, following in the footsteps of her mother, Emanuella Julien Spencer; and

WHEREAS she served as archivist for the Amistad Center, Historic New Orleans Collection, and the Walter P. Reuther Archives of Labor and Urban Affairs, Wayne State University; and

WHEREAS Taronda served Spelman College, her alma mater, as University Archivist for sixteen years; and

WHEREAS she also served Spelman College, her alma mater, as College Historian for thirteen years; and

WHEREAS Taronda's leadership led to the Spelman College Archives being recognized as a valuable resource for the entire College and a broader community of researchers and scholars; and

WHEREAS she served as a mentor for many students who then entered the archives profession; and

WHEREAS Taronda actively organized and participated in the Historically Black Colleges and Universities Archival Survey Project as Project Archivist; and

WHEREAS, she was a charter member of the Academy of Certified Archivists; and

WHEREAS, she was an active and involved member of the Society of Georgia Archivists; and

WHEREAS she was a member of the inaugural 2008 Archives Leadership Institute class; and

WHEREAS she was an active and involved member of the Society of American Archivists and participated in the Committee on the Status of Women, the Harold T. Pinkett Minority Student Award Committee, and as Chair of the Archivists and Archives of Color Roundtable; and

WHEREAS Taronda's contributions have also been acknowledged by the Archivists and Archives of Color Roundtable: <http://www2.archivists.org/groups/archivists-and-archives-of-color-roundtable/in-memoriam-taronda-spencer>; and

WHEREAS Taronda's consistently positive attitude, generosity of spirit, great story-telling ability, and good humor generated great enthusiasm among all those who knew her;

NOW, THEREFORE, BE IT RESOLVED THAT the Council of the Society of American Archivists honors the memory of Taronda Spencer for her many outstanding contributions to the archives profession.

Adopted by the SAA Council on August 12, 2013

Support Statement: Taronda Spencer's impact on the archives profession, on the association that she so dearly loved, and on all who knew her is appropriately recognized with a Council resolution.

Fiscal Impact: None.

Move Consent items: Kaplan

Second: Duffy

PASSED (Yes: Baxter, Duffy, Huth, Kaplan, Landis, Light, McCrea, Meissner, Theimer, Zanish-Belcher. No: None. Abstain: Bell.)

II.B. Standards Committee: Revision of Standards Committee Procedures (0813-II-B-StdsComm-TS-DACS)

The Council agreed to move Agenda Item II.B. from the Consent Agenda to the Action Agenda (following Agenda Item III.D.) See below.

III. ACTION ITEMS

A.1. SAA Annual Meeting: Principles and Priorities for Continuously Improving the SAA Annual Meeting

The Council had previously discussed the very comprehensive final report of the Annual Meeting Task Force (<http://www2.archivists.org/sites/all/files/0513-V-B-AMTF-Final.pdf>) and agreed that it would extract from that report guiding principles and priorities for continuously improving the conference to provide guidance to staff and appointed groups (particularly the Program Committee) going forward. Because the Annual Meeting is both an important member benefit and a critical source of funding for other SAA activities, it must evolve to meet members' changing needs. Progress in addressing the principles and priorities will be reported regularly to both the Council and the full membership.

MOTION 3

THAT the following Principles and Priorities for Continuously Improving the SAA Annual Meeting be adopted:

Principles and Priorities for Continuously Improving the SAA Annual Meeting (As adopted by the SAA Council, August 12, 2013)

This document presents a summary of the Council's principles and priorities for ensuring the continued development of the Annual Meeting, based on the excellent work of the 2011-2013 Annual Meeting Task Force. Going forward, the Council expects that there will be ongoing reporting on the extent to which these Principles and Priorities are put into play for the Annual Meeting. [“Progress on Priorities as of August 12, 2013” below is the first of such reports. See also Agenda Item 0813-1-VI-E-5-AnnMtg at <http://www2.archivists.org/sites/all/files/0813-1-VI-E-5-AnnMtg.pdf>.]

Guiding Principles

- We will make every meeting as useful, affordable, accessible, and enjoyable as possible for all attendees.
- We will explore new locations, structure, and content for the Annual Meeting on an ongoing basis.
- We will embrace a culture of experimentation and will be willing to take calculated risks with respect to the Annual Meeting. No aspect of the meeting will be off limits based on “tradition.”
- We will encourage diversity among the people attending the meeting, contributing to its content, and benefiting from its results.
- We will actively pursue ways of making meeting content available online.
- We will integrate a commitment to social responsibility and sustainability into all aspects of meeting planning and execution.

- We will continuously seek feedback from both attendees and non-attendees on all aspects of the meeting.

Priorities for Site Selection and Contract Requirements

- We will experiment with meeting in cities of varying sizes using a combination of a convention center and room blocks in several hotels at varying price points.
- We will reevaluate site selection criteria based on member input.
- We will facilitate inexpensive alternative housing (such as dormitories) whenever feasible.
- We will stipulate in all Requests for Proposals (RFPs) that free wireless access in meeting spaces is a key component of our needs.
- We will stipulate in all RFPs the importance of fair labor practices, sustainable (“green”) practices, and donation of excess food and beverage to worthy causes.
- Staff will actively monitor and report to the Council information about labor contracts and potential labor actions affecting the hotel sector.

Priorities for Delivery of Meeting Content

- We will deploy a mobile conference app for access to program information via smart phones and tablets.
- We will ensure that each year’s conference website includes effective functionality and navigation.
- We will seek to provide free and easy access to session content from past conferences.
- We will investigate and incrementally implement online access to meeting content by various means as technology and resources permit.
- We will implement sustainable practices in our production of conference materials.

Priorities for New Approaches to Meeting Content and Structure

- We will experiment with new approaches to plenary sessions.
- We will identify and implement new approaches to structured and unstructured networking.
- We will experiment with new formats and content for education sessions.
- The Program Committee charge will be revised to encourage innovation.
- We will actively publicize to members all efforts to consider, implement, and evaluate the effectiveness of new approaches.

Progress on Priorities as of August 12, 2013

Site Selection and Contract Requirements:

- We will experiment with meeting in cities of varying sizes using a combination of a convention center and room blocks in several hotels at varying price points.
[Progress: Staff has begun investigating such sites for 2015-2017.]
- We will offer inexpensive alternative housing (such as dormitories) whenever feasible.
[Progress: Staff will actively pursue this beginning with the 2014 conference.]
- We will stipulate in all Requests for Proposals (RFP) that free wireless access in meeting spaces is a key component of our needs.
[Progress: This stipulation is in all RFPs currently out for bid.]

- We will stipulate in all RFPs the importance of fair labor practices, sustainable (“green”) practices, and donation of excess food and beverage to worthy causes.
[Progress: This stipulation is in all RFPs currently out for bid.]
- Staff will actively monitor information about labor contracts and potential labor actions affecting the hotel sector.
[Progress: This is being done on an ongoing basis.]

Priorities for Delivery of Meeting Content

- We will deploy a mobile conference app for access to program information via smart phones and tablets.
[Progress: We launched an app in 2013 and will have one going forward.]
- We will ensure that each year’s conference website includes effective functionality and navigation.
[Progress: We have retooled the conference website for 2013 (although it was not available too much in advance of the meeting); remaining work will be done as quickly as possible in the context of redesigning SAA’s overall website.]
- We will seek to provide free access to recordings made of important sessions from past conferences.
[Progress: We received in late July from Convention Recordings the discs from the 2006-2011 meetings. The 2006-2008 recordings were posted on the SAA website immediately prior to the 2013 Annual Meeting; the 2009-2011 recordings will be posted immediately following the 2013 Annual Meeting.]
- We will investigate and incrementally implement online access to meeting content by various means as technology and resources permit.
[Progress: Staff has been discussing approaches and costs with several companies that offer these services.]
- We will implement sustainable practices in our production of conference materials.
[Progress: As of 2013, registrants may opt out from receiving the onsite program in paper. We are using recycled materials for name badges and badge holders.]

Priorities for New Approaches to Meeting Content and Structure

- We will experiment with new approaches to plenary sessions.
[Progress: The 2013 opening plenary will feature a panel of three speakers moderated by the SAA president. The Vice-President/President-Elect will present her inaugural address at the Business Meeting on Saturday.]
- We will identify and implement new approaches to structured and unstructured networking.
[Progress: As in 2012, a room will be set aside with ten or more round tables that small groups may reserve for informal meetings on an ad hoc basis.]
- We will experiment with new formats and content for education sessions.
[Progress: The Call for Proposals for 2014 invites members to propose new session formats of any kind. Sessions will be 60 or 75 minutes long rather than the “traditional” 90-minute time blocks; this will open up time for other possible conference activities.]
- The Program Committee charge will be revised to encourage Program Committees to innovate in additional ways.
[Progress: The Council adopted a revised charge at its August 2013 meeting. (See 0813-1-III-A-2-ProgComm.)]
- We will actively publicize to members all efforts to consider, implement, and evaluate the effectiveness of new approaches.
[Progress: This document is our first step in what will be an ongoing process.]

Support Statement: This document presents a summary of the Council’s principles and priorities for ensuring the continued development of the Annual Meeting, based on the excellent work of the 2011-2013 Annual Meeting Task Force. Going forward, the Council expects that there will be ongoing reporting on the extent to which these principles and priorities are put into play for the Annual Meeting.

Relation to Strategic Plan Goals and Strategies: The Annual Meeting touches on many of the Society’s Goals in that it serves to provide professional content and networking and governance opportunities. Perhaps most relevant are the following: 2.1 (Provide content, via education and publications, that reflects the latest thinking and best practices in the field), 2.2 (Deliver information and education via methods that are accessible, affordable, and keep pace with technological change), and 4.2 (Create opportunities for members to participate fully in the association).

Fiscal Impact: Many of the priorities will involve a financial impact on the Society. The Council will evaluate each of those in the context of the annual budget.

Move: Huth
Second: Zanish-Belcher
PASSED (unanimous).

A.2. SAA Annual Meeting: Revision of Program Committee Description

In light of its ongoing discussions about the Annual Meeting and the recommendations of the Annual Meeting Task Force, the Council revised the Program Committee description to reflect both the Council’s priorities for evolution of the Annual Meeting and current practices. Changes included clarified roles and responsibilities of Program Committee members, a new requirement to respond to the “Principles and Priorities for Continuously Improving the SAA Annual Meeting” via an interim report to the Council, addition of a general schedule of the Program Committee’s work cycle (in the interest of transparency), and establishment of a consistent policy disallowing Program Committee members from participating on sessions and speakers from participating on more than one session (as a means of diversifying overall participation in the conference).

MOTION 4

THAT the Program Committee description be revised as follows (underline = addition, strikethrough = deletion).¹

Program Committee

I. Purpose

¹ To reduce the potential for confusion, purely editorial changes (such as capitalizing “Committee” and referring to the Vice President/President-Elect) are not indicated.

The Program Committee ~~selects, oversees, develops, arranges, implements,~~ and reports on the ~~program~~ education sessions for the Annual Meeting for which it is established. It maintains liaison with the ~~SAA P~~resident, ~~relevant-appropriate~~ SAA office-staff, and the Host Committee.

II. Committee Selection, Size, and Length of Terms

A. The chair is chosen by the Vice President/President-Elect for the Annual Meeting for which she/he will preside as president. The Vice President/President-Elect may choose to appoint co-chairs.

B. The chair of the Program Committee ~~normally~~ serves for one annual program.

C. The chair is chosen at least one year in advance of the program for which she/he is chair. The selection is announced ~~in the SAA Newsletter.~~ via SAA's communication channels.

D. The chair may ~~select a deputy and~~ recommend to the Vice President/President-Elect ~~remaining other~~ members of the Program Committee ~~in consultation with the president,~~ taking into consideration those individuals who have volunteered for the Committee in response to the Call for Volunteers. The Committee should be composed of up to ten to twelve members, excluding *ex officio* members. The selection should reflect a concern for ~~proper and~~ balanced representation of the membership. Important factors include gender, race/ethnicity, geographic area, type of repository, and ~~functional~~ areas of membership activity. It is customary (but not required) for the Committee to include a member from the city in which the Annual Meeting will be held.

E. The chair of the Program Committee for the following year serves as an *ex officio* member of the current Program Committee to ensure continuity and experience. The SAA President, Executive Director, and ~~Education Director~~ appropriate staff liaisons also are *ex officio* members of the Committee.

F. Because of the large amount of work that the Committee must accomplish within a short time, the chairperson, with the consent of the President, has the prerogative of removing (and replacing, as necessary) inactive members of the Committee.

III. Reporting Procedures

A. The chair prepares articles for Archival Outlook ~~the SAA newsletter~~ (and other appropriate communication channels) as needed to describe the Program Committee's activities and the program itself. He or she also prepares ~~the an~~ introduction for the published program.

~~B. The chair coordinates the preparation of session evaluations to be given to the incoming chair.~~

~~CB.~~ The chair submits a two required reports to the SAA Council ~~(at its Annual Meeting session):~~ 1) an interim report (at the Council's winter meeting) that provides an update on the status of the program, responds to the "Principles and Priorities for Continuously Improving the SAA Annual Meeting" (adopted by the Council in August 2013), and addresses suggestions embedded in the 2013 Annual Meeting Task Force Final Report, and 2) a final report (at the Council's August meeting) that addresses (at minimum) the extent to which the Committee incorporated appropriately diverse programming into the Annual Meeting experience. The second report concludes the Program Committee's "official" cycle of work. The Council also welcomes a formal or informal report after the Annual Meeting that may offer perspectives on the meeting that has just taken place. While not required, suggestions to enhance the deliberation process and the Annual Meeting experience are welcome in all reports.

IV. Duties and Responsibilities

A. The chair ~~makes certain~~ ensures that each member of the Committee ~~has~~ promptly receives a copy of the program guidelines and timetable of deadlines. Specific deadlines vary based on Annual Meeting dates but generally follow the timetable below, which assumes an August meeting. Program Committee work begins approximately 14 months before the Annual Meeting.

July: The Call for Proposals typically is available at least one month before the previous year's Annual Meeting (e.g., by July 1, 2013, for the 2014 Annual Meeting). The Call remains open for approximately three months.

August: The first in-person meeting occurs at the previous year's Annual Meeting.

October: Once the Call closes, individual Program Committee members review and rank each proposal received in preparation for discussion at the second in-person meeting.

November: Program Committee members meet in person to decide which proposals will be accepted (outright or pending revision).

November – January: Program Committee members and staff communicate with session proposers about the status of their sessions and possible revisions.

February: To aid in publicizing the conference schedule at least four months before the conference takes place, work on session descriptions begins six months before the Annual Meeting.

April: Publicizing of the conference schedule begins four months before the Annual Meeting.

August: The third in-person meeting occurs at the beginning of the Annual Meeting and Program Committee Members shepherd their assigned sessions at the Annual Meeting.

B. In consultation with the President and Executive Director, the Program Committee ~~decides~~ reaches decisions early in its term ~~some~~ about such ~~basic~~ issues, ~~such~~ as:

- Is there to be a program theme?
- How many sessions and session tracks should be scheduled?
- Should certain topics be emphasized?
- What types of new or innovative session formats should be tried?
- Should Program Committee members participate in program sessions?
- Should an individual be permitted to participate in more than one program session?
- Will there be targets in terms of sex or ethnic balance?

In reaching its decisions on these questions, the Program Committee will follow the Council-adopted "Principles and Priorities for Continuously Improving the SAA Annual Meeting (August 2013) and the recommendations of the 2011-2013 Annual Meeting Task Force in its final report to the Council (May 2013).

C. To ensure the broadest possible participation in the meeting, individuals serving on the Program Committee may not participate on education sessions for that conference, and no individual may be included on more than one session proposal.

ED. The Program Committee solicits suggestions for sessions from the membership and appropriate internal and external groups (e.g., SAA component groups and regional and affiliate organizations) using for sessions by the following methods:

- Circulate copies of session proposal forms as widely as possible, including distribution at the preceding Annual Meeting and via SAA's various communication channels.
- Contact all SAA component groups sections, committees, and roundtables to encourage them to submit suggestions-proposals.
- Prepare ~~notices or articles, possibly to accompany a proposal form in the SAA Newsletter~~ for *Archival Outlook* and other appropriate communication channels.
- Reach out to contacts in regional and other affiliated organizations to encourage submissions.

DE. The Program Committee reviews and evaluates session proposals submitted for consideration and determines what program sessions will be offered. To conduct this review, †the Committee meets in the fall after the previous Annual Meeting to conduct this review prior to the Annual Meeting for which it is responsible. Travel expenses for the meeting ~~may be paid~~ are funded by SAA. ~~Review may be conducted as follows:~~

- Before the fall Committee meeting, members receive ~~copies of proposed sessions~~ all proposals and evaluate ~~the proposals them~~ based on an agreed-upon methodology established by the chair. Evaluations are submitted to the chair before the meeting so that they can be summarized and analyzed. An assessment of session coverage based on program themes and ~~functional or subject~~ areas is compiled ~~by a committee member~~ for use at the committee in-person meeting. A list of individuals and associated proposal numbers also is compiled in advance to avoid duplication of individuals on different sessions.
- At the in-person Committee meeting, proposed sessions are ~~discussed and~~ further evaluated for final inclusion on the program. Committee members may refine the content of proposed sessions or combine proposals ~~in sessions.~~
- The Program Committee may develop additional sessions to supplement those submitted for its consideration.

EF. Program Committee members should be mindful of providing even coverage of subject ~~and functional~~ areas that address diverse levels of professional experience, as well as ~~providing~~ appropriate representation among the speakers in accordance with SAA's Statement on Diversity, based on such factors as of gender, race, and geographic area, in the program. The Committee should make an effort to enable newer members of the Society to participate fully on the program, thus avoiding an undue reliance upon past speakers. Inclusion of nonmembers and non-archivists on Annual Meeting sessions is one way in which the Program Committee can assist attendees in gaining a fresh perspective from both the archives profession and affiliated professions. The Committee should make every effort to embrace a diversity of perspectives while ensuring that selected proposals are relevant to current and emerging trends in the profession.

G. The Program Committee will consider only proposals directed to it.

FH. ~~By tradition, †~~The Program Committee engages members in the proposal process by inviting invites SAA committees, working groups, sections, and roundtables to provide endorsements of Annual Meeting program proposals. Endorsements by these groups are one factor among many that the Program Committee considers during the process of developing a balanced, diverse program. An endorsement by a group is not a guarantee that a proposal will be accepted. The following procedures

(adopted by the Council in August 2005) apply when ~~committees, sections, or roundtables~~ component groups provide endorsements.

1. Proposers must submit proposals directly to the Program Committee to be considered. If a session proposer wishes to seek endorsement ~~of her/his proposal~~ from one or more SAA component groups (section, roundtable, committee, working group), the proposer should send a additional copy(ies) of the proposal to the group(s) ~~before the Program Committee's proposal submission deadline, and preferable earlier to ensure that the group has adequate time to review the proposal carefully.~~ The "official copy" of the proposal ~~should be sent directly to~~ is held by the Program Committee. Proposals that are not sent directly to the Program Committee by the proposer will not be considered.
2. Groups may not endorse more than two program proposals. Endorsements should be sent directly to the Program Committee ~~separately and should be received within one week following the published deadline for proposals.~~ Deadlines for the endorsement process occur slightly later than those for the proposal process. They are published on the SAA website.
3. Group leaders must send their endorsements (~~received from others or generated within the group~~) of a maximum of two proposals to the Program Committee chair ~~or co-chairs within one week following the published proposal by the published deadline.~~ The Program Committee will not accept group endorsements from session proposers; endorsements must be sent by a representative of the endorsing SAA group (usually the chair). This communication may be as simple as a list of endorsed session proposals or may be a more detailed statement of why the group thinks that the session is of particular value to the broader Annual Meeting audience (because of the topics, ~~the~~ speakers, or some other factor).
4. The Program Committee will give appropriate weight to single and multiple groups' endorsements when selecting proposals that support the meeting's theme or the broader goal of providing a diverse program that meets the needs of members. Endorsement(s) of a session do(es) not, however, guarantee that the Committee will accept a session presentation proposal.

~~G. The Program Committee designates a chair for each session to introduce participants and prepare a brief evaluation of the session for use of future program committees.~~

~~H. The Program Committee chair ensures that all proposals are acknowledged and, with the assistance of staff, prepares written letters of communication to notify persons submitting proposals session proposers regarding the disposition of their proposals and requiring them. The notification letter also should ask/require the proposer to notify all other individuals proposed for that program session listed on the proposal of the decision of the Program Committee.~~

~~I. Each Program Committee member is assigned a group of sessions for which he/she serves as liaison throughout the Annual Meeting planning cycle. The Program Committee liaison assists session speakers and staff in communicating about plans and new developments and in successfully executing the session at the Annual Meeting. Program Committee members act as liaisons to the session and program participants to ensure subject coverage and adherence to the established session topic. Flexibility within the broad subject also may be encouraged to allow development of emphasis as appropriate.~~

~~J. Program Committee members will direct to the SAA Executive Director any requests from session participants for complimentary registration.~~

~~K. The Program Committee provides participants with guidelines for panels, workshops, seminars, and other session formats of sessions as appropriate.~~

~~K.M. The Program Committee chair or designated representative acts as liaison works with SAA staff in preparation of to troubleshoot, make decisions about, and communicate any changes in the status of sessions or speaker rosters for all published versions of the Annual Meeting schedule. the printed program.~~

~~L.N. The Program Committee chair maintains close contact communication with the chair of the Host Committee via the Program Committee electronic discussion list, SAA staff liaisons, and other appropriate methods, and the two chairs share committee memoranda with each other.~~

~~M.O. The chair appoints a member of the Program Committee to serve as chair of the [Student Program Subcommittee](#), usually from among volunteering Program Committee members.~~

~~P. The President may solicit ideas from the Program Committee for plenary speaker(s). Selection of the plenary speaker(s) is the President's responsibility.~~

Approved by the SAA Council: September 1988

Revised: August 2005, August 2013

Support Statement: The proposed revisions address the Council's priorities for continuously improving the Annual Meeting and update this governance document to reflect current administrative practice.

Relation to Strategic Plan: Strategy 2.1 (Provide content, via education and publications, that reflects the latest thinking and best practices in the field) and Strategy 4.2 (Create opportunities for members to participate fully in the association).

Fiscal Impact: None.

Move: Landis

Second: Bell

PASSED

(Yes: Baxter, Bell, Duffy, Kaplan, Landis, Light, McCrea, Meissner, Theimer, Zanish-Belcher.

No: None. Abstain: Huth.)

B. Communications Task Force: Final Report and Recommendations

Council members discussed each of the 11 recommendations in the Task Force's final report, and spent considerable time on the issue of whether the current embargo on *Archival Outlook* content (the most recent three issues are available to members only) should be reduced or eliminated. The discussion addressed the tension between limiting certain benefits to members only and acknowledging the publication as a potentially important marketing tool in communicating with nonmembers. Ultimately the Council thanked the Communications Task Force for its excellent work, referred the recommendations to the executive director for implementation as feasible, directed the executive director to report regularly on progress toward implementation, and disbanded the Task Force with thanks. In a separate motion (Motion 6), the Council addressed the issue of embargoing *Archival Outlook*.

MOTION 5

THAT the Council receives with gratitude the recommendations of the Communications Task Force,

THAT the Communications Task Force be disbanded with thanks, and

THAT the Executive Director refer the recommendations to pertinent bodies and forums for further input and implementation as appropriate and commensurate with SAA's strategic planning tasks, and update the Council on the status of implementation at each Council meeting.

Support Statement: None provided.

Relation to Strategic Plan: None provided.

Fiscal Impact: None provided.

Move: Duffy

Second: Bell

PASSED (unanimous).

MOTION 6

THAT the Council supports lifting the embargo on *Archival Outlook* in principle and will investigate and discuss implications prior to making a final decision about eliminating the embargo.

Support Statement: None provided.

Relation to Strategic Plan: None provided.

Fiscal Impact: None provided.

Move: Zanish-Belcher

Second: Kaplan

PASSED

(Yes: Baxter, Duffy, Kaplan, Landis, Light, McCrea, Meissner, Theimer, Zanish-Belcher. No: Bell, Huth. Abstain: None.)

C.1. International Council on Archives: SAA Membership and Participation in ICA

The Council discussed the nature and effectiveness of SAA's participation in the International Council on Archives. ICA Secretary General David Leitch joined the Council for a portion of its discussion to provide background and organizational context, answer questions, and comment on

ICA's plans for the future and how the U.S. perspective affects and contributes to the organization.

MOTION 7

THAT the SAA Council affirm its support for the International Council on Archives, and that this support be expressed in part through active participation of an SAA representative to ICA's Section on Professional Associations.

Support Statement: The SAA Council believes that membership in and active engagement with the International Council on Archives will serve to assist American archivists in discovering the contributions of archivists of other cultures and will further SAA's Goal 3 (Advancing the Field: Professional knowledge expands to keep pace with an increasingly diverse archival record), Strategy 3.3 (Participate actively in relevant partnerships and collaborations to enhance professional knowledge). In addition, ICA membership addresses an important Key Performance Indicator related to Goal 3: SAA participates in national and international collaborations in which representation of the American archival perspective is considered vital.

Impact on Strategic Goals: Supports Goal 3 – Advancing the Field (Professional knowledge expands to keep pace with an increasingly diverse archival record, Strategy 3.1. (Identify the need for new standards, guidelines, and best practices and lead or participate in their development), and Strategy 3.3. (Participate actively in relevant partnerships and collaborations to enhance professional knowledge).

Fiscal Impact: Membership in the International Council on Archives currently costs 600 Euros (approximately \$780) per year. In addition, support for a representative to ICA carries with it travel costs for attending up to two ICA meetings per year (shared at 50% with the Academy of Certified Archivists); in FY 2013 the cost was \$3,000. The FY 2014 budget includes travel to the ICA Congress in Brussels in November 2013 and to the ICA SPA meeting in Boston in April 2014.

Move: Bell
Second: Landis
PASSED (unanimous).

C.2. International Council on Archives: Representative to ICA Section on Professional Associations

Based on previous discussions and its conversation with ICA Secretary General David Leitch, the Council agreed to continue SAA's support for a joint representative (with the Academy of Certified Archivists) to the International Council on Archives Section on Professional Associations and to update the representative's description per SAA's agreement with ACA.

MOTION 8

THAT the charge for SAA's representative to the International Council on Archives Section of Professional Associations (ICA SPA) be amended as follows [underline = addition, strikethrough = deletion]:

Representative(s) to International Council on Archives Section of Professional ~~Archival~~ Associations

The Section of Professional ~~Archival~~ Associations of the International Council on Archives represents professional associations that are interested in the administration, preservation, and use of records and archives. SPA aims to strengthen and unite the archival profession globally and to help its member associations develop their organizations and increase their influence. It does this by publishing a biannual newsletter, by producing guidelines and advice to associations aimed at improving their services and enhancing their community profile, and by organizing and supporting seminars and conferences. It also supports an archival solidarity project that works to coordinate international foreign assistance projects. ~~exists to promote co-operation between professional archival associations; to promote co-operative activities within professional communities; to gather, disseminate and exchange information about the activities of archival associations; to contribute to the creation and development of professional archival associations; to strengthen and promote the relationship between experienced archivists and younger colleagues; to strengthen and promote professionalism in archival work, including the dissemination of the Code of Ethics; to represent professional associations and strengthen their involvement in the work of ICA.~~

II. Number and Length of Appointments

The Academy of Certified Archivists and SAA are is represented jointly by a single ~~representative~~ individual appointed by the SAA Vice President² (in consultation with the appropriate ACA leader[s]) for a four-year term that is renewable, ~~if the president sees fit. In order to~~ To facilitate the possibility of the election of the SAA's representative to the Executive Committee of ICA SPA, the term of appointment runs through the ICA meeting of the final year of appointment. ~~It is desirable that the appointed representative be fluent in French as well as in English.~~

Selection of the ACA/SAA representative to ICA SPA is based on the following criteria:

- The individual must be a member in good standing of both the Academy of Certified Archivists and the Society of American Archivists.
- To ensure that the representative has a broad understanding of archival issues in the United States, the individual must have served as a member of the ACA Board of Regents or the SAA Council.
- The individual shall have demonstrated an interest in and understanding of international archival issues (e.g., competency models, standards development, preservation of at-risk archives).
- The individual must be available and able to travel to up to two international meetings per year.
- The individual must have demonstrated support (i.e., professional leave time) from his or her home institution.

III. Duties

~~A. Reflect SAA policies and practices vis a vis other professional associations regarding archival theory and practice. Participate actively as a member of the ICA SPA Steering Committee.~~

² As long as this representation remains a joint effort between ACA and SAA, the Vice President's appointment is made in consultation with the ACA leader (or leaders) who makes ACA's appointments.

B. Gain support for joint action on questions of interest to professional associations.

C. Recommend actions ~~which~~ that SAA may endorse or pursue in the international arena.

IV. Reporting Procedures

The representative prepares an annual report to the Council in accordance with established procedures, ~~and reports to Council when as needed on other occasions.~~ Additionally, the representative provides a written report to the Council within 30 days of attending an ICA meeting. All reporting requirements are the responsibility of the appointed representative, regardless of whether she/he is able to attend any meetings.

V. Meetings

~~ICA/SPA's general assembly meets annually, usually in European locations in conjunction with the ICA round table. The Steering Committee of ICA/SPA meets once a year in the spring. It is to be hoped that ICA/SPA will elect the SAA Representative to the Steering Committee.~~ ACA/SAA representative generally attends both the ICA Annual General Meeting (in the fall) and the ICA Section on Professional Associations Meeting (in the spring). In addition, the representative may attend the quadrennial ICA Congress. SAA funds attendance at ICA meetings as the annual budget permits.

VI. Related SAA Bodies

A. SAA President (as the SAA Representative to the ICA)

~~B. Roundtable on International Affairs~~

A. SAA Sections and Roundtables as appropriate

B. Standards Committee

VI. Group Contact Information

International Council on Archives - Conseil international des Archives

60, rue des Francs-Bourgeois

75003 Paris, France

Phone: + 33 (0)1 40 27 63 06

Fax: + 33 (0)1 42 72 20 65

ica@ica.org

Approved by the Council: May 2003

Revised: August 2013

Support Statement: Given the importance of representation at the international level, it is appropriate that the selection criteria for this position include extensive experience and a broad understanding of the archival issues of interest and importance to both sponsoring organizations.

Impact on Strategic Goals: Supports Goal 3 (Advancing the Field: Professional knowledge expands to keep pace with an increasingly diverse archival record) and particularly Strategy 3.3. (Participate actively in relevant partnerships and collaborations to enhance professional knowledge).

Fiscal Impact: Although appointment of a representative to ICA carries with it the potential for travel costs for attending ICA meetings (shared at 50% with the ACA), adoption of selection criteria has no fiscal impact.

Move: McCrea
Second: Landis
PASSED (unanimous).

C.3. International Council on Archives: Membership in the North American Network, International Council on Archives (NAANICA)

The Council reviewed its conversation with ICA Secretary General David Leitch, discussed how SAA's engagement with ICA could be most effective, and agreed there was not a compelling reason to remain engaged with NAANICA.

MOTION 9

THAT SAA suspend its financial contribution and participation in NAANICA and that the Executive Director engage in discussions with the ICA Secretary General on how SAA might most effectively be involved in ICA.

Move: McCrea
Second: Duffy
PASSED (unanimous).

D. Standards Committee: Standards-Related External Representatives

The Council had charged the Standards Committee in May to review various external representative positions related to standards development and recommend to the Council whether those positions should be continued or terminated.

D.1. Association of Information and Image Management

In a written report, the Standards Committee noted that it had reviewed the AIIM website, contacted the current representative, and solicited feedback from Standards Committee members. The Committee concluded that SAA's representative to the National Information Standards Organization (NISO) could weigh in on any standards produced by AIIM that were routed through NISO, and thus recommended that the AIIM representation be discontinued.

MOTION 10

THAT SAA's external representation to the Association of Information and Image Management (AIIM) be discontinued.

Support Statement: There appears to be a decline of active standards work by AIIM. AIIM also lacks a formal liaison structure to officially support SAA involvement and participation.

Rather than having a representative to AIIM, SAA's representative to NISO should weigh in on any standards produced by AIIM that are routed through NISO.

Relation to Strategic Plan Goals: By eliminating this representation, SAA will lessen the circle of partnerships in which it strives to participate actively (per Strategy 3.3.).

Fiscal Impact: None.

Move: Landis

Second: Bell

PASSED (unanimous).

D.2. ICA-Experts Group on Archival Description [formerly International Council on Archives Committee on Best Practices and Standards]

The Council deferred discussion until after the Annual Meeting.

D.3. ARMA International Standards Development Committee

The Council reviewed background on a 2008 Memorandum of Agreement between SAA and ARMA International and noted that the proposed charge does not mention this agreement. Discussion was deferred pending additional research.

D.4. ALA Committee on Cataloging: Description and Access (ALA CC:DA) and MARC Advisory Committee (MAC)

The Council agreed that one individual should serve as SAA's representative to both ALA CC:DA and MAC and that the charges should be combined. The Council asked that the Standards Committee combine the charges into a single charge for one representative and resubmit a recommendation for the Council's consideration.

D.5. National Information Standards Organization

The Council reviewed and discussed the Standards Committee's recommendation for revisions in the NISO representative's description and noted that this position should be included in the Call for Volunteers in 2014-2015 and in those other years in which the position is available for appointment.

MOTION 11

THAT the following revised charge for SAA's external representative to the National Information Standards Organization (NISO) be adopted [underline = addition, strikethrough = deletion], and

THAT the position of external representative to NISO be added to the Call for Volunteers in those years in which the position is available for appointment.

Representative to National Information Standards Organization (NISO)

Group Web Page: <http://www.niso.org/home/>

I. Purpose

The National Information Standards Organization (NISO) develops and promotes consensus-approved standards used in library services, publishing, and other information-related industries. NISO standards are American National Standards that address the communication needs of its membership in areas such as information retrieval, preservation of materials, information transfer, forms and records, identification systems, publication formats, and equipment and supplies. NISO standards are developed through voluntary committees where most of the research, discussion, and drafting takes place. Once the standard has been drafted, voting members review and approve or reject it. NISO's membership includes professional associations, libraries, publishers, corporations, and state and federal organizations. Many of the standards developed, approved, and promulgated by NISO affect the way in which information about and in archival records is preserved and accessed. It is critical that archivists' views be represented in deliberations that ultimately affect our most basic professional practices. SAA is a voting member of NISO.

II. Number and Length of Appointments

~~One~~ A single representative is appointed for a two-year term and may serve successive terms, representative and one alternate, serving staggering two-year terms; the appointee serves one year as alternate and becomes the representative in the second year. Because of the volume and variety of standards with which Given the range of standards work performed by NISO deals, it is important for one the representative to have expertise in descriptive standards and the other in preservation standards, including imaging technologies, should have broad archival experience.

III. Duties

A. Circulate proposed standards to the Standards Committee, relevant component groups of SAA, and SAA members with appropriate expertise; assist the Standards Committee in SAA members with appropriate expertise; gathering and compile compiling comments from membership; cast SAA's vote ~~for~~ on proposed standards.

~~B. Coordinate activities with standards coordinator at NARA and with those of other concerned bodies within SAA.~~

~~B~~ C. Inform the SAA membership (through the Standards Committee, and through articles in *Archival Outlook*, and other means) of draft NISO standards coming up for vote and of the formation of committees or working groups to revise or develop new standards-, thus Encouraging SAA membership to become involved in standards work.

~~C~~ D. Represent archival interests at NISO annual meetings and in discussions relating to development and composition of committees to work on standards.

D. Serve as an *ex officio* member of SAA's Standards Committee.

IV. Reporting Procedures

The representative reports to the Standards Committee after each NISO annual meeting, prepares an annual report for inclusion in the Standards Committee's annual report to the Council in accordance with established procedures, and reports to the Council when needed on other occasions.

The representative has no reporting requirements to NISO.

V. Meetings

NISO holds a major annual meeting in various locations. Other meetings of working groups and committees are held as needed; the NISO representative, substitute alternate, or other SAA members may be involved on one or more standards development committees. (Note: SAA does not fund attendance at NISO meetings.)

VI. Related SAA Bodies

- A. Standards Committee
- B. ~~E.~~ SAA/ALA/AAM Joint Committee on Archives, Libraries, and Archives Museums
- ~~C.~~ B. Preservation Section
- ~~D.~~ C. Description Section
- ~~E.~~ D. Electronic Records Section
- F. Visual Materials Section
- ~~F.~~ SAA Representative to AIIM
- G. Metadata and Digital Object Roundtable

VI. Group Contact Information

National Information Standards Organization
3600 Clipper Mill Road
Suite 302
Baltimore, MD 21211
Phone: 301-654-2512
Fax: 410-685-5278

VII. Review Date

This charge should be reviewed five years after its date of approval.

Approved by the Council: January 1993

Revised: August 2013

Support Statement: The revisions to this charge, which was originally approved by the Council in 1993, are relatively small updates that enable the continuation of a relationship with NISO that has existed for some time. It is important that SAA's voice is heard along with our peers in NISO, including ALA, ARMA, NARA, and such related organizations as ASIS&T, ARL, AIIM, and OCLC. Standards are increasingly important in our global information age, and having the archivist's vote/voice/viewpoint on the contents of these standards is key to the continuing success and relevance of our profession and the organization that represents us.

Relation to Strategic Goals: Continuing this position, as revised, contributes to Goal 3 (Advancing the Field). It provides SAA with a seat at the table as standards used by many archives are approved (Strategy 3.1.). It also helps ensure that SAA participates actively in relevant partnerships (Strategy 3.3.).

Fiscal Impact: As a voting member of NISO, SAA pays an annual membership fee based on the organization's total gross revenues. That fee in 2013 was \$6,470. This is the sole cost related to this representative.

Move: Landis
Second: Zanish-Belcher
PASSED (unanimous).

II.B. Standards Committee: Revision of TS-DACS Charge (0813-1-II-B-StdsComm-TS-DACS)

As noted in I.A. above, the Council agreed to take up Agenda Item II.B. as an action item following Agenda Item III.D. The Council noted that a proposed revision in the TS-DACS charge that would allow for nonmember participation was not explained in the recommendation, and it returned the item to the Standards Committee and the Technical Subcommittee for clarification.

III.E. Council Resolution Honoring Taronda Spencer

This item was moved to the Consent Agenda. See above.

F. Executive Session

Council members met with staff in Executive Session.

G. Other Action Items from Council Members

No other action items were brought forward for consideration.

IV. DISCUSSION

A. Infrastructure to Support SAA's Advocacy Efforts

The Council discussed a series of questions posed by Beaumont to focus in on what might be the most appropriate infrastructure to support SAA's advocacy goals as articulated in the 2013-2018 Strategic Plan and the Advocacy Agenda. The Council agreed to put aside the question of an infrastructure to support public relations/awareness efforts and to begin by creating a group to provide counsel and support on advocacy and public policy issues.

MOTION 12

THAT a Committee on Advocacy and Public Policy Committee be created, and

THAT the Vice President/President-Elect form a group to draft a Committee description for Council consideration by September 1.

Move: McCrea

Second: Zanish-Belcher

PASSED (unanimous).

B. Enhancing Collaboration with South/Central American and Caribbean Archival Organizations

Baxter had prepared a discussion item regarding the potential scope and benefits of pursuing collaboration projects with archives organizations in other countries in the western hemisphere. The Council agreed that such efforts had the potential to help diversify the archival record through collaboration, and suggested that SAA's Latin American and Caribbean Cultural Heritage Archives Roundtable be asked to investigate the feasibility of collaborating with South/Central American and Caribbean colleagues on several modest projects that were briefly described in the discussion paper (e.g., translation efforts, development of practical resources for community archives in countries in the region, Annual Meeting programming directed to this audience) and others.

C. Annual Meeting Activities/Assignments

The Council discussed a variety of Annual Meeting activities and assignments, including the Leadership Orientation and Forum, the SAA/Regional Archival Organizations meeting, the New Member/First Timer Orientation and Forum, forums on the Strategic Plan and Annual Meeting Task Force, component group meetings, the Council Exemplary Service Award and Council Resolution being presented at the 2013 Annual Meeting, exhibit hall assignments, and the Annual Membership Meeting. *See Appendix B for text of the 2013 Council Exemplary Service Award honoring Peter Wosh and Appendix C for the text of the Council Resolution honoring John LeGloahec.*

D. Other Discussion Items from Council Members

No other discussion items were submitted for consideration.

V. STRATEGIC PLAN (Reference Documents)

A. Current Strategic Plan (Reference)

This document was provided as a reference for the Council and was not discussed.

B. Draft Strategic Plan Actions (Reference)

The Council discussed a timeline for revision and final adoption of actions associated with the 2013-2018 Strategic Plan. The need for input from the membership, especially the Diversity Committee, was emphasized.

C. Review of Member Comments Received by July 31

Just two SAA members provided comments on the draft Actions associated with the Strategic Plan 2013-2018 that had been fielded for member comment from July 16 through July 30. The Council did not discuss the compiled comments at this meeting.

VI. REPORTS

Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee and Council). They do, however, provide a wealth of information about the work of appointed and component groups and the staff. To view the reports – and all other background materials – see <http://www2.archivists.org/governance/reports>.

A. Executive Committee

In a written report, Executive Committee Member Donna McCrea reviewed the Executive Committee's and Council's actions since the May 15-17, 2013, Council meeting. Executive Committee actions and discussions, Council interim actions and discussions, and all appended items are included below for capture in the minutes. The Council reviewed, but did not discuss, this report.

Executive Committee Actions and Discussions

- Endorsed a letter from the Mid-Atlantic Regional Archives Conference (MARAC) to Maryland Governor Martin O'Malley containing MARAC's thoughts on the qualifications it would like to see in the new state archivist. (June 2013)
- Signed on to a letter to President Obama asking the White House "to declassify the CIA's post 9/11 detention and interrogation program, and to support a Senate Intelligence Committee vote to release to the public its comprehensive report based on a nearly four year investigation into that program (the 'SSCI report')." (June 2013)
- Signed on to a letter to Chief Justice Roberts requesting that the Supreme Court change its financial disclosure policy so that Justices' disclosures are available online. (June 2013)
- Signed on to Taxpayers for Common Sense letter to Senate Finance Committee Chairman Baucus and Ranking Member Hatch regarding their intent to lock down tax reform correspondence for 50 years. (July 2013)

Council Interim Actions and Discussions

- Conducted a round-robin review of draft actions in support of the goals and strategies forming the newly adopted 2013-2018 Strategic Plan. Publicized draft actions on SAA website and encouraged member input (July 16-30) via *In The Loop*, Twitter, and Facebook

in preparation for the Forum on SAA's 2013-2018 Strategic Plan scheduled for Thursday, August 15, Noon – 1:15 pm, at the Hilton New Orleans Riverside. (June – July 2013)

- Approved the May 15-17, 2013, Council meeting minutes. (Passed unanimously on June 29, 2013)
- Monitored the public discussion involving ARL Director of Diversity and Leadership Programs Mark Puente and Library Journal contributor Michael Kelly regarding the effectiveness of diversity recruitment programs such as the collaboration between ARL and SAA funded by IMLS (Mosaic Program). (June 2013)
- Received regular updates on good returns for SAA's job board, Annual Meeting registration numbers, DAS courses sponsored by ARL, SAA membership statistics, the organization's financials, and innovations to the Annual Meeting website and online schedule. (June – August 2013)
- Noted blogger effort to convince Google to feature a doodle for International Archives Day. (June 2013)
- Monitored and discussed news stories about unemployment and underemployment, as applied to students and new professionals in archives and in other fields. (June 2013)
- Reviewed and provided input on NARA's draft strategic plan document. (June – July 2013)
- Analyzed and discussed the Annual Meeting Task Force final report submitted in May 2013. Used original report and analysis to develop *Principles and Priorities for Continuously Improving the SAA Annual Meeting*. See agenda item 0813-1-III-A-1). (June – July 2013)
- Received updates on the activities of specific Sections or Roundtables from Council liaisons of various groups. (June – July 2013)
- Discussed SAA's relationship with the International Council on Archives, and participated in an "ICA 101" conference call with SAA's former representative to the ICA Section on Professional Associations (ICA/SPA), Trudy Huskamp Peterson. (June, July 17, 2013)
- Adopted a Council Resolution honoring an individual whose name will be kept confidential until the award is presented at *ARCHIVES 2013*. (Passed July 8, 2013.) See *Appendix C*.
- Adopted a revision of the Governance Manual developed by third-year Council members Terry Baxter, Beth Kaplan, and Bill Landis and SAA staff member René Mueller. (Passed July 25, 2013) *For full text of the revised Governance Manual (available late September), see: <http://www2.archivists.org/governance/handbook>. All changes will be implemented on the SAA website after the 2013 Joint Annual Meeting.*
- Participated in a conference call discussion with NHPRC Executive Director Kathleen Williams regarding the Commission's funding priorities. (July 25, 2013)
- Monitored the Senate Financial Services and General Government Subcommittee's funding bill, which addresses NHPRC funding for FY14. (July and August 2013)

B. President

The Council reviewed, but did not discuss, this report.

C. Vice President / President-Elect

The Council reviewed, but did not discuss, this report.

D.1. Treasurer: YTD Financials

The Council reviewed, but did not discuss, this report.

D.2. FY 13 Auditor's Report

The Council reviewed, but did not discuss, this report.

E.1. Staff: Executive Director

The Council reviewed, but did not discuss, this report.

E.2. Staff: Membership

The Council reviewed, but did not discuss, this report.

E.3. Staff: Education

The Council reviewed, but did not discuss, this report.

E.4. Staff: Publications

Brinati and the American Archivist Editorial Board were congratulated on their celebration of 75 years of publication of the journal by encouraging SAA members to submit a brief statement on their favorite American Archivist articles. Council members were encouraged to submit their own favorite.~~The Council reviewed, but did not discuss, this report.~~

E.5. Staff: Annual Meeting

The Council reviewed, but did not discuss, this report.

F. American Archivist Editor

The Council reviewed, but did not discuss, this report.

G. Publications Editor

The Council reviewed, but did not discuss, this report.

H. 2013 Nominating Committee

The Council reviewed, but did not discuss, this report.

A. 2013 Program Committee: Final Report

The Council reviewed, but did not discuss, this report.

I. External Representative Report: National Historical Publications and Records Commission

The Council reviewed, but did not discuss, this report.

K. Mosaic Scholar Report (2012)

The Council reviewed, but did not discuss, this report.

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

The Council briefly discussed a possible change to the Diversity Committee's structure to add a co-chair (at the suggestion of the Diversity Committee chair) and general challenges relating to group appointments and liaison communication.

I. COUNCIL BUSINESS (Continued)

C. Review of August 12-13, 2013, Action List

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

D. Review of August 12-13, 2013, Talking Points

Council members reviewed the decisions made at the meeting.

E. Adjournment

The Council meeting was adjourned by general consent at 12:02 p.m. on Tuesday, August 13, 2013.

Revised Draft of Standards Committee "Procedures for Review and Approval of an SAA-Developed Standard"

[Only the affected portions of the document are provided below. Additions are in blue underlined text, with deletions in blue strike-through. The full version of the current document is available online

at <http://www2.archivists.org/governance/handbook/section7/groups/Standards/Procedures-Review-Approval-SAA-Developed-Standard>.]

III.B.4. Maintenance and review plan.

The development and review team must recommend a plan for maintenance and review of the standard it has developed. Standards developed by SAA will be assigned to a component group, such as a technical subcommittee, for necessary maintenance and review. Each will be either assigned to a review cycle of no more than 5 years, or approved for ongoing review. At the end of a set review cycle, at which time the SAA Council will be asked by the Standards Committee to reaffirm, revise, or rescind the standard. The "Maintenance and Review Plan" will suggest the appropriate subgroup for assignment and type of review process-length of the review cycle. (See V.C-V.E.)

...

V.C. Maintenance of the standard

Immediately upon adoption of an SAA standard, the following actions shall occur:

V.C.1. Technical subcommittee responsible for maintenance and review assigned.

As part of the approval process, the SAA Council will assign the standard to an ongoing SAA component group for maintenance and review. An SAA technical subcommittee may be established for this maintenance and review. The Standards Committee co-chairs will prepare a draft charge for the subcommittee and make recommendations for its membership. In most cases, the members of the development and review team who were actively involved in the development of the standards will be included in the recommendation for membership of the technical subcommittee. The charge must then be approved by the SAA Council before the vice president / president-elect appoints the chair(s) and members of the subcommittee.

V.C.2. Review cycle set.

All adopted SAA standards will be either assigned a review cycle of no more than five years, with a formal review commencing no later than three years following adoption or reaffirmation (section V.D.), or approved for ongoing review (section V.E.). However, in both situations comments and revisions to the standard and proposals to revise adopted standards may be submitted at any time. At the end of an assigned ~~the~~ review cycle, the SAA Council will be asked to reaffirm, agree to revise, or rescind the standard.

V.C.3. Monitoring and promulgating use begins.

The maintaining technical subcommittee will be responsible for promoting the proper and effective use of the standard and will regularly obtain comments and feedback on the standard for future review and revision.

V.D. Cyclical rReview of the standard

At least two years before the review cycle expires, the Standards Committee will notify the maintaining technical subcommittee that it should initiate a formal review of the content and use of the standard. The following actions shall be taken:

V.D.1. Review plan prepared.

In consultation with the Standards Committee, the technical subcommittee will prepare a plan that will ensure consensus using the same kinds of broadly based consultation and review that occurred when the standard was originally developed. The plan may include:

- Other SAA subgroups and interested organizations outside of SAA that the technical subcommittee plans to consult;
- Proposed joint meetings with some of these subgroups and/or organizations to discuss proposed revisions;
- Proposed public hearings at the SAA Annual Meeting;
- Proposed publications, websites, or other communication media via which comments and proposed revisions will be submitted and be made publicly available; and
- Financial resources needed for review, such as travel or editorial support.

V.D.2. Standards Committee and SAA Council review plan.

The technical subcommittee will submit the plan to the Standards Committee, at which point the Standards Committee will decide whether the review process is adequate. If significant financial resources are required for review, the Standards Committee will forward the plan to the SAA Council with a recommendation for funding.

V.D.3. Recommendation to revise, reaffirm, or rescind the standard.

Once the review plan has been approved, the technical subcommittee will commence the formal review. When adequate consultation has taken place, the technical subcommittee will recommend one of the following:

Revise the standard: Revision will be necessary if substantial changes to the standard are required.

Reaffirm the standard: The technical subcommittee may decide that a standard does not need revision at this time if comments are relatively minor and the standard is still current and widely

used. The technical subcommittee may also delay revision while awaiting the development or revision of another standard or project that may affect the standard under review.

Rescind the standard: The technical subcommittee may recommend rescinding the standard if the standard is no longer relevant or another standard has replaced it.

V.D.4E. Recommendation to the SAA Council.

V.E.1. The maintaining technical subcommittee will submit a package to the Standards Committee containing its recommendation to reaffirm, revise, or rescind the standard along with documentation about the review process (as in III.). If the technical subcommittee recommends revision, the technical subcommittee will also submit a completed proposal form (as in I.A.2.).

V.DE.52. The Standards Committee will review the package to ensure that the review plan was adequate. Assuming that no procedural questions remain unresolved, it will forward the package to the Council with the recommendation to reaffirm, revise, or rescind.

V.DE.63. The SAA Council votes on whether to reaffirm, revise, or rescind the standard.

If the Council votes to *revise* the standard, the technical subcommittee will continue the revision work. Once the revision has been completed, the technical subcommittee will follow the same process for submission and approval of a new standard, as outlined in sections III.B. and later.

If the Council *reaffirms* the standard, a new review cycle will be set, which may be shorter than five years. A new technical subcommittee may be appointed, if necessary. The technical subcommittee and the Standards Committee will inform all relevant parties that the standard has been reaffirmed and does not require revision at this time.

Should the Council vote to rescind the standard, the technical subcommittee and the Standards Committee will inform all relevant parties that the standard has been rescinded. The Standards Committee will then either remove the standard from the standards webpage or mark the standard as "rescinded."

V.DF.7. Notice and publication of reaffirmed, revised, or rescinded standards.

An information dissemination process similar to that outlined under V.A. and V.B. for new standards will be followed to ensure broad awareness of SAA actions concerning reaffirmed, revised, and rescinded standards.

V.E. Ongoing review of the standard.

Proposed revisions to a standard approved for ongoing review are reviewed and addressed as they are received by the assigned technical subcommittee. Ongoing review is particularly conducive to standards that are electronically published and thus easy to update. In order to respond adequately and in a timely manner to proposals for change, the following actions should be taken:

V.E.1. Proposal for changes received.

Proposals may be submitted by SAA component groups (i.e., sections, roundtables, committees, task forces, or working groups), by interested external organizations (e.g., the Rare Books and Manuscripts Section), or may be generated by the technical subcommittee itself. Proposals should include:

- Name of the sponsoring group;
- Identification of the component of the standard to be changed;
- Brief description of the proposed change, and justification;
- Expected effect/impact on individuals, institutions, and supporting systems;
- Known related standards affected by the proposed change.

All proposals should be submitted to the chair of the technical subcommittee responsible for the maintenance of the standard.

V.E.2. Technical subcommittee reviews proposals.

Upon receiving a proposal, the chair of the technical subcommittee shall:

- Conduct a preliminary review of the document to ensure that it is complete. Incomplete proposals will be returned to the submitting body. If there are no problems with the document, the chair will acknowledge receipt to the proposing body.
- Distribute copies of the proposal to the other members of the technical subcommittee for their review and comment.
- Determine the extent to which the proposal should be distributed for public comment.

V.E.3. Consultation with other SAA subgroups and external organizations.

External groups, particularly those directly impacted by a proposal, must be consulted during the review process. This should include informing the Standards Committee co-chairs of the proposal submission. Consultation should be pursued through several means, which may include:

- Publication of the proposal on the technical subcommittee's SAA microsite.
- Letters sent to heads of organizations or organizations, or to individuals, inside and outside of SAA, known to have an interest in the standard under revision, inviting their comments on a particular proposal.
- Publication of notices in the newsletters or on the websites of these organizations about the proposed change.
- Publication of the proposal in appropriate SAA media.
- Publication of the proposal in external publications.
- Joint meetings with interested organizations to discuss the proposal.
- Open forums or hearings at the SAA annual meeting.

V.E.4. Recommendation to revise the standard.

Based on comments received from the community, the technical subcommittee may either reject the proposal, or develop a recommendation for revisions to the standard. The draft revisions may be based on both the original proposal and amendments developed during the review process. Revision proposals should document changes in the standard in relation to the current text. Significant changes in the initial proposal by the technical subcommittee may require an additional period of consultation. The review and consultation process should be completed within six months of the submission of a proposal.

Once the draft revisions have been finalized, it should be forwarded to the Standards Committee together with documentation of the submission and consultation process.

V.E.5. Standards Committee review of recommended changes.

The Standards Committee will review the package to ensure that it is complete and that adequate consultation and review have taken place. It may return the package to the development and review team if significant elements are missing.

V.E.6. Recommendation to the SAA Council.

The Standards Committee will send to the SAA Council a report on the process and a recommendation. This may be either a recommendation to consider implementation of the draft revisions, or a recommendation against adoption. The decision to accept changes to official standards of the Society of American Archivists can only be made by the SAA Council.

When the draft revision documentation is deemed complete, the Standards Committee will publish a notice in the appropriate SAA media announcing that the draft revision has been forwarded to the Council.

V.E.6. Promulgation of revised standard.

If a draft revision is accepted by the SAA Council, the Standards Committee will publish a notice of the approval of the changes in the appropriate SAA media.

V.E.7. Major revisions or rescinding the standard.

In addition to managing proposals for revision, the technical subcommittee may also determine that the standard is no longer relevant or has been superseded, and may recommend that the standard be considered for major revisions or rescinded. The guidelines for cyclical review should be followed in developing such recommendations (see section V.D.). The SAA Council may also establish a deadline for reviewing the applicability and maintenance of standards at their discretion.

**Society of American Archivists
Council Exemplary Service Award
Honoring
Peter J. Wosh**

WHEREAS Peter J. Wosh served as SAA Publications Editor from February, 28, 2007, through February 28, 2013; and

WHEREAS Peter J. Wosh ably led SAA's publishing efforts on a variety of fronts, balancing high-quality products with revenue generation; and

WHEREAS during his six-year tenure, some 20 books were published and joint opportunities were pursued with American Library Association and Neal-Schuman Publishers; and

WHEREAS he positioned SAA to launch the new modular series Trends in Archives Practice following a three-year research and development process; and

WHEREAS complimentary e-publication output increased during his editorship through collaborations with the Bentley Historical Library on *Campus Case Studies* and Brigham Young University on *The Interactive Archivist*; and

WHEREAS he led by example throughout his tenure by writing a critically acclaimed book for SAA, *Waldo Gifford Leland and the Origins of the American Archival Profession*, and editing others, including *Public Relations and Marketing for Archives*; and

WHEREAS he served as an enthusiastic ambassador for the SAA publishing program at regional and national conferences; and

WHEREAS he engaged the Publications Board creatively in editorial, acquisition, and marketing matters and led efforts to continue to enhance publication processes and procedures; and

WHEREAS he provided encouraging guidance and direction to new and seasoned authors; and

WHEREAS he always displayed a keen sense of humor;

NOW, THEREFORE, BE IT RESOLVED THAT the Council of the Society of American Archivists recognizes and thanks Peter J. Wosh for his outstanding contributions to the archives profession through his leadership of SAA's publications program, and confers upon him the 2013 Council Exemplary Service Award.

**Society of American Archivists
Council Resolution Honoring
John A. LeGloahec**

WHEREAS John A. LeGloahec is an unabashed fan of America's National Pastime; and

WHEREAS he is a strong believer in providing opportunities for fellowship outside the friendly confines of the formal Annual Meeting; and

WHEREAS he has, through his monogrammatic JAL Tours, channeled his enthusiasm for both baseball and archivists into thirteen memorable group outings to fourteen games during the past fifteen years; and

WHEREAS his growing fan base of SAA Annual meeting attendees has most recently experienced the San Diego Padres' Petco Park (in 2012), the legendary Chicago Cubs' Wrigley Field (in 2011), and the upstart Washington Nationals' Nationals Park (in 2010); and

WHEREAS he has contributed significantly to the SAA social record by steering hundreds of SAA conference attendees to cheer on local teams, slug down ballpark franks and popcorn, and swill bad beer; and

WHEREAS he has ensured that messages welcoming the Society of American Archivists members – and JAL Tours! – have been shown in major and minor league ball parks throughout the land, contributing to positive public awareness of archivists and the organization; and

WHEREAS he and his subscribers have, during the past three years, generously and enthusiastically contributed a portion of the ticket price to the SAA Foundation's Mosaic Scholarship Fund, raising more than \$600 for this worthy cause;

NOW, THEREFORE, BE IT RESOLVED THAT the Council of the Society of American Archivists recognizes and thanks John A. LeGloahec for contributing to the socio-cultural record of SAA and for hitting one out of the park for archives and archivists!