

**Society of American Archivists Foundation
Board of Directors Meeting
January 22 – 23, 2014
Chicago, Illinois**

**Selection of Fifth Development Committee Member
(Prepared by Nancy Beaumont)**

BACKGROUND

In June 2013, the SAA Foundation Board adopted the following revised description of the Development Committee:

SAA Foundation Development Committee

Established: May 7, 2006

I. Purpose

The Development Committee is responsible for developing and implementing plans to raise funds to support the long-term viability of the SAA Foundation and its priorities.

II. Committee Selection, Size, and Length of Term

The Development Committee consists of five members: the Foundation Vice Chair (who serves as the chair), the Executive Director, and three individuals appointed by the Board Chair based on recommendations from the Board members and others and subject to the approval of the Board. The three appointed members of the Committee serve for staggered three-year terms, so that one individual is appointed each year.

Committee members are selected on the basis of one or more of the following: fundraising experience, ties with the corporate community, and/or expertise in obtaining grant funding. Individuals who are appointed to the Committee will serve a three-year term.

III. Reporting Procedures

The Development Committee reports to each full meeting of the Foundation Board of Directors and at other times as requested by the Board.

IV. Duties and Responsibilities

- Adhere to all laws and to Foundation policies and procedures as established by the Board of Directors.

- Working with the Foundation Board of Directors and staff, define and periodically review the short-term and long-term funding needs of the organization.
- Develop and implement short-term and long-term communication plans that identify and rank potential donors (both inside and outside of the archives profession), messages, tactics, and strategies.
- Consider the full range of development opportunities, including (but not limited to) annual giving campaigns, special campaigns (e.g., associated with a special anniversary or event), grant funding, major gifts (i.e., outright gifts from income, such as cash or securities), and planned giving (i.e., gifts of assets), provided that opportunities are consistent with adopted gift acceptance policies and procedures.
- Propose specific fundraising goals and strategies for the Board's adoption, and review and report annually on the progress of actions taken to achieve them.
- Inspire the full Board of Directors to participate in fundraising efforts and to make personal financial donations.
- Consider how and when to involve external fundraising experts, and make recommendations as appropriate to the Foundation Board.

V. Meetings

The Committee meets annually in conjunction with the SAA Annual Meeting and at other times, as needed, via conference call or other electronic means.

*Approved by SAA Special Funds (Foundation) Board of Directors: May 7, 2006. Revised: May 26, 2010.
Revised by the SAA Foundation Board of Directors: June 2013.*

At its meeting in August 2013, the Foundation Board discussed Development Committee appointments, brainstormed about well-qualified individuals, and recommended that President Fynnette Eaton contact prospective appointees to determine their level of interest in serving. (See 0114-SAAF-I-C-4-Minutes0813.)

In late September Eaton announced to the Foundation Board that two individuals who had been highly recommended to serve on the Committee – Jim Fogerty and Larry Hackman – had consented to serve. She then called for a vote of the Board on the appointments. That unanimous vote was completed on November 5, 2013.

In her email message to the Board about the outcome of the voting on November 5, Beaumont noted that one position on the Committee remained vacant. The Board had a brief online discussion about that situation – largely in the context of recommending new Class B Board members for election by the SAA Council – and the issue remained unresolved.

DISCUSSION

Because a coordinated and comprehensive approach to development is the cornerstone of any foundation and is key to the Society of American Archivists Foundation's sustainability and growth, it is important that the Foundation's Development Committee be fully populated as soon as possible so that the group can proceed with its important work.

MOTION

THAT X be invited to serve on the SAA Foundation Development Committee and, should he/she be willing to serve, be appointed by the Foundation President for a term of three years.

Move:

Second:

Vote:

Support Statement: X is well-qualified to serve as a member of this important committee.

Fiscal Impact: Hopefully positive!