

**Society of American Archivists
Council Meetings**

To Do / Action List

V 5/31/12

	Action	Assigned to	Date Discussed	Due Date
E1	Compile and update To Do List.	Mueller, Beaumont	1/25/2012	Done.
E2	Draft 0112 meeting minutes.	Mueller, Beaumont	1/25/2012	Done.
E3	Review/approve draft minutes.	All	1/25/2012	Done.
E4	Distribute approved Council minutes.	Mueller, Beaumont	1/25/2012	Done.
E5	0811 To Do: Send suggestions for GAWG appointees, emphasis on individuals who can prepare issue briefs [replaces 0511 To Do].	All Council Members	1/25/2012	2/27/2012
E6	0811 To Do: Discuss draft charge for Tech Futures WG embedded in Strategic Plan. Is this group still desirable? Should it be implemented, given new Communications group? [replaces 0511 To Do].	Dooley, Landis, Kaplan had conflicting opinions	1/25/2012	6/1/2012 See 0612 Agenda Item III.D. for Communications TF charge. See also To Do Item E57.
E7	0811 To Do: Review Governance Manual for explicit assignment of Treasurer as Student Chapter liaison; modify as necessary. Adjust Student Program Subcommittee structure, calendar, and guidelines per June 2012 Council discussion. Consider how to manage liaison assignment. Per C43: Develop written procedures for process to review and select student papers and posters.	Beaumont, Mueller, Felker, Cline	1/25/2012	Manual reviewed; adjustment ongoing. treasurer reassignment, if any, to be implemented in FY13 with new Council member. See 0612 Agenda Item IV.I. re student chapter liaisons; Student Program Subcomm guidelines moved to 0812 or online.

E8	0811 To Do: [replaces 0810 To Do item on SAA Trusted Digital Repository] Develop a "digital preservation strategy" for the persistence of SAA's digital information, and present to the Council either online or at 0612 meeting. Investigate what other organizations (U of I / Prom or ALA / Mahr) are doing as a model. Talk to Doysten re digital records within SAA Archives. Outline what is necessary for SAA in terms of trusted digital repository, persistent URLs, AA/Metapress URLs, and scale requirements. Determine relationship between Web storage and SAA's records retention schedule.	Kaplan, Landis, McCrea	1/25/2012	1/1/2013
E9	0811 To Do: [SAA Trusted Digital Repository] Provide SAA's current records retention schedule to Kaplan, Landis, McCrea. See also B66.	Doyle	1/25/2012	Done.
E10	0811 To Do: NOLA pre-meeting service project: query local contact and section/RT leaders [replaces 0509 To Do].	2013 Host Committee, AMTF, Beaumont, Margery Sly	1/25/2012	In progress. Beaumont discussed with 2013 Host Comm co-chair.
E11	Strategic Plan: Consider review of entire strategic plan at 0113 Council meeting.	Dooley, Beaumont	1/25/2012	12/1/2012
E12	Strategic Plan / Technology, DO#3G and H: Add note that this is contingent upon findings of Annual Meeting Task Force.	Beaumont	1/25/2012	Done, see 0612 Agenda Item II.A.
E9	Strategic Plan / Diversity, DO#2: Consider expanding education efforts beyond possible free webinars.	De Sutter	1/25/2012	Ongoing.
E10	Strategic Plan / Diversity, DO#2: Use epubs or AA <i>Online</i> supplement to plan and implement 5- to 15-page case studies on diversity of archival record. Communicate assignment to Diversity Committee chair and encourage other SAA groups to participate (CPWG; NAART).	Richardson, Diversity Committee, Brinati, as appropriate	1/25/2012	Suggested dates?
E11	Strategic Plan / Public Awareness and Advocacy: Include surveys of archives users and resource allocators in proposed FY13 budget for discussion by the Council.	Jurczak, Beaumont	1/25/2012	Done, see 0612 Agenda Items III.A.1. and III.A.2.
E12	Strategic Plan / Public Awareness and Advocacy: Prepare report assessing success of "I Found It In The Archives" campaign for 0612 Council meeting.	Beaumont, Brinati		Done, see 0612 Agenda Item V.N.

E13	Code of Ethics: Remove Code of Ethics from Standards Portal. Co-publish revised Code of Ethics and Core Values with introductory paragraph under "About Us" and "The Archives Profession."	Doyle	1/25/2012	Done.
E14	Code of Ethics: Consider how to position Benedict's ethics book (reprint or publish electronically) in light of adoption of Code.	Publications Board		February 2012 Pubs Board agenda. Ongoing discussion.
E15	Code of Ethics: Review Benedict's 40 case studies to determine which may be relevant to Code. Develop plan to repurpose existing case studies and develop other resources to be co-published with Code, with report to 0612 Council meeting. Inform CEPC of this new assignment.	CEPC, Landis		Done, see 0612 Agenda Item V.H.
E16	Code of Ethics: Check with SAA's legal counsel re legal limits of co-publishing case studies with a Code of Ethics.	Beaumont	1/25/2012	3/27/2012
E17	Briefing Papers: Make revisions to Governance Manual re "Briefing Papers"; publicize new guidelines via appropriate channels.	Mueller, Beaumont, Brinati	1/25/2012	Manual revised; publicity ongoing.
E18	"Occupy" Movement: Investigate and monitor status of archives and library materials generated by Occupy Movement and report findings and recommendations to 0812 Council meeting. Communicate new assignment to IART. Consider linking case study to the Code of Ethics.	Issues & Advocacy Roundtable, McCrea	1/25/2012	7/1/2012; ongoing. [0812 agenda]
E19	Student Poster Recognition: Recommend to ACA that they develop criteria for proposed recognition for SAA Student Posters that do not have potential to skew quality and content of submissions; consider "ribbons" as reward rather than prizes, registrations, memberships, etc. Request revision for June meeting?	Felker	1/25/2012	0612 Agenda Item III.B. withdrawn.
E20	Standards Committee Revisions: Revise Standards Committee charge and procedures in Governance Manual. Communicate approval of revisions to Standards Committee.	Mueller, Meissner	1/25/2012	Done.
E21	Working Group Definition: Add revised definition to Section XIV of Governance Manual.	Mueller, Beaumont	1/25/2012	Done.

E22	CPWG: Communicate with CPWG re newly adopted Working Group definition, Council's desire to have CPWG dedicated to cultural property issues. Emphasize group's role in scanning environment for cultural property issues. Invite group to review Diversity DO#3 and prioritize five activities, perhaps beginning with development of list of core texts. Request report for 0812 Council meeting.	McCrea	1/25/2012	Done. [0812 Agenda]
E23	CPWG: Change language in Strategic Plan document from "clearinghouse" to "resource page."	Mueller, Beaumont		Done, see 0612 Agenda Item II.A.
E24	New RTs / MART: Inform petitioners re Council approval; assign Council liaison.	Landis, Beaumont, Cline		Done.
E25	New RTs / MART: Add new group to Governance Manual and create electronic lists; publicize accordingly.	Mueller, Doyle, Beaumont, Brinati	1/25/2012	Done; ongoing.
E26	New RTs / SNAP: Inform petitioners re Council approval; assign Council liaison.	Theimer, Beaumont, Cline		Done.
E27	New RTs / SNAP: Add new group to Governance Manual and create electronic lists; publicize accordingly.	Mueller, Doyle, Beaumont, Brinati	1/25/2012	Done; ongoing.
E28	New RTs: Revise and distribute list of Council liaison assignments.	Cline	1/25/2012	Done.
E29	RT Name Change: Change name of RLG RT to Research Libraries Roundtable, revise statement of purpose in Governance Manual. Inform group that revisions were accepted with one change.	Mueller, Frusciano	1/25/2012	Done.
E30	Component Bylaws Review / GRS: Inform GRS re: Council approval of revised bylaws, ask GRS to revise bylaws online.	Theimer	1/25/2012	2/10/2012
E31	Component Bylaws Review / WAR: Inform WAR that Council approved revised bylaws with <u>additional revisions</u> . Confirm that WAR agrees to revisions.	Baxter	1/25/2012	2/10/2012
E32	Fellows Selection Cmte: Add Chris Prom, Peter Wosh, and Bill Wallach to Committee to Select SAA Fellows. Notify committee chair.	Mueller, Beaumont	1/25/2012	Done.
E33	A*CENSUS II: Draft and submit to IMLS a proposal for funding of a planning grant to prepare for next iteration of A*CENSUS.	Beaumont, Jurczak, Tibbo	1/25/2012	Done.
E34	ANSI: Communicate to Stds Committee co-chairs Council's appreciation of research re ANSI membership; SAA does not wish to pursue membership at this time.	Meissner	1/25/2012	Done.

E35	Regional Summit: Schedule meeting on Wednesday, August 8, Noon - 5:00 pm.	Beaumont	1/25/2012	Done.
E36	Regional Summit: Invite SCA to co-host, name three people to Summit Planning Task Force.	Trinkaus-Randall	1/25/2012	Done. SCA reps: Eric Milenkiewicz, Clay Stalls, David Uhlich.
E37	Regional Summit: Craft invitations to be sent to as many regional organizations as possible. Include RSVP date of 3/9/12 to help with planning.	Summit Planning TF: Trinkaus-Randall, Baxter, Meissner, SCA reps.	1/25/2012	Done.
E38	Regional Summit: Create agenda and ground rules. Consider regional session from SAA's 2011 meeting as model. Consider requiring bios and/or a paper on the organization/issues from attendees to lend structure to Summit.	Summit Planning TF	1/25/2012	See 0612 Agenda Items IV.G.1. and V.B.
E39	Regional Summit: Maintain communication after Summit; consider venue in which those who couldn't attend can participate.	Summit Planning TF	1/25/2012	8/15/12 and ongoing.
E40	S/RT Policies: Identify language and guideline inconsistencies in policies and procedures for Sections and Roundtables; prepare revisions for Council review/approval.	Landis, Kaplan, Beaumont, Mueller	1/25/2012	See 0612 Agenda Item III.F.
E41	S/RT Policies: Amend Governance Manual to state clearly that both RTs and Sections must submit bylaws and/or revisions for Council approval. Publicize accordingly.	Mueller	1/25/2012	Done, see Section X: Roundtables, V.E.
E42	S/RT Policies: Share Section and RT mtg attendance counts with Council members.	Beaumont	1/25/2012	Ongoing.
E43	Leadership Orientation: Review and revise orientation packet for new Council members. Consider including short list of liaison responsibilities.	Kaplan, Beaumont, Mueller	1/25/2012	Ongoing.
E44	Leadership Orientation: Draft and circulate among Council members announcement to SAA leaders re Leadership Orientation and Forum; invite leaders to suggest activities that would be beneficial to all participants. Agree on uniform message to disseminate via steering committee lists. Forward responses of informal leadership poll to Landis for inclusion in a survey.	Landis; All Council Members	1/25/2012	Done.

E45	Leadership Orientation: Based on leader responses, pitch top five ideas via Survey Monkey. Develop agenda for August 2012 Forum based on response.	Landis; Staff; Trinkaus-Randall	1/25/2012	Done, see 0612 Agenda Item IV.G.2.
E46	New Member/First Timer Orientation: Gather tips for navigating SAA and getting the most out of the Annual Meeting; compile; develop handout for Orientation and Forum. Review AO article from Maryland student re good experience.	Membership Committee, Baxter, Theimer, Doyle	1/25/2012	7/1/2012; pending. See 0612 Agenda Item V.I.
E47	New Member/First Timer Orientation: Consider involving SNAP RT and/or SAA Fellows.	Membership Committee	1/25/2012	7/1/2012; pending. See 0612 Agenda Item V.I.
E48	Roundtable Meetings: Query RT leaders re intent to hold RT meetings at hotel or off-site to assist in determining space requirements.	Beaumont	1/25/2012	Done.
E49	Draft Schedule: Revise AM schedule per Council suggestions (forums, receptions, awards, Saturday schedule, etc.); share with AMTF.	Beaumont	1/25/2012	Done.
E50	Draft Schedule: Query Roundtables re whether time slot can be reduced to 90 minutes. Encourage Roundtables and Sections not to have so many reports. Eliminate Council liaison reports and Program Committee solicitation to gain time. Communicate this to incoming Program Committee.	Council Liaisons; Dooley; Beaumont	1/25/2012	2/27/2012; ongoing. See Leader communication dated 5.14.12 eliminating liaison and PC reports (unless requested).
E51	Draft Schedule: Consider including a page in the Onsite Program that describes where various awards will be given.	Beaumont, Mueller	1/25/2012	6/15/2012; ongoing. Included in Preliminary Program, p. 19.
E52	Draft Schedule: Vet RT/Section schedule with Council before sending to Leader List.	Beaumont	1/25/2012	Done.
E53	Draft Schedule: Send revised AM schedule to Council, incorporating any suggestions from AMTF meeting.	Beaumont	1/25/2012	Done.
E54	Regional Incentives: Offer membership or registration discount to western regionals (emphasis on CA archivists within 200 miles) in exchange for regional mailing lists; follow up re success rate. Consider \$50 membership in future for those who have never been members (no lapsed) but attended 2012 meeting.	Staff and Baxter, Dooley, Cline. Beaumont, Doyle, Council	1/25/2012	March - July 2012; ongoing. [0113 Agenda]

E55	Attendee Emails to Exhibitors: Change opt-out descriptions to 1) allow members to opt out of promotional email messages from SAA and 2) allow members to opt out of promotional mail and email from external organizations and vendors; publicize accordingly.	Doyle	1/25/2012	Done.
E56	CTWG Focus and Reporting: Communicate to CTWG members that the Council has disbanded the group with thanks.	Trinkaus-Randall, Kaplan	1/25/2012	Done.
E57	CTWG Focus and Reporting: Break apart ideas of communication and tech embedded in CTWG; draft charge for new group that focuses on communications (ITL, member survey results, AMTF results, Social Media Forum results). Separate group might emphasize tech. Consider if either group can handle development of outward-facing content (man-on-the-street videos, media and advocacy pages) or finding/developing/ communicating a model of how to use Drupal to link out to materials not hosted on SAA website.	Theimer, McCrea, Kaplan; All	1/25/2012	Online discussion (and possible vote) between February and June 2012. See 0612 Agenda Item III.D. See also To Do Item E6.
E58	Response to Member Complaint re 2011 Annual Meeting: Work with C&LC to develop contingency plans for AM emergencies and communication.	Beaumont	1/25/2012	Ongoing.
E59	Emergency Communication at Annual Meeting: Add "In case of emergency" language to Onsite Program.	Beaumont, Mueller	1/25/2012	7/1/2012; ongoing.
E60	A&A List Monitor: Add Meissner as second A&A List monitor to Council Liaison list and online roster.	Cline; Mueller	1/25/2012	Done.
E61	Posting Council Materials: Change process to make materials posted for the Council meeting immediately public. Revise Governance Manual if necessary.	Mueller	1/25/2012	Done; see Section IV: Council, second bullet under V. Duties, #5.
E62	VP Report: Review nomination process outlined in Governance Manual and compare to online nomination form to determine whether adequate information is being provided about prospective candidates. Discuss in June.	Richardson, Frusciano, staff. Council.	1/25/2012	Done, see 0612 Agenda Item IV.J.
E63	Staff Web Development Report: Address issue of how much server storage space S/RTs have.	Doyle	1/25/2012	Done, see 0612 Agenda Item V.E.6.

E64	Publications Editor: SAA to examine relationship with Neal Schuman, which recently merged with ALA.	Publications Board	1/25/2012	2/29/2012
E65	Native American Protocols Forum Final Report: Communicate to working group that Council agrees that <i>Protocols</i> can be submitted to Standards Committee for review as external standard. Confirm that proposed case studies will reside on NAAR website.	Cline, Richardson	1/25/2012	Done.
E66	Standards Committee Report: Confirm that line item for TS-DACS spring working meeting was not taken out of the budget during revisions. Communicate answer to TS-DACS.	Jurczak, Meissner	1/25/2012	Included in draft FY 2013 budget, Program 108 Governance, Activity 3.
E67	Membership Committee Report: Encourage Diversity Committee and Lone Arrangers RT to contact Lisa Carter and Teresa Mora on Mentoring Subcommittee re coordinated efforts in growing SAA's mentoring program.	Richardson, Kaplan	1/25/2012	Lone Arrangers contacted.
E68	Membership Committee Report: Invite SAA Fellows to participate in Mentor Program by forwarding invitation from Carter/Mora to Fellows list.	Frusciano; Doyle	1/25/2012	Done.
E69	CALM Report: Stagger terms of SAA representatives; prime a "vice" chair for joint chairmanship.	Beaumont, Mueller, Kaplan	1/25/2012	Done.
E70	CALM Report: Meet via conference call with SAA chair (Su Kim Chung) to discuss the Council's reaction.	Kaplan, Trinkaus-Randall, Dooley, Beaumont	1/25/2012	Done.
E71	CALM Report: Provide CALM notes to Trinkaus-Randall.	Dooley	1/25/2012	Done.
E72	Program Committee Report: Check self-nomination appointments form to ensure that there are fields for adding info that would assist Appts Committee in making certain that diversity is part of the process (per recommendations from Karen Jefferson).	Doyle	1/25/2012	For 2013 volunteer process.
E73	Program Committee Report: Give Annual Meeting survey results to Council as well as PC.	Beaumont	1/25/2012	Ongoing.
E74	Program Committee Report: Ask Program and Host committees to include qualitative assessment of program proposals. Consider requesting some form of report immediately after November PC meeting while information is fresh.	Beaumont	1/25/2012	Ongoing.

E75	IPWG Report: Develop tip sheet for Google + hangout; consider assigning an examination of this and other free options for facilitating virtual meetings to new Communications group.	Theimer; Kaplan / McCrea / Theimer	1/25/2012	3/27/2012
E76	IPWG Report: Follow-up with IPWG re pursuing funding (possibly Sloan) for rep to attend next WIPO (July 2012).	Theimer, Beaumont	1/25/2012	Done; Sloan Fdn declined to provide funding.
E77	CTWG Report: Implement Presidential / leadership blog.	Trinkaus-Randall, Dooley, Beaumont, Doyle	1/25/2012	3/27/2012
E78	CTWG Report: Review MAC blog for Spring meeting to determine best practices for SAA conference blog.	Council, Staff	1/25/2012	Done. See 0612 Agenda Item V.L.
E79	CTWG Report: Enhance SAA's use of social media and online communications for 2012 Annual Meeting (i.e., hashtags, tip sheet on how to use RSS feed).	Theimer, McCrea, Kaplan, Beaumont, Doyle	1/25/2012	In progress; see 0612 Agenda Item V.L.
E80	PAHR Report: Identify potential "champions" in key committees in Congress to work on building support for archives nationwide; send names to Kathleen Roe and Beaumont.	Council	1/25/2012	3/1/2012
E81	75th Anniversary TF: Send letter to individual members notifying that Council has disbanded the group with thanks.	Trinkaus-Randall	1/25/2012	Done.
E82	Component Annual Reports: Let Manuscript Repositories Section know process for establishing 2013 Annual Meeting theme and when it will be made public. (p. 23 S/RT Ann Rpts)	Landis	1/25/2012	Done.
E83	Component Annual Reports: Discuss with Oral History Section extending the interviewing program for another three years (2012-2015). (p.34 S/RT Ann Rpts)	Kaplan	1/25/2012	Done.
E84	Component Annual Reports: Let Archival History RT know smaller AM room will be provided, rationale for assignment of meeting times for RT meetings. (p49 S/RT Ann Rpts)	Theimer	1/25/2012	2/17/2012
E85	Component Annual Reports: Share with Archives Mgt RT process for electronic/AV equipment for RT presenters at SAA's Annual Meeting. (p. 50 S/RT Ann Rpts)	Kaplan	1/25/2012	Done.
E86	Component Annual Reports: Address with Human Rights Archives RT how they can follow and/or contribute to discussion of AMTF. (p.66 S/RT Ann Rpts). AMTF Forum will be held in 2012.	Baxter, Dooley	1/25/2012	2/17/2012

E87	Component Annual Reports: Encourage MDOR to use the RT AV form in 2012. (Deadline: April 2, 2012.)	Meissner	1/25/2012	Done.
E88	Component Annual Reports: Discuss with Native American Archives RT creating ongoing space for Protocols discussion and implementation, perhaps on NAAR microsite. (p. 89 S/RT Ann Rpts)	Cline	1/25/2012	2/17/2012
E89	Component Annual Reports: Clarify for PLASC whether using social media to conduct roundtable business at Annual Meeting is an option. (p. 97 S/RT Ann Rpts) NOTE: NO WI-FI OR PHONE LINES AVAILABLE.	Richardson	1/25/2012	See 0612 Agenda Item V.K.
E90	Component Annual Reports: Address with VMCAT what, if any, AV support would be available for speakers at RT meeting. Encourage them to complete AV request form. (Deadline: April 2, 2012.)	Cline	1/25/2012	2/17/2012
E91	Component Annual Reports: Address with Women Archivists Roundtable process for AM scheduling and room assignments; let them know whether SAA has received requests for day care at AM. (p. 112 S/RT Ann Rpts)	Baxter, Beaumont	1/25/2012	2/17/2012
E92	Component Annual Reports: Address with AACR their questions about diversity initiatives and other concerns.	Richardson	1/25/2012	2/17/2012
E93	Other Reports: Discuss two suggested Council Exemplary Service Award online; Baxter and Meissner to continue work on awards they suggested.	Trinkaus-Randall, Baxter	1/25/2012	Online discussions and votes, May 2012.
D8	<i>Glossary WG:</i> Create group; establish listserv; appoint four members plus chair.	Mueller, Dooley	8/22/2011	10/15/2011. Group created 10.12.11; pending discussion
D9	<i>Glossary WG:</i> Communicate to Standards Comm and new appointees notion of making this group a TS, charged with maintaining a permanent standard.	Meissner	8/22/2011	Standards Committee done 8/23/11. Others pending appts.
D10	<i>Glossary WG:</i> Consider including glossary and thesauri items under purview of Standards Comm.	Standards Comm, Glossary Working Group	8/22/2011	
D14	<i>Diversity Award:</i> Update Governance Manual and website; add Awards subcommittee; make appointments; publicize.	Staff, Dooley	8/22/2011	9/15/2011; 9/15/2011; 1/15/2012; done.

D15	<i>Diversity Award:</i> Given proliferation of awards, implement ways to manage the length of Awards Ceremony.	Staff, Awards Committee	8/22/2011	8/1/2012; schedule revised for 2012 Annual Meeting.
D16	<i>Emerging Leader Award:</i> Update Governance Manual and website; add Awards subcommittee; make appointments; publicize.	Staff, Dooley	8/22/2011	9/15/2011; 9/15/2011; 1/15/2012; done.
D22	<i>Other Discussion Items/Roundtable AV:</i> Implement competitive proposal process for roundtable AV, including developing form for RTs' use to request and justify AV at Annual Meeting (deadline April 1). Finance Committee to decide which RTs are included in draft budget. Include funding in draft budget.	Finance Comm, Staff	8/22/2011	Develop and publicize process: 10/15/2011. Done. Finance Comm due: 4/15/2012. Done, see 0612 Agenda Item III.A.1.
D23	<i>Other Discussion Items/Roundtable AV:</i> Develop and implement communication plan to inform RTs of new process for obtaining AV; remind RTs before April 1 deadline.	Staff	8/22/2011	Develop and publicize process: 10/15/2011. Done. Finance Comm due: 4/15/2012. Done, see 0612 Agenda Item III.A.1.
D24	<i>Other Discussion Items:</i> Clarify definitions, roles, requirements of sections and RTs in next version of Leadership Manual distributed online and at Annual Meeting and in other venues as appropriate.	Staff	8/22/2011	7/25/2012 for Leadership Forum; ongoing in other venues.
D26	<i>Vendor Participation:</i> Investigate feasibility of adding option to Annual Meeting registration form to opt out of exhibitor emails. See also A25 and A27.	Doyle	8/22/2011	Superseded by E55.
D31	<i>Nominations / Elections:</i> Add to online nomination form a request for background information about individuals who are recommended (e.g., membership, institution, years in profession, etc.).	Brinati	8/27/2011	1/15/2012
D34	<i>Hong Kong Archives:</i> Revise and resend 2007 letter.	Staff; Trinkaus-Randall	8/27/2011	3/1/2012
C15	<i>FY12 Budget:</i> Revisit (at 0112 meeting) issue of hiring grant writer to assist in preparing Annual Meeting virtual access proposal.	Staff	5/24/2011	On hold pending outcome of Member Survey and/or AMTF recommendations.
C24	<i>Archival Innovator Award:</i> Implement for August 2012 award: Publicize, add to Governance Manual and Awards section of website.	Awards Committee, Brinati, Mueller	5/24/2011	Done.

C37	<i>Engaging Fellows:</i> Appeal to Fellows who already are mentors, invite them to solicit other Fellows to participate in SAA Mentor Program.	Frusciano, Lawson (Membership Comm)	5/25/2011	Ongoing. Done, same as 0612 To Do E68. Moved to Reminders list.
C39	<i>History & the Web Conference:</i> Continue to monitor "Museums and the Web" conference for adaptation to "History and the Web"; report back to the Council as appropriate. Confer with 2012 Host Comm chair re possible location for trial run in San Diego. Determine whether hotel space is needed and alert SAA office ASAP.	Theimer	5/25/2011	As appropriate.
C43	<i>Additional Discussion Items/Student Program Committee:</i> Develop written procedures for process to review and select student papers and posters.	Felker	5/25/2011	Moved to E7.
C55	<i>Other Reports:</i> Re-purpose, send <i>In the Loop</i> to presidents and newsletter editors of archival organizations to demonstrate SAA's relevance to the "archival landscape."	Brinati	5/25/2011	Ongoing.
C56	<i>Other Reports:</i> Update list of regionals in Drupal; solicit articles from regionals.	Issues and Advocacy Roundtable; Brinati		Status of IART update pending as of 5/20/12.
C59	<i>SAAF:</i> Report that SAA Foundation has given grants to SAA in the amount of \$30,425 for research and development for DAS and reconceiving the Archival Fundamentals Series.	Jurczak, Auditor	5/25/2011	Per audit deadlines.
C68	<i>SAAF:</i> Vet roster of Board candidates and select via online discussion and vote.	Council	5/26/2011	One appointment still to be made.
C69	<i>SAAF:</i> Once new Board is established, announce via various SAA channels (i.e., website, <i>In the Loop</i> , <i>AO</i> , etc.)	Staff	5/26/2011	Pending appointments.
B10	<i>Strategic Planning:</i> Provide metrics on Vimeo and YouTube hits to date.	Doyle, Beaumont	1/27/2011	Done, see 0612 Agenda Item V.E.6.
B42	<i>Component Bylaws/IART:</i> Standardize in Governance Manual requirement that Council ratify roundtable bylaws (as per section bylaws).	Beaumont, Mueller	1/27/2011	Done, see Section X: Roundtables, V.E.
B66	<i>Access to Council Minutes:</i> Investigate use of persistent URL for minutes stored online, becoming part of an electronic archive, trusted digital repository for SAA.	Brinati	1/27/2011	Ongoing. Pending work of Council subgroup; see E8.

A85	<i>A&A List</i> : Include on winter 2011 Council agenda discussion of SAA relationship with A&A List, alternatives.	Staff	8/9/2010	Pending gap analysis conducted by CTWG. REASSIGN OR DELETE?
A86	Update salary ranges for ID 1-6 membership categories. Report to 0612 Council meeting.	Finance Committee; Membership Committee	8/9/2010	Changed to 5/1/2012, given 2011 dues increase and member survey.
A94	Vendor Policy TF: Post charge on website; announce to membership for volunteers; make appointments after DC 2010.	Tibbo, Staff	5/26/2010	RESCHEDULE.
A96	Membership: Investigate the answer to "What is our universe?" How many archives students are there?	Staff, Council	5/26/2010	RESCHEDULE.
A106	Await formal communication from CoSA re appointment of representative to TF on Sale of Public Documents. Suggestions for appointees are welcome.	Gottlieb queried CoSA Board in July; awaiting decision.	5/29/2008	Pending.

IDEAS

I-1	<i>FY12 Budget</i> : Send out RFP for a History of SAA.		5/24/2011	
I-2	<i>FY12 Budget / SAAF</i> : Include reimbursement plan in future requests from SAA to SAAF for funding.		5/24/2011	
I-3	<i>Engaging Fellows</i> : Propose prospective "History of SAA" publication as project for Fellows group.		5/24/2011	
I-4	<i>Publications Report</i> : Consider using DAS curriculum to generate material for a fundamentals series.	Brinati, De Sutter	5/25/2011	Pubs Board discussed 0811. PW to confer with Ed Bd chair and De Sutter.
C-8	<i>Strategic Planning</i> : Confer with recording vendor re possibility of recording 75th anniv sessions (and/or others) to be offered via iTunes for nominal cost.	Staff	1/27/2011	Determined to be cost-prohibitive in 2011. Moved from Action to Ideas list.
I-9	<i>Mosaic Program</i> : Approach AACRT re idea of developing "archival ambassador" program to reach out to high school students.	Richardson, Beaumont	1/27/2011	3/28/2011

I-10	<i>Mosaic Program:</i> Provide to Beaumont concrete examples of institutions that use interns effectively (eg, Theimer re Dickinson, Hyry re UCLA) to ensure that plans for internships in grant proposal are realistic.	All	1/27/2011	3/14/2011
I-11	<i>Standards/TS-DACS:</i> Pursue ANSI approval of DACS.	Meissner, Standards Committee	1/27/2011	Done 2/1/12.
I-12	<i>"Early Career" Recognition:</i> Consider publishing occasional article in AO to address "movers and shakers" in profession.	Brinati	1/27/2011	
I-14	<i>Unification:</i> Examine potential for forum of affiliated organizations on Wednesday of annual meeting. Develop agenda to facilitate discussion.	GTR, Beaumont	1/27/2011	Done.
I-15	<i>Summit of National Organizations:</i> Reach out to other related information organizations, especially in Chicago, to begin communication. Compare strategic priorities.	Tibbo, GTR, Beaumont	1/27/2011	Meeting with ALA's Executive Director 5/23/11. Second meeting pending in spring 2012.
I-16	<i>Standards Committee/Trusted Digital Repositories:</i> Encourage archivists to become auditors once federal standard is complete by running an "Archivists as Auditors" article in AO.	Brinati, Meissner	1/27/2011	TBD based on adoption of standard.
I-17	<i>S/RT Annual Reports:</i> Communicate with leaders that roundtables/sections are formed from the ground up (IAR, LAR). Reinstate AO occasional article on SAA governance.	Doyle, Brinati, Mueller	1/27/2011	Ongoing.
I-20	<i>Strategic Priorities, Consultants Directory:</i> Include "Archival Grant Writers" category. Cultivate this community within the profession, leverage expertise to forward SAA's goals, provide recognition for those who assist SAA.	Doyle	5/26/2010	As directory is developed. Done.
I-22	<i>Diversity:</i> Consider public awareness efforts for middle schoolers and high schoolers. Consider section in American Archives Month materials; adding possibility of "economic" sponsorship to Mentoring program.	Beaumont, Brinati, Doyle	5/26/2010	Refer to AACRT?
I-23	<i>Diversity:</i> Investigate mentors sponsoring new professionals economically via Mentoring program; coordinate efforts with Foundation fundraising initiatives.	Doyle	5/26/2010	In context of Mosaic Program plan? Or refer to AACRT?

I-24	<i>Education:</i> Examine possibility of SAA developing a model for self-assessment on digital archives; an updated SAA manual on this topic; good publications that expand into workshops.	DVO, De Sutter Reassigned to Publications	5/26/2010	
I-27	Maintain on To Do List the question of whether SAA should develop a statement on access to non-public records.	Beaumont	6/4/2007	Continue to retain on list or delete?
I-28	Define for Council consideration a process for developing parallel statements on access to government (public) and non-government (nonpublic) records.	Greene	6/4/2007	Reassign? Continue to retain on list or delete?
I-29	Place Serrano (NY) and Hinchey (NY) on tickler list for possible Jameson Award nomination for their work on PAHR.	Beaumont	6/4/2007	Pending status of PAHR.

REMINDERS

R-1	Post Council meeting agendas at least 10 business days prior to each meeting.	Beaumont	2/7/2008	
R-2	Draft, review, adopt, and post minutes of all Council meetings within 60 days.	Council; Beaumont	2/7/2008	
R-3	Include Strategic Objectives on Council agendas for all meetings.	Beaumont	8/27/2007	
R-4	<i>Strategic Priorities:</i> Review Strategic Priority Outcomes and Activities document and provide comments to Beaumont regarding activities not yet completed that may no longer be priorities. (That is, what can SAA let go in order to focus its efforts on highest priorities?)	Council	5/24/2011	
R-5	<i>Strategic Priority Activities:</i> Update status of activities (including dates) in January.	Staff	5/24/2011	For winter meeting.
R-6	<i>Strategic Priority Activities:</i> Update status of activities (including dates) each May.	Staff	5/24/2011	For spring meeting.
R-7	<i>Other Reports:</i> If attending a regional meeting, contact staff for SAA material to distribute.	Council	5/25/2011	Ongoing.
R-8	<i>SAAF:</i> Include in Foundation-specific governance reference document all Board decisions regarding procedures that are not appropriate for inclusion in articles or bylaws.	Beaumont, Mueller	1/27/2011	Ongoing.

R-9	<i>Voting Methods:</i> Include in Governance Manual the practice of presenting briefing papers (via website, ITL, handouts, and including proposal, analysis, support statement, and fiscal impact) for all member referenda.	Beaumont, Mueller	1/27/2011	
R-10	<i>Council Minutes:</i> Inform President that votes must include a formal show of hands to capture voting record in minutes; ensure that all minutes are printed and sent to SAA Archives. Outcomes of executive sessions to be handled as follows: Council members adjourn executive session, motion is put forward, and motion/vote is recorded in minutes. Council members should be conscious that executive session protects the privacy of others.	Beaumont, Mueller	5/26/2010	Ongoing.
R-11	<i>Statement on Diversity:</i> Conduct periodic review (every three years) in conjunction with review of SAA's Equal Opportunity / Nondiscrimination Policy.	Council	8/9/2010	Next review: Winter 2013.
R-12	Post component annual reports on website; notify Leader List; point to reports via <i>ITL</i> , <i>AO</i> , and website.	Brinati, Schooley	2/2/2010	Annually.
R-13	Implement procedures to ensure that Council actions are captured appropriately in Governance Manual and other documents on a timely basis.	Beaumont, Mueller	8/10/2009	Ongoing.
R-14	Remove/reassign/address long-term pending items on To Do List.	Exec Comm, Beaumont	5/31/2009	Ongoing.
R-16	Provide stats re diversity in all VP reports on appointments.	Gottlieb and forward	8/25/2008	Annually.
R-17	Issue disclosure statements for signing by each Council member. Statements are to be filed by every Council member annually.	Beaumont	2/7/2008	Annually at second August meeting.
R-18	Notify nominees in advance of elections that conflict-of-interest statement will be required.	Beaumont	2/7/2008	Annually.
R-19	Remind all SAA units that prior approval from Council is required before entering into any agreement for outside resources.	Council; Liaisons	2/7/2008	Ongoing.
R-20	Ensure that the list of archives orgs is updated and posted on the SAA website.	Doyle	2/7/2008	Ongoing.
R-21	Add to future Council agenda a specific recommendation from the AA Editorial Board about third-party abstracting/ indexing and search services.	Brinati	6/4/2007	