

**Society of American Archivists
Council Meeting Minutes
August 22, 2011
Hyatt Regency Chicago
Chicago, Illinois**

Agendas and background materials for SAA Council meetings are available via the SAA website at: <http://www2.archivists.org/governance/reports>.

President Helen Tibbo called the meeting to order at 8:27 a.m. on Monday, August 22. Present were Vice President/President-Elect Gregor Trinkaus-Randall; Treasurer Aimee Felker; Executive Committee Member Brenda Lawson; Council members Scott Cline, Tom Frusciano, Tom Hyry, Donna McCrea, Dennis Meissner, Deborra Richardson, Rosalye Settles, and Kate Theimer; and SAA Executive Director Nancy Beaumont, Publishing Director Teresa Brinati, Education Director Solveig De Sutter, Member and Technical Services Director Brian Doyle, Finance/Administration Director Tom Jurczak, and Program Coordinator René Mueller. Terry Baxter, Jackie Dooley, Beth Kaplan, and Bill Landis, who were elected to serve on the Council effective August 27, 2011, also attended the meeting.

Guests who attended portions of the meeting were Intellectual Property Working Group member Cathy Henderson; Paul Henning and Allison Perrelli, of Conference and Logistics Consultants; Cheryl Rothschild, Mike Patton, and Gerardo Robles, of the Hyatt Regency Chicago; and Barbara Rosi, RP, who would serve as parliamentarian at the Annual Business Meeting on Saturday, August 27.

Appended to the meeting minutes is the text of the 2011 Council Exemplary Service Award, given to *The American Archivist* Editor Mary Jo Pugh. The Council approved the award in May 2011 but, because the award was to remain confidential until the 2011 Awards Ceremony, its text was not included with the May 2011 Council meeting minutes.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Tibbo introduced and the Council adopted the agenda. Over the course of the meeting, some Action Items were taken up out of sequence (by general agreement) to accommodate guests attending only part of the meeting.

Move: Felker
Second: Lawson
PASSED (unanimous).

B. May 2011 Minutes (Approved July 25, 2011)

Tibbo noted that the May 2011 meeting minutes were adopted by online vote of the Council in July 2011 and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In the Loop* and the website.

C. Review of May 2011 “To Do” List

Council members reviewed the May 2011 “To Do” List and provided updates on completed and pending action items. The group also reviewed the “Ideas” and “Reminders” lists.

II. ACTION ITEMS

A. Create Task Force on Annual Meeting

Theimer noted in a background statement about this action item that, “In recent years many aspects of the SAA Annual Meeting have changed. For example, there are more attendees, more roundtables which need to meet, more ancillary activities (such as the Research Forum and lunchtime meetings), and more people wanting to propose sessions. Every year there seem to be more options available to attendees, but the basic structure and principles governing the way meetings are planned have undergone little change. Similarly, over the past few years emerging technologies and companies utilizing them have presented new ways to make meeting content accessible to people who can’t attend in person.” She proposed formation of an Annual Meeting Task Force to examine a variety of issues related to the annual meeting, including the meeting model, development of meeting content, online accessibility of meeting content, and how issues of social responsibility might affect site selection. Dooley volunteered to act as a liaison for this Task Force.

MOTION 1

THAT an Annual Meeting Task Force be appointed, with the following purpose, description, and timeline:

Annual Meeting Task Force

I. Purpose

The Annual Meeting Task Force is charged with analyzing current practices related to the SAA Annual Meeting as well as possible future approaches, and delivering to the Council a report with recommendations as to which current practices should be changed and what new practices should be implemented. The task force will consider how issues of social responsibility should be addressed; how meeting sites, including hotels, are selected; the current meeting model and meeting structure; increasing diversity in meeting sites; how to limit cost of meeting attendance for participants; how to best make meeting content available to those who cannot attend; and the extent of SAA’s dependence on the annual meeting for budget revenue, as well as any other issues they deem appropriate.

II. Task Force Selection, Size, and Length of Term

The SAA Vice President shall appoint five members, of varying lengths of membership in SAA, with expertise in the topics defined in the Purpose statement. One of those members shall serve as the chair. A professional meeting planner serves *ex officio*. In addition, the SAA Vice President shall appoint members with appropriate expertise to serve on four subgroups (described in Section IV), each consisting of between four and six members. One member of each subgroup shall serve as its chair and shall also serve as a member of the task force, bringing the total membership of the task force to nine people (plus one *ex officio*). All appointments are effective from October 15, 2011, through October 15, 2013.

III. Reporting Procedures

The task force will provide regular updates prior to each Council meeting. Ideally, a preliminary report and recommendations would be delivered to the Council by its Spring 2012 meeting, allowing for distribution to the membership for comment no later than the 2012 Annual Meeting. This would allow for a final report and recommendations to be delivered to the Council for consideration no later than the Spring 2013 meeting. However, given the required coordination with a survey to be developed and distributed by the Membership and Diversity Committees, the task force should advise the Council as early as possible what schedule it recommends after consultation with those groups. Any revised schedule must include distribution of a draft set of recommendations to the membership with an open call for comments and sufficient time to address the comments received.

IV. Duties and Responsibilities

To assist in the gathering and analysis of the information necessary to support the broad mission of the task force, its work shall be supported by four subgroups. Each subgroup is tasked with gathering information on a specific topic and submitting a report to the task force. These subgroup reports will be used to support and inform the task force's final report. In addition, as described in Section II, the chairs of each subgroup will serve as full task force members. The four subgroups will be:

A. Social Responsibility

Assignment: Identify what "social responsibility" issues have a possible impact on the annual meeting, for example, issues related to discrimination, harassment, or labor practices. Determine possible approaches to considering hotel relationships with their labor force before signing contracts and explore the feasibility of including "out clauses" if labor practice, discrimination, or other issues arise. Also examine if there are other considerations regarding the meeting that could be affected, such as calls for boycotts of meetings in specific states or cities because of local or state laws or policies. Examine what steps SAA can take if a situation arises, with consideration for what information should be conveyed to the membership and in what fashion.

Outcome: Deliver to the task force a report defining what social responsibility issues SAA should consider in making a site selection and what steps SAA can and should take to avoid conflict with SAA principles, proposing policies about how and when SAA should communicate information to membership, and other relevant recommendations for the task force to consider.

B. Meeting Model

Assignment: Review rationale for current meeting model (i.e., conference events take place at one hotel) and consider alternative models that might meet SAA's needs, such as having meeting events split across two or more hotels or utilizing convention or university facilities.

Outcome: Deliver to the task force a report outlining the pros and cons, including costs to SAA and members, of possible meeting models and, if possible, recommend one or more models for future consideration.

C. Meeting Content

Assignment: Review current format, schedule, and type of content of the annual meeting, including issues such as timing of section and roundtable meetings; number, content and scheduling of plenary sessions; number and format of sessions; opportunities for informal networking; timing of workshop sessions; and total length of the meeting. Consider value of introducing new kinds of content, such as lightning talks and “un-conference” elements. Discuss what rules regarding meeting structure and content should be continued from year to year. Examine issues regarding calls for meeting sessions and the possibility of extending the deadline for proposals.

Outcome: Deliver to the task force a report identifying which aspects of the current meeting structure should be continued and which should be changed, what kinds of new content should be considered, and any recommendations for changes in the way annual meeting program committees function.

D. Online Accessibility of Meeting Content

Assignment: Research how other professional organizations provide online access to meeting content, including virtual conference and other models. Consider opportunities for increasing accessibility of content from previous meetings, including audio recordings and presentations. Review the business models and costs (to SAA and members) of using a vendor to provide services and explore what options could be provided using volunteers.

Outcome: Deliver to the task force a report describing the options available for delivering meeting content online, either contemporaneously with the meeting or following it, and for making better use of available materials. The report should include an assessment of costs associated with various options and, if possible, a recommendation for which options should be pursued.

V. The Work of the Whole Task Force

In addition to reviewing and incorporating the reports of the subgroups and taking into consideration the Society’s strategic priorities, the entire task force is charged with exploring and considering:

- Possibilities for meeting in smaller cities and achieving more diversity in conference sites;
- The rising cost of the meeting, both for members and to SAA;
- The extent of SAA’s dependence on the annual meeting for budget revenue; and
- Any other issues they deem appropriate.

VI. Coordination with Planned Membership Survey

The task force will coordinate with the Membership and Diversity Committees, which have a planned survey for the membership. Ideally as part of that survey, this group should collect information from the membership to assess issues such as how much they value various aspects of the meeting, how the economy has affected their ability to attend the meeting, and how they would view key trade-offs.

VII. Consultation with Members, Other Organizations, and External Experts

An important element of the task force's work will be soliciting broad input on the meeting in general, in addition to collecting structured data via a survey. The group, in coordination with SAA staff, should collect information about how other comparable organizations have handled similar issues. The task force may also want to consult with outside professionals, such as people with expertise in meeting planning.

VIII. Meetings

The task force meets via conference call as needed to develop work plans, ensure coordination of efforts by various groups and individuals, and ensure compliance with established timelines. In addition, the task force may have one in-person meeting prior to delivering its draft report, one at the 2012 Annual Meeting, and another in-person meeting in 2013 before delivering the final report.

Support Statement: Establishing a task force to study issues related to the annual meeting will address member concerns about a wide range of topics and demonstrate SAA's commitment to exploring new opportunities and expanding opportunities for member participation.

Fiscal Impact: There are no anticipated costs required to support this task force other than those associated with two meetings. (The third meeting, to take place in conjunction with the SAA Annual Meeting, would not be funded.) The estimated cost of one meeting in Chicago for nine people is \$9,500. It may be possible to find ways to lower that cost. Presumably the two in-person meetings would take place in different fiscal years (FY12 and FY13), but that must be confirmed by the task force once it is able to determine an appropriate schedule.

Move: Lawson.

Second: Meissner

PASSED (unanimous).

B. Create Working Group on *Glossary of Archival and Records Terminology*

For several years the SAA Publications Board has grappled with the issue of how best to sustain and maintain Richard Pearce-Moses's *A Glossary of Archival and Records Terminology* (SAA, 2005). Because the *Glossary* content has been migrated to Drupal (not yet available to the public) and because the product remains one of SAA's most popular online publications and most-visited areas of the website, this has taken on a new urgency and importance. Specifically, the Publications Board recognizes the need to create some mechanism for allowing periodic updates and contributions of new content to the *Glossary*, as well as a way to ensure that this important resource adheres to the highest quality professional standards. The Publications Board believes that such a project is beyond its charge and therefore recommends appointment of a Glossary Working Group.

MOTION 2

THAT a Glossary Working Group be appointed to maintain and update *A Glossary of Archival and Records Terminology* on a permanent basis; and

THAT the following description for the Glossary Working Group be adopted:

Glossary Working Group

Official Charge

The Glossary Working Group maintains and updates *A Glossary of Archival and Records Terminology* (Richard Pearce-Moses, 2005) on a permanent basis.

I. Purpose

The Working Group's purpose is to establish and maintain mechanisms and procedures for allowing periodic updates and contributions of new content to the *Glossary* and to ensure that this important resource adheres to the highest quality professional standards.

II. Working Group Selection, Size, and Length of Term

The Working Group consists of five members, including one representative from the Publications Board and one from the Standards Committee. Working Group members serve staggered four-year terms with the possibility of reappointment. The Vice President, on behalf of the Council and with the recommendation of the Working Group, makes new appointments and appoints the chair.

III. Duties and Responsibilities

The Working Group has the following duties and responsibilities:

- Develop and implement effective mechanisms and procedures for soliciting contributions of new content to the *Glossary*.
- Develop and implement effective mechanisms and procedures to ensure periodic review and update of *Glossary* content as appropriate.
- Vet content for accuracy and consistency before addition to the *Glossary*.

IV. Reporting

The Working Group reports to the Council annually and upon request.

Support Statement: A Glossary Working Group, comprising experts and with representation from two key appointed groups (i.e., the Publications Board and the Standards Committee), allows SAA to build on the original publication and ensures that *A Glossary of Archival and Records Terminology* remains an enduring resource of the highest quality.

Fiscal Impact: Costs associated with setting up a listserv, providing for meeting space at the Annual Meeting, and the possibility of a mid-year meeting of the Working Group in the future.

Move: Cline
Second: Hyry
PASSED (unanimous).

C. SAA Diversity Award

At its May 2011 meeting, the SAA Council discussed ways in which to advance the strategic priority activity of developing an SAA Diversity Award and charged the Diversity Committee to “take the lead on preparing draft language to launch SAA’s recognition of outstanding works in this area,” with a report to the Council at its August 2011 meeting. The Diversity Committee reviewed other organizations’ awards, SAA’s Statement on Diversity, and current SAA awards and made suggestions that were incorporated into a draft that was reviewed and discussed by Diversity Committee members and SAA Executive Director Nancy Beaumont.

MOTION 3

THAT an SAA Diversity Award, as described below, be created and awarded for the first time in 2012:

SAA Diversity Award

Purpose and Criteria for Selection:

As one of the many activities and awards intended to address SAA’s Strategic Priority on Diversity, the purpose of the Diversity Award is to honor an individual, group, or institution for outstanding contribution in advancing diversity within the archives profession, SAA, or the archival record. Nominees will have demonstrated significant achievement in the form of activism, education, outreach, publication, service, or other initiatives in the archives field. The award is given based on the long-term impact on improving and promoting diversity as defined in the [SAA Statement on Diversity](#) [link].

Eligibility:

The Diversity Award is open to individuals, groups, and organizations. To encourage SAA member participation, preference may be given to SAA individual and/or institutional members. All application materials must be received by the posted deadline.

Selection:

Nominations will be accepted from any individual, group, or institution.

Prize:

A certificate and complimentary Annual Meeting registration for the awardee (one individual or one representative of the group or institution) for the meeting at which the award is given.

Sponsor and Funding:

Society of American Archivists.

First Awarded:

2012

Selection Committee:

The Diversity Award Selection Subcommittee of the SAA Awards Committee consists of four members of the Society of American Archivists, one of whom shall be the current chair of the Diversity Committee whose term shall be concurrent with her/his office. The remaining members shall be appointed as necessary by the SAA Vice President to serve staggered three-year terms. In addition, the (co-)chair(s) of the SAA Awards Committee serves *ex officio* on the Subcommittee.

Application Requirements:

In addition to a completed nomination form, each nomination must include two letters of support.

Application Deadline:

All nominations shall be submitted to SAA by February 28 of each year. Download the nomination form as a [PDF](#) or [RTF](#). Send 6 copies of completed form and supplementary documentation to:

Diversity Award Subcommittee
Society of American Archivists
17 North State Street, Suite 1425
Chicago, IL 60602-4061

Questions should be directed to the Chair of the Diversity Award Subcommittee.

Support Statement: The creation of a Diversity Award, which addresses the specific activity called for in SAA's Strategic Priority on Diversity, is one means to promote diversity in SAA, the archives profession, and the archival record.

Fiscal Impact: Approximately \$400 annually to cover one complimentary conference registration and costs associated with creating and awarding a certificate.

Move: Trinkaus-Randall
Second: McCrea
Abstain: Richardson
PASSED.

MOTION 4

THAT the description of the Awards Committee, Section II. Committee Selection, Size, and Length of Terms, be modified as follows (underline = addition):

II. Committee Selection, Size, and Length of Terms

The Awards Committee is composed of two committee co-chairs and the chairs of each of the awards subcommittees.

Annually the vice president/president-elect appoints one Awards Committee co-chair, who serves for one year as junior co-chair and one year as senior co-chair.

The selection, size, and length of term of each subcommittee are determined by the Council upon adoption of a new award and may be modified by the Council. Generally subcommittees comprise three members, each of whom serves for three years and as subcommittee chair in her/his third year. To ensure

that appropriate expertise is represented on certain awards subcommittees, however, the Council has determined the following exceptions:

- Coker Award: The Description Section chair serves for one year as a fourth member.
- Jameson Award: The Reference, Access, and Outreach Section chair serves for one year as a fourth member.
- Lane Award: The vice president of the Society of Southwest Archivists (co-sponsor of the award) serves for one year as a fourth member.
- Pease Award: The subcommittee consists of three members: the *American Archivist* editor (chair), the Committee on Education vice chair, and one new appointee each year.
- Pinkett Award: The subcommittee consists of three members: the Archives and Archivists of Color Roundtable (AACRT) senior co-chair, one member of the AACRT (typically the junior co-chair) selected by the Roundtable senior co-chair, and one new appointee each year.
- Posner Award: All three members of the subcommittee must be SAA Fellows. They serve a standard three-year appointment with succession to the chair in the third year.
- Preservation Award: The Preservation Section chair serves for one year as a fourth member.
- Diversity Award: The Diversity Committee chair serves for one year as a fourth member.

Support Statement: Inclusion of this information in the Governance Manual ensures appropriate continuity in the appointments process.

Fiscal Impact: None.

Move: Meissner

Second: Trinkaus-Randall

PASSED (unanimous).

D. SAA Emerging Leader Award

Trinkaus-Randall presented a revised and refocused description of a new award that he had suggested for consideration at the May 2011 Council meeting. The proposed award would recognize early-career archivists who have completed archival work of broad merit, demonstrated significant promise of leadership, and/or performed commendable service to the archives profession.

MOTION 5

THAT the SAA Emerging Leader Award be established and awarded for the first time at the 2012 Annual Meeting; and

THAT the SAA Awards Committee be responsible for administering the award; and

THAT the following language be incorporated into the full award description:

SAA Emerging Leader Award

Purpose and Criteria for Selection:

The SAA Emerging Leader Award is presented annually to celebrate and encourage early-career archivists who have completed archival work of broad merit, demonstrated significant promise of leadership, and/or performed commendable service to the archives profession.

Nominees will have completed more than two years and less than ten years of professional archives experience. Nominees must be SAA members and must meet as many of the following criteria as possible:

- Work of merit that has made a substantive contribution to an area(s) of the archives profession beyond the nominee's local institution and holds promise for future contributions.
- Demonstrated leadership through collaborative work or exemplary service to local, regional, and/or national archival and cultural associations.
- Formal archival education through a graduate degree program in history, library science, information science, or a related field; through an archival or preservation institute; or certification by the Academy of Certified Archivists.
- Involvement in successful outreach and advocacy efforts on behalf of the nominee's institution and the archives profession.

Eligibility:

The award is presented to an archivist who has completed between two and ten years of experience.. The award is given based on the total experience of the awardee, including knowledge, leadership, participation, and/or achievements in the profession.

Submission Requirements:

In addition to a completed nomination form, each nomination must include three letters of support from colleagues who are familiar with the nominee's work and professional activities.

Sponsor and Funding:

The Society of American Archivists.

Prize:

A certificate. Given that this award is intended to recognize exemplary contributions, there may be some years in which no awards are presented.

Selection Committee:

The subcommittee is composed of three members of the Society of American Archivists and one of the co-chairs of the Awards Committee (*ex officio*). One member of the subcommittee shall be appointed each year by the SAA Vice President to serve a three-year term. The senior member of the subcommittee in years of service shall serve as its chair and present the award.

Application Deadline and Nomination Form:

All nominations shall be submitted to the Awards Committee by February 28 of each year.

Download the nomination form as a [PDF](#) or [RTF](#). Send 5 copies of completed form and supplementary documentation to:

Emerging Leader Award Subcommittee
Society of American Archivists
17 North State Street, Suite 1425
Chicago, IL 60602-3315

Questions should be directed to the Chair of the SAA Emerging Leader Award Subcommittee.

Support Statement: An Emerging Leader Award provides an opportunity for SAA to recognize archivists relatively early in their careers who have shown exceptional promise and have already made significant contributions to the profession through their work, their participation in regional and national organizations, and the promise of leadership in the years to come.

Fiscal Impact: None.

Move: Frusciano

Second: Richardson

(Aye: Cline, Frusciano, McCrea, Richardson, Theimer, Trinkaus-Randall. Nay: Felker, Hyry, Lawson, Meissner, Settles. Abstain: None.)

PASSED.

E. Application for WIPO Observer Status

The IPWG submitted a recommendation to the Council that SAA submit to the World Intellectual Property Organization (WIPO) a request for observer status for the November 2011 meeting in Geneva of the Standing Committee on Copyright and Related Rights (SCCR). At this meeting SCCR will begin discussions of a possible draft treaty on exemptions for libraries and archives. As a signatory to WIPO treaty agreements, the United States is obligated to implement WIPO treaty actions. Any treaty adopted by WIPO, therefore, may have a direct impact on American archivists. With observer status, SAA not only would be able to understand in detail the implications of the SCCR discussions but also would have the ability to express its point of view. There is no cost associated with requesting observer status (although there are significant travel costs, see Fiscal Impact) and no requirement that an SAA representative actually attend.

MOTION 6

THAT a request be made to the World Intellectual Property Organization's Standing Committee on Copyright and Related Rights (SCCR) that SAA be granted observer status at its November 2011 meeting.

Support Statement: Securing observer status at the SCCR would allow SAA to participate in discussions about a proposed international treaty on exemptions to copyright for archives and libraries.

Fiscal Impact: Seeking observer status in and of itself would have no fiscal impact on the Society, but it would enable SAA to have a representative at the Geneva meetings in November 2011 if external funds can be secured to cover travel expenses. External funding will be

contingent on Council support for requesting observer status. Travel expenses (using U.S. government per diem rates and United Airlines travel from Chicago) would be \$5,320 for the full eight days. An ICA representative advises that it is necessary to plan attendance for the full meeting because the agenda circulated prior to the meeting is often changed radically during the meeting, making it impossible to predict which day(s) will feature discussion of the library and archives exemptions.

Move: Felker
Second: McCrea
PASSED (unanimous).

F. Endorsement of “Well-Intentioned Practice for Putting Digitized Collections of Unpublished Materials Online”

The SAA Standards Committee reviewed a best practice document prepared by OCLC Research entitled “Well-intentioned Practice for Putting Digitized Collections of Unpublished Materials Online” (2009). The document has been well received within allied communities. (For a list of organizations, repositories, and individuals that have endorsed or adopted the document, see: <http://www.oclc.org/research/activities/rights/support.htm>.)

Because the document outlines the intellectual property considerations involved in providing access to unpublished materials online, SAA’s Intellectual Property Working Group prepared a preface for the external standard that provides more information about the considerations, risks, and choices to be made by archivists and repositories that may adopt the standard/best practice. The Standards Committee and IPWG recommended that the SAA Council endorse the best practice document and require that it be accompanied by the IPWG-drafted preface in the SAA Standards Portal.

MOTION 7

That “Well-intentioned Practice for Putting Digitized Collections of Unpublished Materials Online,” a standard developed by OCLC Research, be endorsed, and that it be accompanied on the SAA Standards Portal by the following preface, prepared by the Intellectual Property Working Group:

PREFACE

“Well-intentioned Practice for Putting Digitized Collections of Unpublished Materials Online” (W-iP) offers a framework for an assertive approach to digitization of unpublished archival materials whose rights holders are often difficult to identify and contact. Consistent with the aggregate, rather than item-level, approach that traditionally has been so fundamental to the rest of archival practice, it emphasizes a collective approach to the management of the copyright responsibilities involved in large-scale digitization projects. By definition, the W-iP guidelines encourage a movement away from work-by-work or even author-by-author decision-making on rights clearances.

The guidelines offer the prospect of moving beyond a near paralysis coming from the impossibility of having copyright clarity on all the works or all the authors in a given collection or archival record series

that otherwise merit wide exposure through digitization. If the guidelines are adopted widely enough, they offer the promise of becoming a “community standard” that, by its broad use, could become a foundation on which the archives profession could rely as a “best practices” defense.

For this to happen, however, archivists must understand what W-iP does and does not provide, and that W-iP cannot substitute for being well-informed about copyright. In essence, W-iP is a map of how to take risks in moving forward with digitization when a strict interpretation of copyright might argue otherwise. Those who wish to use WiP as a basis for launching digitization programs must understand that the guidelines offer no formal legal protections, but merely define an approach for managing the inevitable risks in large-scale digitization. Before adopting the W-iP approach, archivists should confer with their legal counsel as well as their risk management staff, if available and appropriate, to be certain that the institution is prepared to accept responsibility and costs should a legal action or simply an out-of-court settlement result.

Although W-iP defines an approach consistent with the archival mission of promoting the widest possible access, it assumes a level of legal knowledge that not all archivists may possess or have available to them. Archivists need not become copyright lawyers, but to use W-iP well, they need to have a solid understanding of the law. Indeed, gaining the institutional approval to adopt the W-iP approach will be most likely if one can forcefully articulate the particular archival dimensions of copyright. A start for building a knowledge base can be found in the following sources:

Copyright and Cultural Institutions: Guidelines for Digitization for U.S. Libraries, Archives, and Museums by Peter B. Hirtle, Emily Hudson, and Andrew T. Kenyon. Ithaca, NY: Cornell University Library, 2009.

- Available for purchase from SAA (<http://www2.archivists.org/>), Create Space (<https://www.createpace.com/3405063>), and other book retailers.
- Available for free download at: <http://papers.ssrn.com/sol3/papers.cfm?abstract_id=1495365> and <<http://hdl.handle.net/1813/14142>>

Orphan Works: Statement of Best Practices (Society of American Archivists)

- <http://www2.archivists.org/sites/all/files/OWBP-V4.pdf>
- Columbia University Fair Use Page <http://copyright.columbia.edu/copyright/fair-use/> (Kenneth Crews, Director, Copyright Advisory Office, Columbia University Library)
 - Fair use checklist <http://copyright.columbia.edu/copyright/fair-use/fair-use-checklist/>
- Copyright Term and Public Domain in the United States (chart) (Peter Hirtle, Senior Policy Advisor, Cornell University Library)
 - <http://copyright.cornell.edu/resources/publicdomain.cfm>
 - Includes links to additional sources

Support Statement: The standard helps to articulate an approach to placing unpublished materials online for public access that can shift analysis away from an overwhelmingly item-level analysis to a more aggregate-level analysis. The intent is that over time, with increased use and acceptance of the practice, it may develop into a community of practice.

Fiscal Impact: None.

Move: Trinkaus-Randall

Second: Felker

PASSED (unanimous).

G. Other Action Items from Council Members

No other items were brought forward for Council action.

III. DISCUSSION ITEMS

A. Unite Here / Hyatt Labor Dispute

Council members met with the hotel security staff for a briefing on emergency procedures and to discuss standard operating procedures should a disruption related to the labor dispute take place in the hotel during the Annual Meeting.

B. Annual Membership (Business) Meeting

Council members and staff met with Barbara Rosi, RP, to discuss proper parliamentary procedure for handling the proposed amendments to the SAA Constitution and Bylaws that would be considered at the Annual Business Meeting on August 27. Rosi noted that two minor editorial corrections to the materials that had been distributed to members in advance should be made at the beginning of the meeting. In addition, she had discovered an inconsistency between proposed Bylaw 11 and Article IV of the SAA Constitution. Because bylaws must conform to the Constitution, she had drafted – and the Council agreed to – the following correction in the language of the proposed bylaw (changes appear in italics): “Approval of motions shall be determined by a *majority vote for dues changes and by a two-thirds (2/3rds) vote for proposed amendments to the constitution and bylaws* of those members voting in the referendum, provided....” This correction will also be read at the beginning of the Annual Membership Meeting.

C. Smithsonian “Connecting and Collecting” Initiative

Richardson, Chair of the Smithsonian American History Museum’s Archives Center, presented for Council discussion a prospective institutional “connecting and collecting” project – facilitated jointly by the Smithsonian Institution Archives and Special Collections (SIASC) council and SAA – that would encourage participation in assembling, recording, and preserving communities’ histories. She described the “central piece” of *Documenting History in Your Own Backyard* as a “toolkit that communities might access online to begin their archival work.” Her proposal suggested that SAA’s Lone Arrangers Roundtable might be asked to work on this project.

Council members provided a variety of ideas regarding how such a project might proceed, including involving the Council of State Archivists and the State Historical Records Advisory Boards, one or more regional archives organizations, and other SAA component groups (e.g., the Diversity Committee, the Manuscript Repositories Section, and the Reference, Access, and Outreach Section). Given the potential cost implications for SAA (ranging from \$45,000 to \$200,000 for interns or full-time employees), Council members urged Richardson to consider

developing a pilot project prospectus that could be examined more closely in the context of SAA's budget process.

D. Assistance for Japanese Colleagues with Tsunami-Damaged Public Records

SAA Past President Mark Greene had received a request from a colleague in Japan for assistance from U.S. archivists in mitigating the challenges presented by extensive damage of public records in the tsunami-devastated regions of Japan. He posed a series of discussion questions regarding how SAA might assist Japanese archivists in dealing with the damage to their records.

The Council determined that SAA would provide to Kazuya Tominaga, supervisor of the Okinawa Prefectural Archives, access to a PDF version of SAA's *Preserving Archives and Manuscripts (2nd ed.)* as well as to various resources available on SAA's MayDay Web page, and would encourage Mr. Tominaga to indicate what other materials might be valuable to him and his colleagues.

E. Annual Meeting Activities/Assignments

The group reviewed the conference schedule, with an emphasis on those events at which Council members would have "official" duties, such as the annual Leadership Orientation and Forum, the New Member/First Timer Orientation (scheduled as a Wednesday evening reception rather than the traditional Thursday breakfast), component group meetings, the Exhibit Hall, and the Annual Business Meeting.

F. Other Discussion Items from Council Members

Council members discussed a concern expressed by several roundtable leaders about the fact that SAA policy indicates that roundtables do not receive audiovisual support for their meetings, yet some roundtables have received such support in the past. Council members agreed to implement a new procedure that will require roundtable leaders to submit a formal request justifying the need for audiovisual support based on planned programming. A standard form will be developed; the new procedure will be publicized beginning in October; the deadline for requests will be set at April 1; and the Finance Committee will review all requests and determine how much to include in the draft budget for the coming fiscal year. The Council will then have the opportunity during its budget review in May to determine how much (if any) AV support will be available for roundtables. Those roundtables that do not meet the April 1 deadline will not receive support.

IV. STRATEGIC PLANNING

A. Strategic Plan (Reference)

A copy of SAA's Strategic Plan FY 2010 – FY 2014 was available as a reference document. Some or all of the Plan will be reviewed in depth at the Council's January 24 – 27, 2012, meeting.

B. Status of FY 2010 – FY 2014 Strategic Priority Activities

An updated document detailing the status of all activities associated with SAA's strategic priorities was provided for reference. The document had been reviewed thoroughly at the Council's May 2011 meeting.

C. Inventory of Activities Associated with Strategic Priorities, 2005 – 2011 (Reference)

This reference document summarizes all SAA activities – both those outlined in the Strategic Plan and others – that support advancement of the Society's strategic priorities.

V. REPORTS

A. Executive Committee

In a written report, Executive Committee Member Brenda Lawson outlined the Council's interim actions since its May 2011 meeting.

- Discussed the proposed federal budget for fiscal year 2012 that slashed funding for NHPRC and NARA. Charged staff to send targeted messages to various SAA leaders and groups encouraging them to contact their Senators and Representatives (June 2011).
- Received periodic conference updates from Headquarters on registration numbers, keynoters, and the labor dispute. Received notification of the IRS's approval of an Employer Identification Number for the Foundation (July – August 2011).
- Discussed, formed, drafted, and executed a communication plan updating registrants and the membership on the labor dispute (July 2011).
- Voted to adopt the minutes of the May 2011 Council meeting (passed unanimously on July 22, 2011).
- Discussed the Spontaneous Scholarship Fund for SAA Annual Meeting brought forward by Kate Theimer (July 2011).
- Discussed and voted to adopt a description and revised name of the Standards Committee's Reappraisal and Deaccessioning Development and Review Team (RD-DRT) (passed unanimously on August 5, 2011).

Foundation Board interim action items will be reported separately with the minutes of the next Foundation Board meeting, scheduled for January 2012.

B. President

Report available at: <http://www2.archivists.org/governance/reports>.

C. Vice President / President-Elect

Report available at: <http://www2.archivists.org/governance/reports>.

D. Treasurer

Report available at: <http://www2.archivists.org/governance/reports>.

E. Staff

Staff reports, including those of the Executive Director, Membership, Education, Publications, Annual Meeting, and SAA Website Development, available at: <http://www2.archivists.org/governance/reports>.

F. American Archivist Editor

Report available at: <http://www2.archivists.org/governance/reports>.

G. Publications Editor

Report available at: <http://www2.archivists.org/governance/reports>.

H. Committee on Ethics and Professional Conduct

No written report was submitted. Council liaison Tom Hyry noted that the Committee would be working on the draft of the *Code of Ethics for Archivists* while at the annual meeting and will provide a final draft for Council review as soon as possible but not later than the deadline for the January 2012 Council meeting.

I. 75th Anniversary Task Force

Report available at: <http://www2.archivists.org/governance/reports>.

J. 2011 Nominating Committee

2011 Nominating Committee Chair Maria Estorino provided the following report on behalf of the Committee (and its members Tamar Evangelestia-Dougherty, Tom Hyry, Rosalye Settles, and Mark Shelstad):

“The Society of American Archivists Nominating Committee has completed its work. Following the Council’s approved procedures, the Committee assembled a list of nominated candidates, discussed the candidates’ qualifications, ranked the potential candidates, and contacted members to verify their willingness to serve. The following members agreed to stand for the respective offices and were presented as the 2011 slate of candidates:

Vice President/President Elect: Jackie Dooley and Fynnette Eaton.

Council: Jeannette A. Bastian, Terry Baxter, David George-Shongo, Beth Kaplan, Bill Landis, and Naomi Nelson.

Nominating Committee: Marisa Bourgoïn, Adriana P. Cuervo, Rebekah Kim, Tara Zachary Laver, Mark Myers, and Kelcy Shepherd.

“The Committee developed the following questions, which were posed to the candidates by SAA staff and were included (along with candidate answers) on the election website:

Vice President / President-Elect: Describe how SAA’s draft “Core Values of Archivists” fits with your vision for the Society and how you would implement that vision.

Council: SAA has developed three strategic initiatives: technology, diversity, and public awareness/advocacy. If elected to the Council, how will you work with SAA groups and members to move these forward?

Nominating Committee: As SAA celebrates its 75th Anniversary, what does it mean to be a SAA leader in the 21st century?

“SAA staff administered the election online using the VoteNet site. Of 5,618 eligible voters, a total of 1,472 ballots were cast, as verified by SAA election tellers and members Morgen MacIntosh, Malachy McCarthy, and Laura Mills. Election results were announced via the SAA website, *In the Loop*, and *Archival Outlook*. The results are as follows:

Vice President/President-Elect: Jackie Dooley.

Council: Terry Baxter, Beth Kaplan, and Bill Landis.

2011 Nominating Committee: Adriana P. Cuervo (chair), Rebekah Kim, and Kelcy Shepherd.

“I would like to thank the members of the Nominating Committee for the efforts that they made during the evaluation and selection process and the SAA staff for their work in administering the online election. The success of this year’s process owes much to both of these groups.”

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

No other reports were received.

I. COUNCIL BUSINESS (Continued)

D. Review of August 22, 2011, “To Do” List

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

E. Review of August 22, 2011, Talking Points

Council members reviewed the decisions made at the meeting.

F. Adjournment

The Council meeting was adjourned by general consent at 5:18 p.m.

**Society of American Archivists
Council Exemplary Service Award
Honoring
Mary Jo Pugh**

WHEREAS Mary Jo Pugh has served with great distinction as Editor of *The American Archivist* from 2005 through 2011; and

WHEREAS her ambitious vision for *The American Archivist* embraced both the scholarly richness of the Journal and its role in documenting the work of best professional practices; and

WHEREAS she adhered passionately to her vision of an enhanced and expanded professional journal throughout her tenure; and

WHEREAS in her role as editor, Mary Jo set impressive and challenging goals for *The American Archivist*; and

WHEREAS her leadership, vision, and energy resulted in a dramatic increase in the number of manuscript submissions; and

WHEREAS she exhibited outstanding attention to the editorial review process, ensuring the highest quality content for the Journal; and

WHEREAS Editor Mary Jo Pugh produced big, “juicy,” content-laden issues; and

WHEREAS by leading the Editorial Board from RFP process through recommendations to the SAA Council for a Web hosting service, Mary Jo succeeded in getting *The American Archivist* published online; and

WHEREAS she oversaw the digitization of the entire back file of 242 issues of the Journal, leading the Editorial Board in developing a process, issuing RFPs, and recommending a vendor to make the entire body of scholarship available to members, subscribers, and the public; and

WHEREAS in Spring 2010, the first comprehensive survey of the *The American Archivist* readership was conducted and published; and

WHEREAS she has worked in an extraordinarily collaborative manner with the Editorial Board, prospective authors, and the SAA staff to accomplish this remarkable breadth and depth of goals; and

WHEREAS Mary Jo Pugh’s tenure as Editor of *The American Archivist* ends on December 31, 2011;

NOW, THEREFORE, BE IT RESOLVED THAT the Council of the Society of American Archivists recognizes and thanks Mary Jo Pugh for her outstanding contributions to the archives profession through her editorial leadership of *The American Archivist*, and confers upon her the 2011 Council Exemplary Service Award.

Presented August 26, 2011

**Society of American Archivists
Council Meeting Minutes
August 27, 2011
Hyatt Regency Chicago
Chicago, Illinois**

*Agendas and background materials for SAA Council meetings are available
via the SAA website at: <http://www2.archivists.org/governance/reports>.*

President Gregor Trinkaus-Randall called the meeting to order at 1:47 p.m. on Saturday, August 27. Present were Treasurer Aimee Felker; Executive Committee Member Scott Cline; Council members Terry Baxter, Tom Frusciano, Beth Kaplan, Donna McCrea, Dennis Meissner, Deborra Richardson, and Kate Theimer; and SAA Executive Director Nancy Beaumont and Program Coordinator René Mueller. Vice President/President-Elect Jackie Dooley, Council member Bill Landis, Publishing Director Teresa Brinati, Education Director Solveig De Sutter, Member and Technical Services Director Brian Doyle, and Finance/Administration Director Tom Jurczak did not attend.

COUNCIL BUSINESS

A. Adoption of the Agenda

Trinkaus-Randall introduced, and the Council adopted, the agenda.

Move: McCrea
Second: Felker
PASSED (unanimous).

B. Introduction of New Council Members

Trinkaus-Randall welcomed the newly elected Council members.

C. Dates of 2012 Council Meetings

Trinkaus-Randall thanked the group for working online in advance to establish the following schedules for the January and May 2012 Council meetings, which will be held at SAA headquarters in Chicago:

January 24 (evening):	Executive Committee meeting
January 25 – 27 (noon):	Council meeting
May 15 (evening):	Executive Committee meeting
May 16 – 18 (noon):	Council meeting

The Foundation Board of Directors (on which the SAA Executive Committee members serve) will hold its annual meeting at SAA headquarters from 1:00 pm on January 27 through noon on January 28.

The August 2012 Council meetings will be held on Monday, August 6, and Saturday, August 11, in conjunction with the SAA Annual Meeting in San Diego.

STRATEGIC PLANNING

A. Strategic Plan Monitoring

Trinkaus-Randall encouraged all Council members to take an active role in monitoring their assigned topics within the strategic plan. In addition, because the Council will review the strategic priorities at its January meeting, he asked everyone to review the entire plan carefully and forward to Beaumont by December 1 their ideas about what should be added, deleted, or substituted in the current priorities to ensure that SAA is focusing its efforts appropriately.

ACTION ITEMS

TBD Pending Action at Annual Membership Meeting

No actions were required based on the outcome of the Annual Membership (Business) Meeting, and no additional action items were brought forward for Council consideration.

DISCUSSION ITEMS

TBD Based on Feedback During Annual Meeting

Council members discussed feedback that they had received from members and other attendees throughout the Annual Meeting. Actionable items will be developed and presented to the Council for discussion online or at an upcoming meeting.

COUNCIL BUSINESS (Continued)

A. Review of “To Do” List

Due to lack of time, the Council did not review the To Do List.

B. Adjournment

The Council meeting was adjourned by general consent at 2:36 p.m.