

**Society of American Archivists  
Council Meetings**

**To Do / Action List**

**V.1.18.12**

	<b>Action</b>	<b>Assigned to</b>	<b>Date Discussed</b>	<b>Due Date</b>
A1	Compile and update To Do List.	Mueller, Beaumont	8/22/2011	Done.
A2	Draft 0811 meeting minutes.	Mueller, Beaumont	8/22/2011	Done.
A3	Review/approve draft minutes.	All	8/22/2011	Done.
A4	Distribute approved Council minutes.	Mueller, Beaumont	8/22/2011	Done.
A5	<i>Annual Meeting TF</i> : Announce creation of TF (emphasizing social responsibility priority) at meeting and via website, <i>ITL</i> , <i>AO</i> , etc.	Council Members, Staff	8/22/2011	Done.
A6	<i>Annual Meeting TF</i> : Issue call for TF volunteers, deadline 9/26/11.	Dooley, Staff	8/22/2011	Done. Distributed onsite (8/27), via website (8/29) and <i>ITL</i> (8/30, 9/13).
A7	<i>Annual Meeting TF</i> : Appoint 9 members to TF (including chair and 4 subgroup chairs) plus professional meeting planner as <i>ex officio</i> , and up to 20 members to TF subgroups. Term: 10/15/11 - 10/15/13.	Dooley, Staff	8/22/2011	Done. Deadline: 10/15/2011. Letters sent 10/28/11.
A8	<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.
A9	<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.
A10	<i>Glossary WG</i> : Consider including glossary and thesauri items under purview of Standards Comm.	Standards Comm, Glossary Working Group	8/22/2011	
A11	<i>WIPO Observer Status</i> : Inform IPWG of Council action to request observer status; ask IPWG to file request.	Theimer, IPWG	8/22/2011	Done. See WIPO Observer report at 0112-V-U.
A12	<i>Well-Intentioned Practice</i> : Include Preface and best practice in Standards Portal. Publicize via normal communication vehicles.	Doyle, Salgado	8/22/2011	Done 9/15/2011.
A13	<i>Well-Intentioned Practice</i> : Alert groups (Standards Comm, IPWG, CALM) of Council's discussion and decision.	Meissner, Theimer, Kaplan	8/22/2011	Done.

A14	<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; ongoing.
A15	<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
A16	<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; ongoing.
A17	<i>Emerging Leader Award:</i> Inform Awards Comm co-chairs of new awards (Diversity, Emerging Leader).	Brinati	8/22/2011	Done.
A18	<i>Other Action Items:</i> Update Council report template to include Strategic Priorities.	Mueller	8/22/2011	Done.
A19	<i>Damaged Japanese Public Records:</i> Reach out to AIC and Heritage Preservation on behalf of Japan.	Trinkaus-Randall	8/22/2011	10/1/2012
A20	<i>Damaged Japanese Public Records:</i> Investigate sending to Japanese contact (Kazuya Tominaga) PDFs of Ritzenthaler book, printouts of MayDay website.	Brinati	8/22/2011	Done. E-copy sent 8/31/11; hard copy en route as of 9/10/11.
A21	<i>Damaged Japanese Public Records:</i> Inform Greene of Council discussion, suggest that he respond to email message.	Brinati, Greene	8/22/2011	Done.
A22	<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 May draft budget.	Staff, Finance Comm	8/22/2011	Develop and publicize process: 10/15/2011. Finance Comm due: 4/15/2012.
A23	<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, Council	8/22/2011	Initiated 10/15/2011; ongoing on website, via In the Loop and Leader List.
A24	<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.

A25	Based on concern re provision of attendee email addresses to exhibitors, investigate feasibility of allowing for multiple opt-out preferences as part of comprehensive communication preferences solution (eg, opt out of AA , AO , vendor emails, etc).	Doyle	8/22/2011	Done. See 0112-IV-G.
A26	<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	2/15/2012
A27	<i>Vendor Participation:</i> Include on 0112 agenda a discussion of providing exhibitors with attendee email addresses.	Beaumont	8/22/2011	12/28/2011. Done; see 0112-IV-G.
A28	<i>Membership Survey:</i> List all SAA cost centers in survey RFP.	Doyle	8/22/2011	Done.
A29	<i>Membership Survey:</i> Consult with vendor re feasibility of structuring survey questions to help respondents understand that tradeoffs may be necessary.	Doyle	8/22/2011	Done.
A30	<i>Strategic Priorities:</i> Review background documentation and provide suggestions, for Beaumont to compile, re other activities that SAA should consider.	All Council Members, Beaumont	8/27/2011	12/1/2011. No comments received.
A31	<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
A32	<i>Native American Protocols:</i> Include on 0112 agenda a discussion about SAA's role re Protocols. (NAPFWG recommendation may be forthcoming.) Keep NAPF list active pending outcome of discussion.	Staff	8/27/2011	12/28/2011. Done; see report at 0112-V-I.
A33	<i>NAANICA:</i> T. Peterson seeks comments on ICA's <i>Principles of Access to Archives</i> project. Resend link to project description. Seek comments from P&C RT, RAO, CPWG to be considered in Council response.	Trinkaus-Randall; Meissner; Baxter; McCrea	8/27/2011	Link sent to Council list on 9/6/2011. P&C, RAO, CPWG contacted 9/15/2011. Comments due to THP 1/1/2012.
A34	<i>Hong Kong Archives:</i> Revise and resend 2007 letter.	Staff; Trinkaus-Randall	8/27/2011	10/1/2011
A35	Send group rosters link to Bryan Corbett of NAANICA.	Mueller	8/27/2011	9/15/2011. Done.

A36	<i>CTWG / Social Media Forum:</i> Include on 0112 agenda discussion about name, reporting structure, and charge of CTWG to clarify group's focus and reporting.	Staff	8/27/2011	12/28/2011. Done; see 0112-IV-H.
A37	<i>Voting Methods:</i> Include on 0112 agenda action item to revise Governance Manual Section III, approve draft guidelines on briefing papers to accompany member referenda (per new Bylaw 11).	Beaumont, Mueller	8/27/2011	12/28/2011. Done; see 0112-III-B.
B6	<i>Strategic Priorities:</i> Include on Member Needs Survey question related to opt out/in for print editions of <i>American Archivist</i> and <i>Archival Outlook</i> . (See also A25.)	Staff	5/24/2011	Done.
B9	<i>Strategic Priorities:</i> Draft charge for Technology Futures Working Group, including sunset clause, for Council discussion/vote. Send to Beaumont suggestions for prospective appointees. Note suggestions for chair (Hyry) and volunteer liaison (Theimer).	Hyry, Staff	5/24/2011	RESCHEDULE. Hyry has expressed doubt re need for group.
B12	<i>Strategic Priorities:</i> Adjust component group annual report template to include query re strategic priority activities. Discuss change at Leadership Forum. Publicize new template after Annual Meeting; replace all existing templates on website.	Mueller; Tibbo	5/24/2011	Done.
B15	<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.
B24	<i>Archival Innovator Award:</i> Implement for August 2012 award: Publicize, add to Awards section of website.	Awards Committee, Brinati, Mueller	5/24/2011	Done. Appointments pending.
B34	<i>GAWG / Federal Funding:</i> Encourage NHPRC to seek broad input from archives community as it determines priorities for agency funding.	GAWG, Beaumont	5/25/2011	Done. In addition, SAA has named rep (Fleckner) to NHPRC group preparing Report to the President.
B35	<i>GAWG / Federal Funding:</i> Send suggestions to Beaumont for prospective GAWG members.	Council	5/25/2011	6/15/2011; none received.

B37	<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.
B39	<i>History &amp; 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.
B42	<i>Additional Discussion Items/Student Program Committee Liaison:</i> Review Governance Manual for explicit assignment of Treasurer as Student Chapter liaison; modify as necessary. Adjust Student Program Subcommittee structure, calendar, and guidelines per Council discussion and details provided per B43.	Beaumont, Mueller	5/25/2011	Manual reviewed; adjustment ongoing. treasurer reassignment, if any, to be implemented in FY13 with new treasurer.
B43	<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	10/1/2011
B51	<i>Code of Ethics:</i> Submit status report to 0811 Council meeting. New target date for revision: As soon as possible after 2011 Annual Meeting, with goal of submitting for online vote or 0112 Council agenda.	CEPC, Staff		Done; see 0112-III-A.
B55	<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, Schooley	5/25/2011	Ongoing.
B56	<i>Other Reports:</i> Update list of regionals in Drupal; solicit articles from regionals.	Issues and Advocacy Roundtable; Brinati, Schooley		Status of IART update pending.
B59	<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.



B65	<i>SAAF</i> : To help draw a "bright line" between SAA and SAAF, establish separate SAAF Web presence, logo, Board discussion list.	Staff	5/26/2011	Logo and stationery done; discussion list pending Board appts; Web presence: Separate website not feasible.
B66	<i>SAAF</i> : Produce a regular Foundation page in <i>Archival Outlook</i> .	Brinati		Done beginning July/August 2011.
B68	<i>SAAF</i> : Vet roster of Board candidates and select via online discussion and vote.	Council	5/26/2011	Pending.
B69	<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.
C10	<i>Strategic Planning</i> : Provide metrics on Vimeo and YouTube hits to date.	Doyle; CTWG	1/27/2011	Pending. Include in CTWG report, 1/2012.
C15	<i>Code of Ethics</i> : Send to legal counsel for review during member review period.	Beaumont	1/27/2011	Vet following receipt of final draft. Not done as of 1/18/12.
C22	<i>Mosaic Program</i> : Based on Council-approved work plan, determine most effective means of preparing timely funding proposal; implement grant preparation and submission process.	Beaumont, Executive Committee	1/27/2011	12/15/2011. Superseded by Council decision to pursue joint effort with ARL.
C42	<i>Component Bylaws/IART</i> : Standardize in Governance Manual requirement that Council ratify roundtable bylaws (as per section bylaws).	Beaumont, Mueller	1/27/2011	Ongoing during editorial review.
C66	<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. See also D88 and D89.	Brinati	1/27/2011	See 0112-V-E-6.
C79	<i>SAAF</i> : Include Board meetings in FY 12 budget and ongoing.	Felker, Jurczak	1/27/2011	Ongoing.
C81	<i>SAAF/Development Plan</i> : Disseminate funding priorities broadly (in all Foundation materials); implement Development Plan.	Development Committee, Staff	1/27/2011	Ongoing.
C82	<i>SAAF/Development Plan</i> : Add "75 for 75" campaign to Foundation materials, include in online and print content promoting anniversary.	Staff	1/27/2011	Ongoing.

D85	<i>A&amp;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.
D86	Update salary ranges for ID 1-6 membership categories. Report to 0112 Council meeting.	Finance Committee; Membership Committee	8/9/2010	Changed to 4/25/2012, given 2011 dues increase and member survey.
D89	<i>SAA's Digital Records</i> : Consider capacity of SAA Archives to preserve SAA's digital records. Consider other options if UW-Milwaukee cannot provide access to SAA's digital material. See also C66.	Staff	8/14/2010	TBD
D90	<i>Membership Survey</i> : Include question re what is important to members in terms of Annual Meeting (i.e., conference calling for committees to enable remote attendance, real-time access to programming, online on-demand access to programming, etc.).	Lawson, Richardson; Joint Working Group of Diversity and Membership Committees; Staff	8/14/2010	Done.
D91	Explore tools that will assist in conducting virtual meetings, reduce costs associated with conference calls (e.g., Skype, E-Luminate).	Doyle, Jurczak	5/26/2010	RESCHEDULE.
D94	Vendor Policy TF: Post charge on website; announce to membership for volunteers; make appointments after DC 2010.	Tibbo, Staff	5/26/2010	RESCHEDULE.
D96	Membership: Investigate the answer to "What is our universe?" How many archives students are there?	Staff, Council	5/26/2010	RESCHEDULE.
D100	Consider/recommend other methods for hosting Leadership Forum (i.e. audio webinar?); send ideas to Beaumont.	All	2/2/2010	1/1/2012
D105	If NOLA is selected as Annual Meeting destination, consider a pre-meeting service project.	Beaumont, Sly	5/31/2009	1/1/2013
D106	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.
D107	Prior to implementing a consultants' directory, investigate liability issues, draft disclaimer, and get Exec Comm approval.	SAA Staff, Legal Counsel	5/29/2008	1/1/12

## IDEAS

I-1	<i>FY12 Budget</i> : Send out RFP for a History of SAA.		5/24/2011	
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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.
I-6	<i>Other Reports:</i> Establish way to make sure Key Contacts follow up with every new member.	Doyle	5/25/2011	
I-7	<i>GAWG/Federal Funding:</i> Suggest names to Tibbo to recommend for service on IMLS reviews group.	Council	5/25/2011	
C8	<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 Tibbo 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	Pending approval of DACS revision.
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-13	<i>Unification:</i> Identify list of potential (informal) opportunities to collaborate with regional organizations (MAC, MARAC, NEA, NWA) on advocacy and education on project basis; recommend to the Council.	Meissner, Cline	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	Consider for 2012 Annual Meeting. See 0112-IV-C.



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.
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.
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-25	<i>SAA Foundation:</i> Explore "microgiving" opportunities (e.g., \$1 for half a scholarship to AM) and consider adding to mix.	Development-Committee	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	Continue to retain on list? Delete? Reassign?

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.
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## 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	Done with adoption of 0112-III-B.



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.
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	See B56.
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	