

**Society of American Archivists
Council Meeting
January 23 – 26, 2013
Chicago, Illinois**

**Executive Director's Report
(Prepared by Nancy Beaumont)**

Reports on Membership, Education, Publications, and the Annual Meeting appear elsewhere in the staff reports for this Council meeting (0113-V-E). There is no separate Website Development report because of the vacancy in that staff position. This report summarizes other Headquarters activities since August 2012.

Strategic Priorities

As noted in previous Executive Director's reports, many of the Society's activities reflect our continual awareness of SAA's top three strategic priorities. Examples:

- The Education Committee and staff are alert to the need to provide professional development opportunities related to technology. The Education Calendar reflects many offerings in this area (now under the Digital Archives Specialist program umbrella), as well as other fundamentals of archives management.
- The *Archival Outlook* staff continually seeks articles that may inform, educate, and motivate readers on topics related to technology, diversity, and public awareness/advocacy, and also attempts to reflect the diversity within SAA and the profession via its pages.
- And much of the work that the staff has done related to the transition of SAA's website to a Drupal-driven content management system and enhancing SAA's presence via Facebook Twitter, RSS feeds, and *Off the Record* (Leader Blog) is intended to aid in improving communication and enhancing collaboration between and among SAA's internal and external audiences.

The following summarizes progress made since August on activities that are specified in the Strategic Plan for 2010 – 2014:

- ***Technology / Desired Outcome #3, Activity g.:*** Building on the information that I obtained via association management meetings in August 2010 and January 2011, I have remained alert to virtual conferencing provider capabilities and have continued to educate myself about the options. I have shared this information with the Annual Meeting Task Force throughout its tenure.

- ***Diversity / Desired Outcome #1, Activity e.:*** Tom Jurczak and I worked closely with Mark Puente of the Association of Research Libraries' Office on Diversity to prepare and submit a grant proposal to the Institute of Museum and Library Services for expansion of the Mosaic Program. The proposal was submitted in September; notifications will be sent in early March 2013.
- ***Advocacy/Public Awareness / Desired Outcome #3, Activities a. and b.:*** Teresa, Anne, and I worked on revision of the materials associated with *I Found It In The Archives!* for the 2013 campaign. The deadline for entries in the national competition is March 1. Entries should be sent to saahq@archivists.org.

Other Advocacy and Public Awareness Activities

- Following Superstorm Sandy, we publicized broadly – and via the state archivists in the states affected by the storm – the availability of grants through the National Disaster Recovery Fund for Archives. Four repositories applied for, and were quickly granted, \$2,000 grants to assist in recovery efforts. The NDRFA Grant Review Committee has distinguished itself for its timely and thoughtful review of grant requests.
- With Danna Bell-Russel and Tanya Zanish-Belcher, I served as one of SAA's representatives at a December 6 "Archival Issues and Awareness" summit meeting with CoSA, NAGARA, and NARA representatives in Annapolis. The group identified three "mega-issues" in the arena(s) of advocacy and public awareness (similar to those identified in SAA's own strategic plan for 2010-2014) and a subgroup is drafting objectives to address goals associated with the issues. Tanya is SAA's representative on the subgroup.
- I completed my two-year term as chair of the National Coalition for History Policy Board on January 4. Ironically (given my known affinity for governance matters) my major contributions in the past year have been to draft and execute an employment contract, job description, and annual evaluation process for NCH Executive Director Lee White; ensure that the organization is run in a business-like manner and that Policy Board meetings (in person and via conference call) are productive; and begin execution of an active membership recruitment campaign to strengthen the Coalition's bottom line and collective voice. I will remain on the Policy Board as SAA's representative; the new chair is John Dichtl, executive director of the National Council on Public History.

Governance

- René drafted and I reviewed the minutes of the August Council meetings, which were sent to the Council on September 17 and approved on September 24.
- I met with the Annual Meeting Task Force subgroup chairs by phone monthly to respond to their questions regarding the annual meeting. In addition, I conducted in-depth phone interviews with my counterparts at five associations to gather information requested by the "Meeting Model" subgroup of the AMTF.

- With René, Tom, and Brian (who returned for this meeting), I provided staff support to the 2013 Program Committee, which met in Chicago November 11-13.
- I provided orientation materials to the 2013 Host Committee (including the newly adopted description of the Committee) and conferred with the co-chairs about plenary speakers.
- While in Annapolis for the “Archival Issues and Awareness” summit mentioned above, I met with the Conference & Logistics Consultants staff to complete drafting of a request for proposal for distribution to a variety of prospective meeting sites in the west and midwest. The RFP includes information about the rationale for appointing an Annual Meeting Task Force and requires that respondents address a host of issues that have been discussed by the AMTF (e.g., convention center plus variety of hotels, free Wi-Fi in meeting rooms, social responsibility issues, access to inexpensive food options, etc.). The deadline for responses is January 15. (See Agenda Item 0113-IV-L.)
- I participated in the Publications Board/Fundamental Change Working Group meeting at SAA headquarters, January 13-15.
- René worked with the Governance Manual working group of the Council to review and revise the Governance Manual. The group’s goal is to offer a full revision of the Manual for Council adoption in May 2013.

Headquarters Operations

- I worked with Jackie and Foundation President Fynnette Eaton to draft materials for the 2012 Foundation Annual Appeal, which had netted approximately \$14,380 by December 31 (down from \$18,590 at the same time last year).
- Recruitment for the position of Web and Information Services Administrator is ongoing. We began interviewing candidates during the week of January 7.
- We have experienced some unexpected expense savings in our General and Administrative budget. Brian Doyle’s position has been vacant since October 17, thus saving on payroll and benefits. And we were delighted to learn that our health insurance (through Blue Cross Blue Shield of Illinois) actually decreased by 3.7%, against a budgeted increase of 16.25%.
- In November we undertook a minor office renovation to enhance the use of our space and the productivity of several staff members.

As always, I’m happy to respond to any questions or comments.