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

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

President Jackie Dooley called the meeting to order at 5:51 p.m. on Wednesday, January 23,
2013. Present were Vice President Danna Bell-Russel; Treasurer Mark Duffy; Executive
Committee Member Donna McCrea; Council members Terry Baxter, Geof Huth, Beth Kaplan,
Bill Landis, Michelle Light, Dennis Meissner, Kate Theimer, and Tanya Zanish-Belcher; SAA
Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Education Director
Solveig De Sutter, Finance and Administration Director Tom Jurczak, and Program Coordinator
René Mueller. Kathleen Henrichs of Henrichs & Associates facilitated the Strategic Planning
Session on Thursday, January 24, from 10:00 a.m. to 5:00 p.m. and on Friday, January 25, from
8:00 to 10:00 a.m.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Dooley introduced a revised agenda, which moved "Criteria for Selection of ACA/SAA
Representative to ICA" (II.B.) to the Discussion Agenda (IV.B). Huth moved for adoption,
Zanish-Belcher seconded, and the Council adopted the revised agenda unanimously.

B. August 2012 Minutes

Dooley noted that the August 2012 meeting minutes were adopted by online vote of the Council
in September 2012 and posted on the SAA website immediately. SAA members were notified of
availability of the minutes via *In The Loop* and the website.

C. Status of Council Action List

This internal working document was distributed to Council members but was not discussed at the
meeting.

II. ACTION ITEMS

A. Standards Committee: *Describing Archives: A Content Standard* (Revised)

The revised version of *Describing Archives: A Content Standard* refines the standard by
expanding the rules for describing content creators. Significant changes include clarification of

rules in Part I, expansion of Part II, and removal of Part III. Per the Standards Committee's approved procedures, proposed revisions were vetted appropriately by the archival community.

MOTION 1

THAT the revision of *Describing Archives: A Content Standard* as submitted by the Standards Committee on behalf of the Technical Subcommittee on DACS (Appendix A) be adopted.

Support Statement: The revised version of *Describing Archives: A Content Standard* is an important refinement of the standard that advances archival standards in its expansion of the rules for describing the creators. These changes will support the advancement of efforts by the archival community to participate in or develop automated authority networks. All requirements for review of this revision (per Standards Committee approved procedures) were met (see Appendix B).

Impact on Strategic Priorities: [None submitted.]

Fiscal Impact: Following approval of the revised *Describing Archives: A Content Standard,* the Society will need to be involved in the printing and promotion of the new edition. There will also be significant involvement in the development of education offerings to support the standard and in facilitating the production of supporting products, such as a website for extended examples and other materials.

Move: Meissner
Second: McCrea
PASSED (unanimous).

B. Criteria for Selection of ACA/SAA Representative to ICA

The Council took up this item as part of the Discussion Agenda. Given the long-term financial implications of sending a representative to International Council on Archives Section of Professional Associations meetings, the Council deferred until its May 2013 meeting the decision on criteria for selection of a representative so that it could seek more information on the value of participation in ICA and consider how international activity fits into SAA's evolving strategic plan. The Executive Committee noted that it had decided to fund Trinkaus-Randall's attendance at the April 2013 meeting of ICA SPA out of SAA's operations budget.

C. Job Postings in SAA Media

Given the current employment environment, the Council had discussed at a previous meeting permitting Sections and Roundtables to include employment announcements (not job advertising) in their print and electronic media. The Council discussed encouraging leaders to exercise their best judgment in publicizing such announcements and reminding them that any action to charge fees must be approved in advance by the Executive Committee.

THAT the Governance Manual, Sections IX. Sections and X. Roundtables be revised to remove the restriction that Sections and Roundtables may not announce employment opportunities in their publications or electronic communications, per the following:

Section IX. Sections

VIII. COMMUNICATIONS

A. Section leaders will provide to the SAA staff, and update as necessary, broad information on the goals, leadership, and activities of the Section for display on the main SAA website. This information should be reviewed annually and used to orient incoming Section leaders.

B. Section websites, e-mail discussion lists, document workspaces, and online social networks will conform to *Uniform Guidelines for SAA Websites and Online Communications*.

C. Announcements of employment opportunities shall appear only in SAA's Online Career Center, not in any Section publication or electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.

D. C. The SAA office will contact Section leaders, in time for publication in the Annual Meeting program, to request information on plans for the Section meeting at the Annual Meeting.

Section X. Roundtables

VIII. COMMUNICATIONS

A. Roundtable leaders will provide to the SAA staff, and update as necessary, broad information on the goals, leadership, and activities of the Roundtable for display on the main SAA website. This information should be reviewed annually and used to orient incoming Roundtable leaders.

B. Roundtable websites, e-mail discussion lists, document workspaces, and online social networks will conform to *Uniform Guidelines for SAA Websites and Online Communications*.

C. Announcements of employment opportunities shall appear only in SAA's Online Career Center, not in any Roundtable publication or electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.

D. C. The SAA office will contact Roundtable leaders, in time for publication in the Annual Meeting program, to request information on plans for the Roundtable meeting at the Annual Meeting.

Support Statement: Given the current employment environment, it is important that SAA provide announcements of employment opportunities via every means possible. Seldom is it possible to determine from job postings if employers are in compliance with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments (which were the reasons given previously for the restriction). SAA encourages Section and Roundtable leaders to exercise their best judgment in including employment announcements in their print and online media.

Impact on Strategic Priorities: None.

Fiscal Impact: Although it is possible that posting of employment announcements in additional free media may have a negative impact on paid job postings on SAA's Online Career Center, this appears to be a risk worth taking in the interest of assisting members to find employment.

Move: McCrea
Second: Huth
PASSED (unanimous).

D. Providing Audiovisual Equipment to Roundtables at the Annual Meeting

Treasurer Mark Duffy presented the Finance Committee's review of the process implemented in 2012 for allocating audiovisual support to roundtables at the Annual Meeting. The Council agreed to simplify the process for 2013, retaining the requirement for formal requests, assigning to the Executive Director the task of reviewing all requests, and charging the Finance Committee to consider increasing the FY 2014 budget if more requests were received than covered in the upcoming budget discussions.

MOTION 3

THAT the SAA staff be charged to carefully monitor the allocation process for AV equipment at the Annual Meeting as outlined in the Governance Manual (Section X. Roundtables, Membership and Meetings) and, working with the Council liaison and the Executive Committee, resolve any unexpected demand that cannot be met within existing budgetary appropriations; and

THAT the Finance Committee be charged to consider future budgetary appropriations that will adequately support the increased demand for AV support of Roundtables at the Annual Meeting.

Support Statement: [None provided.]

Impact on Strategic Priorities: None.

Fiscal Impact: None in FY 2013. Additional funding may be required in FY 2014.

Move: Duffy (Finance Committee)
Second: Landis
PASSED (unanimous).

E. Petition to Form New Roundtable: Web Archiving

A petition to form a Web Archiving Roundtable was submitted via e-mail by SAA members
Tessa Fallon and Trevor Alvord on December 26, 2012. Additional materials (including the
requisite 50 supporting signatures of SAA members) also were provided by e-mail. Beaumont
warranted that all required materials were received. The Council agreed that this new group fills
a need of the SAA membership and approved the petition unanimously.

MOTION 4

**THAT the petition to form a Web Archiving Roundtable be approved, with the following
Statement of Intent and Goals:**

Mission Statement: To heighten advocacy and awareness of the issues archivists encounter
related to the selection, appraisal, harvesting, management, and preservation of web resources.

Goals and Objectives:

1. Provide SAA a voice for issues related to web archiving. Provide intellectual, physical, and
    virtual spaces for web archivists to gather in relevant discussion. As the dynamic of the
    Internet shift and flow over time there will be a need for archivists to adapt to the changing
    environments. Having a place for archivists to confer over web archiving will better prepare
    them to address these changes.

2. Enhance web archiving through the creation of best practices and community-based
    standards. Presently there is no standard in place for archivists to rely on, in the same way
    there is for manuscript processing and finding aid creation. Having to forge one's own path
    can be difficult, especially for medium to small archives which are typically low on resources
    both capital and personnel. Having standards and guidelines in place would facilitate
    understanding of the key concepts of web archiving for those archivists beginning to explore
    this new aspect of the archival profession.

3. Give direction and leadership to SAA in regard to web archiving.

4. Cultivate the need for archives and special collections to create new job lines or repurpose
    existing ones to include a web archiving component. At present the Internet is an essential
    record of human life and continues to grow in size daily, which has instigated a need and an
    opportunity for archivists to be actively documenting this base of human knowledge. No
    single organization will be able to fully archive the entire Internet; therefore it will become
    imperative that as many archives as can take part in web archiving.

5. Educate the membership of SAA by increasing their understanding and ability to implement web archiving practices within their own institutions. This is especially needed for members with low resource capabilities such as lone arrangers and new professionals. Working with the Education Committee, the roundtable would organize web archiving trainings and workshops to be held regularly and potentially be included in the Digital Archives Specialist (DAS) curriculum. In addition, the roundtable would support education through various publication and presentation mediums provided by SAA.

6. Serve as a liaison to other organizations, nationally and internationally, engaged in web archiving, such as the Archive-It Partner Meeting and the International Internet Preservation Consortium. This would allow SAA to work collaboratively with other organizations that also recognize the ephemeral nature of the Internet and are involved in the issues of web archiving.

Support Statement: The roundtable petition meets all submission requirements for the Council's consideration in approving a new SAA roundtable.

Impact on Strategic Priorities: Technology Desired Outcomes #1, 3, and 4 and Advocacy/Public Awareness Desired Outcome #2.

Fiscal Impact: There will be no fiscal impact on the organization.

Staff note: Formation of a new roundtable requires additional meeting room or other space at SAA annual meetings going forward, as well as additional Council and staff time to provide support to the roundtable.

Move: Zanish-Belcher
Second: Huth
PASSED (unanimous).

F. Rename Cultural Property Working Group

The Cultural Property Working Group suggested a change in its name to Cultural Heritage Working Group to ensure that the group considers all forms of cultural heritage, both tangible and intangible; to be consistent with a more universal definition; and to more accurately reflect the Working Group's current context and work.

MOTION 5

THAT the name of the Cultural Property Working Group be changed to Cultural Heritage Working Group.

Support Statement: This change ensures that the group considers all forms of cultural heritage, both tangible and intangible, and complies with a more universal definition.

Impact on Strategic Priorities: [None submitted.]

Fiscal Impact: None.

Move: McCrea
Second: Baxter
PASSED (Yes: Baxter, Duffy, Huth, Kaplan, Landis, Light, McCrea, Meissner, Theimer, Zanish-Belcher. No: Bell-Russel. Abstain: None.)

G. Pratt Student Chapter Funding Request

SAA's Pratt Student Chapter was reestablished on October 23, 2012, after a five-year lapse. The officers of the reestablished chapter proposed that to support the chapter's mission, funding was needed to present key events and speakers identified as critical to the student chapter's success. The Council considered the funding request, applauded SAA at Pratt's initiative, and suggested that the chapter pursue other means of funding events and attracting speakers, as do other student chapters.

H. Select SAA Foundation Board Member(s)

The SAA Foundation Board, comprising Class A members (the Corporate Member's executive committee plus the immediate past president) and Class B members (selected by the Corporate Member), convened on January 23 and nominated three individuals to fill existing Board vacancies. As the sole Corporate Member defined in the SAA Foundation's Articles of Incorporation, the SAA Council discussed and approved the nominees to the Foundation Board.

MOTION 6

THAT the following individuals be elected as Class B members of the Society of American Archivists Foundation Board, effective immediately: Ann Russell (for a one-year term of 2013-2014; Becky Haglund-Tousey (for a two-year term of 2013-2015); and Carla Summers, for a three-year term of 2013-2016).

Support Statement: Russell, Haglund-Tousey, and Summers are well qualified to serve in this important capacity.

Impact on Strategic Priorities: None.

Fiscal Impact: None.

Move: McCrea
Second: Zanish-Belcher
PASSED (unanimous).

I. Appoint Members to Fellows Selection Committee

At its winter meeting each year, the SAA Council elects three individuals to serve on the Committee on the Selection of SAA Fellows. The Committee is composed of the five most recent past presidents of the Society and three Fellows who are elected by the Council. Past presidents, current members of the Council, and Society staff members are not eligible for election. It is permissible for elected Fellows to serve on the Committee more than once.

MOTION 7

THAT Tom Frusciano, Mary Jo Pugh, and Helena Zinkham be elected to serve on the 2013 Committee on the Selection of SAA Fellows.

Support Statement: Tom Frusciano, Mary Jo Pugh, and Helena Zinkham are well qualified to serve in this important capacity.

Impact on Strategic Priorities: None.

Fiscal Impact: None.

Moved: McCrea
Seconded: Bell-Russel
PASSED (unanimous).

J. Other Action Items from Council Members

No other action items were submitted for consideration.

III. STRATEGIC PLANNING

A. Current Strategic Plan

SAA's current Strategic Plan was provided as a reference for the Council and was not discussed.

B. Review of Strategic Plan Activities and Timelines

This document was provided as a reference for the Council and was not discussed.

C. Member Comments on Strategic Priorities

Member comments on SAA's strategic priorities, solicited and collected between November 30, 2012, and January 18, 2013, were presented to the Council in a written report, with two late submissions distributed onsite at the Council meeting.

D. Strategic Planning Session

Kathleen R. Henrichs, PhD, of Henrichs & Associates, Chicago, facilitated a ten-hour strategic planning session with SAA Council members and staff, during which the group drafted four

long-term goals; crafted a number of strategies to achieve each goal; and began identifying tactics that might be used to achieve the goals. Work will proceed via email discussions and conference calls, with the immediate goal of distributing the high-level plan (goals and strategies) for member comment throughout the spring and summer and adoption of a 2013-2017 Strategic Plan by September.

IV. DISCUSSION ITEMS

A. Annual Review of Equal Opportunity/Nondiscrimination Policy and Triennial Review of Statement on Diversity

Upon adoption of the SAA Statement on Diversity in August 2010, the Council noted that the Statement should be reviewed every three years in conjunction with the Equal Opportunity/Non-Discrimination Policy. The two documents were presented for review, and no changes were made.

B. FY 2013 "B List"

[The "B List" is a tool that has been used in the budget process to present, in a transparent manner, items that 1) the Council has designated for inclusion on the proposed budget B List; 2) the Finance Committee and/or staff believe warrant Council discussion; or 3) the Finance Committee and/or staff hoped to include in the proposed budget but removed in order to achieve a workable bottom line. B List items are described in the appropriate program planners, but the dollar amounts that they represent are not included in the bottom line in the planners or in any of the financial summaries. In sum, B List items are unfunded items that are brought forward so that they can be tracked. The Council typically considers all B List items during the budget review process. In 2012, however, the Council deferred consideration of several B List items pending the financial outcome of the 2012 Annual Meeting.]

The Council reviewed the FY 2013 B List in light of Finance Committee recommendations and determined that no items on the list would be funded during the remainder of FY 2013.

C.1. Student and New Member Needs and Benefits / Finance Committee: Proposal to Revise Payment Options for Dues and Fees

In a written report, the Finance Committee detailed its research and discussions of a set of proposals received from the Student and New Archives Professionals Roundtable, including its review of information about SAA's membership database capabilities and the work of other professional associations in providing dues payment options. The Council agreed that extending the bridge rate would be a low-cost action that would be of high value to some members. Other ideas will be considered in the context of a new association management software system that could be customized to support additional payment options.

==MOTION 8==

THAT eligibility for "Bridge rate" dues be extended to two non-consecutive years for renewing members during their lifetime involvement with SAA.

Support Statement: [None provided.]

Impact on Strategic Priorities: [None provided.]

Fiscal Impact: [None provided.]

Move: Duffy
Second: Meissner
PASSED. (Yes: Baxter, Bell-Russel, Duffy, Kaplan, Landis, Light, McCrea, Meissner, Theimer, Zanish-Belcher. No: Huth. Abstain: None.)

C.2. Student and New Member Needs and Benefits / Membership Committee: Review of Member Survey

Beaumont provided a verbal update of Membership Committee activities, including work on the Mentoring Program and shifting of the Career Center's scope. Student and new member needs and benefits data cannot be extracted from the Member Survey at this time.

C.3. Student and New Member Needs and Benefits / Student Chapter Survey

Beaumont updated the Council on the status of the student chapter survey. Staff currently is working on updating student chapter contact information so that a survey can be distributed.

C.4. Student and New Member Needs and Benefits / Student Chapter Liaisons

The Council's discussion of determining an appropriate student chapter liaison is on hold pending the results of a student chapter survey that would point to chapter needs.

C.5. Student and New Member Needs and Benefits / Liaison to Student Program Subcommittee

Assignment of the SAA Treasurer as liaison to the Student Program Subcommittee was a legacy role. The staff proposed that this role be transferred to the immediate past chair of the Subcommittee to ensure continuity and expertise on the group and to provide for another volunteer opportunity.

MOTION 9

THAT the Student Program Subcommittee description be revised to include the immediate past chair as a member and to remove the SAA Council Student Chapter Liaison as a standing member, as follows [underline = addition, strikethrough = deletion]:

Student Program Subcommittee

Reports to: Program Committee
Established: January 5, 2006

I. Purpose
The Student Program Subcommittee reviews and selects graduate student paper proposals and oversees selection and/or judging of student posters for the Annual Meeting for which it is established. The Student Program Subcommittee is also charged with formulating applicable policy recommendations, as necessary, for the effective management of graduate student paper and poster sessions.

II. Committee Selection, Size, and Length of Terms
A.   The subcommittee shall consist of five members.
B.   The subcommittee chair shall be a member of the Program Committee ~~and~~ who is appointed by the Program Committee chair/co-chairs;
C.   One member shall be a representative of the Committee on Education, appointed by the chair of the Committee on Education;
D.   One member shall be a representative of the Archival Educators Roundtable, appointed by the Archival Educators Roundtable chair/co-chairs;
E.   The ~~SAA Council Student Chapter Liaison~~ Subcommittee's immediate past chair shall serve as a member to ensure continuity; and
F.   One student member, who may also serve (if possible) as the chair for the upcoming Graduate Student Paper Session, shall be selected by the ~~SAA Council Student Chapter Liaison~~ immediate past chair from the previous Annual Meeting's Graduate Student Paper Session speakers.

III. Reporting Procedures
The Student Program Subcommittee reports to the Program Committee chair/co-chairs.

IV. Duties and Responsibilities
A.   Once appointed, the chair solicits appointments from the chair of the ~~Subcommittee on Graduate Education~~ Committee on Education and the chair/co-chairs of the Archival Educators Roundtable.
B.   The Subcommittee works with SAA staff to issue a call for student paper and poster proposals.
C.   The Subcommittee reviews and selects proposals.

Approved by Council: January 2006
Revised: August 2008, January 2013

Support Statement: This revision of the Subcommittee selection process ensures continuity and expertise on the group while also providing for another volunteer opportunity and reducing the workload for the Treasurer at a busy time of year.

Impact on Strategic Priorities: None.

Fiscal Impact: None. The Student Program Subcommittee is appointed after the Annual Meeting, conducts all of its work online and via telephone conference, and completes its work before the next Annual Meeting.

Move: Huth
Second: McCrea
PASSED (unanimous).

D. SAA Membership in NAANICA

SAA was asked to renew its membership in the North American Archival Network of the International Council of Archives by NAANICA Coordinator Bryan Corbett. The Council discussed NAANICA dues in the context of SAA's participation in other ICA groups (ICA/SPA) and SAA's available resources; considered other ways in which SAA has or could interact with ICA; and agreed to evaluate the request once SAA's strategic planning process was complete and the priority of SAA's involvement with ICA was considered along with other priorities.

Corbett had also requested that SAA consider collecting individual ICA dues along with SAA dues; the Council decided not to take on this activity. SAA will, however, publicize the availability of individual membership in ICA.

E. Recommendations from 2012 SAA/Regionals Summit Meeting

The Council reviewed feedback from attendees of the Regionals Summit held in conjunction with the 2012 Annual Meeting in San Diego and agreed that 1) space should be allocated at the 2013 Joint Annual Meeting for a less formal meeting of the group and 2) a small group of Council members (Baxter, Huth, and McCrea) will work with current regional leaders to draft an agenda for the 2013 meeting that will provide an opportunity for the group to determine its own goals and structure. The Council emphasized the importance of collaborative participation and suggested that this group should be more than an information interchange and should have definite, articulated goals.

F. Issues and Advocacy Roundtable: Recommendations for Action When Archives Documenting Underrepresented or Alternative Communities Are Threatened

In response to a January 2012 request from the Council to "investigate and monitor the status of the Occupy Movement archives and libraries, with a report of its findings and recommendations [due] to the Council at the August 2012 Council meeting" (Motion 6), the Issues and Advocacy Roundtable (IART) presented a detailed proposal encouraging the Council to "take more direct action when archives documenting underrepresented or alternative communities are threatened." The IART went on to recommend "both organizational and procedural changes to better address situations when archives documenting underrepresented or alternative communities are threatened in the future," including 1) transitioning the Issues and Advocacy Roundtable into a committee named the Issues and Advocacy Committee, 2) forming a new Research and Public Information Committee, and 3) adopting a set of procedures "to be followed when any archives is under threat of closing." The Council acknowledged the roundtable's significant effort in crafting its proposals and thanked its steering committee for bringing the suggestions forward. The Council will consider these suggestions as part of its strategic planning process.

G. Strategic Priority Activities Assigned to Cultural Heritage (formerly Property) Working Group

Submitted in response to the Council's request that the Cultural Heritage Working Group (CHWG) address specific Strategic Plan activities related to the Diversity Strategic Priorities, this report addressed each measurable activity assigned to the CHWG; provided updates on how these initiatives are being addressed and prioritized; and detailed questions for the Council's clarification. The Council reaffirmed the direction of CHWG's work, noting good prioritization in the report, and agreed that CHWG should monitor development of guidelines and protocols regarding standards for care, access, and use of cultural material in other venues and draft or recommend endorsement of guidelines as appropriate.

H. Communications Task Force Update / Discussion Questions

The Communications Task Force provided an update on its progress and asked the Council for feedback on its proposed next steps. The Council provided positive comments on the group's work to date and encouraged it to begin soliciting member feedback on its draft recommendations soon via SAA's standard communication channels, including the leadership blog (*Off the Record).* Preliminary recommendations are due at the Council's May 2013 meeting.

I. Council Members' Participation in Social Media

Dooley led an informal discussion about how SAA conducts business in the social media sphere. Council members agreed that SAA's presence in social media – whether achieved via the *Off the Record* leadership blog, Twitter comments, or Council members' individual social media activity – has value, and that Council members' and staffs' awareness of discussions in this realm is important.

J. Guidelines for Appointing Interns

Continuing a Council discussion that began online in October 2012, the written discussion item by Bell-Russel and McCrea articulated the advantages and disadvantages of formalizing the process for recruitment and selection of interns on a Council-appointed group. The Council discussed the implications of formalizing a call for interns versus leaving the decision to recruit an intern in the hands of board and committee chairs, and agreed that a less-formal approach should be taken.

K. SAA Born-Digital Records and Records Generally

In consideration of a written discussion item by Kaplan, Landis, and McCrea summarizing the history, from May 2010, of work in fits and starts on SAA's capacity to ensure preservation of its own born-digital records, the Council agreed with the conclusion in the discussion item that a more detailed SAA records schedule, dealing with both paper and digital records, was needed as a framework for born-digital records management, but delayed discussion of background issues raised until a draft records schedule could be considered. In lieu of the action recommended in the discussion item, the Council asked Kaplan, Landis, and McCrea to work with a representative from the Records Management Roundtable, University of Wisconsin-Milwaukee

archivist Michael Doylen, and a staff member designated as the records officer for the SAA office to draft SAA records retention guidelines for consideration by the Council.

L. Annual Meeting Site Selection (2015 and 2016)

Executive Director Nancy Beaumont sought guidance from the Council in a discussion of potential host cities for the 2015 and 2016 Annual Meetings. The Council provided feedback based on priorities, including those embedded in the Annual Meeting Task Force's interim report, risk tolerance, financial considerations, hotel and convention center size and availability, food and beverage minimums and options, geographic diversity, and a variety of other factors.

M.1. 2013 Joint Annual Meeting Schedule and Planning: New Member/First-Timer Orientation and Forum

In a verbal report, Baxter noted that planning for the 2013 event will begin in earnest in April. The Membership Committee and Beaumont have begun conversations with the Students and New Archives Professionals (SNAP) Roundtable about creating a "first-timer's guide" to the conference that will be released online before the meeting.

M.2. 2013 Joint Annual Meeting Schedule and Planning: Leadership Orientation and Forum

Council members reviewed member responses to the 2012 Leadership Orientation and Forum format, time slot, and location. The Council made recommendations for the 2013 event, and emphasized the importance of inspiring leaders to help their groups do something of value.

M.3. 2013 Joint Annual Meeting Schedule and Planning: Draft Schedule

Beaumont outlined session block configurations, special events and Exhibit Hall hours, and a change to the timing of roundtable blocks in response to preliminary recommendations from the Annual Meeting Task Force. The Council discussed ways in which to allow more time for networking in the Annual Meeting schedule.

N. Council Exemplary Service Award Ideas

The Council discussed an array of potential nominees for the Council Exemplary Service Award and Council resolutions.

O. Boston College/IRA Oral History Situation

In response to the Council's request for a summary of a current legal case involving Boston College and an oral history project involving the Irish Republican Army, SAA's Government Affairs Working Group (GAWG) prepared a document that 1) presented background and discussion material gathered from available information on the current situation and 2) suggested that the Council may wish to encourage professional discussion on the subject of a legally recognized archival privilege of confidentiality. The Council discussed the document and

evolving situation and asked GAWG to revise the document for posting on SAA's website as an informational piece.

P. Other Discussion Items

The Council continued a discussion that began in Agenda Item II.E. regarding approaching a tipping point between SAA's limited resources and the unlimited number of SAA roundtables. Council members agreed that overlap between sections and roundtables exists; that new types of interest groups, new models, and new ways of channeling energy among participants in SAA should be explored; and that the process used by the Metadata and Digital Object Roundtable to examine whether it should petition to become a section could serve as a good framework or model.

The Council also briefly discussed the status of Governance Manual revisions and the timing and process for an online review.

V. REPORTS

A. Executive Committee

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

In a written report, Executive Committee Member Donna McCrea reviewed the Executive Committee's and Council's actions since the August 8 and 11, 2012, Council meetings:

Executive Committee Actions and Discussions

- Approved a Memorandum of Agreement with the National Association of Government Archives and Records Administrators for the 2014 Joint Annual Meeting. (September 2012)

Council Interim Actions and Discussions

- Launched SAA President's/Leaders' blog, *Off the Record*, as a communication channel for conversations about ongoing SAA activities and issues and featuring guest posts from Council members and others. (July 2012)

- Continued development of a communication strategy and further analysis and discussion with the membership of the results of the 2012 Member Needs and Satisfaction Survey. Conducted separate discussions via various synchronous meeting platforms (Google + Hangout; Skype; conference calls) on the following topics: continuing education (December 17), strategic initiatives (December 20), perceptions of the Council (January 3), member benefits (January 9), open comments (January 14), publications (January 16). (July 2012 – January 2013)

- Periodically reviewed and submitted updates to the Council's Action List (formerly the To Do List). (September - December 2012)

- Adopted the minutes of the August 6, 2012, Council meeting. (Passed on September 24, 2012. Yes: Baxter, Bell-Russel, Kaplan, Landis, Light, McCrea, Meissner, Theimer, Zanish-Belcher. Abstain: Duffy, Huth.)

- Adopted the minutes of the August 11, 2012, Council meeting. (Passed unanimously on September 24, 2012.)

- Adopted a motion appointing Peter Gottlieb to serve as SAA's 2013-2016 representative to the National Historical Publications and Records Commission. (Passed unanimously on October 5, 2012.)

- Approved the revised bylaws of the Congressional Papers Roundtable. (Passed unanimously on October 16, 2012.) (Appendix A)

- Approved the revised bylaws of the Archivists' Toolkit^{TM} / Archon^{TM} Roundtable. (Passed. Yes: Baxter, Duffy, Huth, Kaplan, Landis, Light, McCrea, Meissner, Theimer, Zanish-Belcher. No: Bell-Russel. Abstain: None. October 16, 2012.) (Appendix B)

- Prompted by an email message from a member to the Issues and Advocacy Roundtable, revisited discussions on archival and legal issues surrounding the Belfast Project (an oral history project sponsored by and housed at Boston College that gathered interviews from paramilitaries on both sides of the "Troubles" in Northern Ireland). The Council discussed this issue in the Spring of 2012 and determined not to respond publicly. In October 2012, after consulting additional experts, the Council again determined not to issue a formal statement, but encouraged SAA component groups communicating about the issue to share the following as a basis for dialog and education:

  - Archivists do not have a legal status that in some way supersedes the normal course of statutory law.
  - Court subpoenas have always and will always trump contractual restrictions on collections.
  - The archival community needs to become very aware of the legal aspects of anything we promise to a donor.

  The Government Affairs Working Group then prepared a discussion item for the Council's January 2013 meeting (see Agenda Item IV.O).

- Discussed a recommendation on guidelines for appointing interns. Took no action and opted to address the item at the January 2013 Council meeting (see 0113-IV-H-Interns). (October 2012.)

- Approved a motion to appoint Christopher Prom to a three-year term as Publications Editor, effective February 28, 2013. (Passed unanimously on October 22, 2012.)

- Approved the revised bylaws of the Archivists of Religious Collections Section. (Passed unanimously on November 6, 2012.) (Appendix C)

- Discussed and monitored reactions in the archives social media to the new *Resources for Volunteer Programs in Archives*, co-produced by the National Archives and Records Administration and SAA; responded via guest post on *Off the Record*; discussed ways in which to create a dialog about the issue that would be useful to a range of professionals. (November 2012)

- Signed on to an OpenTheGovernment.org letter to the Senate Majority and Minority Leaders opposing provisions in the FY 13 Intelligence Authorization bill that would reduce access to information and threaten free speech rights. (Passed on November 26, 2012. Yes: Baxter, Bell-Russel, Duffy, Huth, Kaplan, Landis, Meissner, Theimer, Zanish-Belcher. No vote submitted: Light, McCrea.)

- Issued a call for member comments on SAA's strategic priorities and directions via several communication channels, including the Leader List (which includes chairs, vice chairs, and steering committee members of all sections and roundtables plus all committee, board, working group, and task force members), individual messages from Council liaisons to their component groups, and *In The Loop*. The purpose of the call: To solicit feedback on 1) major challenges and opportunities that SAA faces and 2) areas in which SAA should focus its time and resources to be as effective and useful as possible. (November 2012 – January 2013)

- Adopted revisions to the Theodore Calvin Pease Award. (Passed unanimously on December 6, 2012.) (Appendix D)

- Adopted a revised description of the Host Committee. (Passed unanimously on December 26, 2012). (Appendix E)

V.A. Executive Committee Report, Appendix A

CONGRESSIONAL PAPERS ROUNDTABLE
SOCIETY OF AMERICAN ARCHIVISTS
* Approved August ~~2005~~ 2012*

[Strikethrough = deletion, underline = addition.]

BYLAWS FOR STRUCTURE AND RESPONSIBILITIES

PURPOSE
The Congressional Papers Roundtable of the Society of American Archivists is composed of members of the Society and others who work with or have an interest in the papers of members of Congress and the records of Congress. The roundtable provides a forum for news, for discussion of issues and developments, and for setting standards and advocating action in the preservation and management of congressional papers and records.

STEERING COMMITTEE

The Steering Committee is composed of 10 members: the officers (chair, vice-chair/chair-elect, and the immediate past chair); four member representatives (two elected per year for two-year terms); and one representative each from the Office of History and Preservation of the House of Representatives, the Senate Historical Office, and the Center for Legislative Archives of the National Archives. The newsletter editor, ~~and~~ the web editor, and the historian serve as *ex officio* members (unless they also hold elected positions).

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the chair if vacancies occur. Committee members help set agenda for the year, appoint a newsletter editor as necessary and contribute to the newsletter and to other activities, plan the annual program and SAA program sessions sponsored by the roundtable. Steering Committee members are expected to attend the annual meeting.

OFFICERS

The chair, vice-chair/chair-elect, and the immediate past chair serve as officers of the roundtable. Only individual members of SAA and the Congressional Papers Roundtable may hold these positions.

The chair directs and reports the activities of the roundtable, organizes and conducts the annual meeting of the roundtable, chairs the steering committee, acts as liaison for the roundtable to other bodies, appoints roundtable committees as needed, chairs the Program Committee, and handles administrative matters.

The vice-chair/chair-elect serves as acting chair in the absence of the chair and participates as a member of the steering committee in all its activities. The vice-chair also serves as chair of the Electronic Records Committee.

The immediate past chair serves as a member of the steering committee and as chair of the Nominating Committee.

The officers make a commitment for three years to serve one year each as vice-chair/chair-elect, chair, and immediate past chair. Each is expected to attend the annual meeting.

NEWSLETTER EDITOR(S)

One or two newsletter editors shall be appointed by the Steering Committee for a negotiated term. Terms are encouraged to range from not less than two years to not more than three years. The newsletter editors serve as *ex officio* members of the Steering Committee, unless they also hold elected membership. In the latter case, the newsletter editors shall have all decision privileges of committee members. Members serving as newsletter editors should not serve concurrently as chair of the roundtable.

The newsletter editors are responsible for editing, publishing, and distributing two newsletters per year and any other special issues or mailing as determined by the Steering Committee. They ~~maintain the roundtable mailing list and~~ negotiate all newsletter matters with the SAA office as appropriate. By agreement between them, one of the newsletter editors will serve as secretary at the annual roundtable meeting and take minutes that subsequently will be published in the newsletter.

PROGRAM COMMITTEE

The Program Committee is composed of the chair, vice-chair/chair-elect, and Steering Committee members who are not members of the Nominating Committee. The chair shall appoint certain Program

Committee members to coordinate, write, and submit Steering Committee-approved session proposals on behalf of the roundtable to the SAA Program Committee.

The Program Committee develops proposals for both the roundtable program and SAA sessions for the following year's annual meeting. The Steering Committee reviews and selects proposals.

WEB EDITOR
The web editor shall be appointed by the Steering Committee for a negotiated term. Terms are encouraged to range from not less than two years to not more than three years. The web editor serves as an *ex officio* member of the Steering Committee, unless he or she also holds an elected position. In the latter case, he or she shall have all decision privileges of committee members. The web editor should not serve concurrently as chair of the roundtable.

The web editor is responsible for maintaining and updating the CPR website as needed and for negotiating all website matters with the SAA office as appropriate.

HISTORIAN
The historian shall be appointed by the Steering Committee for a negotiated term. Terms are encouraged to range from not less than two years to not more than three years. The historian serves as an *ex officio* member of the Steering Committee, unless he or she also holds an elected position. In the latter case, he or she shall have all decision privileges of committee members. The historian should not serve concurrently as chair of the roundtable.

The historian is responsible for coordinating the roundtable's record retention with the roundtable web editor.

NOMINATING COMMITTEE AND ELECTION
The Nominating Committee is composed of the immediate past chair, who serves as chair of the committee, and two first-year members of the Steering Committee. If any of these cannot serve, the roundtable chair shall appoint members from the Steering Committee as needed.

The Nominating Committee solicits candidates for the next year's leadership, using a notice in the newsletter and on the roundtable's listserv (if any) and receiving the names of volunteers of persons recommended, and prepares an appropriate slate for the elected roundtable positions from those nominees agreeing to place their names in nomination. The committee ensures that there is at least one nominee and no more than two nominees for vice-chair/chair-elect and that the number of nominees for Steering Committee is not less than the number of positions to be filled. All candidates for election must be individual members of SAA and the roundtable. The committee submits the slate of candidates to the newsletter editor no later than June 1 for publication in the newsletter issued preceding the annual meeting. The committee also submits the ballot to the Society of American Archivists no later than six weeks prior to the SAA annual meeting. The Society of American Archivists conducts the election on-line through services available from its membership database. Only members of the roundtable may vote. Any member of the roundtable who is unable to vote using the on-line ballot may request an absentee ballot from the committee chair; absentee ballots must be returned to the committee chair prior to the annual meeting. Voting shall be by secret ballot if there are more candidates than can be elected for any position. Candidates with the highest number of votes shall be elected. New leadership assumes office at the conclusion of the annual meeting of the roundtable.

If for any reason the vice-chair is unable to succeed to the office of chair, a new chair shall be elected following the same procedures as election for a vice-chair. The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

ELECTRONIC RECORDS COMMITTEE
The Electronic Records Committee is composed of the vice chair, who serves as chair of the committee, two or more members appointed by the Steering Committee, and an *ex officio* member designated by the Center for Legislative Archives at the National Archives and Records Administration. Terms for appointed members are encouraged to range from not less than two years to not more than three years.

The Electronic Records Committee is responsible for conducting an annual review of all resources posted on the CPR website related to electronic records management in congressional collections, making updates and revisions when necessary. The committee may also create new resources on the subject when advisable.

ENACTMENT
These bylaws were first approved and enacted by a majority vote of the membership in August 1996.

Proposed amendments to the Bylaws must be published in the newsletter issued preceding the ~~annual meeting~~ vote by the membership on the bylaws amendments. Amendments must be approved by a two-thirds majority of the Steering Committee and must be ratified by a two-thirds majority of the total votes cast by members ~~present at the annual meeting of the roundtable and by members voting by absentee ballot. Any member of the roundtable who is unable to attend the annual meeting may request an absentee ballot from the Chair of the Nominating Committee. Absentee ballots must be returned to the Chair of the Nominating Committee prior to the annual meeting~~ via a vote online or at the annual meeting of the roundtable (if the latter, then absentee ballots will be managed by the Chair of the Nominating Committee).

A copy of the Bylaws shall be available to any member through the Roundtable's website and upon request to the chair.

Support Statement: The proposed revisions to the Congressional Papers Roundtable bylaws are in line with the stipulation in Section X.V.D, of the SAA *Governance Manual* that "Roundtables may operate as formally or informally as suits their needs. At minimum, however, they must adopt bylaws." They have been reviewed by the Executive Director to ensure their alignment with SAA's governance documents. Finally, they were approved unanimously by the CPR membership in accordance with the bylaws as they existed at the time of the CPR's annual business meeting.

Impact on Strategic Priorities: None.

Fiscal Impact: None.

<div align="right">V.A. Executive Committee Report, Appendix B</div>

SOCIETY OF AMERICAN ARCHIVISTS
AT/ARCHON ROUNDTABLE BYLAWS
* Approved August 2012 *

[Strikethrough = deletion, underline = addition.]

A. Steering Committee
The Steering Committee is composed of six core members, including the officers (Chair, ~~and~~ Vice-chair, and Web Liaison). The Steering Committee shall be composed of at least one representative from the Archivists Toolkit™ community and at least one representative from the Archon community.

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the Chair, including *ex-officio* appointments and when vacancies occur. Committee members help establish projects to work on through the year, and plan the annual roundtable meeting. A member of the Steering Committee shall take minutes at the annual roundtable meeting, and assist the Chair in editing the minutes to be posted on the AT/Archon ~~r~~Roundtable website.

~~Steering Committee members make a commitment to serve for at least one year.~~

The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

Annual elections are held by electronic ballot.

If an annual ballot is absent of Chair, Vice-chair, or Web Liaison nominees, those positions shall be appointed by the six-member Steering Committee.

B. Officers
The Chair, ~~and~~ Vice-chair, and Web Liaison serve as officers of the roundtable. Only individual members of SAA and the AT/Archon Roundtable may hold these positions. Steering Committee members make a commitment to serve for at least two years.

The Chair directs and reports the activities of the roundtable, organizes and conducts the annual meeting of the roundtable, chairs the steering committee, acts as liaison for the roundtable to other bodies, appoints roundtable committees as needed, and is responsible for administrative matters, including, but not limited to, annual reports to the SAA.

The Chair may appoint *ex-officio* members to the roundtable, with approval of the Steering Committee.

The Vice-chair serves as acting Chair in the absence of the Chair and participates as a member of the Steering Committee in all its activities.

Steering Committee officers make a commitment to serve for the following time periods: Chair—one year as Chair, plus one year as Vice-chair; Vice-Chair: one year.

A new Vice-chair shall be elected at each annual meeting of the roundtable and shall serve for one year as Vice-chair, succeeding automatically to the office of Chair for the subsequent year. ~~The immediate past Chair serves as Vice-chair of the Steering Committee for the year following his/her year of service as Chair.~~

If for any reason the Vice-Chair is unable to serve his/her term as ~~Vice-c~~Chair ~~for the year following their term as Chair~~, a new ~~Vice-c~~Chair shall be elected in the annual election for a one-year term.

The Web Liaison is responsible for maintaining and updating the AT/Archon Roundtable website as needed and for uploading all documents and reports to the site.

Per the SAA Governance Manual, Section X.V.A. ~~by-laws~~, no person may serve as the senior leader of a Roundtable for more than three successive years.

~~C. Web Liaison~~

~~The Web Liaison is elected annually. The Web Liaison serves as a member of the Steering Committee.~~

~~The Web Liaison is responsible for maintaining and updating the AT/Archon website as needed and for uploading all documents and reports to the site.~~

Support Statement: The proposed revisions to the Archivists' Toolkit™/Archon™ Roundtable bylaws are in line with the stipulation in Section X.V.D, of the SAA *Governance Manual* that "Roundtables may operate as formally or informally as suits their needs. At minimum, however, they must adopt bylaws." They have been reviewed by the Executive Director to ensure their alignment with SAA's governance documents. Finally, they were approved by a majority of the ATART membership in their most recent online election.

Impact on Strategic Priorities: None.

Fiscal Impact: None.

<div align="center">

V.A. Executive Committee Report, Appendix C

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Archivists of Religious Collections Section Bylaws
(Adopted in 1983; amended in 1986, 1989, 1997, 1998, 2001, 2004, 2012)

[Strikethrough = deletion, underline = addition.]

I. Membership
Membership in the Archivists of Religious Collections Section (the Section) of the Society of American Archivists (SAA) is open to any member of the Society with an interest in the records, archives, or historical collections of churches, synagogues, and other religious institutions, religious congregations, and agencies.

II. Objectives

1. To provide a forum for the discussion of religious archival matters;
2. To identify, discuss, and resolve areas of mutual concern and new developments in the areas of religious archives;
3. To encourage and provide communication among Section members and with the Society in general;
4. To serve as an advocate for religious archival interests;
5. To carry out specific functions which have been assigned to the Section in general or to committees or individuals;

6. To integrate new members in the field and to develop leadership in the Section as well as in the Society itself;
7. To recommend to Council actions or positions the Section feels appropriate for the entire Society; and
8. To suggest programs and speakers as well as other activities appropriate for the SAA Annual Meetings.

III. Officers

A. The officers of the Section shall be the Chair, Vice Chair/Chair-Elect, Immediate Past Chair, and Secretary.

B. Only members of the Society of American Archivists and of this Section may serve as officers. The Society maintains the list of Section members. The term of office ~~shall be two years~~ for the Chair and Vice Chair/Chair-Elect shall be one year. The term of office for the Secretary shall be two years. Only the Secretary shall be eligible for reelection.

C. ~~Biennially~~ Annually, there shall be elected a Vice Chair/Chair-Elect who shall succeed the Chair upon completion of the Chair's ~~two~~ one-year term and who shall preside in the Chair's absence ~~or inability to serve~~ or should the Chair be unable to be present.

D. The Chair shall preside at all meetings of the Section and of its Steering Committee. In addition, the Chair shall also serve as liaison with the SAA in general~~,~~ and with its Council and other Sections, shall appoint committees as the need arises, and shall render reports to the Section membership, the Council, and the SAA membership on such matters as deemed pertinent or identified by the officers and the Steering Committee.

E. The Secretary shall record the proceedings of the Annual Meeting, prepare minutes of Steering Committee meetings, and perform such other duties as may be assigned by the Chair. In the absence of a duly elected Secretary, the Chair shall appoint a replacement for the Annual Meeting.

F. The Immediate Past Chair shall either serve as Chair of the Nominations and Elections Committee or appoint a Section member to serve as Chair, and shall assume such responsibilities as may be assigned by the Section Chair.

G. Should any elected officer or board member ~~be unable to complete a term of office~~ resign, a special election ~~may~~ shall be held to fill the vacancy.

IV. Steering Committee ~~(including Representatives-at-Large)~~

The Steering Committee shall consist of the elected officers, ~~chairs of the standing committees,~~ and two other members elected by the Section; these two members must be members of the Section and will serve terms of two years on a rotating basis. The Steering Committee shall serve in an advisory capacity to the Chair, and its members may be assigned specific responsibilities by the Chair. The Annual Meeting of the Section shall be planned by the Steering Committee. The Steering Committee shall appoint a Section member or members to be editor(s) of the Section's newsletter. The Steering Committee shall review and evaluate the newsletter at each Annual Meeting.

V. Standing Committees

A. The Chair and/or the Steering Committee may appoint committees as needed, and shall define the role of any committee. Only members of the Society of American Archivists and the Section may be appointed committee members. Committees shall report to the Annual Meeting.

B. In the event that a special committee discovers that its task has extended beyond the bounds of Section authority or that it will require a separate budget to carry out its assignments, the committee shall report this to the Annual Meeting of the Section with the request that the Section approve the formation of a separate task force. The Section may then recommend to the SAA Council that such a task force be formed.

VI. Election of Officers

A. There shall be a Nominations and Elections Committee ~~comprised of~~ comprising the Immediate Past Chair ~~or his or her appointee~~ of the Section and ~~up to~~ two additional members if required. ~~appointed by the Chair of the committee at the close of the annual meeting. The Committee shall propose a slate of nominees for those positions which are open at the time of the Annual Meeting.~~

B. Nominations shall be solicited in the first issue of *The Archival Spirit*~~,~~ (the Section's newsletter)~~,~~ published after the Annual Meeting~~, and a final listing of nominees will be announced in the last newsletter before the annual meeting~~. Only members of the Society of American Archivists and the Section may be nominated as officers. ~~Nominations may be made from the floor at the time of the Annual Meeting.~~ All members of the Section may vote. ~~In the case of a contested election, a vote shall be taken by secret ballot at the Annual Meeting.~~ A majority of votes cast shall be required for election as a Section officer.

~~C. The Nominations and Elections Committee shall be responsible for tabulating and announcing the results of the elections. This will be done during the annual meeting. Elected officers shall assume office at the conclusion of the annual meeting.~~

~~D.~~ C. Should a special election become necessary to fill a vacancy, the Nominations and Elections Committee shall receive nominations and propose candidates. ~~As with regular elections, the committee shall be responsible for tabulating the ballots and announcing the results.~~

D. Election Procedures shall follow those adopted by the SAA Council in August 2009.

1. Sections shall conduct annual elections via an online ballot system provided by the SAA staff. Members must vote via the online ballot.

2. Formal calls for nominations shall be issued by the Section leadership and collected by June 1.

3. Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) shall be submitted to the SAA staff by June 15.

4. Supplementary ballot information (e.g., candidate photos, biographies, and statements), if desired, shall be posted by the Section leaders to the Section website by July 1.

5. Online ballots containing basic ballot information shall be prepared by staff and made accessible during the first week of July and shall remain open for at least two weeks.

6. Section members who are in good standing on June 30 shall be eligible to vote. Members who join after this date shall be eligible to vote during the following year.

7. Ballot results shall be reported by staff to the Section leaders in order to be announced at the Annual Meeting.

VII. Meetings

A. The Section shall meet annually at the time and place of the SAA Annual Meeting at a time determined by the SAA ~~Program Committee~~ <u>Council</u>.

B. Special meetings may be called by the Chair with the advice and consent of the Steering Committee. The content and nature of such a meeting shall be determined in advance and shared with the membership.

VIII. Amendments

A. Any members of the Section may propose amendments to these bylaws in writing to the Chair at least six months prior to the Annual Meeting. The Chair shall circulate the proposed amendments to the Steering Committee for their consideration. If a majority of the Steering Committee concurs with the proposals, they shall be submitted to the membership at the Annual Meeting. In that case a majority vote of those present at the Annual Meeting shall be necessary to amend the bylaws.

B. In the event that the majority of the Steering Committee does not approve the proposed amendments, the petitioner may still present his proposals at the Annual Meeting, which shall then require a two-thirds majority vote for adoption.

IX. Enactment

The original bylaws became effective immediately upon their adoption by majority vote of the members of the Religious Archives Section* at the Annual Meeting in 1983. The Chair and Secretary in office at the date of enactment shall continue in office until the expiration of the term for which they were elected. A Vice Chair/Chair Elect shall be nominated and elected at the meeting at which these bylaws are adopted, and shall succeed to the Chair upon the expiration of his/her term.

Amendments to these bylaws become effective following passage at the Annual Meeting.

X. Dissolution

The Section, noting failing interest or lack of accomplishing its objectives, may vote to dissolve by a majority. The SAA Council may also dissolve this Section if, in its opinion, it is no longer meeting the specified goals and objectives of the Section.

The Section voted September 27, 1991, at the Annual Meeting in Philadelphia, to change its name from the Religious Archives Section to the Archivists of Religious Collections Section.

V.A. Executive Committee Report, Appendix D

Theodore Calvin Pease Award

[Strikethrough = deletion, underline = addition.]

Purpose and Criteria for Selection: Created in 1987 and modified in 2007 and 2012, this award recognizes superior writing achievements by students of archival studies. Entries are judged on innovation, scholarship, pertinence, and clarity of writing. Papers examining major trends and issues in the archives profession are preferred.

Eligibility: Eligible entries are written by students enrolled in archival studies classes at either the master's or doctoral level. A faculty member or instructor associated with the archival studies program must submit the entry to verify that the student paper was written within the context of an archival studies program ~~between June 1 of the previous year and May 31 of the current~~ and completed during the preceding calendar year. A faculty member or instructor in an archival studies program may submit ~~more than~~ one entry per award cycle. There is no cap on the number of papers than can be submitted by a school or program, provided no individual faculty member submits more than one paper.

Entries should be unpublished manuscripts of 5,000–8,000 words, must include an abstract, and should conform to the stylistic guidelines described in the editorial policy of *The American Archivist*. ***Submit only the title with the paper. The name of the author, the program, or the faculty member or instructor must not appear on the manuscript.***

Sponsor and Funding: The Society of American Archivists Foundation, in honor of Theodore Calvin Pease, the first editor of *The American Archivist*.

Prize: A certificate and cash prize of $100. The winning manuscript, after going through the editorial process with the editor of *The American Archivist*, will be published in *The American Archivist*.

First Awarded: 1988

Selection Committee: Papers will be judged in a blind review by the Pease Subcommittee of the SAA Awards Committee. The subcommittee consists of the current editor of *The American Archivist*, the vice chair of the Committee on Education, and a member of the Society of American Archivists with experience in archival research and literature appointed annually by the president-elect to serve a one-year term. The current editor of *The American Archivist* serves as the chair of the subcommittee and shall present the award. The current editor of *The American Archivist* also edits the manuscript and leads the student through the editorial process in preparation for publication.

Submission Deadline and Nomination Form: All nominations shall be submitted to SAA by ~~May 31~~ February 28 of each year. CLICK HERE to download the RTF application form.

Support Statement: Hunter was pleased to report that the moderated discussion on the Archival Educators listserv yielded a consensus around the following revisions:

- A faculty member may submit only one student paper in each award cycle.
- There is no cap on the number of papers than can be submitted by a school or program, provided no individual faculty member submits more than one paper.
- The deadline will be changed to February 28 so it is consistent with all other SAA awards.
- Submissions must have been completed during the previous calendar year.

A transition plan for the next submission cycle on February 28, 2013, was also established. According to the above revision, all papers prepared during 2012 would be eligible. For the transition, faculty members are permitted to re-nominate 2012 papers that were submitted in the previous cycle but did not win the 2012 award. However, faculty members still would be limited to one submission per award cycle.

Impact on Strategic Priorities: None.

Fiscal Impact: None.

<div align="right">V.A. Executive Committee Report, Appendix E</div>

Host Committee Description

I. Purpose

Working closely with the SAA Executive Director and staff, the Host Committee serves as an advisory group to, and onsite extension of, the conference staff. Committee members provide their knowledge of the local area and its history and ideas for the non-program-related arrangements associated with the Annual Meeting.

The conference staff works with Committee members' suggestions, the SAA Council-adopted budget, and the input of the SAA President and other leaders and staff to explore options and make final decisions and arrangements. Committee members also contribute promotional information (including articles, photographs, and online-only information about the host city) and serve on site as registration personnel.

II. Committee Selection, Size, and Length of Terms

The SAA Vice President / President-Elect appoints the chair and members of the Host Committee for the meeting over which he/she presides as president. The chair recommends members of the Host Committee from the geographic area in which the Annual Meeting is being held. The chair may wish to designate one or more co- or deputy chairs. The Host Committee is appointed one year or more before the Annual Meeting and serves through that meeting. Members of the Host Committee must be members of SAA, although non-SAA members may be asked to advise or assist the committee.

Host Committees generally establish subcommittees to facilitate their work. The number and responsibilities of these subcommittees is left up to the needs and wishes of each Host Committee.

III. Reporting Procedures

The Host Committee chair submits a report to the SAA Council (at the Annual Meeting or soon thereafter for online consideration) that addresses the extent to which Host Committee activities addressed diversity issues, evaluates the success of the Host Committee work process over the course of the year, and outlines issues encountered or to be addressed by future Host Committees. The Host Committee chair or co-chairs should be available to advise the incoming chair/co-chairs of the next year's Committee to ensure transfer of knowledge.

IV. Duties and Responsibilities

The Executive Director and conference staff are responsible for:

- Final selection of images, reception venues, and vendors. Final selection of the plenary speakers rests with the President and Executive Director.
- All final logistics arrangements, including negotiations and contracts.

The Host Committee's primary duties are the following:

A. Identify, research, and recommend:
- Repositories that will hold tours and/or open houses before and/or during the meeting.
- Professional tours (and tour companies). SAA does not provide any services related to professional tours, but may promote the availability of such tours if they do not conflict with the conference schedule.
- Local vendors that may be good prospects for the Exhibit Hall.
- Local prospects for meeting sponsors.
- Speakers for plenary session(s) (although the final decisions are made by the SAA President).
- All-Attendee Reception site. Closing Party site (if a Closing Party is held).

B. Help promote the meeting and supply articles, images, and other written materials. The Host Committee works closely with the SAA Executive Director and staff throughout the year prior to and during the Annual Meeting. Activities led by the Host Committee include but are not limited to:
- Make a brief presentation during the previous year's Annual Meeting and alert local archivists and others about the Annual Meeting.
- Prepare articles for several issues of SAA's *Archival Outlook* to build excitement about attending a meeting in the host city and spotlight historical facts and notable local collections. Writing should be energetic, enthusiastic, and interesting; humor is appropriate. Generally these articles include photos and caption information.
- Prepare promotional and welcome information for the Preliminary, Online, and Onsite programs. Provide images (including caption information and usage rights) showing scenes

of the host city that may be posted on the SAA website or used in SAA publications for promotional purposes. Images ideally should reflect the diversity of people, collections, repositories, and institutions in the geographic area.

C. Collect, compile, and use available communication mechanisms (social media, conference website, materials in the registration area) to present local information to potential Annual Meeting registrants. The Host Committee should develop and post actively on an Annual Meeting blog, which should include links to Annual Meeting information tracked and publicized by staff on the SAA website (such as repository tours and session information), as well as the following local information:
- Travel information that will help attendees get around town as easily as possible (e.g., public transportation system maps and schedules, shuttle and taxi information, city maps). Submit to staff and consider linking to this material from the blog.
- Dining guide. The Host Committee may choose to compile a guide or simply to provide links to online local guides. Submit to staff and consider linking to this material from the blog.
- Lists of other information that may be of particular interest to attendees, such as local tours, bookstores, coffee houses, fun and unusual shopping destinations, nearby restaurants (with price ranges), services such as drug stores and photocopy facilities, cultural events, recreational activities, and tourist attractions. Information may be gathered from existing resources (such as the convention bureau) or the Host Committee may develop its own directory of information. Submit to staff and consider linking to this material from the blog.
- A list of repositories (e.g., archives, libraries, museums) in the area that are willing to hold tours or to open their repositories to Annual Meeting attendees. Details such as the name, address, hours, and directions to the repository should be submitted to the SAA Executive Director and staff for publication on the Annual Meeting website or via other appropriate SAA media outlets.

D. Coordinate and supply volunteers (both Host Committee members and other volunteers) for staffing of the "Advance Registration" desk during conference hours.
- Includes checking in pre-paid registrants, handing out name badges and programs, and answering questions about the local area.

SAA is not able to waive registration fees for Host Committee members or other volunteers.

V. Meetings

The Host Committee meets as many times as is necessary before the Annual Meeting. SAA staff members attend some of these meetings. Meetings may be conducted in the host city, via conference call, or via alternative remote meeting technologies.

Approved by the SAA Council: September 1988
Revised: June 1992, December 2012

Support Statement: The revisions appropriately reflect current practice.

Impact on Strategic Priorities: None.

Fiscal Impact: None.

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: YTD Financials

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

E. Staff

Staff reports, including those of the Executive Director, Membership, Education, Publications, and Annual Meeting, 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 (Annual Report)

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

I. Diversity Committee (Annual Report)

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

J. Standards Committee (Annual Report)

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

K. Membership Committee (Annual Report)

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

L. Committee on Archives, Libraries, and Museums (CALM) (Annual Report)

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

M. 2013 Program Committee

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

N. 2012 Program Committee

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

O. 2012 Host Committee

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

P. Intellectual Property Working Group (Annual Report)

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

Q. Cultural Property Working Group (Annual Report)

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

R. Annual Meeting Task Force Report (Interim)

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

S. Report of 2010 Mosaic Scholarship Recipient

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

T. Section / Roundtable Annual Reports (Compiled)

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

U. External Representatives' Reports (Compiled)

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

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

VI. COUNCIL BUSINESS

A. Review of January 2013 Action List

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

B. Review of January 2013 Talking Points

Council members reviewed the decisions made at the meeting.

C. Adjournment

The Council meeting was adjourned by general consent at noon.