

**Society of American Archivists  
Council Meeting  
May 15 – 17, 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 meeting. This report summarizes other Headquarters activities since January 2013.

**STRATEGIC PLANNING**

**Strategic Priorities, 2006 – 2014**

As noted in my previous 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, and the Education Calendar reflects many offerings in this area (as well as in 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 archival record 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 is intended to aid in improving communication and enhancing collaboration between and among SAA's internal and external audiences.

For a final review of all activities associated with SAA's long-standing Strategic Priorities (2006 – 2014), see Agenda Items 0513-II-A-StratPlanActivitiesStatus and 0513-II-B-StratPriorActivities2006-2013.

**Technology Priority**

See the Education report (Agenda Item 0513-VI-E-3-Educ) for an update on the Digital Archives Specialist (DAS) curriculum.

Matt Black, our new web and IT systems administrator, continues to work on streamlining the integration of our current association management software system (MemberMax) with our Drupal-based content management system. We are mindful of the final recommendations of the Annual Meeting Task Force (Agenda Item 0513-V-B-AMTF-Final) and the preliminary recommendations of the Communications Task Force

(Agenda Item 0513-V-C-CommTF) and are including them in our staff discussions of enhancing website functionality and design.

### **Diversity Priority**

We were delighted to learn that the Institute of Museum and Library Services will fund the \$487,000 proposal from SAA and ARL to collaborate on expansion and enhancement of SAA's Mosaic Program! Mark Puente of ARL will be meeting with Tom, René, and me in Chicago in late May to draft our work plan for the grant.

We received 23 applications for the Mosaic Scholarship and 12 applications for the Josephine Forman Scholarship (launched in 2011, sponsored by The Methodist Church USA, and administered by SAA). As in the past, Teresa and Anne implemented a promotional plan to build interest of the scholarships that included dissemination of a press release to a wide variety of lists, as well as frequent announcements and promotions in *In the Loop* and on the SAA website.

A subgroup of the Diversity Committee has been hard at work drafting a call for diversity case studies to begin populating the Committee's microsite with information about "unique efforts to collect and document a variety of individuals, groups, and organizations." As noted in the call, "These case studies will be made available on SAA's website so that archivists, other information professionals, teachers, and communities can use them as resources and references."

### **Advocacy/Public Awareness Priority**

Advocacy efforts since January have focused on working with the CoSA/NAGARA/SAA joint working group on issues and awareness to draft a position statement on NHPRC priorities and collect members' stories of "the value of archives" for incorporation into a series of draft documents to support advocacy efforts; responding to requests for letters of support (from OpenTheGovernment.org and others, see Executive Committee report at 0513-VI-A); and participating in the National Coalition for History Policy Board's strategic planning efforts.

I have responded to a number of media inquiries in the past few months, including:

- A *New York Times* reporter who was preparing an article about archivists who belong to the Archivists Roundtable of Metropolitan New York. (Article and video appeared in the *Times* and on its website on Monday, April 29.) Despite two hours' worth of phone conversations over the course of three months, very little of the background information that I provided about archives and archivists was incorporated into the article. This is the nature of public relations (as opposed to paid advertising, which allows control of the message)....
- A *New York Times* (science) reporter who was seeking a source on the impact of mobile technology on archival research.
- A documentary producer who was seeking information on Ronald Reagan's records.

- A *Houston Chronicle* reporter who was seeking sources on the value of cursive writing in – and the impact of technology on – archival documents.

The national *I Found It In The Archives!* competition is nearing completion for 2013, with the announcement of our winner to come soon after the May 15 deadline for voting. (See also Agenda Item 0513-VI-K-IFIITA.)

### **Strategic Plan, 2013 – 2018**

Since the Council’s facilitated strategic planning session in January 2013, I have spent significant time developing and/or compiling various documents for Council members’ review, including a compilation of your good work on tactics development that was reviewed and refined by the Council in a series of four conference calls in April and May. A call for member comments on the “high-level” plan (including the goals, strategies, and sample tactics) that was fielded on April 9 yielded 24 pages of comments by the deadline of April 23. See the compiled comments at 0513-II-C-2-StratPlanComments.

### **GOVERNANCE**

Significant staff time (by all program directors, and particularly Tom) was invested in working with each other and with the Treasurer and Finance Committee to prepare the Proposed FY 2014 Budget (0513-IV-A-1-FY14Budget), along with associated narratives. Tom and I participated in a May 6 conference call with Council members to provide an orientation to SAA’s financials and budget process.

In addition, significant staff time was spent on assisting the Annual Meeting Task Force with its research, assisting the Governance Manual review group (requiring primarily Rene’s time), and preparing materials for strategic planning and the May 2013 Council meeting.

For the fifth year, we oversaw the work of VoteNet Solutions for conduct of the 2013 SAA elections. The online ballot was live from March 15 through April 15, and the election was certified remotely by three SAA members (Aubrey Carrier, Dawne Lucas, and Trevor Alford) on April 22.

### **HEADQUARTERS OPERATIONS**

We are delighted to welcome to staff Ania Jaroszek, who will assist Solveig as SAA’s new Education Coordinator. Ania brings to her position a degree in Business Management along with significant event planning and customer service experience.

We are gearing up for annual performance appraisals, which will be conducted in late May and early June. Every staff member completes a written self-appraisal; every supervisor completes a written appraisal; and staff members meet with their supervisors to discuss their performance. All salary increases are merit-based.

Tom Jurczak is preparing for the annual ritual of closing out the current fiscal year, setting up the coming fiscal year, and preparing the 75 reports – some large, some small – that are required for the audit. The auditors will be in house for 3-4 days in July.

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