

**Society of American Archivists
Council Meeting
June 8 – 10, 2012
Chicago, Illinois**

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

Reports on Membership, Education, Publications, the Annual Meeting, and Website Development appear elsewhere in the staff reports for this meeting. This report summarizes other Headquarters activities since January 2012.

STRATEGIC PRIORITIES

As noted in my 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, 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, 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 is intended to aid in improving communication and enhancing collaboration between and among SAA's internal and external audiences.

For a year-end review of all activities associated with the Strategic Priorities – whether explicit or implicit in the plan – see 0612-II-C-StratPriorActivities2006-2012.

Technology

See the Web development report (Agenda Item V.E.6.) for details about enhancements to our Drupal-based content management system, including modifications in the “Comments” display and permissions and addition of RSS feed capabilities for “SAA Home Page” and “SAA Global Feed.” We are still involved in the staff-time-intensive process of evaluating and converting all website content into the new system (a project that we hope to complete by the end of the calendar year) and we have developed a staff Drupal Users Group (for in-service training and information exchange) that will soon begin using BaseCamp for management of the migration project.

We have begun a concerted effort to improve our understanding and implementation of the best approaches to crafting messages and communicating via Facebook and Twitter.

Several staff members have attended a series of evening seminars (sponsored by the *Chicago Tribune* and featuring expert speakers) on use of these tools. We hope you have noticed an improvement in the messages – and frequency of messaging – via SAA’s Facebook and Twitter sites. As always, we welcome your ideas for improvement.

Diversity

We were gratified to receive 24 applications for the Mosaic Scholarship and 18 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 in the scholarships that included dissemination of a press release to a wide variety of lists, as well as announcements and promotions in *In the Loop* and on the SAA website.

Advocacy

Advocacy efforts since January have focused on implementing strategies for supporting NHPRC funding, responding to requests for letters of support (from Canada’s National Archival Development Program, OpenTheGovernment.org, and others [see Executive Committee report at V.A.]), and providing feedback on the re-draft of the SAA Advocacy Agenda (see Agenda Item IV.A.). My work as National Coalition for History Policy Board chair remains largely administrative.

Public Awareness

The national *I Found It In The Archives!* competition has concluded for 2012, with the announcement that Julie Dresser is our winner this year. Julie did her research at the State University of New York at Plattsburgh with SAA member Debra Kimok. As noted in the report at Agenda Item V.N., the number of votes in our 2012 contest was 8,414 – a significant increase over the 1,153 votes cast last year.

Preliminary work has begun on creation of the seventh annual American Archives Month, which has been re-tooled to incorporate our *I Found It In The Archives!* focus. We intend to launch American Archives Month and the *IFIITA!* contest via the SAA website (where all materials will reside) and to highlight it in *Archival Outlook* and *In the Loop* beginning in early July so that members have adequate time to gear up for the contest and, we hope, conduct it in October during AAM. In a recent conference call, National Association of Government Archives and Records Administrators President Paul Bergeron pledged that organization’s support in spreading the word about American Archives Month.

GOVERNANCE

Significant staff time (by all program directors, and particularly Tom) was invested in working with each other and with the Finance Committee to prepare the Proposed FY 2013 budget, along with associated narratives.

In addition, significant staff time was spent on conducting and reviewing the results of the Member Needs and Satisfaction Survey (see Agenda Item IV.B.), assisting the Annual Meeting Task Force with its research, coordinating communication with regional and state organizations regarding the 2012 Regional Summit (in San Diego in August), and preparing materials for the June 2012 Council meeting.

HEADQUARTERS OPERATIONS

We are gearing up for annual performance appraisals, which will be conducted in 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. We expect the auditors to be in house for three or four days in July.

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