

**Society of American Archivists
Council Meetings**

To Do / Action List

V.08.13.11

	Action	Assigned to	Date Discussed	Due Date
1	Make edits to 0111 minutes as posted online.	Mueller	5/24/2011	Done.
2	Compile and update To Do list.	Mueller, Beaumont	5/24/2011	Done.
3	Draft 0511 meeting minutes.	Mueller, Beaumont	5/24/2011	Done.
4	Review/approve draft minutes.	All	5/24/2011	Done.
5	Distribute approved Council minutes.	Mueller, Beaumont	5/24/2011	Done.
6	<i>Strategic Priorities:</i> Include on Member Needs Survey question related to opt out/in for print editions of <i>American Archivist</i> and <i>Archival Outlook</i> .	Staff	5/24/2011	9/1/2011
7	<i>Strategic Priorities:</i> Revise Technology Desired Outcome #3 and add new Desired Outcome #4 in all Council and public documents.	Staff	5/24/2011	Done; see 0811 Agenda Item 1-IV.A.
8	<i>Strategic Priorities:</i> Update CTWG charge on website.	Staff	5/24/2011	Done.
9	<i>Strategic Priorities:</i> Draft charge for Technology Futures Working Group, including sunset clause, for Council discussion/vote. Send to Beaumont suggestions for prospective appointees. Note suggestions for chair (Hyry) and volunteer liaison (Theimer).	Hyry, Staff	5/24/2011	Draft charge due 8/1/2011.
10	<i>Strategic Priorities:</i> Review Strategic Priority Outcomes and Activities document and provide comments to Beaumont regarding activities not yet completed that may no longer be priorities. (That is, what can SAA let go in order to focus its efforts on highest priorities?)	Council	5/24/2011	8/1/2011
11	<i>Strategic Priorities:</i> Share summary of activities associated with strategic priorities with SAA members via <i>In the Loop</i> , Annual Report, and website.	Staff	5/24/2011	Done.
12	<i>Strategic Priorities:</i> Adjust component group annual report template to include query re strategic priority activities. Discuss change at Leadership Forum. Publicize new template after Annual Meeting; replace all existing templates on website.	Mueller; Tibbo	5/24/2011	9/1/2011
13	<i>FY12 Budget:</i> Move History of SAA book from proposed budget to Ideas list.	Mueller	5/24/2011	Done.

14	<i>FY12 Budget:</i> Register GTR for ICA meeting per approved use of Norton Fund.	Jurczak	5/24/2011	Done.
15	<i>FY12 Budget:</i> Revisit (at 0112 meeting) issue of hiring grant writer to assist in preparing Annual Meeting virtual access proposal. Add to 0112 agenda.	Staff	5/24/2011	12/1/2011
16	<i>Amendments re Voting Methods, Eligibility to Hold Office:</i> Publicize via website, ITL, other appropriate channels; send via USPS (including briefing paper) to 36 members with no email address on file.	Staff	5/24/2011	Done; USPS notifications sent 6/13/11.
17	<i>Amendments re Voting Methods, Eligibility to Hold Office:</i> Place on agenda for Annual Membership Meeting in August.	Beaumont	5/24/2011	Done; see 2011 Onsite Program.
18	<i>Digital Archives Specialist Program:</i> Begin implementation of curriculum and certificate program. Publicize program widely via usual channels.	DeSutter, Staff	5/24/2011	Ongoing.
19	<i>Digital Archives Specialist Program:</i> Liaison to notify task force that it has been disbanded with thanks. Appoint Subcommittee members; chair to serve on COE. Create listserv.	Cline; Staff; Trinkaus-Randall; Staff	5/24/2011	Done.
20	<i>Bylaws Revisions:</i> Inform College and University Archives Section that bylaws changes were approved.	Frusciano	5/24/2011	6/3/2011
21	<i>Bylaws Revisions:</i> Inform Preservation Section of Council's discussion and encourage them to resolve discrepancies in proposed bylaws changes.	Lawson	5/24/2011	Done.
22	<i>Election Procedure Revisions:</i> Amend Section 5.E. of the Society's Bylaws in Governance Manual.	Mueller	5/24/2011	Done.
23	<i>Archival Innovator Award:</i> Proposer to revise language based on Council discussion for minutes and publication. Liaison to alert Awards Committee of responsibilities for new award. VP to appoint subcommittee.	Theimer, Cline, Trinkaus-Randall	5/24/2011	Done; vacancies to be published in 2012 call for volunteers.
24	<i>Archival Innovator Award:</i> Implement for August 2012 award: Publicize, add to Governance Manual and Awards section of website.	Awards Committee, Brinati, Mueller	5/24/2011	9/1/2011
25	<i>Council Exemplary Service Award:</i> Prepare certificate for presentation in August 2011. Ensure recipient's attendance at Awards Ceremony. Publish full text in minutes of 8/22/11 Council meeting, Sep/Oct issue of <i>Archival Outlook</i> .	Brinati, Schooley, Mueller		Certificate prepared; 0811 minutes production pending 9/1/2011

26	<i>Executive Committee Election:</i> Add Cline to roster for 2011-2012.	Mueller	5/24/2011	Done.
27	<i>Executive Committee Election:</i> Notify Nominating Committee chair that Frusciano and Richardson will serve; adjust roster.	Beaumont, Mueller	5/24/2011	Done.
28	<i>Journal Editor:</i> Execute contract with Hunter; announce appointment broadly.	Beaumont, Brinati	5/25/2011	Done.
29	<i>Core Values:</i> Amend statement per Council discussion and disseminate final version broadly.	Beaumont, Brinati, Mueller	5/25/2011	Done.
30	<i>Core Values:</i> Notify Core Values TF that it is disbanded with thanks.	Settles	5/25/2011	Done.
31	<i>Core Values:</i> Forward statement to Ethics Committee for consideration in revision of Code of Ethics.	Hyry	5/25/2011	Done.
32	<i>GAWG / Federal Funding:</i> Suggest names to Tibbo to recommend for service on IMLS reviews group.	Council	5/25/2011	8/1/2011
33	<i>GAWG / Federal Funding:</i> Issue brief in support of NHPRC at \$10 million level.	Staff, GAWG	5/25/2011	Done.
34	<i>GAWG / Federal Funding:</i> Encourage NHPRC to seek broad input from archives community; discuss appropriateness of archivists survey to determine professional need.	GAWG, Beaumont	5/25/2011	Done; pending NHPRC funding.
35	<i>GAWG / Federal Funding:</i> Send suggestions to Beaumont for prospective GAWG members.	Council	5/25/2011	6/15/2011
36	<i>Fellows and Eligibility:</i> Provide summary of Council discussion to Fellows via List.	Frusciano	5/25/2011	6/15/2011
37	<i>Engaging Fellows:</i> Appeal to Fellows who already are mentors, invite them to solicit other Fellows to participate in SAA Mentor Program.	Frusciano, Lawson (Membership Comm)	5/25/2011	6/15/2011
38	<i>RLG RT Mission/Name Change:</i> Inform RT of Council discussion and suggestions.	Frusciano	5/25/2011	6/15/2011
39	<i>History & the Web Conference:</i> Continue to monitor "Museums and the Web" conference for adaptation to "History and the Web"; report back to the Council as appropriate. Confer with 2012 Host Comm chair re possible location for trial run in San Diego. Determine whether hotel space is needed and alert SAA office ASAP.	Theimer	5/25/2011	As appropriate.

40	<i>Additional Discussion Items/Annual Meeting Task Force:</i> Draft action item for 8/22/11 agenda, considering Council suggestion to separate two issues (social responsibility and annual meeting model), as expertise is different for each. Action item should include draft charge. Consider including nonmember, nonarchivist, meeting planning professional, Labor Archives RT rep, Diversity Committee rep, Finance Committee rep, former SAA president and/or Program Committee chair.	Theimer		See 0811 Agenda Item 1-II.A.
41	<i>Additional Discussion Items/Annual Meeting Task Force:</i> Include on August 2011 action agenda.	Tibbo, Beaumont		Done.
42	<i>Additional Discussion Items/Student Program Committee Liaison:</i> Review Governance Manual for explicit assignment of Treasurer as Student Chapter liaison; modify as necessary. Adjust Student Program Subcommittee structure, calendar, and guidelines per Council discussion.	Beaumont, Mueller	5/25/2011	Manual reviewed; adjustment ongoing.
43	<i>Additional Discussion Items/Student Program Committee:</i> Develop written procedures for process to review and select student papers and posters.	Felker	5/25/2011	8/1/2011
44	<i>Additional Discussion Items/Diversity Award:</i> Assign Diversity Committee to develop language for Diversity Award, in consultation with Beaumont, SAA's Statement on Diversity, and established structure and language of awards and subcommittees. Encourage Committee to bring forward draft language for 0811 meeting.	Beaumont, Brinati, Richardson	5/25/2011	Done.
45	<i>Additional Discussion Items/Diversity Award:</i> Alert Awards Committee of possibility of new award. Committee to vet proposed award prior to Council review.	Cline, Awards Committee	5/25/2011	Done.
46	<i>Additional Discussion Items/Diversity Award:</i> Include as action item on 0811 Council meeting.	Diversity Committee, Tibbo, Beaumont	5/25/2011	See 0811 Agenda Item 1-II.C.
47	<i>President's Report:</i> Continue to send all mentions of union action to Tibbo and Beaumont.	Council		Ongoing.
48	<i>Vice President's Report:</i> Include article in <i>In the Loop</i> about appointments process.	GTR, Brinati, Schooley	5/25/2011	Done.

49	<i>Vice President's Report:</i> Thank everyone who volunteered, whether or not appointed.	GTR, Doyle, Mueller	5/25/2011	Done.
50	<i>Publications Editor Report:</i> Contact Pubs Board re preparing proposal to create Glossary Working Group to maintain this resource. Submit description and charge for Council consideration at 0811 meeting. Include on 0811 action agenda.	Frusciano, Brinati, Tibbo, Beaumont	5/25/2011	See 0811 Agenda Item 1-II.B.
51	<i>Code of Ethics:</i> Submit status report to 0811 Council meeting; add to 0811 agenda. Target date for revision: As soon as possible after 2011 Annual Meeting.	CEPC, Tibbo, Staff		8/1/2011
52	<i>75th Anniversary:</i> Get tiaras and top hats!	Brinati	5/25/2011	7/15/2011
53	<i>75th Anniversary:</i> Each SAAF Development Committee member to contact 20 of top 100 donors for "75 for 75" campaign. Tibbo to send personalized letter to next 100 donors.	Tibbo, Eaton, Sly, Summers, Beaumont		Done.
54	<i>75th Anniversary:</i> Revise donation forms re tax-deductible donation options when SAAF files for incorporation.	Jurczak, Doyle		Done.
55	<i>Other Reports:</i> Re-purpose, send <i>In the Loop</i> to presidents and newsletter editors of archival organizations to demonstrate SAA's relevance to the "archival landscape."	Brinati, Schooley	5/25/2011	Ongoing.
56	<i>Other Reports:</i> Update list of regionals in Drupal; solicit articles from regionals.	Issues and Advocacy Roundtable; Brinati, Schooley		7/1/2011; ongoing.
57	<i>SAAF:</i> Amend Foundation Articles/Bylaws to reflect Council/ Board changes; complete filing and IRS letter to cause SAAF to be established and incorporated in Illinois.	Jurczak, Legal Counsel	5/25/2011	Done.
58	<i>SAAF:</i> In SAA Governance Manual, add to roles and responsibilities of SAA President service on SAA Foundation Board during year after presidency; alert Nominating Committee to expanded duties.	Beaumont, Mueller	5/25/2011	Done; Nominating Committee notified 6/3/2011.
59	<i>SAAF:</i> Report that SAA Foundation has given grants to SAA in the amount of \$30,425 for research and development for DAS and reconceiving the Archival Fundamentals Series.	Jurczak, Auditor	5/25/2011	Per audit deadlines.
60	<i>SAAF:</i> Draft and vet description of Strategic Growth Fund in online discussion/vote.	Meissner, Beaumont, SAAF Board	5/25/2011	Done; see 0811 Agenda Item 1-V.A.
61	<i>SAAF:</i> Add "75 for 75" campaign to online donation, membership renewal, and annual meeting registration forms.	Doyle	5/25/2011	Done.

62	<i>SAAF</i> : Add Linda J. Henry Fund to online donation, membership renewal, and annual meeting registration forms.	Doyle	5/26/2011	Done.
63	<i>SAAF</i> : Revisit fund descriptions and enhance copy as needed. Include note about whether donation to a particular fund is / is not tax deductible.	Beaumont	5/26/2011	Done.
64	<i>SAAF</i> : Establish Strategic Growth Fund and launch with "75 for 75" campaign.	Staff	5/25/2011	Done.
65	<i>SAAF</i> : To help draw a 'bright line' between SAA and SAAF, establish separate SAAF Web presence, logo, Board discussion list.	Staff	5/26/2011	9/1/2011
66	<i>SAAF</i> : Give the Foundation a page in <i>Archival Outlook</i> .	Brinati		Beginning with Nov/Dec 2011 issue.
67	<i>SAAF</i> : Contact prospective Board members to determine willingness to serve.	Tibbo, Beaumont	5/26/2011	6/15/2011
68	<i>SAAF</i> : Vet roster and select via online discussion and vote.	Council	5/26/2011	7/15/2011
69	<i>SAAF</i> : Once new Board is established, announce via various SAA channels (i.e., website, <i>In the Loop</i> , <i>AO</i> , etc.)	Staff	5/26/2011	8/1/2011
8	<i>Strategic Planning</i> : Confer with recording vendor re possibility of recording 75th anniv sessions (and/or others) to be offered via iTunes for nominal cost.	Staff	1/27/2011	4/25/2011. Ongoing.
10	<i>Strategic Planning</i> : Provide metrics on Vimeo and YouTube hits to date.	Doyle; CTWG	1/27/2011	3/14/2011. Ongoing. Include in CTWG report, 1/2012.
15	<i>Code of Ethics</i> : Send to legal counsel for review during member review period.	Beaumont	1/27/2011	Vet following receipt of final draft.
16	<i>Code of Ethics</i> : Evaluate and incorporate feedback, submit final draft to 0511 Council meeting.	CEPC; Hyry	1/27/2011	Final draft date changed to July/Aug.
17	<i>Code of Ethics</i> : Include review of final draft on 0511 agenda.	Beaumont, Mueller	1/27/2011	Final draft date changed to July/Aug.
22	<i>Mosaic Program</i> : Based on Council-approved work plan, determine most effective means of preparing timely funding proposal; implement grant preparation and submission process.	Beaumont, Executive Committee	1/27/2011	12/15/2011
24	<i>Standards/EAC-CPF</i> : Develop communication plan for publicizing the new standard.	Brinati, Meissner	1/27/2011	2/28/2011
25	<i>Standards/EAC-CPF</i> : Investigate who holds intellectual property rights of EAC-CPF; inform Council.	Meissner, Committee Co-chairs	1/27/2011	6/16/11: Put SAA © on it

26	<i>Standards/EAC-CPF</i> : Update website with new standard.	Mueller	1/27/2011	Pending Portal implementation.
33	<i>Standards/TS-DACS</i> : Add fiscal impact for training and publication.	Meissner, Brinati, Standards Committee	1/27/2011	2/28/2011
42	<i>Component Bylaws/IART</i> : Standardize in Governance Manual requirement that Council approve roundtable bylaws (as per section bylaws).	Beaumont, Mueller	1/27/2011	Ongoing during editorial review.
53	<i>Institutional Membership / Membership Comm</i> : Draft plan and budget for survey of institutional members re their needs and preferences as one means of addressing long-term questions associated with institutional membership.	Membership Committee	1/27/2011	Included in FY12 Budget. Ongoing.
57	<i>PCRT / Advice Forum</i> : Inform RT of Council discussion, noting feasibility of anonymity with current system, legal implications, fiscal impact. Ask PCRT to consider best way to address Council's concerns.	Meissner	1/27/2011	Done 2/15/2011.
58	<i>PCRT / Privacy Week</i> : Inform group of Council's concerns re permissions and cost of filming; ideas of using student chapters to create video about archives upholding rights; and communication with ALA (Frusciano gave contact name). Encourage group to develop proposal for Council approval.	Meissner	1/27/2011	Done 2/15/2011.
61	<i>Smithsonian Outreach Proposal</i> : Draft letter of support and send to Smithsonian.	Tibbo, Beaumont, Richardson	1/27/2011	Per DR (6/6/2011), move to Ideas and revisit in 1/2012.
62	<i>Annual Meeting / Leadership Forum</i> : Use Leader List to invite participation of group chairs and incoming chairs.	Beaumont, Doyle, Mueller	1/27/2011	Done.
66	<i>Access to Council Minutes</i> : Investigate use of persistent URL for minutes stored online, becoming part of an electronic archive, trusted digital repository for SAA.	Brinati	1/27/2011	4/28/2011
68	<i>S/RT Annual Reports</i> : Investigate feasibility of conducting a brown bag lunch at annual meeting on "how to get involved in SAA."	Beaumont	1/27/2011	6/1/2011
69	<i>S/RT Annual Reports</i> : Respond to PLASC re development of travel scholarship to SAA.	Felker	1/27/2011	3/14/2011

70	<i>S/RT Annual Reports</i> : Solicit from PLASC what public library archives needs are, what they will pay for a workshop, how to reach them.	Richardson	1/27/2011	3/28/2011
75 and 76	SAAF : Develop a slate of Board members for Council approval.	Tibbo	1/27/2011	2/28/2011. See discussion item 0511 SAAF III.A. Ongoing.
78	SAAF : Create new listserv for Board and subscribe current Board members.	Doyle, Mueller	1/27/2011	When Board is in place
79	SAAF : Include Board meetings in FY 12 budget and ongoing.	Felker, Jurczak	1/27/2011	Ongoing.
81	SAAF/Development Plan : Disseminate funding priorities broadly (in all Foundation materials); implement Development Plan.	Development Committee, Staff	1/27/2011	Ongoing.
82	SAAF/Development Plan : Add "75 for 75" campaign to Foundation materials, include in online and print content promoting anniversary.	Staff	1/27/2011	Ongoing.
83	<i>Statement on Diversity</i> : Invite Mark Greene to prepare AO article on Statement on Diversity based on his comments on draft document.	Brinati	8/9/2010	9/15/2010
84	<i>Voting Methods</i> (per 8/14 discussion): Hire parliamentarian to review SAA constitution and bylaws for inconsistencies, possibility of more flexibility to reflect new communication technologies.	Beaumont; Swift	8/9/2010	11/15/2010
85	<i>A&A List</i> : Include on winter 2011 Council agenda discussion of SAA relationship with A&A List, alternatives.	Staff	8/9/2010	Pending gap analysis conducted by CTWG.
86	Update salary ranges for ID 1-6 membership categories. Report to the Council at its winter 2011 meeting.	Finance Committee; Membership Committee	8/9/2010	12/1/2010; changed to 1/1/2012 given 7/1/2011 dues increase.
88	Minutes in <i>American Archivist</i> : Begin phasing out minutes from publication; resolve issue of where all minutes will be collected; inform readers on ongoing basis.	Brinati; Beaumont	8/14/2010	Pending outcome of investigation of persistent URL, trusted digital repository for SAA (see 0111).
89	<i>SAA's Digital Records</i> : Consider capacity of SAA Archives to preserve SAA's digital records. Consider other options if UW-Milwaukee cannot provide access to SAA's digital material.	Staff	8/14/2010	See above.

90	<i>Membership Survey:</i> Include question re what is important to members in terms of Annual Meeting (i.e., conference calling for committees to enable remote attendance, real-time access to programming, online on-demand access to programming, etc.).	Lawson, Richardson; Joint Working Group of Diversity and Membership Committees; Staff	8/14/2010	TBD
91	Explore tools that will assist in conducting virtual meetings, reduce costs associated with conference calls (e.g., Skype, Elluminate).	Doyle, Jurczak	5/26/2010	Ongoing.
93	Governance Manual: Change name and structure of "Council Handbook" per recommendations adopted 0510-III.J.	Beaumont, Doyle, Mueller	5/26/2010	Ongoing as content is migrated to Drupal.
94	Vendor Policy TF: Post charge on website; announce to membership for volunteers; make appointments after DC 2010.	Tibbo, Staff	5/26/2010	9/15/2010
95	Ask Leahy to sign on to PAHR.	Lawson	5/26/2010	On hold pending status of PAHR legislation.
96	Membership: Investigate the answer to "What is our universe?" How many archives students are there?	Staff, Council	5/26/2010	7/19/2010
97	Education: Follow up with Tibbo re case study from DigCCurr institute experience (past two years, "buddy" system, contact between sessions, etc.).	Tibbo, Frusciano	5/26/2010	7/1/2010
98	Late Reports: Develop formal contacts between Standards Committee and specific component groups (e.g., Visual Materials and Preservation sections).	Sly, Standards Committee Chair	5/26/2010	Done.
100	Consider/recommend other methods for hosting Leadership Forum (i.e. audio webinar?); send ideas to Beaumont.	All	2/2/2010	3/1/2010
104	Get vendor estimate for adding opt-out for print copy of <i>American Archivist</i> on membership renewal form.	Doyle	5/31/2009	Addressed in reader survey scheduled for Fall 2011; incorporated in FY12 budget.
105	If NOLA is selected as Annual Meeting destination, consider a pre-meeting service project.	Beaumont, Sly	5/31/2009	1/1/2013
106	Await formal communication from CoSA re appointment of representative to TF on Sale of Public Documents. Suggestions for appointees are welcome.	Gottlieb queried CoSA Board in July; awaiting decision.	5/29/2008	Pending.

107	Prior to implementing a consultants' directory, investigate liability issues, draft disclaimer, and get Exec Comm approval.	SAA Staff	5/29/2008	3/15/11
108	Look at inputting committee service going back 10 years (if possible), or at least 5 years, to aid in appointments process. [Data located for June 03 forward; data entry cost TBD.]	Doyle	8/27/2007	TBD

IDEAS

	<i>FY12 Budget:</i> Send out RFP for a History of SAA.		5/24/2011	
	<i>FY12 Budget / SAAF:</i> Include reimbursement plan in future requests from SAA to SAAF for funding.		5/24/2011	
	<i>Journal Editor:</i> Explore increasing <i>American Archivist</i> Editor remuneration for the next search cycle in an effort to draw a broader pool of candidates (and not just the most senior members of profession who are folks on verge of retirement and can "afford" to devote necessary time to post).	Staff	5/25/2011	
	<i>Fellows and Eligibility:</i> Examine institutional membership after the membership votes on current constitutional amendment re primary contacts.	Membership Committee; Finance Committee	5/24/2011	
	<i>Engaging Fellows:</i> Propose prospective "History of SAA" publication as project for Fellows group.		5/24/2011	
	<i>Publications Report:</i> Consider using DAS curriculum to generate material for a fundamentals series.	Brinati, De Sutter	5/25/2011	
	<i>Other Reports:</i> Consider marketing annual meeting sessions in a variety of ways (i.e, by track, topic, level, experience, etc.)	Beaumont	5/25/2011	
	<i>Other Reports:</i> Establish way to make sure Key Contacts follow-up with every new member.	Doyle	5/25/2011	
	<i>Mosaic Program:</i> Approach AACRT re idea of developing "archival ambassador" program to reach out to high school students.	Richardson, Beaumont	1/27/2011	3/28/2011
	<i>Mosaic Program:</i> Provide to Tibbo concrete examples of institutions that use interns effectively (eg, Theimer re Dickinson, Hyry re UCLA) to ensure that plans for internships in grant proposal are realistic.	All	1/27/2011	3/14/2011

	<i>Standards/TS-DACS</i> : Pursue ANSI approval of DACS.	Meissner, Standards Committee	1/27/2011	Pending approval of DACS revision.
	<i>"Early Career" Recognition</i> : Consider publishing occasional article in AO to address "movers and shakers" in profession.	Brinati	1/27/2011	Ongoing.
	<i>Unification</i> : Identify list of potential (informal) opportunities to collaborate with regional organizations (MAC, MARAC, NEA, NWA) on advocacy and education on project basis; recommend to the Council.	Meissner, Cline	1/27/2011	3/14/2011
	<i>Unification</i> : Examine potential for forum of affiliated organizations on Wednesday of annual meeting. Develop agenda to facilitate discussion.	Tibbo, GTR, Beaumont	1/27/2011	3/14/2011
	<i>Summit of National Organizations</i> : Reach out to other related information organizations, especially in Chicago, to begin communication. Compare strategic priorities.	Tibbo, GTR, Beaumont	1/27/2011	Meeting with ALA's Executive Director 5/23/11.
	<i>Standards Committee/Trusted Digital Repositories</i> : Encourage archivists to become auditors once federal standard is complete by running an "Archivists as Auditors" article in AO.	Brinati, Meissner	1/27/2011	TBD based on adoption of standard.
	<i>S/RT Annual Reports</i> : Communicate with leaders that roundtables/sections are formed from the ground up (IAR, LAR). Reinstate AO occasional article on SAA governance.	Doyle, Brinati, Mueller	1/27/2011	Ongoing.
	<i>Standards Portal</i> : Determine feasibility and best means to organize content by international, national, SAA, guideline, etc.	Doyle	1/27/2011	As standards portal is implemented.
	<i>S/RT Annual Reports</i> : Investigate new, co-branded sets of workshops that are low cost or free (e.g., with MAC).	De Sutter, Meissner	1/27/2011	
	<i>Strategic Priorities, Consultants Directory</i> : Include "Archival Grant Writers" category. Cultivate this community within the profession, leverage expertise to forward SAA's goals, provide recognition for those who assist SAA.	Doyle	5/26/2010	As directory is developed.
	<i>Digital Archives Continuing Education TF</i> : Explore possibility of NDIPP funding.	Task Force, Tibbo, De Sutter; DVO	5/26/2010	Ongoing.

	<i>Education Workshops:</i> Consider moving pre-cons to end of Annual Meeting; consider targeting 2-day workshops to less-advanced content to avoid conflicts; consider collapsing 2-day workshops into 1 day.	De Sutter	5/26/2010	Ongoing.
	<i>Diversity:</i> Consider public awareness efforts for middle schoolers and high schoolers. Consider section in American Archives Month materials; adding possibility of "economic" sponsorship to Mentoring program.	Beaumont, Brinati, Doyle	5/26/2010	7/1/2010 and ongoing.
	<i>Diversity:</i> Investigate mentors sponsoring new professionals economically via Mentoring program; coordinate efforts with Foundation fundraising initiatives.	Doyle	5/26/2010	2/1/2011
	<i>Education:</i> Examine possibility of SAA developing a model for self-assessment on digital archives; an updated SAA manual on this topic; good publications that expand into workshops.	DVO, De Sutter Reassigned to Publications	5/26/2010	8/14/2010
	<i>SAA Foundation:</i> Explore "microgiving" opportunities (e.g., \$1 for half a scholarship to AM) and consider adding to mix.	Development Committee	5/26/2010	
	From F.6. (per Gottlieb): Consider incorporating idea of forum of archives organizations into plans for 75th Anniversary	Ambacher, Beaumont	2/2/2010	6/1/2011
	Consider adding fields to member application form to record member expertise in finance and other areas of need.	Doyle	8/10/2009	11/1/2009
	Maintain on "To Do" list the question of whether SAA should develop a statement on access to non-public records.	Beaumont	6/4/2007	Ongoing.
	Define for Council consideration a process for developing parallel statements on access to government (public) and non-government (nonpublic) records.	Greene	6/4/2007	
	Place Serrano (NY) and Hinchey (NY) on tickler list for possible Jameson Award nomination for their work on PAHR.	Beaumont	6/4/2007	

REMINDERS

	<i>Strategic Priority Activities:</i> Update status, including dates, of activities in January.	Staff	5/24/2011	January
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	<i>Strategic Priority Activities:</i> Review status update every May agenda.	Council	5/24/2011	May
	<i>Other Reports:</i> If attending a regional meeting, contact staff for SAA material to distribute.	Council	5/25/2011	Ongoing.
	<i>SAAF:</i> Include in governance document Board decisions regarding procedures that are not appropriate for inclusion in articles or bylaws.	Staff	1/27/2011	Ongoing.
	<i>Voting Methods:</i> Include in Governance Manual the practice of presenting briefing papers (via website, ITL, handouts), including proposal, analysis, support statement, and fiscal impact, for all referenda.	Beaumont, Mueller	1/27/2011	
	<i>SAAF:</i> Update Reference document when articles of incorporation and bylaws are adopted, and as procedures are put in place.	Beaumont, Mueller	1/27/2011	
	<i>Council Minutes:</i> Inform each President that votes must include a formal show of hands in order to capture voting record in minutes; ensure that all minutes are printed and sent to SAA Archives. Outcomes of executive sessions to be handled as follows: Council members come out of executive session, motion is put forward and motion/vote is recorded in minutes. Council members should be conscious that executive session protects the privacy of others.	Beaumont, Mueller	5/26/2010	
	<i>Statement on Diversity:</i> Conduct periodic review(every three years) in conjunction with review of SAA's Equal Opportunity / Nondiscrimination Policy.	Council	8/9/2010	Next review: Winter 2013.
	Point to component annual reports via In the Loop, Archival Outlook, and website.	Brinati, Schooley	2/2/2010	
	Implement procedures to ensure that Council actions are captured appropriately in Governance Manual, other documents on a timely basis.	Beaumont	8/10/2009	
	Remove/reassign/address long-term pending items on "To-Do" list.	Exec Comm, Beaumont	5/31/2009	
	Sunshine Week participation: Get ideas from bloggers, CoSA, PAHR, and Council members in general for 2010. See strategic exercises.	Beaumont	2/26/2009	

	Look at means for forwarding SAA news items to regional organizations for use in their newsletters.	Brinati, Beaumont	8/25/2008	
	Provide previous stats re diversity in all future VP reports on appointments.	Gottlieb and forward	8/25/2008	
	Issue disclosure statements for signing by each Council member. Statements are to be filed by each Council member annually.	Beaumont	2/7/2008	
	Notify nominees in advance of elections that conflict-of-interest statement will be required.	Beaumont	2/7/2008	
	Remind all SAA units that prior approval from Council is required before entering into any agreement for outside resources.	Council; Liaisons	2/7/2008	
	Post component annual reports on the website; notify Leader List and inform all members via home page.	Beaumont	2/7/2008	
	Ensure that the list of archives orgs is updated and posted on the SAA website.	Doyle	2/7/2008	
	Post Council meeting agendas at least 10 business days prior to each meeting.	Beaumont	2/7/2008	
	Draft, review, adopt, and post minutes of all Council meetings within 60 days.	Council; Beaumont	2/7/2008	
	Include Strategic Objectives on Council agendas for all meetings.	Beaumont	8/27/2007	
	Implement communication plan for National History Day, Inc.	Brinati	6/4/2007	
	Contact National History Day re requirements, procedures for sponsoring a prize.	Brinati	6/4/2007	
	Add to future Council agenda a specific recommendation from the AA Editorial Board about third-party abstracting/ indexing and search services.	Beaumont; Brinati	6/4/2007	