Society of American Archivists
Council Meeting
August 6, 2012
San Diego, California

Report of the Executive Committee
(Prepared by Scott Cline)

Executive Committee Actions and Discussions

- SAA Treasurer Aimee Felker reported to the Committee on the annual conference call with the auditors. The audit went well and we expect no management points. (July 9, 2012)

- Approved the executive director's request for end-of-fiscal-year payroll adjustments. (July 6, 2012)

- Considered and signed on to an OpenTheGovernment.org letter to leaders of the Senate and House Intelligence Committees requesting that they not pass any legislation to deal with leaks of classified national security information "before Congress can give careful consideration, with the widest public input, to the complex set of issues involved." (June 11, 2012)

- Approved (unanimously) a recommendation by Treasurer Aimee Felker that $10,000 of the $14,812.44 operating net gain from FY 12 be designated for the Council-directed Technology Fund. SAA's association management software system (member database) is aging and the Technology Fund currently is depleted. The Executive Committee took this action to ensure that funds are set aside to replace the current system.

Council Interim Actions and Discussions

- Discussed and developed additional orientation materials for incoming Council members. (June 2012)

- Periodically reviewed and submitted updates to the Council's To Do list. (June – July 2012)

- Reviewed a draft support statement for disbanding the Fellows Steering Committee and a template for Roundtable Bylaws to be included in the June 8-10, 2012, minutes. (June 2012)

- Received periodic updates on and discussed the status of the Government Affairs Working Group. (June 2012)

- Continued development of a communication strategy and further analysis and discussion with the membership of the results of the member survey. (June – July 2012)

- Developed guidelines for the selection of SAA candidates, to be shared with the 2012-2013 Nominating Committee. (June – July 2012)

- Adopted the minutes of the June 8–10, 2012, Council meeting. (Passed unanimously on July 18, 2012.)

- Developed a tip sheet for free web conferencing options to be shared with SAA component groups. (July 2012)

- Adopted a revised Section E of the *Uniform Guidelines for SAA Website and Online Communications.* (Passed July 24, 2012. Yes: Baxter, Cline, Dooley, Felker, Frusciano, Landis, McCrea, Meissner, Richardson. No: None. Abstain: Kaplan, Theimer.) (See attachment.)

Uniform Guidelines for SAA Website and Online Communications

E. ~~Guidelines for~~ SAA Component Group Use of Social Media and External Websites (Auxiliary Sites)

SAA component groups may create accounts on social networks (such as Facebook and Twitter) and use social media tools (such as wikis, blogs and document-sharing sites) ~~as they see fit~~. When considering establishing a new resource, component groups should be aware of the alternatives available to them and the associated roles and responsibilities.

SAA's goals in establishing component group microsites within the Drupal content management system were <u>as follows</u>: ~~1)~~

- <u>T</u>o provide component groups with a standardized and easily maintained system that would ensure continuity of the record through leadership changes. ~~and 2)~~
- <u>T</u>o provide SAA members with a highly informative, easy-to-use, and comprehensive website for the Society as a whole.

SAA recognizes, however, that component groups may have needs that cannot be met within the Drupal microsite environment. When this is the case, a component group may make use of other social media tools to accomplish its communication objectives.

~~If a component group chooses~~ <u>Component groups wishing</u> to create or populate an external web resource (including a social media account), ~~it~~ must <u>adhere to the following guidelines</u>:

1. <u>N</u>otify <u>the group's</u> ~~its~~ Council liaison of each social media account or external resource that it creates.
2. <u>H</u>ave a clear understanding of <u>the group's</u> ~~its~~ purpose in establishing the resource and develop a plan for how the resource will be used and what types of material will be shared via the resource.
3. <u>Maintain on the group's SAA microsite active links to all external resources used by the group.</u>
4. <u>On the microsite list of links to external social media and website resources,</u> identify <u>the</u> active group member ~~to~~ serv<u>ing</u> as the administrator of each account.
5. <u>E</u>nsure that access privileges (user accounts and passwords) are transferred to new leaders in a timely manner.
6. <u>B</u>e aware that SAA staff cannot provide support (such as maintenance, training, permissions, or archiving) for resources published on a third-party server.
   ~~maintain on its SAA microsite active links to all external resources used by the group;~~
7. <u>M</u>aintain key group governance information (such as bylaws and minutes) on its SAA microsite where it can be maintained and preserved by SAA.

8. Be aware that content published on external sites or using social media accounts may be subject to the records retention provisions outlined in Article VII of the SAA Constitution.
9. Display on external sites a prominent link to the component group's SAA microsite;
10. Display on external sites an appropriate disclaimer stating that SAA does not assume responsibility for the opinions and views published on the external site or social media account.

Use of the SAA logo is encouraged but not mandatory on component social media sites or external websites. If the SAA logo is to be used, the component group must display the uniform logo in accordance with the policies articulated in *Guidelines for Use of the SAA Logo*.

These guidelines apply to both new and existing social media accounts and external websites. Component groups should review all existing accounts and websites and discuss them with their Council liaisons to ensure that they comply with these guidelines.

Adopted by the SAA Council: June 8, 1997; Revised: March 2007, February 2010, July 2012