

**Society of American Archivists
Council Meetings
August 10 and 15, 2009**

"To Do" List

A.	Outstanding Actions: August 10 and August 15, 2009	Assigned To	Due Date	Complete
1	Draft 8/09 meeting minutes.	Mueller, Beaumont	8/29/2009	Done 9/09.
2	Review/approve draft minutes.	All	9/13/2009	Done 10/09.
3	Distribute approved Council minutes.	Mueller, Beaumont	9/14/2009	Done.
4	Update and distribute To Do List.	Brinati, Beaumont	8/24/2009	Done.
5	Submit available Winter (Jan/Feb) and Spring (May/Jun) meeting dates to Beaumont.	All	ASAP	Done.
6	Send proposed 2010 meeting dates to Council.	Beaumont	8/24/2009	Done.
7	February meeting agenda(s) deadline.	All	4 weeks out = 1/5/10	Done.
8	February meeting materials deadline.	All	3 weeks out = 1/12/10	Done.
9	Notify Stds Comm that Council approved documents in principle, awaits minor changes for online vote.	Sly	8/11/2009	Done. See 0210 Agenda Item III.J.
10	Notify Stds Comm of available resources for face-to-face meeting.	Sly	8/11/2009	Done.
11	Suggest language changes to 0809 Stds Comm recommendations.	DVO	9/1/2009	Done.
12	Post revised A&A List Terms of Participation.	Mueller	8/18/2009	Done.
13	Send monthly reminders to Terms of Participation to A&A List participants.	Doyle, Peterson	Ongoing.	Ongoing.
14	Disband A&A List Terms TF; update web roster.	Mueller		Done.
15	Post revised Investment Policy online.	Mueller	8/20/2009	Done.
16	Appoint Finance Committee.	Gottlieb	8/21/2009	Done.
17	Disband Investments Comm with thanks.	Gottlieb, Beaumont	8/20/2009	Done.
18	Post Finance Committee appointments, charge; deactivate Investments Comm language on Web.	Mueller	8/24/2009	Done.
19	Consider adding fields to member application form to record member expertise in finance and other areas of need.	Doyle	11/1/2009	Pending.
20	Determine staffing needs for one-time complete revision of governance manual.	Gottlieb, Beaumont	8/15/2009	Mueller to staff Council subcommittee.
21	Implement procedures to ensure that Council actions are captured appropriately in governance manual, other documents on a timely basis.	Beaumont	8/15/2010	Ongoing.
22	Post revised policy on Roundtable election process.	Mueller	8/20/2009	Done.
23	Post revised policy on Section election process.	Mueller	8/20/2009	Done.

24	Contact chair of ALA/SAA Joint Statement on Access Review TF to notify of Council action to disband with thanks.	Gottlieb	8/20/2009	Done.
25	Deactivate ALA/SAA Joint Statement on Access Review TF on web.	Mueller		Done.
26	Review feedback on strategic priorities and consider how and what can be incorporated in the strategic plan. Determine realistic priorities.	Executive Committee; Beaumont.	10/1/2009; 9/1/09	Done.
27	Incorporate revised Diversity Outcome #4 into existing strategic plan.	Staff	8/20/2009	Done.
28	Post revised Diversity Outcome #4 on web.	Mueller		Done.
29	Pending Exec Comm review of strategic priorities (see #28), charge Diversity Committee to draft definition of diversity for Council review in January 2010, per newly adopted Diversity Outcome 4.	Gottlieb	Pending Exec Comm review of revised priorities	Pending.
30	Draft description of new Diversity Award for Council (or Exec Comm?) interim action; forward adopted description to Awards Comm for implementation.	Beaumont, Council or Exec Comm interim action; Gottlieb	Pending Exec Comm review of revised priorities	Pending.
31	Publicize new Diversity Award(s) for 2010 and solicit nominations.	Awards Comm, Staff	Pending Exec Comm review of revised priorities	Pending.
32	Appoint Diversity Award Subcommittee (Div Comm chair to be one of four members).	Tibbo	Pending Exec Comm review of revised priorities	Pending.
33	Inform Diversity Comm of need to establish "Think Tank" Subcommittee in 2011 (comprising Diversity Award winners, charged with devising new solutions to issue of improving diversity, per Diversity Outcome 4b).	Richardson	Pending Exec Comm review of revised priorities	Pending.
34	Email thanks (again) to those who commented on strategic priorities.	Beaumont	9/15/2009	Done.
35	Post Council resolutions re NARA/NHPRC and ACA on Web.	Mueller		Done.
36	Update awards recipients on Web.	Mueller		Done.
37	Interview exhibitors and return handouts to SAA staff.	Council members	During Annual Meeting	Done.
38	Draft motion re timing of awards announcements for interim Council consideration.	Beaumont	9/1/2009	Done.
39	Appoint Cultural Property Working Group.	Tibbo	11/1/2009	Pending.
40	Post charge of Cultural Property Working Group.	Mueller	8/20/2009	Done.
41	Share Peterson's letter re Honduran Archives with LACCHA and Diversity Comm.	Miller, Richardson	8/13/2009	Status?

42	Meet with AUS nominee to discuss SAA concerns; report back to Council for position/comment by SAA.	Gottlieb, Beaumont	ASAP following confirmation; hearing scheduled for 10/1/09	Meeting on January 7, 2010.
43	Inform Horton of the Council's response to 0809-III.F. discussion item re: NUCCSL.	Gottlieb	9/1/2009	Done.
44	Issue call for volunteers for 75th Anniversary Planning TF via In the Loop, website, etc.	Brinati	8/24/2009	Done.
45	Draft 75th Anniversary TF description for online Council discussion, adoption. Charge to include drafting workplan, task assignments, budget, potential sponsors or other sources of revenue.	Staff, Council	10/1/2009	See 0210 Agenda Item III.O.
46	Considering volunteers and suggestions from various groups, appoint 75th Anniversary Planning TF.	Tibbo	10/15/2009	Done.
47	Post 75th Anniversary Planning Task Force appointments.	Mueller	Pending motion	Done.
48	Contact ALA for additional information on Preservation Week collaboration; notify Council of discussion, requirements for SAA endorsement and participation; prepare a recommendation for online voting.	DVO, SAA Staff	8/19/2009	See 0210 Agenda Item III.C.
49	Communicate prioritized strategic priority activities to the membership, indicating that they are *highlighted* activities, that others have not disappeared.	Gottlieb	11/1/2009	Pending 0210 Council discussion.
50	Discuss makeup of and appointments to the Membership and Diversity Committees.	Gottlieb, Tibbo, Doyle	11/15/2009	Membership Comm reorganized per Council interim action; see 0210 Agenda Item III.M.
51	Return Conflict-of-Interest Disclosure Statements to SAA Staff.	All Council members	9/1/2009; reminder sent 9/9/09	Done.
	B. Outstanding Actions: May 31 - June 2, 2009	Assigned To	Due Date	Complete
1	Remove/reassign/address long-term pending items on "To-Do" list.	Exec Comm, Beaumont	7/20/2009	Ongoing.
2	Council agenda for 08/10/09 mtg: Consider reconstituting Diversity Committee to be representative of existing subgroups.	Boles, Miller, Doyle	7/13/2009	Done; see 0210 agenda.
3	Get vendor estimate for adding opt-out for print copy of <i>American Archivist</i> on membership renewal form.	Doyle	7/2009	Pending.

4	Notify Beaumont re: whether you will need extra night for travel to Austin Annual Meeting (per B List item); file expense report.	Council members	7/15/2009 (reminder sent 6/25)	Done. Expense reports due 9/15/09.
5	Investigate stretching out purchase of computer equipment beyond three years.	Doyle	9/30/09	Done.
6	Investigate San Juan, Canadian cities as possible Annual Meeting destinations.	Beaumont	9/2009	Done.
7	If NOLA is selected as Annual Meeting destination, consider a pre-meeting service project.	Sly, Beaumont	10/2009	NOLA selected for 2013.
8	Consider ways in which to contact, encourage, influence Mosaic Scholarship nominees who were not selected to continue on in SAA.	Staff (Doyle)	6/2009	Ongoing.

C.	Outstanding Actions: February 26-28, 2009	Assigned To	Due Date	Complete
1	Strategic Planning -- next steps and deadlines. Staff to compile Issues, Desired Outcomes, Measurable Outcomes, and Measurable Activities for three strategic priorities. Council members and staff to review and edit draft compilation. Staff to implement edits and redistribute document. Council members and staff to participate in a conference call discussing document and reach final agreement. Staff to complete "Activities and Strategies" sheet. Executive Committee and Staff to review and reach consensus on a final document on which a draft budget will be based. Staff to draft and submit a budget related to strategic priorities. Council members and staff to disseminate strategic priorities, desired outcomes, and measurable outcomes to members and other key constituents.	Gottlieb and SAA Office	3/4/2009	Ongoing.
2	Sunshine Week participation: Get ideas from bloggers, CoSA, PAHR, and Council members in general for 2010. See strategic exercises.	Beaumont	11/1/2009	Ongoing.
3	SAA Online Education Directory: Proceed w/ development using business model 1.	DeSutter; Doyle	Pending Drupal.	Done.
4	Follow up with Wurl (NEH) re "Archives Angel" idea for MayDay, 2009 Ann Meeting, 2009 Archives Month.	Boles	3/31/2009	Reschedule.
5	Prepare proposed policy or procedure re "rules" for vendor participation in SAA.	Sly, Hankins, Settles, Vogt-O'Connor	5/1/2009	Report due for 0510 agenda.

D.	Outstanding Actions: August 25 and August 30, 2008	Assigned To	Due Date	Completed

1	Look at means for forwarding SAA news items to regional organizations for use in their newsletters.	Brinati, Beaumont	10/10/2008	Ongoing.
2	Provide previous stats re diversity in all future VP reports on appointments.	Gottlieb and forward	08/09; ongoing	Ongoing. Note in Governance Manual.
3	Publish annual report on outcomes of Native American Protocols forums.	Diversity Committee representative	By 12/31/2009; 12/31/2010; and 12/31/2011.	Ongoing. (Automatic with agenda items open to public.)
4	Commence with review and revision of complete Council Handbook.	Staff, Hyry, Lawson, Settles	10/1/2009	Ongoing.
5	Follow up with the Council when additional information is received from IMF that may affect joint statement on Iraq records.	Gottlieb	TBD	Pending.
E. Outstanding Actions: May 29 - June 1, 2008		Assigned To	Due Date	Completed
1	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.		Pending.
2	Consider repackaging <i>Lasting Impressions</i> from American Archives Month Public Relations Kit as a brochure for the public that members may buy in bulk.	Beaumont, Brinati	9/15/08	Pending.
3	Look at IFLA attendance as a means of expanding SAA's international presence.	Boles	0209 Council meeting	Pending.
4	Prior to implementing a consultants' directory, investigate liability issues, draft disclaimer, and get Exec Comm approval.	SAA Staff		Pending.
F. Outstanding Actions: February 7 - 10, 2008		Assigned To	Due Date	Completed
1	Issue disclosure statements for signing by each Council member. Statements are to be filed by each Council member annually.	Beaumont	Ongoing	Ongoing at August meetings.
2	Notify nominees in advance of elections that conflict-of-interest statement will be required.	Beaumont	Ongoing	Ongoing.
3	Remind all SAA units that prior approval from Council is required before entering into any agreement for outside resources.	Council; Liaisons	Ongoing	Ongoing.
4	Post component annual reports on the website; notify Leader List and inform all members via home page.	Beaumont	Ongoing	Ongoing.
5	Ensure that the list of archives orgs is updated and posted on the SAA website.	Doyle	Ongoing	Ongoing.
6	Flesh out ideas for forum of archives orgs (guest list, funding, facilitator).	Greene, Boles, Beaumont	0209 Council meeting	Pending.

7	Post Council meeting agendas at least 10 business days prior to each meeting.	Beaumont	Ongoing	Ongoing.
8	Draft, review, adopt, and post minutes of all Council meetings within 60 days.	Council; Beaumont	Ongoing	Ongoing.

G.	Outstanding Actions: August 27 – September 1, 2007	Assigned To	Due Date	Completed
1	Include Strategic Objectives on Council agendas for all meetings.	Beaumont	Ongoing	Ongoing.
2	Look at inputting committee service going back 10 years (if possible), or at least 5 years, to aid in appointments process.	Doyle	6/08/08 [Data located for June 03 forward; data entry cost TBD.]	Move to 2/10 pending other priorities.

H.	Outstanding Actions: June 4 – 7, 2007	Assigned To	Due Date	Completed
1	Implement communication plan for National History Day, Inc.	Brinati	Ongoing	Ongoing.
2	Contact National History Day re requirements, procedures for sponsoring a prize.	Brinati	10/15/08	Pending.
3	Add to future Council agenda a specific recommendation from the AA Editorial Board about third-party abstracting/ indexing and search services.	Beaumont; Brinati	April 15, 2008, for 5/08 Council meeting.	Pending.
4	Maintain on “To Do” list the question of whether SAA should develop a statement on access to non-public records.	Beaumont	Ongoing	Ongoing.
5	Define for Council consideration a process for developing parallel statements on access to government (public) and non-government (nonpublic) records.	Greene	January 8 (for winter Council meeting)	Pending. Assign to GAWG?
6	Send to A&A list a monthly reminder re Terms of Participation; look into automating process.	Doyle	Beginning Sept; monthly thereafter	Ongoing.
7	Place Serrano (NY) and Hinchey (NY) on tickler list for possible Jameson Award nomination.	Beaumont	10/1/08	Pending.