

**Society of American Archivists
Council Meeting
February 2 – 4, 2010
Washington, D.C.**

**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 Council meeting. This report summarizes other Headquarters activities since August 2009.

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.

Since August, our focus with regard to strategic planning has been to:

- Assist the Executive Committee with its review of the entire strategic planning document;
- Provide new and/or updated action plans for each of the measurable activities in the document (see Agenda Item II.A.); and
- Work with Peter to determine options for proceeding with development of the public awareness strategic priority.

Diversity

We have promoted the Mosaic Scholarship on the SAA home page, in each issue of *In the Loop*, in the call for nominations for awards/scholarships in three issues of *Archival Outlook*; and via a press release to each of the following list serves and/or organizations:

- SAA Leader List
- Student List
- A & A List
- Archival Educators Roundtable

- Archivists and Archives of Color Roundtable
- Latin American and Caribbean Cultural Heritage Roundtable
- Native American Archives Roundtable
- College and University Archives Section
- Diversity Committee (thanks to Chair Terry Baxter)
- Archives and Public History Blog (thanks to Peter Wosh at NYU)
- Chronicle of Higher Education (Jennifer Howard, staff writer)
- Historically Black Colleges and Universities
- Hispanic-Serving Colleges and Universities
- All universities listed in SAA Education Directory
- Society of Southwest Archivists
- Society of California Archivists
- Midwest Archives Conference
- Mid-Atlantic Regional Archives Conference
- Conference of Inter-Mountain Archivists
- Northwest Archivists
- Seattle Area Archivists
- Society of Rocky Mountain Archivists

The deadline for scholarship applications is February 28. We hope to have even more applicants this year than last (17).

Advocacy

- René and I continued to work with the PAHR Task Force to edit and distribute materials associated with stimulating additional House co-sponsors and finding a co-lead-sponsor in the Senate.
- With National Coalition for History President Arnita Jones and Treasurer Brian Martin, I participated in the performance appraisal and contract review process for NCH Executive Director Lee White. I was a member of the NCH Search Committee that hired Lee three years ago.
- I began drafting (but have not yet completed and am overdue on) a case study on American Archives Month for Larry Hackman's upcoming book (to be published by SAA) entitled *Many Happy Returns: Advocacy for Archives and Archivists*.

Public Awareness

- I participated in several conference calls with Peter and Dorothy Pirovano (public relations consultant) regarding options for proceeding with a facilitated Council discussion about the public awareness strategic priority.
- We posted information received from members about their awareness efforts during American Archives Month in October. I reviewed and prepared a summary of results of SAA's online Visitors2Archives survey, conducted in conjunction with AAM.

External Relations

- In September I met with Duncan Grant and Paul Banfield of the Association of Canadian Archivists to discuss topics of mutual interest, including the status of NAANICA (the North American Archival Network, International Council on Archives), online journal publishing and subscription promotion and management, and the feasibility of a joint annual meeting.

- In November I had two conversations with Robert Bole of the Corporation for Public Broadcasting about the possibility of SAA working with CPB on a variety of projects.
- I participated via remote web access in a meeting of ALA's National Preservation Week planning group. (Well, I was able to listen in, anyway....)
- Peter and I met with Archivist of the United States David Ferriero in Washington in January.

Governance

- With Brian, Solveig, and René, I provided staff support to the DC 2010 Program Committee, which met in Chicago November 12-14.
- With Helen, I participated in the American Society of Association Executives' Symposium for Chief Elected and Chief Staff Officers in Baltimore, November 16-17. Another proud INTJ!
- With René, I provided staff support to the 75th Anniversary Task Force, which met twice via conference call in December/January. (See Agenda Item III.O.)

Headquarters Operations

- We saw three changes in personnel during the fall: Long-time employee Rodney Franklin (Service Center) left the staff, as did Editorial/Production Assistant Helen Janousek. We plan to leave Rodney's position vacant until we determine how best to fill it (if at all). Teresa and I participated in interviews for SAA's new editorial/production assistant, and we were delighted when Jennifer Schooley accepted the position. Jenny's first day was December 7.
- In mid-November, staff directors and I participated in an extensive review of the FY 2010 budget and year-to-date financials and developed a list of possible cuts for implementation as our financial standing develops. We continually review the budget and implement changes as appropriate.
- I drafted materials for the 2010 Annual Appeal, which had netted approximately \$6,000 by December 31.
- Working with HelmsBriscoe, our site selection firm, I negotiated and signed contracts with the Hilton San Diego Bayside for the 2012 annual meeting and the Hilton New Orleans Riverside for the 2013 annual meeting. Per the Council "To Do" list, I prepared a column on the topic of site selection for the January/February 2010 issue of *Archival Outlook*.
- All staff directors are participating in a website usability study that we are conducting, one-on-one, with SAA members in the Chicago metro area. We will use this qualitative information as the website evolves.

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