

**Society of American Archivists
Council Meeting Minutes
August 14, 2024
Chicago, IL Hybrid**

Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda comprises Consent Items, Action Items, Discussion Items, and Reports, and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports are not summarized in the minutes but provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see the SAA website

August 14, 2024

President Helen Wong Smith called the meeting to order at 10:06 AM CDT on August 14, 2024. Present were Vice President Tomaro Taylor; Treasurer Sharmila Bhatia; Jasmine Jones, Executive Committee Member; Council members: Krystal Appiah, Conor Casey, Alison Clemens, Joyce Gabiola, Michelle Ganz, Selena Ortega-Chiolero and Lydia Tang; and SAA Chief Executive Officer Jacqueline Price Osafo, Chief Operations Officer, Cherie Newell, Chief of Training & Organizational Development, Rana Hutchinson Salzmänn, Assistant Director Foundation Astoria Edwards, Assistant Director, Jill Burgos.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

SAA President Wong Smith introduced the agenda. The Strategic Plan discussion/update will be deferred to the November meeting. Bhatia moved to adopt it as revised, Appiah seconded, and it was adopted unanimously (**MOTION 1**).

B. Declare Conflicts of Interest

There were no declared conflicts of interest at this meeting.

II. CONSENT AGENDA

- A. Ratify Executive Committee Interim Actions ([0824-II-A-ExecCommInterimActions](#))
- B. Ratify Council Interim Actions ([0824-II-B-CouncilInterimActions](#))

- C. Approved the minutes from the May 1–2 Council meeting. Those minutes are now available on the SAA website: https://www2.archivists.org/sites/all/files/FY24_0524-Council-Minutes-Approved.pdf

That the SAA Council approved the Consent Agenda interim action. (MOTION 2)

Move: Ganz; Second: Bhatia; Vote: PASSED

III. EXECUTIVE SESSION (CLOSED)

IV. ACTION ITEMS

A. Financials (FY25 Proposed Budget)

i. [0824-IV-A Financials](#)

ii. FY25 Budget - Newell reminded participants that SAA operates on a fiscal year spanning July 1 to June 30. Ideally, the FY25 budget would have been approved in May but due to circumstances the budget needs to be passed at the Fall meeting. There is a forecasted net gain for the upcoming year. There will also be an audit of SAA's financial records this fall. Several Council members discussed the need to fund section financial requests but also, that if SAA cannot grant those funding requests, section members should not expend time completing lengthy forms. We should seriously consider the whole administrative process. The Finance Committee should be asked to conduct research on how sections can raise their own income to utilize for their proposed projects.

III. SAA is moving a funding allocation from a proposed Foresight initiative to hiring facilitator to assist with strategic planning. (\$15,000.00) The SAA Career Services revenue was up 10% in FY24.

SAA needs to evaluate its current membership model. SAA has not increased its dues since 2015 (more details about this are available on page 41 of the report above).

iv. Clemens made a motion to include \$300.00 in the budget to support the mentoring subcommittee's need for CART captioning (total accessibility related accommodation). (MOTION 3) Move; Clemens; Second: Tang; Vote PASSED

v. The entire FY25 Proposed budget approval process. (MOTION 4) Move; Bhatia; Second; Ganz; Vote PASSED

12:45PM Lunch adjournment

1:00PM Reconvene

V DISCUSSION ITEMS

A. 2024 Archives Records (Price Osafo)

- 83 i. Registration – 1772 in-person, 415 virtual. SAA is getting close to getting back to pre-
84 pandemic numbers.
- 85 ii. Future meeting sites – SAA is asking for feedback from attendees and members about
86 potential sites after 2025. Suggestions include New Orleans, Denver, and Portland.
- 87 iii. Price Osafo reminded Council members of their key role in thanking exhibitors in the
88 exhibition hall. Each council member has been assigned a group of exhibitors on the
89 distributed list to talk to and thank.
- 90 B. Section Health Assessment Working Group
- 91 i. Approved the recommendation from the Section Health Assessment Working Group
92 to pause the transition of the Archival Educators Section that this section be granted
93 a 1year extension to meet governance compliance (ending prior to the spring 2025
94 Council meeting).
- 95 ii. Approved the recommendation by Council members to establish an official working
96 Group for the Section Health Assessment Working Group (MOTION 5) Move; Ganz;
97 Second; Tang; Vote PASSED
- 98 C. Awards Committee This season, the Awards Committee (and its subcommittees)
99 encountered three broad categories of issues: too few nominees for certain awards,
100 ambiguity around subcommittee rosters, and unclear language regarding eligibility and
101 requirements.
- 102
- 103 To that end the Awards Committee is asking the Council to consider five revisions to
104 various awards.
- 105
- 106 Approved the recommendations by the Awards Committee to update the standing rules
107 and individual award criteria for the following: Waldo Gifford Leland Award, Harold T.
108 Pinkett Student of Color Award, Preservation Publication Award, Distinguished Service
109 Award, and Mark A. Greene Emerging Leader Award. (MOTION 6) Move; Tang; Second;
110 Clemens; Vote; PASSED
- 111
- 112 D. Childcare Referral @ SAA Events Tayloe NS Wong led an extremely complicated discussion
113 about SAA providing childcare referrals at in-person events. Bhatia made a motion THAT
114 Council is to investigate and develop a caregiver referral process to be included in FY26 SAA
115 budget due by February 2025. (MOTION 7) Move; Bhatia; Second; Appiah; Vote PASSED
116
- 117 E. SAA Liaison Assignments Appiah informed the Council that the Council member to section
118 assignments have been completed.
- 119
- 120 F. Introduction to meeting management tools Taylor and Burgos Taylor introduced the
121 Community Agreement during the closed session. Burgos introduced the Decision Tree
122 Model. Council made some suggestions about the format.
- 123
- 124

VI STRATEGIC PLANNING

- A. **2023-2025 Strategic Plan Actions and Timelines** (Reference, Adopted April 2022) ([0524-VI-A-StratPlanDashboard](#)) *
- a. SAA Strategic Plan, FY 23-25 ([Reference, Adopted April 2022](#))
 - b. Work Plan on Diversity, Equity, Inclusion, and Accessibility ([Reference, Adopted November 2021](#))

VII REPORTS

Reports are discussed by the Council only as needed and are not summarized in the minutes (except the Executive Committee report, which details interim actions of the Executive Committee). They do, however, provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see <http://www2.archivists.org/governance/reports>.

- A. President Wong Smith
- B. Vice President / President-Elect, Taylor
- C. Chief Executive Officer, Price Osafo
- D. Membership, Newell
- E. Education, Salzmänn
- F. Publications, Tiffany
- G. Operations, Newell
- H. Foundation President, Mangiafico
- I. Publications Editor, Baxter
- J. American Archivists Editor, Gabiola
- K. SAA Rep: WIPO Report Price Osafo

VII. Council Business Continued

- A. Meeting Debrief by Wong Smith
- B. Next meeting, November 18th - 20th
- C. The Council meeting was adjourned by unanimous consent at 2:00 p.m. CST on August 14, 2024.

NOTES:

