

ACA Mid-Winter Board Meeting
Austin, Texas – April 2, 2006
Draft

PRESENT: Mike Holland – President; Cindy Smolovik – Vice President, Lynn Smith – Secretary, Connell Gallagher – Regent for Exam Administration, Tom Brown – Regent for Exam Development, Laura McLemore – Regent for Outreach, David Malone – Webmaster

Meeting called to order at 9:09 a.m.

Agenda and previous meeting minutes were approved

OFFICER REPORTS:

President Mike Holland reported that the Academy is in sound financial shape. There is interest in ACA from educators at Eastern Tennessee University and in Georgia that are starting new archival education programs. Margery Sly has agreed to remain on the Finance Committee one more year. The dues payment deadline has been extended for persons in the area impacted by hurricanes Katrina and Rita. The Academy donated \$1,000 to the Society of Southwest Archivists' hurricane relief fund. A new outreach task force was established after the annual ACA meeting to identify efficient and effective means of communicating with archives students and working archivists early in their careers about the advantages of ACA certification. Dr. Judy Cetina, former Regent for Certification Maintenance, will chair the task force. The full and final report of the taskforce is due on May 31st. New ACA notepads were unveiled and will be distributed at regional archival meetings and at SAA. On March 22 the President, Cindy Smolovik as President Elect, Jim Byers as Past President, met with Archivist of the United States, Allan J. Weinstein, and his staff to discuss how ACA and archival certification might support NARA's professional staff development and hiring practices. ACA also continues its international outreach with the attendance of Jim Byers at the 7th European Conference on Archives May 18-20, 2006 in Warsaw, Poland.

Vice President Cindy Smolovik reported her work in responding to questions about the Academy, particularly when they appear on the Archives & Archivists Listserv. On March 22, she and Tom Brown, Regent for Exam Development, took part in a program for the National Archives Assembly designed to "demystify" the exam. Approximately 25 attended the program. In lieu of Treasurer Ellen Garrison, Smolovik's report continued as Chair of the Finance Committee. With Capitol Hill Management Services now doing bookkeeping for the Academy, work has begun to shift bank accounts from Tennessee to New York. There was a teleconference held in February to discuss investments and consolidation of Certificates of Deposit. A vote was passed to move CD accounts to T Rowe Price for better return on investment monies. A draft budget for 2006-07 was distributed.

A call was placed to Secretariat Steve Grandin who reported that membership has increased 7%. As of March 30, 2006 membership is 857. All preset ACA exam sites have proctors. No additional "pick-your-site" cities have been selected as yet. There was a request that the Board

better define some of the financial expense lines. The election ballot will be mailed out in the near future.

A call was placed to Newsletter Editor, Joe Ciconne who reported that the printed winter edition of the newsletter was a draft not the final version which was why it looked different. The next issue will go out in May. The expense of mailing the newsletter First Class was discussed as was the exchange of newsletters with regional organizations. A check box will be added to the membership renewal notice for individuals to indicate a preference of print or electronic receipt of the newsletter.

Secretary Lynn Smith reported that she received a large box of past meeting minutes and other informational records from Shelley Sweeney. Noting a variety of styles of meeting minutes ranging from highly detailed, almost like a court stenographer, to less detailed that included main concepts in discussions and vote results, she will aim for the latter style.

Webmaster David Malone reported that ACA webpage has moved to a less expensive web service at a 75% savings. New features include ability to immediately update the membership directory, more space for images, forms etc. The possibility also exists to host a blog for those accepted to sit for the certification exam.

REGENT REPORTS:

In lieu of Certification Maintenance Regent Shelly Croteau, Mike Holland reported that four review team leaders have been named and reviewing has started for recertification credits for assorted regional workshops.

Regent for Exam Administration, Connell Gallagher, reported that he has fielded several questions about what qualifies as education and work requirements.

Regent for Exam Development, Tom Brown, reported that the 2005 exam had an 80% pass rate. The Exam Development Committee (EDC), which met the day before the ACA Board meeting revised the reading list and some questions for the 2006 exam based on the publication of many new archival books. A contingency plan to cover for the EDC chair in case of an unexpected delay or absence was discussed.

Regent for Nominations report: The Committee has come up with the following slate to stand for election:

Vice-President/President-elect

Kaye Lanning Minchew

Judith Cetina

Regent for Examination Development

Brenda Gunn

Carole Prietto

Treasurer

Dick Dickerson

Lisbit Bailey

Nominations Committee

Melinda Curley

Sammie Morris

Regent for Outreach

Laura McLemore

Rebecca Rich-Wulfmeyer

The ballot was accepted by the Board.

Regent for Outreach, Laura McLemore, reported that the Academy's petition for an SAA Round Table has been put on hold because SAA recently declared a moratorium on the formation of new Round Tables. ACA will have a Discussion Group time slot at the upcoming SAA meeting. ACA has been assigned a space at the SAA registration table rather than Office Hours in the exhibit hall. The folding displays have been heavily used at regional meetings. It was discussed to purchase another display as well as adding additional photographs to the existing displays. Also discussed was the need to clarify budget lines for outreach.

NEW BUSINESS

Capitol Hill Management Services contract was renewed with a unanimous vote.

Distinguished Service Award – The Board voted to give the 2006 DSA to Elizabeth Adkins. The award will be presented during SAA.

ACA Annual meeting – Logistics for the time and meeting room was discussed. It was decided to have a reception after the meeting as was done in 2005, then re-evaluate if it should continue or return to a luncheon meeting.

Meeting adjourned at 2:35 p.m.(?)