

Academy of Certified Archivists
Board of Regents Meeting
July 26, 2017
Portland, Oregon
Oregon Convention Center
Room C128

Present: Louis Jones, Todd Welch, Gerrienne Schaad, Emily Dominick, Mott Linn, Marcus Robyns, Tara Laver, Rebecca Hankins, Elizabeth Scott, Abby Curro, and Stephanie Malmros

Guest: Courtney Chartier (SAA liaison)

1. Meeting called to order 9:03
2. Approval of Minutes
 - a. March 12, 2017: **Motion** to approve the minutes as written: Emily; **Second:** Mott; **passed unanimously**
 - b. June 6, 2017: **Motion** to approve the minutes as written: Emily; **Second:** Mott; **passed unanimously**
3. SAA Liaison to ACA Report: Courtney Chartier
 - a. Can bring agenda items to the SAA council
 - b. 9-10 pm Mark Greene memorial gathering 7/26/2017
 - c. 2019 meeting in Austin approved by council depending on transgender bathroom ban on docket for State of Texas legislature; other cities being discussed
 - d. 2018 meeting in D.C.
 - e. Independent Archivist group approved by council: 150 people signed the petition
 - f. Results of membership survey barriers to participation reviewed by council; cost of SAA and lack of support of institution to participate main barriers
 - g. SAA institutional member of ICA: council to support Principles of Access to Archives and Basic Principles on the Role of Archivists and Records Managers in the Support of Human Rights
 - h. Will send language from standards committee with regard to the RDS not being accepted as a standard
4. Officer's Reports
 - a. President: Louis Jones
 - i. Weekly conversations with Abby and Todd: helpful particularly in times of transition
 - ii. Checked in with various board members as necessary
 - iii. Strategic planning preparation
 - iv. Along with Liz Scott and Rebecca Hankins drafted a procedure for dealing with advocacy issues as they surface
 - v. ACA Handbook edits
 - vi. Two proposals for task forces for the upcoming year including a more extensive survey as well as a task force for archiving our digital assets including emails
 - vii. Figuring out the RDS External standards
 - b. Vice President: Todd Welch

- i. Fielded a number of questions about qualification for sitting for the exam; also conversations with a member who is close to retiring with questions about emeritus status
 - ii. Weekly conversations with Louis
 - c. Treasurer: Gerrienne Schaad
 - i. When accountant sent numbers there were issues with the income numbers
 - ii. \$90,000 in mutual funds; \$15,000 in CDs
 - iii. In a good spot financially
 - iv. **Motion** to take a one-time \$7,000 out of operating reserves to pay for the strategic planning; if we run in the black we can put it back in later; **Second:** Todd; Discussion about demonstrating the movement of money; **passed unanimously**
 - d. Secretary: Emily Dominick
 - i. Continuing to monitor and maintain the Academy's Dropbox account
 - ii. Working with University of Wisconsin-Milwaukee for transfer of Academy archives; will be contacting out-going board members to gather pertinent documents
- 5. Regent's Reports
 - a. Certification Maintenance: Tara Laver
 - i. 277 for the class (including those vaporized); 209 chose to maintain certification; 98% pass rate for recertification by petition
 - ii. Streamlining the recertification process is an issue; Wufoo form is problematic for many people: Wufoo has benefit of being able to download information
 - iii. Suggestion to have a small group come up with options for tools and methods to improve the process
 - iv. Recertification petition taskforce revised guidelines were reviewed and approved
 - 1. Ready to publicize by way of newsletter article, annual meeting luncheon, news item on website
 - 2. 2018-2019-2020 class will be contacted separately regarding following old guidelines or new guidelines
 - 3. **ACTION ITEM:** to add to ACA Handbook, review timetable for guideline; to be reviewed every 5 years
 - v. Thanks to Tara for her service to the board
 - b. Exam Administration: Marcus Robyns
 - i. Dara Finn and Scott Grimwood proctored the ACA exam this morning in Portland
 - ii. Pre-approval Task Force
 - iii. Early-bird cycle will be tried again next year to gather more information
 - iv. Pre-exam workshop at NAGARA given to 9 attendees; Patrice Davis ran the workshop using PowerPoint and script written by Marcus; discussion about presenting video segments with similar content
 - v. Review process: 192 applicants; 17 rejected
 - vi. Travel award given to 3 individuals

- vii. Discussion about people who have multiple responsibilities beyond archival
- viii. Dealing with applicants with medical issues that require accommodation; Discussion about a task force could develop a procedure or policy that may include someone from SAA Diversity Committee;
- ix. Discussion about possibility of administering an online exam as an option; **ACTION ITEM:** Rebecca and Daria to develop a task force to look into options for online exam
- x. **ACTION ITEM:** Exam sites for 2019: to be determined in Fall conference call by Daria
- xi. Thanks to Marcus for his service to the board
- c. Exam Development: Rebecca Hankins
 - i. Item writing workshop around domain 5: 11 members signed up, 1 dropped out; 6 members sent questions in advance
 - ii. Comments added to ACA Handbook and updated bibliography; formatting needs to be improved
 - iii. 2 new members needed for EDC will be appointed
- d. Outreach: Elizabeth Scott
 - i. Advertising purchased in various national and regional archival publications (see report for details)
 - ii. Presentations to student groups will continue; a new presentation has been developed using Prezi software
 - iii. Presence at regional and other meetings
 - 1. Exhibit traveled to many meetings, wear and tear of exhibit; may need to invest in heavy-duty shipping container
 - 2. Issues with NAGARA
 - 3. Discussion about various regions: New England Archivists
 - iv. Social media/advertising coordinator has been vacated; Liz will be looking for a volunteer
 - v. Advertisement coordinator: Grant; working on sponsorship of luncheon
 - 1. Discussion about whether or not a sole sponsor should be considered v. several smaller sponsors
 - 2. Requires further investigation; should be put on hold until investigation is completed
 - 3. Talk to Bob at MetalEdge to discuss options
 - vi. SNAP liaison: Michael Berrera; SNAP feedback
 - vii. Website coordinator/security: Jim Havron, incoming chair of security section
- e. Nominations: Mott Linn
 - i. See report attached
 - ii. Legacy Travel award will be discussed later
 - iii. Election results are complete and the winners are:
 - 1. President - Gregor Trinkaus-Randall
 - 2. Secretary - Emily Hughes Dominick
 - 3. Regent for Exam Administration - Daria Labinsky
 - 4. Regent for Certification Maintenance - Stephanie Malmros

5. Nominations - Cheryl Oestreicher

6. Other Reports

- a. Capitol Hill Management: Abby Curro
 - i. 1272 members as of July 1, 2017
 - ii. Learning from each board member and identifying areas for streamlining/improvement; for example emailed dues notice rather than sending snail mail first: 610 members have already paid for 2017-2018
 - iii. Found ways to save money on plaques and pins by going through a CapHill vendor
 - iv. Suggestion to start planning for 30 year anniversary
- b. International Council on Archives and Section of Professional Associations: Becky Tousey
 - i. See report
 - ii. **ACTION ITEM:** locate agreement for this funding
- c. Nexus II: Learning Across Boundaries Project: Rosemary Pleva Flynn
 - i. See report
- d. Cybersecurity/InfoSec and Webmaster: Jim Havron
 - i. See report
 - ii. Jim has fixed firewalls, updated version of WordPress, our website had been almost invisible to search engines and he made updates to help ameliorate the situation
 - iii. Jim is a proponent of WordPress and adding plugins for our needs rather than going with a software package

7. Old Business

- a. Emeritus status: Tara Laver
 - i. Transition to emeritus status: people due to recertify who would be retiring before next certification time wanting to go emeritus before actually retiring
 1. Ideas: lowering points for those who have renewed a certain number of times, having points roll over, allowing early emeritus with later proof of retirement
 2. **ACTION ITEM (Liz):** add CA Emeritus status to membership directory on website
 3. **Motion** for Emeritus member wants to revert to an active member (full CA status) they would have to take the exam to do so; **Second:** Mott; **passed unanimously**
 4. **ACTION ITEM (Tara to provide language):** add stipulation for switching back to full CA status requiring the exam to the Emeritus page on the website
 - ii. Deadlines and timetables for Emeritus status
 1. Request for drop-dead date for applying for Emeritus status after failing recertification, and failing exam (if taken)
 2. Need to be in good standing before going Emeritus
 3. Decision that dues notices are sent as usual and if the members choose not to pay dues they will become a lapsed members until they pay

4. **ACTION ITEM (Tara to provide language):** add information to exam registration form to clarify
- b. ACA Protocols and Criteria for Involvement in Public Policy Matters: Louis Jones, Elizabeth Scott, and Rebecca Hankins
 - i. Some parts were derived from “Procedures for Suggesting SAA Advocacy Act”
 - ii. Discussion:
 1. Make small edits including removing “you” and changing to “requestor”
 2. Should we give guidance to board in terms of the timeframe for deliberation?
 3. Why not have entire board vote v. executive committee?
 - iii. Decision to table the decision until Fall meeting to make changes
 - iv. **ACTION ITEM:** Review bylaws
 - c. Annual Certification Handbook revisions: Louis
 - i. **ACTION ITEM:** Tara will make link to petition criteria
 - ii. **ACTION ITEM (Emily):** Secretary will compile changes and update formatting of the manual
 - iii. Revisions will be made by July 15 for Notebook/Board Manual and Handbook
 - iv. **ACTION ITEM (Emily):** update website for inconsistencies with regard to Handbook
 - d. MemberClicks v. Wild Apricot v. Wordpress: Liz
 - i. Discussion: What do we want from our website? What are our priorities?
 - ii. Choose a product based on what our priorities are
 - iii. Laundry list:
 1. Embedding social media links
 2. ADA compliant
 3. Member ability to edit profile
 - iv. **ACTION ITEM (Liz and Todd):** create a document in google docs in order to compile a list of our desired components of the site; deadline for document: September 30th
 - e. Proposal for Formalizing of the Records Transfer procedures
 - i. **ACTION ITEM (Emily):** request agreement with UW-Milwaukee
 - ii. **ACTION ITEM (Emily):** contact outgoing board members for records
 - f. Distinguished Service Award nomination timeline: Mott Linn
 - i. February 1 deadline for members to email in suggestions; Recommendation to move timeline up to November or December so that there is a longer window for the committee to discuss options
 - ii. **Motion** to move up deadline for suggestion to November 1; **Second:** Gerri; **passed unanimously**
 - iii. **ACTION ITEM (Emily):** add to ACA Regent Notebook timeline for sending out email reminder to Regent for Nominations duties
 - g. Legacy Travel Award: Mott Linn
 - i. Discussion: visibility of award, change of wording to broaden availability to make it more attractive

- ii. Motion to increase funding to \$750 and to broaden language in description; Second: Tara; approved unanimously
 - iii. **ACTION ITEM (Todd):** Send out notification in Spring to membership to publicize award
 - h. ACA and NAGARA: Louis Jones
 - i. Update about MOU between ACA and NAGARA: revisit annually
 - i. Oral History Project update: Todd
 - i. Mott interviewed Steve Grandin
 - ii. Equipment worked well
 - iii. Todd created soundbites for publicity of ACA
 - iv. Interview will be available for listening at ACA table during this year's SAA meeting
 - v. Louis and Todd dedicated to seeing project through
- 8. New Business
 - a. **ACTION ITEM:** RDS up for revision in 2018 (reviewed every 5 years)
 - b. Discussion about soliciting volunteers for specific projects; checkbox on renewal form isn't sufficient since it doesn't specify projects or interests; ACA members are volunteering but not being contacted and feel rebuffed; effort should be combined to gather all volunteer opportunities
 - c. **ACTION ITEM (Liz):** create a deadline list for all of the events (deadlines for award nominations, recertification petitions, application deadlines, etc.) that would be saved and maintained in Board Manual/Notebook
 - d. ACA Survey Task Force: Louis
 - i. Louis has been in touch with Anne Diffendal and Nancy Zimmelman Lenoil (who both worked on special reports as part of the A*Census in 2005)
 - ii. Task force would investigate the possibilities of a survey and who would be involved and determine the scope
 - iii. Could be a chance to survey members and non-members of ACA
 - iv. **Motion:** to form a task force including Anne Diffendal, Nancy Lenoil, and Louis Jones to investigate what might be involved in pursuing a more robust survey than ACA has done before and to create a report about that investigation that would outline next steps; **Second:** Marcus; **passed unanimously**
 - e. Task Force on Archiving the Academy's emails: Louis
 - i. Louis contacted Michael Shallcross who has a background in preserving emails, Emily would be the chair, and possibly Elizabeth Perkes at the Utah State Archives
 - ii. **Motion:** to form a task force with Emily as Secretary, Michael Shallcross pending his acceptance and availability best practices and procedures for archiving digital assets including emails of the ACA Board; **Second:** Mott; **passed unanimously**
- 9. Meeting adjourned at 4:45

Respectfully submitted, Emily Hughes Dominick, ACA Secretary