



## **Meeting Minutes**

ACA Annual Membership Meeting

August 15, 2023

2:00 pm EDT

Virtual meeting via Zoom

---

1. Welcome
2. Approval of Minutes of 2022 Membership Meeting

**Motion** by Susan Irwin: to approve the minutes of the 2022 Membership meeting

2<sup>nd</sup> by: Michelle Ganz

Motion approved

### **3. Reports of Officers**

#### **a. President: Emily Dominick, CA**

##### **Executive Board and Board Meetings**

The executive board, consisting of President, Vice President, Secretary, Treasurer, and Past President met monthly by Teams to discuss issues and get reports from the association manager.

The Board, meeting in person in August 2022, and by Teams in October, December, February (for 2-day mid-winter meeting), March, April, June and July (for full day board meeting held in conjunction with Society of American Archivists annual meeting) discussed ongoing issues. In February, we decided as a board to hold regular board meetings every other month and “working” meetings relating to specific topics in the intervening months. The working meetings allowed us to spend more time digging into a single topic.

##### **President Messages to Membership**

Sent quarterly messages to membership that were transmitted by email and then posted on the ACA website

##### **SAA Foundation: Strategic Growth Grant 2023**

Submitted Letter of Inquiry on November 15, 2022 for possible grant relating to membership involvement around job analysis creation  
SAA Foundation responded initially Dec 15 to let us know that they had received a record number of letters of inquiry (74 in all) and that this would delay their timetable  
We learned February 1 that we did not advance to the next stage in the process

### **Job Analysis RFP**

Participated on the committee being chaired by Gerri to help create the Job Analysis RFP along with Rosemary, Cheryl, Mary, and Liz  
Scored and commented on the proposals received

### **ACA exam proctoring**

I participated in ACA exam proctor training on June 13 and proctored on June 16

Response to American Archivist article "Who is this Godot?"

Announced member forum to discuss the American Archivist article "Who is this Godot?" on March 15; hosted membership forum on April 6 with help from co-facilitators Margery Sly, Cheryl Oestreicher, Gerri Schaad, and Mary McRobinson.

The forum was attended by 34 ACA members

Following the forum, a working group was formed to work on a response to the article

The working group met on May 15, May 31, June 28 and will be meeting later in August to continue collaborating on our draft

### **Vacancies on board and other critical roles**

Ingi House resigned from her elected board role as Regent for Outreach in February 2023

Daniel McCormack was appointed as Regent for Outreach in March 2023 but resigned in May 2023

Cecily North stepped away from the webmaster role in May 2023

### **Logo refresh**

Mike Breslin solicited logo ideas to designers through Fivrr; with board feedback we selected a logo design with color palette yet to be determined

### **b. Vice-President/President-Elect: Liz Scott, CA**

Answered questions that come into the VP mailbox, distributing them to the appropriate regent, or sending them to the ACA office. There's definitely interest in ACA, and we try to distribute and answer those as fast as we can.

Coordinated the nomination process and voting for the Distinguished Service Award, which I'll talk about a little bit later.

Worked with the President on the job analysis RFP, reviewing and picking a vendor. Worked on the article for the response to "Who is this Godot" article. Went to some working sessions, and we have assignments, and we're going forward with writing a response to that, which you will see, hopefully in the coming year 2020.

Biggest area was outreach. I was a former outreach Regent from 2014 to 2018. So when we had some resignations helped out with answering the outreach email. I called for a meeting in June to bring together member services and outreach to discuss moving forward. I did other little small things such as creating a postcard for the membership meeting. I'll be talking about ACA in the future at a college and university archives section. And

Attending meetings and kind of doing whatever needs to be done in the moment.

### **c. Treasurer: Mary McRobinson, CA**

#### **Academy of Certified Archivists Treasurer's Report for the Annual Business Meeting August 15, 2023**

This is a list of all of the Academy of Certified Archivists' financial assets as of June 30, 2023:

Operating Reserve: Capitol Bank:	
Checking and PayPal Acct	\$ 34,614.37
MM Savings	\$ 41,280.63
<u>Sub-total of assets held at Capitol Bank/PayPal:</u>	<u>\$ 75,895.00</u>
Investment Reserve:	
T. Rowe Price	\$ 81,919.75
The Vanguard Group	\$ 61,100.53
<u>Sub-total of assets invested in mutual funds:</u>	<u>\$143,020.28</u>
<b>Total ACA Assets as of June 30, 2023:</b>	<b>\$218,915.28</b>
Sub-total of assets held at Pioneer Bank/PayPal as of June 30, 2022:	\$ 71,608.32
Sub-total of assets invested in mutual funds as of June 30, 2022:	\$128,864.18
<b>Total ACA Assets as of June 30, 2022:</b>	<b>\$200,472.50</b>

2022-2023 Fiscal Year: Actuals of June 30, 2023

Income:

+	Membership dues	\$86,415.00
	Exam Fees	\$ 7,575.00
	Certification Fees	\$ 450.00
	Recertification Fee	\$ 4,050.00
	Exam Application Fee	\$ 2,700.00
	Interest Income from reserves (investment and savings)	\$ 1,844.33
	Unrealized gains or losses from investment reserve	\$13,445.14
	Other (Donations)	<u>\$ 130.00</u>
	Total	\$116,609.47
	Expenses:	
	General overhead	\$ 66,532.17
	Board expenses	\$ 15,714.96
	Outreach	\$ 2,653.80
	Exam Development	\$ 8,105.62
	Exam Administration	\$ 5,494.21
	Certification Maintenance	\$ 4,163.05
	Awards	<u>\$ 92.88</u>
	Total	\$102,756.69
	Net Income	<b>\$ 13,852.78</b>

ACA transitioned from Pioneer Bank to Capitol Bank in March 2023.

A higher interest rate was negotiated for ACA's MMKT account from the 0.05% offered at Pioneer to 1.90% (+1.85%).

Trading authority for T.Rowe Price and Vanguard has been transferred from Gerri Schaad to Mary McRobinson.

We are in process of rebalancing ACA's investment accounts to:

60-40% - US Stocks

35-20% Bonds

25-10% International Stocks

10-0% Alternative Investments (equity in real estate, energy, natural resources).

Discussions are ongoing with the Board.

Final approval of 23-24 budget is pending one budget line, but is in keeping with previous budgets.

\*Excerpt from the Investment and Reserve Policy: "The balance of the Operating Reserve should equal or exceed the amount of that year's annual budget. Any additional funds may be placed in the Investment Reserve with the approval of the Board of Regents."

#### **d. Secretary: Susan Irwin, CA**

Scheduled and sent out calendar invites and agendas for meetings. Wrote up minutes for monthly Executive Committee meetings and bi-monthly Board meetings. Coordinate board votes via email, as necessary. Prepared records for transfer to the ACA Archives at the University of Wisconsin-Milwaukee.

### **4. Reports of Regents**

#### **a. Regent for Nominating Committee: Gerrianne Schaad, CA**

The Nominations Committee wants to thank all CAs who agreed to run for an office this year. We had an amazing slate of candidates and appreciate all of your time and effort putting together your candidate profiles. We would also like to extend our appreciation to the membership for casting their vote during the electoral process. And one final note of appreciation to the outgoing Regents and Officers whose terms are ending at the end of this business meeting.

**Dara Baker, CA** as Vice-President/President-Elect

**Lauren Goodley, CA** as Secretary

**Julia Stringfellow, CA** as Regent for Member Services

**Amanda Focke, CA** as Regent for Certification Maintenance

**Gina Nichols, CA** as Regent for Examination Administration

**Ann Abney, CA** as Nominations Committee member

#### **b. Regent for Exam Administration: Rosemary Pleva Flynn, CA**

##### **2023 Examination Recap**

##### **Applications:**

Application period was March 1 – April 30, 2023

Mike, Alex, and Rosemary did follow up with some who started applications but did not complete them. Did get a handful of people to complete those applications.

Total applications completed: 91

Approved: 88

Rejected: 1

Cancelled: 2

##### **Examination:**

Exam was held June 15–17, 2023, via Zoom.

100 examinees took the exam.

Proctored by C.A.s for the 3<sup>rd</sup> straight year.

Many repeat proctors but also several new

Proctors MUST petition for recertification since they do see the questions.  
No technical difficulties from our end. We were able to handle all technical difficulties that examinees had.

Need more times for Tech Checks to make sure we are accommodating all set ups/locations.

The Examinees who were those recertifying by exam had the most technical difficulties.

Examinees:

Option 1 (Masters + Archives courses + 1 Year experience): 35 (including 3 deferrals from previous years)

Option 2 (Masters + 2 Years experience): 24 (including 3 deferrals and 1 retake from previous years)

Option 3 (Provisional, Masters + Archives Courses): 27 (including 1 deferral from previous years)

Option 4 (Retakes): 2 (Both originally took prior to online exam)

Recertification by Exam: 11

Rejoin ACA by Exam: 1

2 recerts decided to cancel and not recertify. 1 recert cancelled for personal reasons and was offered additional time to recert. 3 newly approved Option 1s deferring to an upcoming year. 1 newly approved Option 2 deferring to an upcoming year. 5 newly approved Option 3s deferring to an upcoming year. I feel that this is going to be a fairly typical number of deferrals moving forward as we come out on the other side of the Covid-19 pandemic.

With the assistance of ACA's testing expert, David Flynn, who offered different scenarios for the passing rate, a cut score of 56 was decided on. This score took into account a post-exam item analysis that found 8 questions had a very low percentage correct and a low discriminate score. Those questions were dropped from consideration for this year's exam.

- High score: 83
- Low Score: 40
- Mean Score: 64.28
- Cut Score: 56
- % Passed: 78%

As a reminder, we do not release the cut score.

The distribution of High Pass, Pass, and Low Pass is pretty close to the usual distribution of top 25% of those who pass designated as High Pass, the next 50% as Pass, and the lowest 25% as Low Pass. This year's results are:

- High Pass: 19
- Pass: 42

- Low Pass : 21
- Did Not Pass: 18

Every examinee has been notified of their scores.

David is still completing the question by question analysis and will work with the Regent for Exam Development and our incoming Regent for Exam Administration for distribution.

It has been a wild four years. I appreciate the support of the current and past members of the ACA board, the ACA office staff, and all of the potential, new, and current members of ACA that I have met through this position. This would not have been the success it has been without all of you. When I said I would run to be Regent for Exam Administration back in 2019, never in my wildest dreams did I think we would be taking the exam online in 3 months because of a global pandemic. There is still more work to be done, but I am very proud of what we all have accomplished in the last 4 years. I look forward to seeing what ACA does in the years to come.

### **c. Regent for Exam Development: Cheryl Oestreicher, CA**

#### **2022-2023 Accomplishments**

Integrated Domain 8, Cultural Competency into the 2023 exam

Hosted information session in May

Started review of entire item-bank of questions

Participated in exam study group Teams channels

#### **2023-2024 Goals**

Host open discussions to replace item-writing workshops

Continue review of item-bank

Revise/update the Reading List and Study Guide to be more user-friendly

### **d. Regent for Certification Maintenance: Stephanie Bayless, CA**

#### **2023 Examination Recap**

Applications:

Application period was March 1 – April 30, 2023

Mike, Alex, and Rosemary did follow up with some who started applications but did not complete them. Did get a handful of people to complete those applications.

Total applications completed: 91

Approved: 88  
Rejected: 1  
Cancelled: 2

Examination:

Exam was held June 15–17, 2023, via Zoom.

100 examinees took the exam.

Proctored by C.A.s for the 3<sup>rd</sup> straight year.

Many repeat proctors but also several new

Proctors MUST petition for recertification since they do see the questions.

No technical difficulties from our end. We were able to handle all technical difficulties that examinees had.

Need more times for Tech Checks to make sure we are accommodating all set ups/locations.

The Examinees who were those recertifying by exam had the most technical difficulties.

Examinees:

Option 1 (Masters + Archives courses + 1 Year experience): 35 (including 3 deferrals from previous years)

Option 2 (Masters + 2 Years experience): 24 (including 3 deferrals and 1 retake from previous years)

Option 3 (Provisional, Masters + Archives Courses): 27 (including 1 deferral from previous years)

Option 4 (Retakes): 2 (Both originally took prior to online exam)

Recertification by Exam: 11

Rejoin ACA by Exam: 1

2 recerts decided to cancel and not recertify. 1 recert cancelled for personal reasons and was offered additional time to recert. 3 newly approved Option 1s deferring to an upcoming year. 1 newly approved Option 2 deferring to an upcoming year. 5 newly approved Option 3s deferring to an upcoming year. I feel that this is going to be a fairly typical number of deferrals moving forward as we come out on the other side of the Covid-19 pandemic.

With the assistance of ACA's testing expert, David Flynn, who offered different scenarios for the passing rate, a cut score of 56 was decided on. This score took into account a post-exam item analysis that found 8 questions had a very low percentage correct and a low discriminate score. Those questions were dropped from consideration for this year's exam.

- High score: 83
- Low Score: 40
- Mean Score: 64.28
- Cut Score: 56
- % Passed: 78%



As a reminder, we do not release the cut score.

The distribution of High Pass, Pass, and Low Pass is pretty close to the usual distribution of top 25% of those who pass designated as High Pass, the next 50% as Pass, and the lowest 25% as Low Pass. This year's results are:

- High Pass: 19
- Pass: 42
- Low Pass : 21
- Did Not Pass: 18

Every examinee has been notified of their scores.

David is still completing the question by question analysis and will work with the Regent for Exam Development and our incoming Regent for Exam Administration for distribution.

It has been a wild four years. I appreciate the support of the current and past members of the ACA board, the ACA office staff, and all of the potential, new, and current members of ACA that I have met through this position. This would not have been the success it has been without all of you. When I said I would run to be Regent for Exam Administration back in 2019, never in my wildest dreams did I think we would be taking the exam online in 3 months because of a global pandemic. There is still more work to be done, but I am very proud of what we all have accomplished in the last 4 years. I look forward to seeing what ACA does in the years to come.

#### **e. Regent for Outreach: Vacant**

Daniel McCormack was appointed Regent for Outreach in March of 2023. He undertook activities including attending three board meetings, participating in a pair of online discussions, on with students from Catholic University and another facilitated by Cara Griggs, CA, from the Library of Virginia. During his time he began the work of updating the office's resources and information resources and took steps involving upgrades of ACA marketing and messaging efforts. He resigned on June 26, 2023.

#### **f. Regent for Member Services: Michelle Ganz, CA**

##### **Mentoring:**

The pilot test was successful, but the cohort model failed. The program was tabled until the new regent takes over. The concept works, but there are problems that need to be addressed including:

- Time zone / scheduling

- Recruiting mentees
- Cohort vs. one-on-one mentoring

### **Happy Hours:**

Happy hours saw dwindling attendance leading to happy hours being canceled for 2023. As the new Board takes over for 2023 we hope that happy hours will return.

### **Social Media:**

- **Facebook** continues to be where we reach the most people. Posts reach 250-400 people with about 15 people engaging with each post.
- **LinkedIn** remains steady with 880 members with around 140 people engaging with posts.
- **Twitter** has just over 1000 followers and our tweets are engaged by around 50 people each.
  - RECOMMENDATION: continue to evaluate the veracity of the platform. If SAA and the National Archives leave the platform the ACA will follow suit

## **5. Report of Association Manager: Mike Breslin**

### **Membership Report:**

2023-2024: 744

- 2022-2023: 1252
- 2021-2022: 1288
- 2020-2021: 1316
- 2019-20: 1337
- 2018-19: 1318
- 2017-18: 1294

### **2023-2024 so far**

Regular Members: 624 (493 unrenewed)

Emeritus: 95 (69 unrenewed)

Provisional: 20 (12 unrenewed)

Due to Recertify in 2024: 218

### **2022-2023 recap**

1252 Total

- Regular Members: 1072 (1119 in 21-22)
- Emeritus: 161 (151 in 21-22)
- Provisional: 19 (18 in 21-22)

### **Current Ongoing Assistance:**

- Continue developing features in our database
  - Create and implement a downloadable CA certificate where the user can get their updated certificate whenever they want

- Create more automated updates from the exam / certification database to the membership database
  - New CAs now automatically update in the member database
    - Planning to make this happen for:
      - New Provisional CAs
      - Recertified Members
- Next step in aiding renewals
  - As in previous years, invoice creation project
- Users are able to
  - Update their own member information
  - Opt-into the CA Directory
  - Designate Archival Employment Type
    - Academic (Tenure Track or no)
    - Business
    - Community
    - Consultant
    - Government
    - Historical Society
    - Public Library
    - Religious
    - Retired
    - Tribal
    - Unemployed
    - Other

## **6. Distinguished Service Award**

- Established in 2002 by Board of Regents
- Acknowledges exemplary, outstanding, or extended and sustained service to the Academy
- Recognizes outstanding leadership or significant accomplishment over time

Excerpts from some of the nomination letters that we received for this year's awardee, so you can hear about some of the things that this person has done and why they are so important to ACA.

- "Our nominee is served as Vice President, President, and Regent for nominations from 2019 to 2022. It was during this time period that COVID hit. This required ACA to conduct multiple massive pivots and how to conduct business. And this nominee played a major role in how these were done. This nominee also helped guide the migration to the new membership software, which was needed to modernize how ACA was run, and interacted with its members. After 25 years, ACA can no longer avoid a dues increase. As president our nominee led the effort to convince the membership to vote for dues increase and to create the provisional membership tier. This nominee did all of this, as always as pleasant

and clear headed manner. Because of this, our nominee is deserving of ACS Distinguished Service Award.”

- “Given the sudden centrality of the exam as part of the Academy's mission and purpose, it is imperative that the regent for exam development is well versed in each of the domains, thereby allowing them to oversee the work of the exam Development Committee. The nominee’s familiarity with the domains aside her comfort with the criteria associated with creating exam questions and interactions with the academy psychometrician contributed to this her success. And then we cannot overlook another important management skill set her capacity to set a timetable for when the committee needs to be complete, complete different tasks leading up to an including meeting beyond where the committee identifies the new questions to add to the question bank. Most importantly, the nominee embodied of intrapersonal and leadership skills that allowed her to gently explain to committee members why some of the proposed questions worked and others did not often providing ways to improve them instead of rejecting them out of hand. The entirety of the archival field will now benefit from the ascendancy into the office of Vice President/President Elect for the Society of American Archivists, having served in a number of leadership roles throughout the archival field, including president of the Society of Florida archivists, and most notably the Academy of Certified Archivists. I'm excited to see how our profession will flourish under her leadership in this role. “

**It gives us great pleasure to announce that Tomaro Taylor is our Distinguished Service Award recipient this year. Congratulations to Tomaro and well deserved.**

**Tomaro:** “Thank you so much for this honor. I am humbled, and I am overwhelmed by your generosity. And, you know, if you know anything about me, you know that I love archives, and I'm really glad to have been able to serve our field and our profession for the last 20 years. So thank you, thank you. Thank you, it's really a great honor.”

## **7. New Business**

### **a. Outreach:**

Over the past year two individuals in the Regent for Outreach had to resign and the position is currently vacant. After much discussion the board to create an outreach committee for the year. As a group the committee will get outreach services going again. The committee will be comprised of the Vice-President, who will be the chair, the Regent for Member Services, two to three volunteer members. Ex-officio members will include the regents for exam development, exam administration, and certification maintenance. A call for volunteers will be going out to the membership soon.

b. Job Analysis Update:

The Board has been discussing how the work of archivists have changed, and how might the ACA exam be updated to reflect (or not) current archival practice. Towards that end the Board is working to hire a company to conduct a job analysis for archivists in the 21<sup>st</sup> century. An RFP was written and sent out. Four complete proposals were received. The Board is in contract negotiations with Kryterion, a psychometric service which assists a variety of organizations with testing. The contract should be finalized soon. Gerrienne, who is moving off the board, will continue to shepherd this effort.

**8. Adjournment 3:13pm**