



ACA Business Meeting

aka Membership Meeting

Virtual Meeting via Zoom

Aug 5, 2024

3 p.m. EST

1. Welcome

Meeting called to order at 3:00 pm (Eastern)

2. Approval of minutes of 2023 Membership Meeting

Motion that 2023 membership meeting be approved was moved and seconded.
The motion passed, with one abstention.

3. Reports of Officers

a. **President:** Liz Scott, CA
New ACA logo

b. **Vice-President/President-Elect:** Dara Baker, CA

c. **Treasurer:** Mary McRobinson, CA
ACA Financial assets as of June 30, 2024:
Operating Reserve: Capital Bank:
 Checking and PayPal Account: \$43,556.64
 Money Market Savings: \$42,578.72
 Sub-total of assets held at Capital Bank / PayPal: \$86,135.36

Investment Reserve:
T. Rowe Price: \$70,932.26
The Vanguard Group: \$65,056.32
 Sub-total of assets held in mutual funds: \$135,988.58

Total ACA assets as of June 30, 2024: \$222,123.94

Sub-total of assets held at Capital Bank/Paypal as of June 30, 2023: \$ 75,595.00

Sub-total of assets invested in mutual funds as of June 30, 2023: \$143,020.28

Total ACA Assets as of June 20, 2023: \$218,615.28

2024-2024 Fiscal Year: Actuals as of June 30, 2024

Income:

Membership dues	<u>\$ 70,945.04</u>
Exam fees	\$ 5,800.00
Certification fees	\$ 4,350.00
Re-certification fees	\$ 395.00
Exam application fees	\$ 4,995.00
Interest income from reserves (investment and savings)	\$ 6,662.54
Unrealized gains or losses from investment reserve	<u>\$ 13,698.61</u>
Other (Donations)	<u>\$ 215.00</u>
Total:	\$ 107,061.19

Expenses:

General overhead	<u>\$ 75,920.72</u>
Board expenses	\$ 7,931.40
Outreach	\$ 1,470.71
Exam Development	\$ -
Exam Administration	\$ 4,573.26
Certification Maintenance	\$ 510.53
Awards	\$ 126.11
Job Analysis	<u>\$ 13,319.80</u>
Total	\$ 103,852.53

Net Income: \$ 3,208.66

ACA experienced a decline in membership renewals. The Board is making it a priority to do outreach and gain a better understanding of the reasons for the attrition.

With Board approval \$25,000 worth of stock was sold from the T. Rowe Price account on April 5, 2024 to pay for the Job Analysis and consultant. The money was deposited directly into the Capital Bank Checking account. To date we have expended \$13,319.80 on that project and owe \$11,250.00 upon completion of the project.

The market has been good this year as shown in our investment reserves which are at \$135,988.58 after the sale of \$25,000 from T. Rowe for Job Analysis.

We finished the year in the black with a net income of \$3,208.66.

The 2024-2025 budget was passed unanimously by the board on July 26, 2024. It is a zero-based budget of \$104,785, which represents a 3% annual increase for management services and more of an emphasis on outreach and retention.

Respectfully submitted by Mary McRobinson, ACA Treasurer, 8/5/2024.

*Excerpt from the Investment and Reserve Policy: "The balance of the Operating Reserve shall 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:** Lauren Goodley, CA

This year the ACA Executive Board met once a month, and the full board including regents met once a month as well. As secretary, I set these meetings, assisted with agendas, and kept minutes.

4. Reports of Regents

a. **Regent for Nominating Committee:** Emily Dominick, CA

Thank you to the Nominating Committee members:

Ann Abney, CA

Rachael Bussert, CA

Yayoi Tsutsui, CA

Congratulations to our new board members!

Stephanie Bayless, CA Vice-President/President-Elect

Mary McRobinson, CA Treasurer

Cheryl Oestreicher, CA Regent for Exam Development

Dina Mazina, CA Regent for Outreach

Kristi Martin, CA Nominations Committee member

b. **Regent for Exam Administration:** Gina Nichols, CA

2024 Examination Recap

Applications

Application period for new applicants was March 1 – April 30, 2024

Total new applications completed: 68

- Approved: 67
- Rejected: 0
- Cancelled: 1

Other Examinees: 28

- Previously Deferred: 4
- Retaking: 8
- Recertifying: 15
- Rejoin: 1

Examination

Exam was held June 13-15, 2024, online via Zoom

Proctored by C.A.s for the 4th straight year

95 examinees took the exam

- Passed: 79
- Did Not Pass: 16

Thank you to all the Proctors for your hard work and assistance with examinees!!

Congratulations!

Jessica Anderson

Faron Bartens

Tony Belser

Abbey Buckham

Elissa Calfin

Andrew J. Campbell

Stephanie Carter

Kwan Yiu Chan

Sin Man Chan

Taylor Chase

Sin Nga Cheung

Chung Wai Vito Chiu

Bik Yue Chung

Tsz Fung Chung

Marianne Cline

Renea Dautes

Steven D'Avria

Katherine DeFonzo

Scott Dehaven

Kevin Dusenberry

Andrea Van Dyke

Ina Fandrich

Robert Feeney

Danielle Glynn

Elizabeth Grobner

Anala Haack

Heather Harrison

Zoe Heinsohn

Andrew Hempe

Elizabeth Holt

Courtney Hopkins

Angela Howell

Ann Hunter

Kristina Impastato

Meaghan Kahlo

Ming Ting Kam

Melissa Kemp

Erin Kinchen-Addicks
Cheuk Yi Kong
Kelly Lathrop
Kylie Lewis-Nolan
Chun Wai Li
Steven Loyd
Grace Lu
Stephanie Mackin
James Weston Marshall
Veronica Martzahl
Horace Maxile
Theresa Mayfield
Amanda Menjivar
Adrian Morales
Beth Morgan
Elizabeth Mubarek
Nicholas Muller
Dana Niemeyer
Megan O'Hern-Crook
Haley Marie Petersen
Melinda Pleasant
Emily Richardson
Nikelle Riggs
Joshua Roffler
Courtney Rowley
Barbara Scheibel
Melissa Smith
Kevin Smith
Bailey Smith
Leslie Stapleton
Camilla Stegall
Tish Stringer
Gwyneth Stupar
Zachary Vickery
Melanie Vincent
Rachel Walker
Laura Weis
Alexandra Wilkins
Aaron Wilson
Yuet King Michelle Wong
Jennifer Woodson
Wai Sze Yue

- c. **Regent for Exam Development:** Cheryl Oestreicher, CA
2023-2024 Accomplishments

- Continued review of entire item-bank of questions and ongoing creation of new questions
- Reorganized the Reading List as a bibliography with notations of all the domains a source covers (instead of by domain)

2024-2025 Goals

- Revise Role Delineation Statement based on the Job Analysis (more information forthcoming)
- Host item-development sessions for members to generate ideas for question topics and sources for the reading list

Interested in volunteering for the Exam Development Committee?
Email examdevelopment@certifiedarchivists.org!

- d. **Regent for Certification Maintenance:** Amanda Focke, CA
Recertification happens annually in June
All the links and guidance are here:
<https://www.certifiedarchivists.org/certification-maintenance>
ACA website and Recertification Portal (Prolydian) show your renewal date / year, when you are logged in
What's coming up:
Revision to the credit system - stay tuned later in 2024
- e. **Regent for Outreach:** Unfilled, Dara Baker filling in to report 2024 updates:
-New Outreach Committee
Updated brochure
Updated advertisement for SAA
Will continue to work with the newly elected Regent for Outreach
-Student presentation to University of Southern Mississippi:
<https://aquila.usm.edu/smsa/16/>
-ACA Archives Salons to continue into 2024-2025
- f. **Regent for Member Services:** Julia Stringfellow, CA
-Email: memberservices@certifiedarchivists.org
-Posts on the ACA's social media Linked In and X,
<https://www.linkedin.com/company/academy-of-certified-archivists/>
https://x.com/i/flow/login?redirect_after_login=%2Facarchivists
-ACA had table at CIMA, working to have table at other regional org meetings.
-Contact if there is something you'd like me to add to ACA social media.

5. Report of Association Manger: Breanne Clark

By the numbers

Membership Report:

2024-2025: 1113
2023-2024: 1103
2022-2023: 1252
2021-2022: 1288
2020-2021: 1316
2019-2020: 1337
2018-2019: 1318
2017-2018: 1294

2024-2025 so far:

Regular Members: 624 (401 unrenewed)
Emeritus Members: 108 (48 unrenewed)
Provisional: 15 (13 unrenewed)
Due to recertify in 2025: 404

2023-2024 Recap:

1113 Total
Regular Members: 939 (1070 in 2022-2023)
Emeritus: 149 (158 in 2022-2023)
Provisional: 25 (20 in 2022-2023)

Continue developing database features

- 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 updated in the member database
 - Planning to make this happen for:
 - New Provisional CAs
 - Recertifying Members
- Elections will be held using the database moving forward.

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

2024 Recipient: Dr. Shelly Croteau, Missouri State Archives

- Joined Academy of Certified Archivists in 1998
- Regent for Certification Maintenance, 2005-2009

7. New Business:

2024 ACA Job Analysis: Gerrienne Schaad, CA

Contracted with external firm to support ACA's first Job Analysis since 1989

2 goals:

- Determine if eight (8) domains, roles, and tasks that make up the ACA exam that supports certification remain valid in the 21st century
- Support future exam development

Job Analysis Review Team: Led by Gerrienne Schaad, along with CA's Cody Beset, Scott Grimwood, John Thiesen, Margery Sly, Cindy Smolovik, Kristy Martin, Nora Blackman, Pete Brink, and Patrick Diepen, and: Regents - Gina Nichols, Amanda Focke, Cheryl Oestreicher, VP Dara Baker, and past Board members Rosemary Pleva-Flynn and Ruth Bryan.

- The Review Team met with the psychometrician from Kryterion between November 2023 and April 2024 to review and create Knowledge Statements and Job Tasks and create the survey shared with the profession.
- Team members reviewed survey results in July, and passed the results to the EDC to be vetted and given to the Board for acceptance.

Define Job Analysis Process:

The Job Analysis Study involved three major activities:

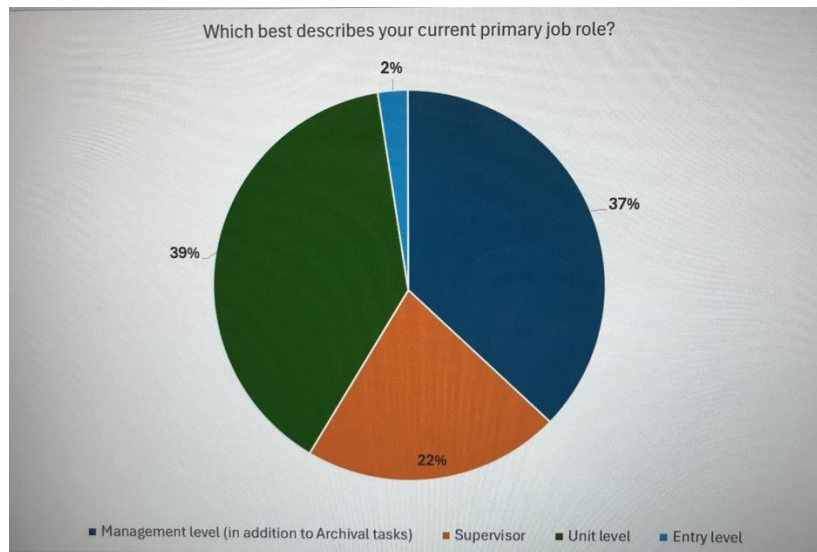
1. Advisory Group Meeting – Convened subject matter experts to discuss and develop a description of the scope of practice.
2. Survey – A large-scale survey of practitioners separate from Advisory Group to validate the task statements developed for the Job Analysis with the opportunity to add additional elements/tasks as needed.
3. Development of Examination Specifications – The Advisory group considered and presented the ACA Examination Content Outline based on the results of the survey and new KSA's and Job Tasks in the Role Delineation Statement for Professional Archivists.

Job Analysis Survey

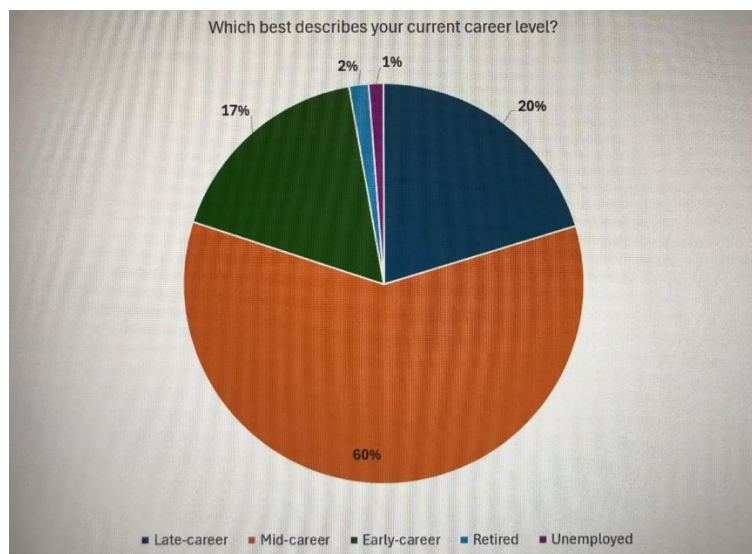
- The survey link was sent to every member of the Academy and was advertised to members of the Society of American Archivists.
- 258 responses, including non CA's
- Core statistics
 - Majority of respondents between 30 and 49 years old
 - 69% worked in a team environment
 - 81% identified as white

Who took the survey?

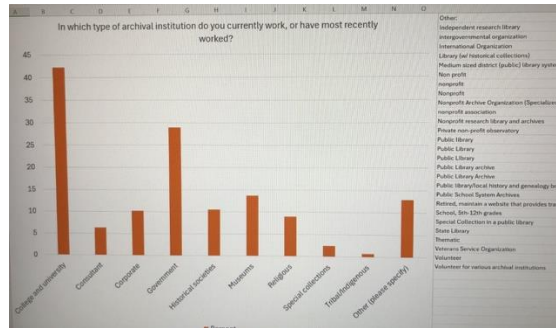
Primary job roles: Managers and people who performed archival tasks along with management outweighed supervisors and entry level archivists



Mid career people was the dominant group of respondents



What type of archivists?



Who took the survey? (cont)

- Most respondents came from the class of 2023 (21 people), followed by 19 from the class of 2016, along with 1 person from 1989 and one person from the class of 2024 (so not yet a Certified Archivist – I hope you passed). The spread included people from every year but 1996 and 2002.

Analysis continues, but the team is pleased that the results demonstrate statistical proof that the ACA Exam accurately represents the job duties of the archivists in the United States. The Job Analysis team, Education Development Committee, and Regents look forward to presenting the Academy and the profession with a new and improved Role Delineation Statement in 2025.

Next Steps

- Review and share the Examination Blueprint with the Education Development Committee.
- 2024-2025 EDC and Regent for Exam Development will use the adopted blueprint for future exams.

THANK YOU to everyone who supported this key ACA function.

8. Questions?

9. Adjournment