Attended by: Martin Levitt, Michael Bullington, Mott Linn, Shelly Kelly, Connell Gallagher, Trudy Peterson, Jordon Steele, Mary Elizabeth Ruwell, Judy Cetina, Steve Grandin, Todd Gilliom, and Jane Nokes.

Absent: Shelly Croteau, Anselm Huelsbergen, Cindy Smolovik, and Morgan Davis.

I. Call to Order – the meeting was called to order at 9:08 a.m. Marty welcomed the board and asked for introductions around the table.

II. Approval of the Minutes from August 27, 2008

*Action Taken: A motion was made to accept the minutes. The motion was seconded and approved.*

III. Officers’ Reports

A. President

The President had no written report.

i) Business Meeting and 20/1,000 Reception, Austin

The ACA remains financially sound with projections for continued growth, though if archivists are unable to make their dues it could offset any gains. Financial prudence at this time is essential. As the Austin meeting is considered a major expense, we intend to pay for the reception with extracurricular money, not our budget. At present, we have raised $4,100, and have an outstanding pledge of $5,000 from Nova Scotia bank. $9,100 should be adequate for anniversary celebration.

ii) Distinguished Service Awards

The Distinguished Service Awards committee consists of Marty Levitt, Judy Cetina, and Michael Bullington. They have agreed to award the DSA to Carla Summers and Edie Hedlin. A copy of the written nomination for each recipient was distributed.

iii) Notes on the Kitchen Cabinet / Creation of ACA Advisory Council

Background: At the beginning of his Presidency, Marty Levitt asked the immediate past six ACA presidents to serve as a “Kitchen Cabinet” to advise him informally on matters of diplomacy and opportunity, and to provide him with institutional memory about the ACA.
At this time Marty requests that we establish this as a voluntary Presidential Advisory Council.

*Action taken:* Motion made that the president has the power to create a voluntary Advisory Council for one year consisting of past-presidents and other officers, to serve as institutional memory, and informal advisors with no formal power or voting rights. The motion was seconded and approved.

iv) SAA Session 402
ACA’s proposal for a session “ACA at 20: The Evolution Challenges of Certification” has been accepted for the SAA meeting at Austin, August 2009. The session will be moderated by ACA President Marty Levitt with papers presented by Greg Hunter, Lee Miller, David Gracy. There will be more details in the *ACA News*. Please plan to attend.

v) Collaboration with SAA
SAA president Frank Boles contacted ACA asking us to be a signer on a letter addressed to the Obama Transition Team regarding “A New Archivist of the United States: Qualities of a Successful Candidate.” While the qualifications do not mention certification, it does represent the best interest of the profession. Marty felt it was in the best interest of ACA to be represented on the letter. A copy of the cover letter was distributed to board members.

ACA was also asked to be a formal consultant providing the transition team with short list of candidates. Marty declined stating that this could be a controversial and politicized appointment. ACA is non-political and neutral.

vi) Newsletter Articles
The power of having 1000 members could be used to demonstrate the significance of ACA as constituency within SAA. Recently, ACA invited the two SAA presidential candidates to answer questions in their campaign for our ACA News and both accepted.

vii) Accreditation
SAA’s committee on education has created a subcommittee on accreditation consisting of Donna McCrea, Amy Cooper Cary, Patricia Galloway, Katie Salzmann and Solveig De Sutter. SAA president Frank Boles agreed that ACA was an important stakeholder. Marty drafted a position paper advocating that ACA and SAA work together to draft an education message in agreement. It is important that ACA and SAA send the same educational message to the world, including HR managers and employers about who is considered a minimally qualified archivist.
B. Vice-President & Finance Committee
   A written report was submitted.

   Mike has responded to four queries about the ACA; two concerning exam candidate qualifications and two of general nature.

   He is serving on the President’s 20/1000 Anniversary Committee led by former ACA president Jane Nokes to assist with the acquisition of outside funding and planning for the August event.

   Mike has recently started to survey job postings to see if they mention the ACA credential. He contacted the Director of the Illinois State Archives to thank him for including the following statement in a recent job announcement: “Possession of credentials as a certified archivist or records manager will be credited as six months of professional supervisory experience.”

   Mike is actively working within his own corporation to have the CA credential recognized in the roster of employee certification qualifications.

   Among his more rewarding duties is serving ex officio on the Examination Development Committee. He has been responsible for reviewing domain number 6 items and creating new items for this domain for the item bank. The committee is fortunate to have Mary Elizabeth Ruwell as its chair as she demonstrates a strong commitment.

   He also serves ex officio on the Finance Committee. Members of this committee take their fiduciary responsibilities seriously. They strive to protect the Academy’s assets while affording flexibility to members affected by the world economy. The budget is in good shape thanks to the advice and counsel of prior committee members.

   He communicates with Marty almost weekly to discuss the affairs of the Academy. Marty’s passion for the Academy is without question unsurpassed in Mike’s estimation and Mike feels very fortunate to have learned so much from him.

C. Treasurer
   Written reports were submitted.

   Our largest income is membership dues and as we continue to grow our budget should be sound. Mott clarified that line 40400 represents unrealized losses and gains. In future reports we can clearly see what we’re getting from our interest and not confusing it with unrealized losses and gains. Our CDs were renewed in the Fall for Spring 2009.
The Finance committee discussed current market issues. We don’t know when the market will turn and as long as we have solvency, we can ride this out. If we cash out now, then we have to argue the question of when do we get back in. The Finance Committee recommends that we ride this out.

Our operating budget is roughly $60K/year, and may need to be revised slightly upward as increases are expected. We will keep a careful watch on income streams and balance income, but at some point we also may have to consider a change in the dues structure.

Our largest expense is the Capitol Hill Management contract.

The SAA annual event normally has a line in the budget, but fundraising for this year’s event will allow that $3500 line item to remain as a cushion for next year.

Mott reminded that all sponsors logos and links need to go on the website.

D. Secretary

Before the meeting Shelly emailed everyone a copy of the updated Officer-Regent Notebook.

Action taken: Motion made that it is the secretary’s responsibility to maintain the current status of the Regent’s Handbook and the Webmaster’s responsibility to make it available online with password protection. The motion was seconded and approved.

IV. Regent Reports

A. Exam Administration

A written report was submitted. The Committee consists of Michael Bullington, Judy Cetina, and Connell Gallagher, Regent.

Connie has been communicating with potential applicants to help them qualify to take the exam and reviewing provisional certifications to move them forward. He is writing an article for every other newsletter on the application process and wants to set up a chat room for the exam.

If anyone hears of another city wanting to be an exam site, please let Steve know and he’ll put it on the website as a potential pick-your-site.

B. Exam Development

No written report was submitted.

The EDC meeting yesterday was very productive. Mary thanked Marty for helping to make the meeting successful. The EDC wrote items and revised items
from the test. An Item Writing workshop will be scheduled for Austin. The EDC also plans on updating the bibliography on our website and in the workbook.

There is an article about EDC in the current *ACA News* featuring Holly Travers, Psychometrician, with Daphne Arnaiz-DeLeon commenting about the work of the committee.

Marty thanked Mary Elizabeth for returning to ACA Board as Regent for Exam Development. The committee consists of six members who serve for three years with the elected board members. While it is challenging, it is absolutely vital.

C. Certification Maintenance
A written report was submitted. The board accepted the report as submitted in the Regent’s absence. Five organizations have applied for and received Archival Recertification Credits (ARCs).

There are 110 people due for certification maintenance this year. Shelly C. contacted every member who did not recertify last year. The board called people who hadn’t pay dues. As a result we have less than 4% vaporization.

Marty and the board thanked Shelly and expressed their appreciation for her outstanding efforts.

D. Outreach
A written report was submitted.

Opportunities for outreach consists of the 20-1000 program, our website, and newsletter. Todd has revised the ACA pamphlet, and is updating the traveling exhibits.

Todd requested advice on how he should measure success on outreach. Marty suggested that Todd continue developing outreach as it has been done in the past, and that Todd develop a committee to help him write a new marketing plan to be presented to the board in Austin. The committee may consist of previous outreach regents.

Steve commented that while all of the other regents have an actual plan of action when they start their term, Outreach has always been most difficult, because there is no specific plan.

E. Nominations
A written report was submitted. The committee consists of Morgan Davis, chair: Gerrianne Schaad, and Judy Cetina, Regent.
The committee members request approval of the following slate of candidates:

**Vice President/President-Elect**: Pam Hackbart-Dean and David B. Malone

**Regent for Certification Maintenance**: Marcus C. Robyns and Kristy Sorensen

**Regent for Exam Administration**: Daphne DeLeon and I. Bruce Turner

**Secretary**: Anselm Huelsbergen and Shelly Kelly

**Nominating Committee Member**: Ellen Pierce and Richard Shrake

Judy expressed the difficulties finding candidates.

*Action Taken*: A motion was made to accept the slate of candidates. The motion was seconded and approved.

The ballot will be ready for mailing in April with a return deadline of June 1.

Discussion about attracting members to run for office. Suggestions included looking at the leadership of the local/regional organizations, sending an email blast to the membership calling for volunteers for committee work. We can add a notice on the website titled, “Get Involved.”

V. **ICA/NAANICA**

A written report was provided. Trudy Peterson went through the written report. She distributed a written copy of the Universal Declaration on Archives, which has been reviewed with the final action scheduled for the 2009 CITRA in Malta.

The SPA creates publications that help organizations run themselves and is conducting a survey of associations to feed into a worldwide directory of associations.

European associations are developing criteria called “competency review.”

The next CITRA meeting has the theme of education and training. Does ACA want Trudy to submit session proposal? Marty reviewed past discussions on how to evaluate/accept international applicants who wish to take our exam. Those who apply and use the CA include: US, Canada, and Hong Kong. Discussion about differences in training/background. Our exam is heavy on American training and standards. We are hopeful that when the European competency is adopted, it will crosswalk the standards to ours. ACA is prepared to continue to offer our experience in developing an archival credential as a model for other countries, should they want to use that model.
In regard to rumors that ICA is moving their offices, an ICA “Foundation” has been established in Abu Dhabi. At present there are no details and it appears to be quasi-commercial. The idea is to find another way, other than dues, to fund ICA operations. The ICA VP is from UAE and offered three staff members and an office to work on it.

Trudy reported that ICA has grown more and more politicized. National archivists used to be archivists who had advanced through the profession. This is not true in many of the developed countries; they are coming from more business oriented venues and as a result, the ICA leadership is taking a more business oriented approach. Professional archivists are now found in the Section of Professional Associations (SPA). SPA’s position is increasingly important as the voice for “the profession” within ICA. The international conference will change in character, and professional archivists are now demanding a half-day program to discuss archives not business.

The free software Access to Memory (AtoM) is the best thing that ICA has accomplished in a decade.

NAANICA – North American Archival Network.
Background: ICA divided by regions. For many years Canada and the US were lumped in with Europe. The US and Canada created a “virtual branch” called NAANICA. This branch has never met, do not have officers, and this has never worked.

Trudy will complete ICA survey and send to Mike to sign off. Marty thanked Trudy for attending this meeting. Her service representing us aboard is invaluable. The board extended our appreciation to Trudy.

VI. Task Force Reports

A. Task Force on 20/1000
Jane Nokes has been asked to head a Task Force to recognize our 20th anniversary. This is a strategic opportunity to position ourselves for the future by focusing on the fact and importance of certification, the development of the Academy as a model for the world. Our strength lies in volunteerism and we celebrate those individuals involved.

Our 20/1000 theme is “Yesterday, Today, and Tomorrow: Our Knowledge is our Strength.” The task force is looking at potential sponsors. A logo has been designed and stickers will be used to seal envelopes and for name badges at the Austin meeting.

A series of media releases will be scheduled throughout the year, targeting specific professions and their publications. The first release announces our anniversary. Subsequent releases will announce that we welcomed our 1,000th
member, the details for our 20th anniversary celebration, and that ACA founding president Gregory Hunter will be our 2009 keynote speaker.

Jane requested a specific website be developed for ACA at 20 that could include a blog by someone of note, or where comments and photos could be posted.

Jane reviewed celebration specifics. The celebration will be on Thursday, August 13, in the Austin Hilton Salon K, holding 250-300 guests, between 8-10:30 p.m. Jane is working with hotel catering on hors d’oeuvres, a cash bar, and a single glass sparkling wine for toasting purposes. There are plans for a large slab cake, musicians, decorations, and name badge ribbons. We need volunteers to decorate the room in advance. We will extend a special invitation to past DSA recipients, SAA Council, and SAA and ACA Leadership. There will be a brief program.

Jane arranged to prepare a special small memento of the occasion, a small set of engravings of images titled “Touch” by artist Derek Michael Besant. (Alberta artist. First North American to be invited to do solo exhibition at Shanghai Art Museum. Commissioned by ACA to produce limited edition etching to commemorate our anniversary. Image of a hand. Gift of the artist to ACA.)

The committee hopes to develop an additional travel grant as a Legacy project in honor of the class of 1989. Donations will be solicited from founding members to pay $500 for a new CA to travel to the meeting in Austin.

Marty and the board expressed their appreciation to Jane for her hard work.

B. Task Force on RDS Revision
A written report was presented. Task Force members are Cindy Smolovik, chair, Michael Holland, Susan Watson, Daphne Amaiz-DeLeon, Brenda Gunn, Nancy Melley, and Mary Elizabeth Ruwell as ex-officio member as Regent for Exam Development.

The task force is reviewing each domain and has already reviewed the introductory Preamble, General Statements, and Domains 1-3. There is a schedule to complete review and revision of the document through the first of June. The goal is to submit the revised draft to the ACA Board by early July. If the board is satisfied with the draft, the final document will be formally submitted for formal approval at the August 2009 board meeting.

C. Task Force on Records Management
No written report was provided. The proposed Records Retention Schedule had been provided in advance. Marty thanked Cindy for a job well done.

Action Taken: A motion was made that the board appoint a task force to review and revise the records retention schedule every five years or as necessary. The motion was seconded and approved.
Action Taken: A motion was made to adopt the Records Retention Schedule as created by Cindy Smolovik and her task force. The motion was seconded and approved.

Marty stated that he would express our great thanks and esteem to Cindy.

D. Task Force on Emeritus Status
A written report was provided. Cindy Smolovik and Connie Gallagher are working up details for declaring emeritus. Connie is working on a revision for the handbook. Jordan will create an emeritus tab for the website.

VII. Newsletter
Anselm has done a great job. The newsletter is attractive, professional, and has timely content. Marty wishes to convey the board’s appreciation for his outstanding work as newsletter editor.

A year ago we were sending out about 200 print copies. We now are sending it out electronic and asking those who wish to receive a printed copy to request one. There are about ten members who still request a paper copy.

VIII. Website
Jordan thanked Todd for being the main driver on content. Jordan is developing an updated look and feel for the ACA website using a new content management system called Joomla. The new site should be ready to go live in a few weeks. Jordan has also set up an ACA Facebook and LinkedIn page. He can embed RSS feed into those pages and updates will appear on both sites.

Jordan demonstrated the new website design to the board. The main page will highlight ACA News and contain an RSS feed. The drop down category tabs at the top of the page include Home, Get Certified, Members Area, About Us, Other Resources, and Contact Us. The board discussed the new look and offered minor suggestions.

Marty charged Mike to create a plan of sustainability for the website and a plan to formalize the webmaster position. The webmaster position is not to write content, but to ensure the information is added to the site. Marty asked Mike to address who is responsible for editorial decisions on content.

IX. Capitol Hill Management
Steve distributed a list of current and vaporized members. He also distributed a graph showing membership growth from 1995-96/2008-09 and the number of candidates from 1996-2008.

The current Capitol Hill contract ends August 31. Steve provided the board with a proposed contract for discussion. The new contract is virtually identical to the last
one, but there are a few additional annual costs. The first year is higher due to a 40% increase for the Psychometrician (per request of the board.), while the 2nd and 3rd year have a 4% increase.

Steve also provided the board with a chart displaying the ACA Management Fee from 1996-2008. While the management fee has increased 2.3% annually, membership of the association has increased 4.4%. Candidates who take the exam increased at the rate of 14% per year.

Steve left the room, allowing the ACA board to discuss the contract. Marty has reviewed the contract and strongly recommends we adopt it. He asked for any concerns or questions or discussion.

**Action Taken:** A motion was made to approve the contract with CapHill Management and sign it today. The motion was seconded and approved.

Marty will recognize Capitol Hill Management at the 20th anniversary.

X. Other New Business

A. Disaster Relief Policy
   After Hurricane Katrina there was an outpouring from the archival community. Cindy & Judy have discussed whether ACA should have a formal policy on dealing with ACA members affected by natural disasters or faced with losing their jobs.

   Judy checked with other organizations. SAA does not have a policy in place outside of a “bridge” rate for any member in transition. NAGARA has not discussed the issue, nor made any changes to their dues, dates, or deadlines. Judy would like to see something in place to let members know we are aware of circumstances. The board discussed the expense of carrying a member for one year.

   Marty suggested we put a statement on our website that states, “If you have lost your job or are a victim of a natural disaster, please contact your ombudsman. We may be able to help you.”

B. Possible changes to Travel / Mid Winter Board
   Judy asked for this topic to be added to the agenda following a conversation with a potential candidate, who would have been good leader, but because of emeritus status and lack of institutional support could not afford to come to the meetings.

   She feels that the board should consider whether or not there are other means of carrying out a mid-year meeting that do not include travel. Steve stated that other organizations are holding mid-year meetings not where their President is
located, but in a location more central to the majority of their board members. The issue was tabled.

C. ACA ListServ
   Topic was withdrawn. Marty was considering that we might want our own ACA listserv, but now believes we should continue to use the A&A Listserv because it reaches more people, not just CA.

D. Electronic Voting
   At the 2008 annual meeting the board asked Jordan to explore electronic voting. MARAC has used Survey Monkey for their election. Survey Monkey is free for up to 1000 responses; over 1000 is a negligible cost.

   SAA has just adopted electronic voting. Jordan is talking with Brian Doyle about their model and will have more information to bring to the annual meeting in Austin. Only about 300 people voted last year. We spent $950 on election last year, mostly mailing. Electronic voting would also bring traffic to our website. Jordan will prepare report for Austin.

E. ACA History Powerpoint
   Judy sent an email containing a rough draft of the ACA History Powerpoint. She put this together based on Jim Byers’ paper. Cindy Smolovik volunteered to help Judy “jazz it up” with graphics, layout, etc. We could use this in Austin and/or on our website.

   Suggestion made that Judy contact Anselm H. and David Malone and search the website and past issues of newsletters for images.

F. 2010 Mid-Year Meeting
   The 2010 Mid-Year meeting will be held at McDonald’s campus, which needs to be reserved nearly one year in advance. The board agreed to reserve the meeting space for the first weekend in March 2010.

XI. The Board meeting adjourned at 3:17 p.m.