Attended by: Pam Hackbart-Dean, Brenda Gunn, Mott Linn, Shelly Kelly, Michael Bullington, Daphne DeLeon, Mary Elizabeth Ruwell, Louis Jones, Kristy Sorensen, Laura Botts, and Steve Grandin.

I. Call to Order. Pam called the meeting to order at 8:48 a.m.

II. Approval of the Minutes from August 11, 2010

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

III. Officers’ Reports

A. President

   The President submitted a written report.

   i) Distinguished Service Awards

   Nominations were received for Michael Holland, CA and David B. Gracy II, CA. Pam will ensure they will be attending the SAA/ACA meeting.

   ii) Archivist of the United States

   Pam, Daphne DeLeon, Jim Byers, and John Fleckner met with David S. Ferriero and David McMillen, external affairs liaison for NARA, on December 16, 2010. They used the opportunity to tell him about ACA, asked him to consider it as an option for NARA hiring, and to allow NARA archivists to participate. He requested information about the examination and recertification process.

   Pam received an email from Todd Gilliom suggesting that she contact the new Human Capital Officer for NARA. Pam will wait to hear from David Ferriero before contacting this individual.

   iii) SAA Presidential Candidate

   Both candidates for SAA President submitted answers to our questions for publication in the ACA News. One candidate is a former ACA member.

   iv) Archivists Roundtable of Metropolitan New York

   Pam participated on a panel discussion about the “Role of Certification in Today’s Professional Climate” for the Archivists Roundtable of Metropolitan
New York in October. She discussed the history of the exam, what it is like, and how to prepare. Other panel members included a graduate professor and an ACA member speaking as an employer who both downplayed the necessity of certification.

Discussion about the approaching NAGARA/CoSA meeting in Nashville where ACA will have a table, but not an opportunity to speak. There is a desire to propose a session for the NAGARA/ICRM meeting in Santa Fe in 2012.

Discussion about our proposed session being rejected by SAA for “lack of diversity.” Brenda admitted the makeup of the program committee was not pro-CA and they felt the session needed more “regular” members, instead of primarily officers and regents. Brenda offered excellent ideas for strengthening the session proposal and we will resubmit for the 2012 meeting.

B. Vice-President & Finance Committee
The Vice-President submitted a written report.

Brenda talked with Nancy Beaumont and Teresa Brinati who offered to publish ACA-submitted articles in the *Archival Outlook* to reach a broader audience, including students.

As Ombudsman, Brenda received questions about travel scholarships, general certification, qualifications, and ARCs. The Archives Leadership Institute is now offering CA credits.

Brenda participated in the Examination Development Committee, covering Domain 4, which included writing three questions, reviewing the item bank questions, and reviewing Domain 4 questions that tested poorly on the exam.

C. Treasurer
A printed budget showing Profit & Loss Budget vs. Actual from July 2010 through January 2011 was submitted.

Since we changed our membership renewal dates, there is no year to year comparison. Mott reviewed the Profit & Loss budget vs. Actual. We discussed ACA representation in various parts of the country.

ACA has built good reserves over the years, but at some point we will need to raise more money for the Class of 1989 Legacy Award. It is promoted on the website and newsletter. Last year we had three applicants. Discussion about continuing to attract donations. One suggestion was to push for it every five years. Linda and Laura will continue to promote the award in the newsletter and on the website and Facebook.
Mott noted that the AMIA recently put their membership directory online as a PDF and sold advertisement. There was a brief discussion about privacy issues with our membership directory online. Steve will email the new travel reimbursement form to the EDC members.

D. Secretary
The secretary had no report.

IV. Regent Reports

A. Exam Administration
Daphne submitted a written report.

The committee consists of Brenda Gunn, Michael Bullington, and Daphne Arnaiz-DeLeon, Regent.

The deadline for submitted of the ACA Examination Application is May 15, 2011. We had a request to extend it to May 31, but this too close to the June 1 deadline for recertification and makes it difficult to handle the amount of incoming mail.

The 2011 testing locations are Chicago, IL (SAA); Pittsburgh, PA; Columbia, SC; Dallas, TX; and Seattle, WA.

Daphne worked with Steve Grandin to clarify the need for a formal job description or letter from supervisor describing position duties. She responded to five general questions regarding eligibility requirements, and reviewed and approved one request to move from provisional to full-member status. Three exam applications have been received and reviewed to date.

Every now and then we receive an applicant with a foreign degree. Past Regents have had academic backgrounds and been more familiar with degree equivalency. Daphne requests the board discuss setting specific standards or a requirement that the candidate pay for a formal review to ensure their foreign degree is equivalent to a masters. She will bring recommendations to the August board meeting.

B. Exam Development
A written report was submitted.

The Exam Development Committee for 2010-2011 is comprised of Jane Kenamore, John Fleckner, Tomaro Taylor, Emily Hughes Dominick, Christine de Cantanzaro, Matt Szybalski, and Brenda Gunn.

During the March 4-5, 2011 EDC meeting, the committee discussed exam exit survey responses, developed over 30 new questions, and reviewed existing item
bank questions. According to the exam exit survey, 89% of respondents would recommend the exam to non-CA. The bibliography was updated, although more work needs to be done, including developing new sample questions.

An item writing workshop is scheduled this August during the SAA meeting.

C. Certification Maintenance
A written report was submitted.

The new electronic petition went live at the beginning of the year. Early comments are positive and one application has been submitted. The Certification Maintenance Packet and Certification Maintenance website has been revised to explain the new process.

A full list of the petition review teams is contained in the written report.

Kristy pre-approved 133 programs or events for Archival Recertification Credits via the online form since our last meeting. The online request form is very easy to track. More organizations are requesting pre-approval for early advertising.

One application for emeritus status has been received and approved.

Extensions were offered to sixteen certified archivists who were due to recertify in 2010. Nine did not wish to recertify, one is in the process of completing the petition, four have submitted petitions, and one will sit for the exam in August.

Steve Grandin highly praised Kristy for professionally streamlining and converting the Certification Maintenance process.

D. Outreach
Louis submitted a written report.

Louis feels it is very important to continue making contact and presentations with SAA student chapters. ACA members will be speaking to four SAA student chapters: University of Michigan, Wayne State University, University of Massachusetts, and University of Tennessee Knoxville. Louis contacted 23 student chapters and only four responded.

We need more members in certain areas to step forward and speak with SAA student chapters. Another tactic was suggested to identify archivists in those local areas who can contact the student chapters or attend their mixers. ACA should also have a presence on the SAA student discussion listserv. Brenda will map the student chapters to their state or regional organizations and identify CA members.
The Outreach committee is developing a PowerPoint presentation to use in future presentations.

Board members reviewed a draft of the new ACA brochure targeting uncertified archivists. Mott reminded Louis that this is not an annual investment and to coordinate any potential budget overage to make sure the printing is done correctly.

ACA will have a 75th Anniversary SAA trading card at the meeting. Louis also ordered 5000 stickers with CA to distribute to members at the SAA meeting. ACA will be a vendor at some of the regional conferences this Spring.

Louis would like to solicit photographs from our members emphasizing action in archives. It was recommended he check with Anselm, former newsletter editor, for photos. Also Tim Hawkins CA, might be interested in taking photographs for him.

E. Nominations
A written report was submitted. The committee consists of Richard Shrake, chair, Tara Laver, and Mike Bullington, Regent.

The committee members request approval of the following slate of candidates:

**Vice President/President-Elect**: Laura McLemore and Kaye Minchew

**Secretary**: Shaun Boyd and Renna Tuten

**Regent for Certification Maintenance**: Kristy Sorensen and Christine deCatanzaro

**Regent for Examination Administration**: Daphne DeLeon and Timothy Nutt

**Nominating Committee Member**: Kathy Koch and Matthew Darby

[The slate of candidates was formally approved by email vote on March 17, 2011.]

The candidates will be asked to answer the question, “What is the primary benefit of ACA membership and why?” Each candidate was requested to submit a brief biography, photo and question response to the ACA Secretariat no later than March 18, 2011.
V. Newsletter
Linda could not attend the meeting. A written report was distributed.

Two issues were published since the 2010 Annual Meeting, with the winter issue containing a question and answer piece with the two candidates for 2011-2012 SAA vice presidency/presidency.

Carol Mead is helping with the Academy profiles. Linda is making a smooth transition as editor. Steve Grandin reported we still have requests for a printed copy from about six people. We are also getting email bounced back from sending out the newsletter via email, which allows Steve to contact the member by mail to request a forwarding address.

VI. Website
A written report was distributed.

Laura worked with Steve and Kristy to update the membership directory and list of Archival Recertification Credits. In January we had a record number of unique site visitors: 4,463. Our forums page receives the most hits, but there is nothing posted. It receives a high number of spam email addresses. The board discussed closing down the forums webpage and moving the discussion to our Facebook page. Laura will make the change.

Laura will set up an ACA Twitter account and Louis will send her messages to promote the organization. She thanked previous Webmaster Jordon Steele for his help during her transition.

VII. Capitol Hill Management
Steve distributed the ACA Membership list as of March 1, 2011, the ACA membership chart, and the ACA Exam Candidates chart.

We continue to lose about 4% of our membership to non-renewal. The number of exam candidates have slowed, but have not decreased. We need to get more people to take the exam. Bookkeeping is set up so Mott receives monthly updates. We review our finances every two years. Our current contract with Capitol Hill Management continues through August 2012.

VIII. New Business

A. Task Force on State Archivists
The Task Force on State Archivists was created at the August 2010 board meeting to investigate where CAs exist in state archives and how we can conduct outreach toward them.
Louis surveyed 12 state archivists who are certified to gather insight on how we might move forward. Survey results show that many state archivists are not members of SAA or regional archives organizations. State Archives are institutional members to CoSA. State archivists are not career oriented and may not hold Masters degrees, so Certification is not open to them. Some state archivists cannot require their archives staff to hold CA, because that might require an expensive formal classification study. Some entry level positions do not include continuing education, travel, or organization dues funding.

Cultivating state archivists may become more difficult as the trend increases where individuals without archival experience are appointed state archivists.

The board recommended that the Task Force move forward slowly and explore the best ways to promote CA from within utilizing a handful of state archivists. Louis was encouraged to review how many state archivists are certified, when they achieved certification, and how long they have been in their current position. The board expressed their appreciation for the work Louis conducted in gathering information and building a solid foundation for future work.

In reviewing our membership, we may need to quantify who our members are and the different settings in which they work to make inroads.

B. Trade marking the CA designation

Michael distributed a written report.

After consulting with a trademark attorney, it is recommended we register the CA as a certification mark and obtain a trademark for the ACA logo and the words “Certified Archivist.” Administrative work may be filed online with a fee of $325 and can take up to six months.

*Action Taken: A motion was made that we pursue trademark and certification mark for ACA up to $1000. The motion was seconded and approved.*

Michael will file the necessary applications.

C. Chair and Regent of Nominating Committee

In the past there has been some confusion as to the role separation between the Chair and Regent of the Nominating Committee. A review of the ACA ByLaws reveals that the Chair is appointed by the president and the Regent is a committee member. The Regent presents the report at the mid-year meeting. The Chair traditionally attends the August board meeting.
The board also discussed the roles of appointed positions of Webmaster and Newsletter editor on the board, including reimbursement of their travel.

*Action Taken:* A motion was made that the webmaster and the newsletter editor may be eligible to receive payment for expenses when required to attend the Board of Regents meetings. The motion was seconded and approved.

D. Labor Dispute

On August 24, 2010, UNITE HERE Local 1, Chicago’s hospitality workers union called for a boycott of the Hyatt Regency Chicago where the 2011 SAA and ACA meetings will be held. A labor contract was in place and the boycott was not in effect when SAA signed the hotel contract. No strike has been called at this time.

The board discussed whether this is something we need to react to and what options are available. Because we partner with SAA, we do not pay for meeting space in the hotel. Changing venues for our ACA Exam and Reception would be very expensive to us and could have a negative impact on SAA’s contract to meet catering. We must also consider that moving our venue could cause SAA to begin charging us for future space.

Mike offered to investigate space at nearby hotels and present to us options within 25 days. After Mike communicates our options, Kristy and Louis will develop a survey asking our members two questions: Are you going to attend SAA, and if the hotel dispute is ongoing, will that affect your plans to attend.

E. Archival Literature / NHPRC Grant

A written report on this appears in the Vice-President’s Report. In our past, Marty Levitt submitted an NHPRC grant proposal on behalf of ACA stating that because of the work conducted by our Exam Development Committee, ACA is uniquely placed to identify gaps in the archival literature. The grant sought funds for ACA to provide a stipend for doctoral students to research and write in those areas. Though the original grant was not approved, the EDC continues to experience perennial problems writing questions within domains with very little literature available.

Brenda spoke with Kathleen Williams, Executive Director of NHPRC, David Gracy of UT Austin (who was involved with the original grant) and Amy Cooper Carey, an archival educator at the University of Wisconsin-Milwaukee and member of the SAA Publications board.
The board agreed to pursue the project. Brenda, Pam, and Mary Elizabeth will review the domains to identify specific gaps and meet with archival educators and present their recommendation at the August board meeting.

F. Exam Development Committee

The Psychometrician, Holly Traver, attends and participates in the EDC meeting every other year when the exam is being prepared. Steve recommended that the ACA Board also invite her to participate in the Exam Development Committee meeting when there is a newly elected EDC Regent. The board discussed the benefit of having Holly attend every year to interpret her report. No action was taken at this time.

G. NAANICA

Pam and Mike met with Bryan Corbett. NAANICA dues are $200 per year. The board discussed our membership in ICA and SPA.

*Action taken: A motion was made that we do not proceed with renewing our membership to NAANICA at this time. The motion was seconded and approved.*

IX. The Board meeting adjourned at 2:57 p.m.