
Absent: Shelly Croteau, Brenda Gunn, Laura McLemore, and Sammie Morris.

I. Call to Order – the meeting was called to order at 9:05 a.m. Judy welcomed the board and gave a brief history of the Cuyahoga Archives building.

II. Approval of the Minutes from August 29, 2007

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

III. Officer’s Reports

A. President

1. International Council on Archives

Judy expressed her gratitude toward Trudy Peterson for her continued service representing ACA at the ICA.

CITRA representatives contacted Judy about an archival presentation or course being offered in the Caribbean. Judy passed along some information about courses, and asked if they were interested in offering the exam, but has had no further contact. Judy suggested that Marty could follow up in the future.

The ICA conference will be held in Kuala Lumpur on July 21-27. They would like to offer the exam at the ICA conference, which would be a month earlier than our August exam date. After email discussions it was decided that we could not make an exception to hold the exam at an earlier date. We would be happy to work with them to hold it on the same date at an international site recommended by the ICA. However, nothing developed further and we will not be offering an exam in Asia in 2008.

Judy and SAA president Mark Greene discussed the benefits of having a shared ACA/SAA booth at the ICA meeting in Kuala Lumpur. The booth will cost $2000. There are concerns regarding who would staff the booth, and other costs to ship publications for distribution. Trudy suggested having an all association’s
booth, for multiple associations, and at present we are waiting for more information.
ICA suggested that there would be a meeting to deal with archival competencies. Brenda Gunn agreed to represent ACA, thinking the meeting would be in the U.S. in March, but we later learned that the meeting would be in Helsinki, Finland. ACA has been asked to write a position paper that would be read and included as part of the proceedings, and European representatives may attend the ACA meeting San Francisco. Judy has had no response her follow-up questions.

2. ACA and Wikipedia.
Steve Grandin noticed that the “Archivist” category on Wikipedia had largely one-sided biased material about certification. The Archivist entry links to a blank Academy of Certified Archivists Wikipedia entry. David views this as an outreach task to portray an accurate reflection of the organization. After a brief board discussion of Wikipedia, Judy asked David and Anselm to coordinate and agree on the best way to edit and create the ACA entry. Anselm recommended that Outreach be responsible for checking the ACA entry for future changes.

3. O*Net Project
ACA was asked to provide contacts to experts in our field to provide information for the U.S. Department of Labor O*Net project, an occupational database available to public. ACA sent out a blast email to members, inviting archival experts to participate and asked that if you did not want ACA to provide your name, please contact Steve. Only one person responded.

4. 2007 Exam Feedback
Judy received a letter from an individual who indicated that the Chicago exam site had several distractions. Steve confirmed that there was construction noise and we couldn’t do anything about it. The pass rate in Chicago was within 1% of the pass rate of the other test sites. Judy replied to the individual, outlining the details of her investigation and offering to waive the fee for the applicant to test again in 2008. The applicant was pleased with the response.

Another individual was disappointed in what appeared to be an emphasis of electronic records questions on the exam. Judy discussed this with Brenda Gunn and the Exam Development Committee. After examining the test it was agreed that the electronic records questions cross domains and roles, and were not excessive in number.

5. Role Delineation Statement
Judy initiated a discussion about how often we should review the Role Delineation Statement. The Role Delineation Statement is the central critical document of ACA and needs to be up-to-date. The profession is changing rapidly, especially related to technology. The Role Delineation Statement should truly reflect the profession and the exam should truly reflect the Role Delineation Statement.
Judy will create a Role Delineation Statement Review task force and include the incoming Regent for Exam Development post-election.

Action Taken: A motion was made that the Role Delineation Statement should be reviewed and edited every six years by a task force whose members should be five Certified Archivists plus the Regent for Exam Development in an ex-officio capacity, the president to appoint the chair and members of this task force, and the duties and responsibilities of the president should be changed or amended to reflect this addition. The motion was seconded and approved.

Shelly will make the change in the Roles of the President.

6. ACA Outreach.
Judy is interested in raising the CA visibility outside the profession. She has been speaking to various classes and students in the region about the profession and certification. She will be speaking on two panels as ACA President. She spoke with a television network about ACA and archival profession, but the show did not go into production. Several people responded to the President’s message in the newsletter. Judy suggested that future newsletters carry similar questions for membership feedback.

B. Vice President and Finance Committee Report

A written report was submitted. The Vice President serves as Ombudsman which is a catch-all of membership questions and minor problems that need resolution. Marty participated in several discussions with Judy Cetina, Cindy Smolovik, Trudy Peterson, and other Board members about the place of ACA in the international archival community.

As ex-officio on the Examination Development Committee (EDC) Marty reviewed items for Domain 6, wrote and improved test questions. He also served as ex-officio on the Nominating Committee with Cindy Smolovik and the Finance Committee with Dick Dickerson.

Marty suggested making a census of who on the board has a handbook and putting the handbooks online at the ACA website so that future information transfer is facilitated as the Board changes.

The Vice President also serves on the Exam Application Review Committee, which anticipates 140 or so applications before the May 15 deadline.

Marty sits on the executive board of the Philadelphia Consortium of Special Collections Libraries (PACSLCL), composed of 33 institutions in the Philadelphia region.
His aim is to get PACSCL to adopt a resolution endorsing the CA credential as “best standards and practice” in the employment of archivists, and as a means to encourage professional development and continuing education for PACSCL staffs with archivists. The resolution was endorsed by the executive committee, but encountered resistance from the full board. He is rewriting the resolution and will present it again at the June meeting, at which time he hopes it will be adopted and will serve as model for other organizations.

C. Treasurer’s Report

A written report and balance sheet was submitted. The remaining First Niagara bank accounts are in the process of being moved to Key Bank. By mid-May all accounts will be closed in Niagara Bank.

The board discussed the Profit & Loss Budget vs. Actual. Since the budget has been broken out into line items it is working well and continues to be refined over time.

Dues, ballots, newsletters are the only postage/mailing done now. It was suggested that we sent out the initial dues notice electronically, but discussion revealed that several of our members have problems receiving attachments via email.

We have authorized a two year review, rather than an audit. The new accountant is doing the two year review for $1500 and is filing our taxes.

Action Taken: A motion was made that the financial review of ACA accounts should take place in the first year of the tenure of any newly elected Treasurer. Motion seconded and carried.

Discussion about placing a cap on the amount of reimbursement for travel expenses for the mid-year meeting and annual meeting. Board members expressed concerned that people could potentially be penalized for their volunteer service. No change made. Reimbursements go to Steve, who conducts no review at that level, and sends the expense report and check to Dick, who has the opportunity to review and question expenses.

Composition of the Finance Committee. Margery Sly will be leaving in August and Judy will need to appoint a Member at large for a three (3) year term. The board recommended Robert Schaadt. After the elections, Judy will contact Ellen Garrison to see if she would like to expand her tenure on the Finance Committee as Immediate Past Treasurer for the next two years if Dick is re-elected.

The Psychometrician, Holly Traver, has not had a raise in the past seven years. Board members indicated that it is inappropriate for ACA to be involved in the pay scale for a sub-contractor of the management company. Judy will send a letter.
to Capitol Hill Management stating how much we appreciate the work Holly performs. When the Capitol Hill Management contract is renegotiated, within the next 18 months, we should consider an increase to allow a raise for Holly as a subcontractor. It was recommended that we also state our pleasure with Capitol Hill Management, including Steve and Carla, and the bookkeeping services.

D. Secretary’s Report

The Secretary had no report at this time.

IV. Regent Reports

A. Exam Administration

A written report was submitted. The Committee consists of Marty Levitt, Cindy Smolovik, and Connell Gallagher, Regent.

In the first half of the year, Connell received 25 communications from members about qualifying for the 2008 exam (15); moving from Provisionally Certified to Certified Archivist (5), and issues regarding the ACA in general (5).

The committee will be reviewing an application from an archivist educated in Sweden whose archival courses were offered in intensive all-day four week sessions, rather than the usual full semester classes.

The committee strengthened the statement of requirements on the application form, putting in a more visible requirement of proof of the Masters degree and written job descriptions.

The committee will award two ACA Travel awards of $200 each with a waiver of the examination fee to help support travel expenses for taking the exam. The deadline for applications is July 1.

David Malone will set up a discussion page for those taking the exam.

The established 2008 Exam Sites are San Francisco, CA, Buffalo, NY, Nashville, TN, Salt Lake City, UT, and St. Louis, MO. Connell has a number of volunteer proctors and hosts for other potential “pick your site” cities.

B. Exam Development

Judy reported that the Exam Development Committee meeting on Friday and Saturday was successful. They prepared a new exam, reviewed all of the questions brought (ranging from 5-13 questions per person), and used some of the new questions for the exam. They also completed Item Bank Maintenance,
looking at questions that tested too easy or too difficult. Some additional questions will be sent to the EDC post-meeting for review/revision.

C. Certification Maintenance

A written report was submitted. In 2007, 288 certified archivists were eligible to re-certify and 247 of them did, an 86% recertification rate.

As of March 25, 231 certified archivists have maintained their certification by petition. Fifteen archivists chose to re-certify by examination. In 2007, 284 certified archivists maintained their certification.

Certification review team leaders were Jennifer Esposito, CA (NY), Loretta Zwolak Greene, CA (WA), Judith Kearney, CA (HI), Marcus Robyns, CA (MI) and Kristine Toma, CA (TX). Each team averaged 45 petitions this season, and they were able to come to consensus about most questions regarding eligible recertification credits.

Traditionally, the immediate past-Regent for Certification Maintenance chairs the Appeals Team, but this year that person was ACA President, so a long-time Appeals Team member, David Horn, CA (MA) is Team Leader. Sandra File, CA (MO) and Pamela Miner, CA (FL) complete the team.

Only 70 CA need recertification in 2008. Since the annual meeting in Chicago, there have been four approved requests for Archival Recertification Credits (ARCs).

D. Outreach

A written report was submitted. Outreach has two primary goals: to improve outreach to students, archival educators and archival employers, and to expand ACA’s presence at national professional meetings.

Exhibits were displayed at AMIA (Association of Moving Image Archivists) in September 2007, and the MARAC fall meeting in November 2007.

Steve Grandin has purchased a new supply of CA pins. They are slightly different as they do not have the periods.

Russell James submitted a proposed outreach plan for SAA student chapters. He provided a list of all student chapters, their advisors and CAs in the same cities. His proposal includes inviting CAs to speak at student chapters about ACA, our benefits, and provisional certification.
Devhra Bennet Jones, Digital Archivist at Abilene Library Consortium is tracking professional events and publications in the West and Southwest and has sent out announcements to various organizations for their newsletters.

This spring, ACA will have a booth at or will be sending out material to the Society of Rocky Mountain Archivists, Conference of Intermountain Archivists, Southern California Archivists, Northwest Archivists, Southern Archives Conference, MAC, MARAC, Michigan Archivists Association, Society of Southwest Archivists, the Western Archives Institute, and the ARSC conference.

ACA outreach reserved a booth at the ALA expo in Anaheim, CA at the end of June, but had to release it for lack of a member to staff it. A suggestion was made that Laura consider sending material to RBMS instead of ALA.

Shelly mentioned that there will be a CA Web 2.0 session on the Society of Southwest Archivist’s program in May, and will send Laura a call for proposals for an archival tract at the 2009 Texas Library Association meeting.

The board recognized that Laura is doing a massive amount of work.

E. Nominations

A written report was submitted. The committee consists of Sammie Morris, chair: Morgan Davis; Cindy Smolovik, Regent.

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

- **Vice President/President-Elect**: Michael Bullington (IL) and Stephen McShane (IN)
- **Regent for Examination Development**: Stephanie Malmros (TX) and Mary Elizabeth Ruwell (CO)
- **Regent for Outreach**: Todd Gilliom (MO) and David Malone (IL)
- **Treasurer**: Dick Dickerson (TX) and Mott Linn (MA)
- **Nominating Committee Member**: Russell James (TX) and Gerianne Schaad (DC)

The ballot for 2008, if approved, will be ready for mailing in April with a return deadline of June 1, 2008.

*Action Taken: A motion was made to approve the slate of candidates. Motion seconded and carried.*
The committee contacted over thirty (30) people before finding the ten (10) people currently on the ballot. The members who declined to run all had very legitimate reasons and were all very honored and grateful to be asked. Many of these individuals have been asked continuously over the past several years, as their names have been forwarded each year from the out-going Regent for Nominations to the in-coming Regent for Nominations. It is probably time to give some of these names a rest.

For Vice President/President Elect, the tendency has been to call on individuals who have already served on the board in other capacities. This is a logical course of action; however, the Academy is running out of people who have held previous offices, who are willing to move to the Presidency. It is helpful but not imperative that the Vice President/President Elect have prior board service. Those serving as Regents for Exam Administration, Outreach, Exam Development, and Certification Maintenance, as well as Secretary and Treasurer should be encouraged to see running for Vice President/President Elect as a future step in their service.

The Academy may need to improve leadership recruitment by keeping better records of who has served on the few but important committees that ACA has, especially the Exam Development Committee and Certification Maintenance teams. It is essential that ACA keep better track of who is serving on these important committees. The members of the 2008 Nominating Committee found it difficult and frustrating that a list of past members of the Exam Development Committee was not available. These committees provide essential functions for the Academy and are one of the only ways to engage members in the inner workings of the organization. They should also be one of the best resources for potential leadership. The Academy, by not maintaining better records of service is not fully utilizing this potential.

V. Newsletter

At the August 2007 meeting, Anselm was asked to redesign or create a high resolution version of our logo. The results were passed out and everyone liked the design.

The board has not addressed the question raised earlier of putting the newsletter on the website in PDF or HTML. At present Anselm has not made any effort to convert the electronic version from PDF to HTML.

2009 will be our 20th anniversary. If anyone has thoughts or ideas that should be used in the newsletter during this year, please bring them to the August 2008 meeting. It was suggested that the newsletter header could be changed to include the anniversary.

Please send Anselm materials for Spring newsletter by April 15, 2008.
The board discussed the number of newsletters being mailed in print copy. Steve suggested we send out the newsletter electronically, and send a postcard to those who receive paper copies telling them about the online electronic version and say if you still want a paper copy, please contact Steve. Approximately fifty (50) members do not have emails on file.

VI. Website – New Webmaster

A written report was submitted. The website is being used. We are approaching 40,000 hits/year with about 2,000 unique users per month. The Academy provides its members a number of services via the website, including the membership directory, newsletter, news announcements, forms and resources. The numbers of hits are increasing compared with first quarter 2007 to first quarter 2008.

This year we added reports from those traveling internationally on behalf or representing the Academy to international archival bodies. The website served as an outlet for publication for papers and presentation, specifically Jim Byers’ review of archival education in America.

In order to find a new webmaster, an announcement was placed in the newsletter and an email blast. Five candidates responded, and all were highly qualified with good experience. Two were not currently working strictly in the archival field, which was taken into consideration. C. Jordon Steele emerged as best candidate.

Action Taken: A motion was made that the Board of Regents accepts the recommendation of David Malone that C. Jordon Steele be appointed webmaster for the ACA for a period of two years to be in effect at the August 2008 meeting. Motion seconded and carried.

VIII. Topical Issues

A. Distinguished Service Awards

This year’s recipients are John Fleckner and Charles Schultz. Marty will prepare remarks for John Fleckner and Cindy will prepare remarks for Charles Schultz. Brief discussion about the number of awards given, the board can give up to two.

Judy contacted David to have the website updated to include last years’ recipients Trudy Peterson and Willow Powers featured. The website also has a nominations form for future DSA recipients.

B. Distinguished Service Award Pins

We’re currently out of the DSA pin and need to have more made. Steve spoke with Jane Nokes, ACA Past-President, who placed the original order with a
company in Canada. She will check into it. The board recommended that we ask Jane to have a large number made depending on price.

C. International Council of Archives (ICA)

Cindy Smolovik provided a written report. Last October 2007, the Academy participated in a conference created by the State Archives Office of the Spanish Ministry of Culture, in collaboration with the Section of Professional Associations (SPA) of the International Council of Archives (ICA) and the Coordinating Agency for Spanish Archival Associations in Madrid, Spain. The purpose of the conference was to analyze the role that associations have in the new challenges that the archival profession faces, in regards to education, professional development, and its role in society as a whole.

ACA was represented by Trudy Peterson and Cindy Smolovik.

Membership dues will continue to be an issue, as ICA has yet to figure out an equitable dues structure. ICA has many varied groups and opportunities to participate which could get very expensive without a great deal of return on the investment on the whole.

There were some individuals interested in taking the exam, but most were interested in forming something within their own countries. So the overall return as far as increased membership for ACA is not promising.

It is possible that ACA members may attend ICA events, but there were not any at this particular event. So the overall return as far as service to our membership is not promising.

There is a great deal of interest in the international community in the concept of certification, the defining of core competencies, and professional standards of practice. All of which the Academy has accomplished by the role delineation statement definition of knowledge areas and associated tasks, maintaining a credible and up to date exam, and the requirement of certification maintenance. At the Madrid meeting there was quite a lot of discussion concerning ways to use what the Academy has already done, but there was little agreement on how and to what degree. There are many obstacles, not the least of which is the varying levels of education and archival training from country to country and sometimes vast differences in experience and traditions. It is unclear at this time whether each country would seek its own certification, or perhaps groups might band together. For example there might be European Certified Archivists, Peruvian Certified Archivists, or perhaps eventually an International Certified Archivists, although at this juncture that seems unlikely.
Overall recommendations:

- ACA should continue to have an ambassador as a way of continuing to communicate and offer assistance as the international community continues to explore certification options.

- ACA should continue to have an ambassador, who would attend the ICA Congresses for continued recognition of the Academy as a separate and equal professional archival organization.

- ACA should propose or accept invitations to speak at other ICA events very carefully and weigh the expense against the benefit of each event. Is name recognition for ACA enough to warrant the travel expenses?

There was a discussion concerning our involvement with ICA and the value we receive. Also, our involvement with ICA has been weighted heavily on Trudy Peterson, who has indicated that she will not continue to attend after this year.

D. Emeritus Status

Thanks were given to Cindy Smolovik for creating the task force, headed by Connell Gallagher. It is apparent that some members are not particularly aware of the emeritus status. Many hear about it through Steve when contacted about renewal or certification maintenance. The fee for emeritus is $10.

Judy wants to develop some outreach ideas including adding definitions/special instructions that go out with certification maintenance to make this particular option clearer.

Connell and Cindy will work on preparing language giving more definition to the emeritus status in order to update the handbook and write an article for the newsletter.

E. Vaporization


We currently have 923 members: 825 are regular, 97 are emeritus, 1 is deceased. Seventy (70) are new members.

The board discussed ACA Statistics and the relevance of the inaugural class of 1989. The statistics included four pages of current (paid/CM) members, two columns of non-renewed (unpaid) or non-certified (failed to recertify).
F. Records Retention and ACA Archives

The ACA does not have a records retention schedule and the board agreed one should be created. Judy will send something to all members of the board asking about records they create, maintain, or receive, and if they have any recommendations on their usefulness in a record retention. Cindy will take on responsibility of drafting a records retention schedule.

Steve has database information. The board agreed we need to make sure we have due diligence on the security of all electronic records in the database managed by Steve.

G. Sale of our Mailing List

ACA has had a request to buy or rent our mailing list. Judy read from some member emails opposed to ACA selling our mailing list. The board agrees we should not sell or rent our mailing list. In order to better secure our online membership directory, David can set up password protection or add CAPTCHA, a word verification that prevents robotic harvester from gathering email addresses from an online list.

David will add CAPTCHA. Judy will issue a statement to be added to the website that ACA does not sell or rent our mailing list. Her statement will also address the recent People to People China trip mailing that appears to have been sent using the ACA mailing list.

XI. New Business

A. Annual Meeting – San Francisco

Judy will contact Russell James and the Web 2.0 group to ask if they would like to give a short presentation and answer questions. She will also contact UT Austin and Society of Southwest Archivists to see if they would like to cooperate again in the evening reception.

The Item Writing workshop is intended to take place, but notice and planning needs to go out to the membership soon.

The next board meeting is Wed. August 27, San Francisco Hilton, 9 a.m.

XII. The ACA Mid-Year Board meeting adjourned at 3:15 p.m. The board expressed their appreciation and gratitude to Judy for making our stay in Cleveland efficient and comfortable.