I. Call to Order.

Immediately preceding the meeting, the Board participated in an Angoff procedure to assist the psychometrician in determining the new exam pass point.

II. Approval of the Minutes from March 7, 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

The recipients of the 2010 DSA will be Jane Nokes, CA and Cindy Smolovik, CA. Mark Walsh, CA and Lee Miller, CA will introduce Jane. Cindy will receive her award from Marty Levitt, CA.

ii) Business Meeting and Reception

The business meeting will be followed by a light dessert reception. The board briefly discussed increasing and overwhelming reception costs.

iii) Archivist of the United States

Michael has had no response to his second letter to David Ferriero, Archivist of the United States, requesting a meeting to discuss ACA and NARA. He remains hopeful that he and/or Pam will have the opportunity to meet him or make a connection with his chief of staff this week. The board discussed our previous attempts to connect with NARA and the value in targeting state archives. If more state archivists require certification, that would facilitate us impressing the importance of CA to the National Archives.
Mike asked Louis to chair a Task Force on State Archivists to investigate where CAs exist in state archives and how we can conduct outreach toward them in an effort to reach the National Archives. Daphne Arnaiz-deLeon offered to assist. Louis will also engage Jim Byers for his understanding of government processes. Steve suggested NAGARA may be an opportunity for mutual benefit.

iv) Citizen Archivist
In his new blog, the Archivist of the United States consistently refers to volunteers as “Citizen Archivists.” This designation could potentially dilute the ACA brand.

_Action Taken:_ A motion was made to authorize the president to engage whatever resources are at his command to investigate the trademarking of the CA designation. The motion was seconded and approved.

v) Class of 1989 Legacy Award
Angela M. Ossar is the first recipient of the Class of 1989 Legacy Award. She will be contributing an article to the newsletter about her SAA/ACA experience. We had between $700-$800 donated to the award fund through our membership renewal forms.

vi) SAA 75th Anniversary
SAA is celebrating their 75th anniversary next year. Mike is co-chair for SAA Local Arrangements. The board discussed ways for ACA to be more involved at the meeting, agreeing that we should develop a session proposal about how certification is a good way to get crossover.

B. Vice-President & Finance Committee
As Vice President, Pam served on the 1989 Legacy Award Committee, the Exam Administration Committee and the Exam Development Committee as an ex-officio member. She also chaired the Finance Committee. As ACA Ombudsman, she answered questions dealing with qualifications to sit for the exam and worked with Steve Grandin on responding to our first ADA request for the exam.

C. Treasurer
Mott submitted a printed budget and snapshot of ACA assets as of July 1, 2010.

ACA has sufficient reserves to cover approximately eighteen months of expenses. The membership dues, certification and exam fees that generate our income are stable and our expenses are conservative. There is no need to raise our dues in the foreseeable future.

Mott explained a change in our budget. In the past, our membership income is received between two fiscal years, so that half of it paid for the previous year’s expenses, while the other was used for the current budget. This limited our ability
to react to shortfalls, because we’ve been spending money before we receive it. ACA shifted our membership notice date to mid-June with a due date of August 1 to collect most of the income in the first part of the fiscal year. Early returns show this to be working; in the first five weeks of this FY we have brought in $30K membership out of the expected $45K.

However, in the year we make this change, we may see an impact on our reporting. We carried forward the funds raised for the ACA 20/1000 reception last year and paid the bills from this year’s budget. While the report shows us to be in arrears, this is largely due to the reception expenditure and membership dues notice change.

The board discussed the distributed budget vs. actual and our proposed FY10-11 budget. Mott noted that the insurance bill comes at the end of the FY and we paid it after July 1. We expect to pay next year’s bill before July 1 also, so it shows as an increased number on the line-item.

*Action taken: A motion was made to approve the budget as presented. The motion was seconded and approved.*

D. Secretary

Prior to the board meeting, Shelly emailed a PDF copy of the latest ACA Board of Regents Handbook to the board. She asked for outgoing members to review their responsibilities and timeline carefully and send her any suggested changes.

Shelly also emailed the new Records Retention schedule, asking all outgoing board members to review it carefully and prepare any required shipments for the ACA Archives. She asked new board members to review it so they understand how to set up their records for easy appraisal at the end of their term.

IV. Regent Reports

A. Exam Administration

A written report was submitted. The committee consists of Pam Hackbart-Dean, Martin Levitt, and Daphne Arnaiz-DeLeon, Regent.

Daphne thanked the members of her committee. The written report breaks down the demographics. We received and approved 151 requests to sit for the exam. Of these 113 were new applications and 38 were for recertification or retaking the exam.

There were nine pick-your-site locations for 2010: Baton Rouge, LA; Chicago, IL; Honolulu, HI; Kansas City, MO; Little Rock, AR; New York, NY; Philadelphia, PA; San Antonio, TX; and San Francisco, CA.
The 2010 Travel Assistance Award recipients were Megan Hibbitts, Timothy Mottaz, and Alexandra Myers. They received up to $200 for travel expenses and the $50 exam fee was waived.

B. Exam Development
A written report was submitted.

The Exam Development Committee for 2009-2010 was comprised of Robert McInness, Melinda Curley, Jane Kenamore, John Fleckner, Tomaro Taylor, Emily Hughes Dominick and Pam Hackbart-Dean.

The committee will add two new members since Bob McInness and Melinda Curly rotate off this year.

The 2009 test incorporated 12 revisions to clarify some ambiguity, but the passing score did not improve and neither did the overall performance on those questions. At the mid-year meeting, the EDC developed a new exam that will be used this year. They also updated the bibliography, and still need to create more sample questions for the workbook. There will be an item-writing workshop on August 12.

Mary Elizabeth Ruwell & Daphne Arnaiz deLeon gave a presentation about ACA to the Society of Southwest Archivists meeting in April. There were about twenty attendees and most were curious about the exam, although some wanted to know how they can be involved in ACA.

C. Certification Maintenance
A written report was submitted.

Out of the 85 archivists due to recertify in 2010, 61 submitted petitions for recertification and eight will recertify by exam, giving us an 81% recertification rate that is similar to last year. Six archivists from the class of 2009 who received an extension recertified. Seven individuals from the class of 2011 recertified a year early.

Kristy publicly thanked all of the recertification teams, whose names are included in the written report. Archivists previously submitted five paper copies of their petition through Steve, who distributed them to the Regent and review teams. This year only two paper copies were required. Kristy scanned one into PDF and distributed it to review teams electronically, saving postage, paper, and time.

Kristy created an online form for Archival Recertification Credit (ARC) requests for approval, resulting in 122 programs receiving approval. A list of pre-approved programs is available on the ACA website.

Kristy also received and approved seven applications for Emeritus status.
At the March board meeting, the board authorized a paid Wufoo account to be used for exploring the possibility of creating an online recertification petition. The draft is now in a testing phase. Board members are encouraged to review this and provide feedback. The new online petition is expected to be available to the recertification class of 2011 in January. A paper petition form will still be available and accepted.

D. Outreach
   Todd could not attend the meeting. A written report was submitted.

   The results of the state and local government archivist employers reveals that 73% of respondents would prefer to hire a Certified Archivist when comparing two otherwise identical job applicants.

   The written report includes a list of the five locations where the traveling exhibit has been on display. There was no report on student groups. Louis is in touch with Todd and will be receiving updates from his work. Louis is interested in conducting a survey of the ACA membership.

E. Nominations
   Written reports were submitted by both Gerrianne Schaad and Marty Levitt. The committee consists of Gerrianne Schaad, chair; Richard Shrake, and Marty Levitt, Regent.

   The election results were:
   - **Vice President/President-Elect:** Brenda Gunn
   - **Treasurer:** Mott Linn
   - **Regent for Exam Development:** Mary Elizabeth Ruwell
   - **Regent for Outreach:** Louis Jones
   - **Nominating Committee Member:** Tara Laver

   The candidates were asked to answer the question, “What should be the Academy’s core goals for the next five years, and what steps would you take to achieve them.”

   The nominating committee implemented electronic voting using Survey Monkey, resulting in 443 ballots cast. 180 people voted on the first day, and more than half responded within the first five days. Future elections may not need a four weeks voting period and should include multiple email reminders.

   Richard will update the ACA Board of Regents handbook to reflect the new electronic voting procedures.
V. ICA/NAANICA

A. Section for Professional Associations (SPA)
Trudy Peterson provided the Board with a background on the formation of the International Council on Archives.

Membership in ICA consists primarily of government archives, along with about 60-70 (non-government) archival organization members and personal members. The SPA plays a heavy role in ICA because they speak for Archivists, not institutions. The SPA president represents individual archivists on the ICA Executive Committee. All ACA members should receive the SPA newsletter through distribution. In the last SPA survey, member institutions expressed a desire for a greater emphasis on how to develop competency, certification, or accreditation.

SPA activities include publishing a virtual manual of association guidelines in English, French, and Spanish on the website by the end of the year, working to adopt a Universal Declaration on Archives, and completing an Archival Solidarity project creating a database listing available grants for archives across borders. In Autumn 2011, SPA will hold a meeting of archival associations in Edinburgh.

B. ICA Membership Dues

Trudy Peterson and Jim Byers appeared to represent other ACA members wishing to respond to the news that ACA agreed not to pay the annual ICA dues of $500 this year. They asked if a group of ACA members donated private funds for ICA membership, would ACA promise to write it into the ACA budget for two years?

Trudy, Jim and others believe that ACA has a lot to give to the archival world and that the board should not be asking what are we getting back from ICA. The world desires more information about certification and ACA serves as a model for certification. ICA membership offers an invaluable vision of the international archival community. As one of the few organizations with a fully developed, operating, successful certification program, we have a broad educational opportunity. ICA offers us the best way to provide this information to the international community.

Members on the ACA board responded that our certification is based on North American archival tradition. We are willing to be a resource to others, but we can do that without being an ICA member. Jim responded that ACA needs to be involved, not only to be receiving information, but also to provide information about how certification works. Other organizations benefit from knowing how our certification program works and we have a broader reach through ICA.
The board discussed whether this was a philosophical issue or budgetary issue. Some members feel that an international presence is a good thing for ACA, though we may not be able to financially support a representative’s travel.

*Action taken: A motion was made to reinstate payment of dues to ICA. The motion was seconded and approved, though not unanimously.*

Mike requested that Steve distribute the ICA newsletter to all members. Pam and Mike will meet with Bryan Corbett to discuss NAANICA.

VI. Newsletter
Anselm Huelsbergen could not attend the meeting. A written report was distributed.

Four issues of *ACA News* were made available to the membership since the 2009 Annual Board meeting. Anselm thanked Mike Bullington and Steve Grandin for their diligent proofreading and attention to detail. Linda Hocking, CA will become the new editor. Members of the board expressed their gratitude for Anselm’s hard work.

VII. Website
A written report was distributed. Jordon Steele could not attend.

Jordon continued routine maintenance and content update for the website. In his report, he asked the board to examine alternative web hosting options when our contract is due for renewal.

The website’s most popular pages from March through July 2010 include the Forums, RDS, membership directory, exam handbook, and Frequently Asked Questions. We have 264 fans on Facebook, though many are not ACA members. The board briefly discussed how we can better utilize our Facebook page.

The examination forum opened in May. Although over 180 applicants joined, there have been only five postings and no replies. Given the amount of time spent maintaining the forums relative to its actual use, Jordon recommends that we not have a forum for future examination cycles.

Laura Botts will become the new Webmaster.

VIII. Capitol Hill Management
Steve distributed a number of items including: membership statistics, membership list, non-renewed lists, new volunteers, Board of Directors (1989-2011) and Officers and Regents (4 Years or More), and ACA Examination Sites (1996-2010).
The board discussed various locations for the 2013 exam, selecting: Hartford, CT; New Orleans, LA (SAA); Dallas, TX; Las Vegas, NV; and Indianapolis, IN.

Capitol Hill Management has a new phone number that will be answered using the ACA name: 518-694-8471.

IX. Other New Business

A. Budget Amendment

*Action taken: A motion was made to revise the budget to reflect ACA’s dues to ICA in the amount of $500, taken from the line for representative travel. The motion was seconded and approved.*

B. Nominations and Elections Committee Representative at meetings

The board discussed why both the Regent for Nominations and the Chair, Nominating Committee are required to attend the mid-year and fall meetings. According to the ACA Board of Regents Handbook, the Regent is expected to report at the mid-year meeting while the Chair, Nominating Committee attends the fall board meeting.

C. Archival Literature

Mike brought up the gaps in the archival literature as reported by Mary Elizabeth Ruwell. In the past, Marty submitted an NHPRC grant proposal on behalf of ACA, stating that ACA was uniquely placed to identify gaps in the archival literature and could encourage doctoral students and archival educators with cash awards to publish in those areas. We did not receive the grant, but we can still find ways to encourage scholars to research those areas.

Suggestions included partnering with archival educators. Marty will provide the original paperwork to Pam and Brenda, who could head a task force to re-write and re-submit the grant. They will contact Mary Jo Pugh to see if SAA through the *American Archivist* is interested in partnering with ACA on the project.

X. The Board meeting adjourned at 2 p.m.