Academy of Certified Archivists

Board of Regents Meeting
August 12, 2009
Hilton Austin
Austin, Texas

Attended by: Martin Levitt, Michael Bullington, Mott Linn, Shelly Kelly, Connell Gallagher, Mary Elizabeth Ruwell, Kristy Sorensen, Todd Gilliom, Judy Cetina, Gerrianne Schaad, Richard Shrake, Pam Hackbart-Dean, Cindy Smolovik, Jane Nokes, Anselm Huelsbergen, and Steve Grandin.

Absent: Shelly Croteau, Morgan Davis, and Jordon Steele.

I. Call to Order – the meeting was called to order at 9:01 a.m. Marty welcomed the board and asked for introductions around the table.

II. Approval of the Minutes from March 1, 2009

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

III. Officers’ Reports

A. President
The President had no written report.

i) Distinguished Service Awards
The recipients of the 2009 DSA will be Carla Summers and Edie Hedlin. Elizabeth Atkins nominated Carla Summers, and Jim Byers and John Fleckner nominated Edie Hedlin. Marty encouraged the board to continue to submit names to the DSA committee.

ii) Business Meeting and 20/1,000 Reception, Austin
The Business meeting is scheduled for Thursday, August 14 at 7 p.m. Please encourage members to attend. The celebration 20/1000 will follow at 8 p.m. Marty recognized Jane Nokes for her hard work putting together the celebration. He noted that despite the tough economy, Jane and her committee raised $9,000 for this celebration that not only honors our past, but also directs our future.

iii) Notes on the President’s Advisory Council
Background: At the beginning of his Presidency, Marty Levitt asked the immediate past six ACA presidents plus the President-Elect 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.
Marty explained the advisory council background to new members. Marty found that he relied on the PAC mostly for politics and found their advice invaluable and unbelievably helpful. He reassured the board that the advisory council only advised the president and encouraged incoming president, Michael Bullington, to create his own for continuance of the corporate memory.

Steve Grandin complimented Marty on creating this council, noting that all who have served ACA as presidents are very different and have valued information.

Marty expressed his gratitude to the people who volunteered to be on the Presidential Advisory Council.

iv) SAA Session 402
ACA’s session “ACA at 20: The Evolution Challenges of Certification” is scheduled for Friday, August 14 at 10 a.m. The session will be chaired by ACA President Marty Levitt with papers presented by Greg Hunter, Lee Miller, David Gracy. Marty expressed his thanks to all of them for talking about the rich history ACA. Marty’s message will be framed as moving the organization forward and converging the ACA educational message with the SAA educational message. He remains hopeful that the continued leadership of ACA and SAA will be able to meet and agree on how best to recognize a minimally qualified archivist.

v) Collaboration with SAA
Over this past year, we collaborated on two specific items with SAA president Frank Boles. For the first, the Obama transition team contacted SAA for an outline of preferred qualities for the Archivist of US. SAA invited ACA to participate and we did sign the letter along with several other organizations.

The second instance regarded a letter to the Dean in support of archival education at the University of Texas. While later it proved to be somewhat exaggerated, at the time it was believed that the University of Texas was in danger of losing funding or status for their preservation/conservation program.

vi) Newsletter Articles
It is tradition for the president to write an article for each ACA News. Marty chose to write about the strengths and weaknesses of where our membership was coming from; his most recent article was about ACA leadership.

Marty suggested that President may not need to have an article in each newsletter, but the Board encouraged Michael to continue writing the article. The overall opinion was that it’s important that the president be visible to the membership.

vii) Accreditation
Once again there is a movement for the accreditation of archival education programs. This year SAA studied accreditation and found few academic institutions interested in spending the money necessary to develop an accreditation program. While cost is the leading factor, where distinguished archival schools are located is another issue. Archival studies may typically be found in ALA accredited Library programs or History programs. One challenge is how to accredit a program that can be in either Library School or the History department. As we understand it, SAA concluded that at this time accreditation was a difficult prospect. Marty sees this as an opportunity for ACA to be seeking a collaborative “converging” educational message.

Jane Nokes mentioned that students are looking for something transportable, transferable, and that is understandable to archival employers. Connell noted that while it is “trending” for the MLS to become “the degree” of archivists, those taking the exam from the non-MLS track are still evenly divided. There was discussion among board members about using CA in academic libraries to identify archivists vs. librarians.

viii) Class of ’89 Travel Awards
A written description of the proposed Award was distributed. Marty suggested the name be changed to Class of 1989 Legacy Professional Development Award. The idea originated from the Presidential Advisory Council and pledges have been made to run the program for three years outside of our budget. Jane spoke in support of the award.

Mary Elizabeth questioned the sustainability of saying the optional Presidential Advisory Council will review applications. The language will be changed to reflect the Presidential Advisory Council may review applications.

Judy questioned the lack of a formal procedural structure, including a set timeline for applications. Marty stated that the PAC suggested the details be omitted from the creation document to allow ACA to develop details during the first year.

Gerri questioned whether this would become an endowment or be integrated as a regular part of the ACA operating budget. Marty expressed his hopes that extracurricular money will continue to fund this, but acknowledged that at some point the board will likely have to include it in the budget. He expects the board will have to make that decision in three to five years.

The purpose of the award is to get more people involved in leadership in the theory that by supporting their professional development, recipients will feel a stronger sense of ownership to the Academy and want to become part of the leadership.
Connell raised the question that the award is only funded by class of 1989 and not intended for class of 1989. The award is named in honor of the founding class. Anyone can donate to the award and anyone can apply for the award.

*Action Taken:* A motion was made to adopt the Class of 1989 Legacy Professional Development Award as with minor word corrections. The motion was seconded and approved.

Marty encouraged the board to write checks to ACA and present them to the Treasurer.

ix) ACA Officer’s Handbook: On-line version

The Board discussed whether it would be acceptable to make the Officer-Regent Handbook available online.

*Action Taken:* A motion was made to establish a password protected section of the ACA website for the posting of internal documents for the use of the board or any individual to whom the president designates. The motion was seconded and approved.

x) Revision of the Role Delineation Statement

Marty thanked Cindy Smolovik for her role in creating our newly adopted Records Retention Schedule. He also thanked her for her work on the Role Delineation Statement revision. Looking at Role Delineation Statement causes us to look at the current archival literature more deeply. ACA is in a unique position to advise students where gaps in the literature exist. It was suggested that ACA should consider applying for grant funding to commission literature to fill in those gaps. Marty wrote a grant proposal to NHPRC hoping to get funding for such a program; while it was turned down at the time (1998), there was sentiment that the idea should be revived and a new attempt at funding be made.

xi) Moment of Silence

Marty informed the ACA Board that SAA president, Frank Boles, suffered a tragic personal loss this month. Marty sent flowers to the family on behalf of the board. The board observed a moment of silence for Frank and his family.

B. Vice-President & Finance Committee

A written report was submitted.

As vice-president, Mike worked with several committees in an ex-officio capacity. He also participated on the Outreach committee and helped with the 20/1000 anniversary task force.
Mike responded to an inquiry from the U.S. Bureau of Labor Statistics to provide information about the role of archival certification for its 2010-2011 Occupational Outlook Handbook.

C. Treasurer
Written reports and a preliminary budget were submitted.

ACA remains in good financial standing. Our mutual funds held up very well with some small unrealized loss. Total assets are increased from last year to $130,334.31 due to the money raised specifically for the 20/1000 celebration event. This money will not appear on next year’s balance.

Mott expects that income for the Legacy grant should increase. He has designated funds pledged and raised as a “restricted” fund, to remain separate from the budget. Mott discussed the income lines and volunteered to physically go to Albany and appraise materials in the long-term storage in an effort to cut those costs. The board briefly discussed our policy for reimbursing board travel.

The board discussed Regent line-item budgets, including ways to cut mailing costs for Regent of Certification Maintenance. Marty tasked Kristy with choosing a committee of three to explore and report to the board our options for online submission of the petitions for recertification in the future.

The vote to adopt the annual budget was postponed until next week to allow Mott time to include additional numbers. *(The budget was adopted by email vote on August 28, 2009.)*

D. Secretary
The secretary had no report.

IV. Regent Reports

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

The overall ACA application picture remains strong. In 2008 there were 162 applications and in 2009 there were 157. Connell reviewed the statistics, noting that there are more women than men taking the exam. Option two shows that working, experienced archivists consider the credential important enough to acquire. Those seeking certification holding an MA or PhD is still relatively even with those holding an MLS.
Future examination sites have been assigned. They are: 2010: Washington D.C. (SAA); Tallahassee, FL; Ann Arbor, MI; Albuquerque, NM; and San Diego, CA. 2011: Chicago, IL (SAA); Pittsburg, PA; Columbia, SC; Dallas, TX; and Seattle, WA.

There were four applicants for the travel award. The winners are Ms. Shannon Wetzel from El Dorado, Arkansas and Ms. Raegan Stearns of Shreveport, LA.

Steve spoke highly of Connell Gallagher as Regent for Exam Administration and expressed how much he enjoyed working with him. Marty thanked Connell for outstanding service to the Academy.

B. Exam Development
A written report was submitted.

The Exam Development Committee for 2008-2009 was comprised of Daphne Arnaiz-deLeon, Nancy Melley, Robert McInness, Melinda Curley, Jane Kenamore, John Fleckner, and Mike Bullington. As Daphne and Nancy rotate off, the committee will need two new members. With the presence of two experienced members, this is an excellent opportunity attract newer members looking to participate. There is no specific member type (ie: corporate, academic, etc.) required.

The EDC met on February 27-28 where they revised twelve questions and provided twenty-three new questions. Mary Elizabeth will look at the statistical data generated as these revised questions are used, to see how they were improved.

An Item writing workshop will be held Thursday, August 13 with four individuals. The focus is legal records because there is new literature and the items need to be updated to reflect current law.

The EDC is revisiting the ACA Handbook bibliography to incorporate new publications and remove older, out of print, publications. A new draft was distributed. The EDC will meet informally after the item-writing workshop to discuss the dilemma of having questions with specific reference citations when those books have been removed from the bibliography. They must verify the question concept matches a newer reference source, with concentration in the fundamental series.

C. Certification Maintenance
A written report was submitted. Marty read aloud the names of the review teams. Marty read from the written report, highlighting the statistics charted at the bottom of page 1.
Despite her absence, the board conveyed their thanks to Shelly Croteau for her four years of excellence in service and gave her a round of applause.

The board discussed the benefits of making the approved ARC list available on the website. Steve Grandin distributed a chart showing ACA membership and exam candidates. The noticeable drop in 1994-95 reflects the first recertification period and institution of dues.

D. Outreach
A written report was submitted.

Todd used this year as a program building year for assessment and planning. He worked with an Outreach Task Force chaired by Michael Bullington to develop goals. The traveling exhibits were displayed at a fewer number of locations, and Todd purchased an advertisement in Delaware Valley Archivists Group (DVAG) directory.

In a desire for additional market research, the outreach committee designed a web survey for all test applicants to identify the reasons why they took the exam. The board recommended that Todd utilize the A*Census and investigate the follow-up articles written by Anne Diffendal for additional statistics.

Connell stressed that the New England area needs some work. The board discussed the challenge of reaching archivists, educators, and promoting the CA in that area. Connell also suggested that Outreach focus on the area around Ann Arbor (MI, including the Wisconsin area) since we are offering the exam there in 2010.

E. Nominations
A written report was submitted. The committee consists of Morgan Davis, chair: Gerrianne Schaad, and Judy Cetina, Regent.

On June 11, 2009 Audrey McKenna Coleman, Heather Wade, and Morgan Davis gathered at the Dole Institute of Politics in Lawrence, KA to count a total of 210 election ballots. After tabulation of the results, the follow individuals received the most votes in their respective offices and are so elected:

**Vice President/President-Elect**: Pam Hackbart-Dean  
**Regent for Certification Maintenance**: Kristy Sorensen  
**Regent for Exam Administration**: Daphne DeLeon  
**Secretary**: Shelly Kelly  
**Nominating Committee Member**: Richard Shrake

Judy thanked Morgan and Gerri for professionalism and dedication to the committee.
Judy recommends for future Nominating committees that they follow up in writing with a candidate who has agreed to run verbally. The committee created a form requesting nominations that will be available at the business meeting and reception. It will also be placed on the website.

Judy said goodbye to the board, calling it the most congenial board she has had the privilege to serve. She has been on the board since 2001. The board gave Judy a round of applause.

Steve noted that in ACA history, only three individuals have been on board for seven years and two are at the table: Cindy Smolovik and Judy Cetina. Next year two more will be added to the list: Martin Levitt and Mary Elizabeth Ruwell.

V. ICA/NAANICA

A. NAANICA dues placeholder
The ICA is divided into world regions. The North American region, NAANICA, has been somewhat moribund. Earlier in this year, Jane Nokes called up alerting ACA president that NAANICA is to be revived. She asked if ACA would participate. Marty offered $200 as a “placeholder” for NAANICA should it be revived.

The board discussed the question of whether ACA should be considered an international organization. ACA is recognized in the U.S., Canada, and Hong Kong; however, the exam is given only in the English language and it reflects American archival tradition and practices. According to Trudy Peterson, who has represented ACA interests at ICA, other countries look at us as a model, desiring our advice and guidance.

Cindy Smolovik mentioned that when she presented paper at ICA/SPA about certification, the interest was not in taking our exam, but how to develop their own version of certification for Europe and other regions in the world.

B. 2010 Paper on behalf of ACA
For the April 2010 ICA meeting in Geneva, Switzerland, Cindy Smolovik and Jane Nokes proposed to present a paper on Role Delineation and importance of staying current. By email vote, the Board previously approved for this paper to represent ACA.

VI. Task Force Reports

A. Task Force on 20/1000
Jane Nokes reported that ACA 20/1000 celebration has a budget of $9,000 generously donated by: ScotiaBank Group, McDonalds Corporation, George Blood Audio/SafeSound Archive, Hollinger Metal Edge, Capitol Hill Management, and American Philosophical Society.
Anselm was instrumental in developing ACA anniversary logo. ACA issued press releases through newsletter and website. Invitations were sent to individuals beyond the academy. Frank Boles has prepared an official SAA greeting to the Academy. Mat Darby selected the band. Cindy Smolovik and the SAA Austin Local Arrangements ordered the cakes. Michael Bullington identified an ACA photographer who volunteered to take photos. Judy Cetina & Cindy Smolovik prepared a slide show highlighting history and what ACA members feel about the Academy. The official RSVP guest count is 149 people.

Jane expressed her thanks to Cindy Smolovik, who served as co-chair for this event. Marty reviewed the enormous undertaking of fundraising necessary to host this event. He praised Jane Nokes for her attention to detail, including all of the extras. Where ACA wanted to throw a “party,” Jane produced a “fête.” Jane presented Marty with a Canada bandana to wear to the party.

B. Task Force on Records Management
Shelly distributed some specific requirements for officers/regents to use as guides in preparing their records to be turned over to the ACA Archives. Our contact is Michael Doylen at Univ. of Wisconsin-Milwaukee.

C. Task Force on RDS Revision
A written copy of the revised Role Delineation Statement was distributed. Task Force members were Cindy Smolovik, chair, Michael Holland, Susan Watson, Daphne Arnaiz-DeLeon, Brenda Gunn, Nancy Melley, and Mary Elizabeth Ruwell as ex-officio member as Regent for Exam Development. Cindy thanked her committee members.

*Action Taken: A motion was made to accept the Role Delineation Statement in its corrected form as the revised Role Delineation Statement of the academy and should be promulgated to the website for use in the 2010 test until a new revision is devised. The motion was seconded and approved.*

Marty expressed his thanks to Cindy Smolovik for her efforts declaring that of all that we have done this year, nothing is more important. Cindy will write a short message for the newsletter.

D. Task Force on Emeritus Status
Connell distributed a prepared written statement to be included in the handbook. He read this statement aloud. Marty requested that this statement be published on a semi-regular basis in the newsletter. Kristy asked whether anyone other than her needed to review requests for Emeritus. Marty recommended that she direct questions to the president.
E. Task Force on Outreach

A written report was submitted. ACA Vice President Michael Bullington chaired the Task Force on Outreach which included Todd Gilliom, Shelly Kelly, Anselm Huelsbergen, and Jordon Steele. They met three times by teleconference to develop a plan of action for the upcoming year.

A written copy of the 2010 Plan of Action was distributed to the ACA board. The 2010 Plan calls for creating a Website Editor to manage and create content of the website. Todd suggested that the board accept David McCartney with University of Iowa as the volunteer Website Editor.

The board discussed the president’s authority to constitute a committee as written in Section 4.7 of the bylaws. Todd requested the president formalize an Outreach committee that includes the Vice President, Newsletter Editor, Webmaster, and other members as necessary to achieve the plan of action.

Action taken. A motion was made to formulate a standing outreach committee composed of the Regent for outreach chair, newsletter editor, webmaster, vice-president/president-elect and any other member in good standing appointed by the Regent or the board. Each year the Committee shall prepare an outreach plan of action with the execution left to the Regent, contingent upon board approval. The motion was seconded and approved.

The board discussed the need to establish a website editor to develop content, including how website editor would differ from newsletter editor. Points made included the ability to adapt copy for faster update and different audience.

In reviewing the 2010 Plan of Action, an error was discovered on the final budget number under “advertising.” This number should be $800. The board discussed specific points of the Plan of Action. Marty suggested we limit the traveling exhibit costs to $3,200. He expressed that he is not particularly favorable towards the Redesign contest, thinks that first prize should be no more than $250, and no prize should be awarded for second prize.

Action taken: A motion was made that the board approve the proposed 2009-10 Outreach Plan of Action in principle as long as it does not exceed the allotted budget of $4,560 and that there be no second prize for the exhibit design contest. The motion was seconded and approved.

VII. Newsletter

A written report was distributed. Anselm recapped the written report, stating he published four issues. He offered his thanks to various contributors, especially Marty and Steve.

Marty stated that Anselm has been an outstanding newsletter editor; producing an extremely professional, well-edited and on-time publication.
VIII. Website
A written report was distributed. Jordon Steele could not attend. This year the website was completely renovated. Marty expressed his particular thanks to Jordon on behalf of the board for his hard work.

IX. Capitol Hill Management
Steve distributed the Leadership List and advised members that if they have their home address as contact, it is available on the web now. Please let him know if you would like a different address.

Capitol Hill may be changing banks again in order to utilize online banking. Marty asked Steve to please coordinate this change with the Treasurer. Steve does not anticipate this will present any problems.

ACA currently has 970 paid members. There are about 150 taking the exam. With the pass rate expected to be approximately 70%, resulting in 85 members, and considering the usual amount of attrition, ACA will see a net gain of 40 members, which puts us over 1000 members.

Renewals stand at 78%, which is pretty good given the current economy. Steve would like to ask board members to contact people again this year before we vaporize members.
The new Capitol Hill Management address goes into effect September 18. Steve does not see a need to reprint the brochures at this time to reflect new address, though we may need to order new letterhead and envelopes.

X. Other New Business

A. Disaster Relief Policy
Background: Cindy & Judy discussed whether ACA should have a formal policy on dealing with ACA members affected by natural disasters or faced with losing their jobs. Marty suggested Judy develop a statement to be placed on our website.

Judy presented the following statement to be placed on the ACA website in the Members Area with a link to the Secretariat. “Uncertain economic times, regional disasters like floods, fire, or serious storms, and other personal setbacks can impact the ability of Academy members to pay their membership dues in a timely fashion. The Academy encourages any CA in need of an extension on dues payment to contact the ACA Secretariat for assistance.”

The Secretariat can consult with the Vice President, in his/her capacity as ombudsman, to make a decision on a case by case basis. As a general guideline a request on the basis of need would give the member a one year extension on paying dues. Pending further review by the Secretariat and the
Vice President, an additional one year extension could be granted in instances of serious need.

If there is any doubt about the member’s sincerity the Secretariat/Vice President might ask the archivist to submit a written statement outlining the specific circumstances that make the payment of dues an impossibility. This policy should be flexible and not involve the formation of a bureaucratic process involving forms, investigations, etc.

B. Possible changes to Travel / Mid Winter Board
Background: Travel cut backs at many repositories and institutions may make it difficult to attract qualified candidates for office. The ACA bylaws do not mandate a mid-year meeting. Judy reviewed the current meeting and board travel options. No action was taken at this time but there was agreement that the costs of mid-winter meeting should be carefully monitored.

C. Electronic Voting
Jordon was unable to attend this meeting and no report was provided.

XI. The Board meeting adjourned at 4:08 p.m.