Academy of Certified Archivists
Board of Regents Meeting
August 27, 2008
San Francisco Hilton
San Francisco, California

Attended by: Judy Cetina, Martin Levitt, Richard Dickerson, Shelly Kelly, Connell Gallagher, Cindy Smolovik, Anselm Huelsbergen, Trudy Peterson, Sammie Morris, Laura McLemore, Jordon Steele, Michael Bullington, Mary Elizabeth Ruwell, Steve Grandin, and Todd Gilliom.

Absent: Shelly Croteau and Brenda Gunn.

I. Call to Order – the meeting was called to order at 9:02 a.m. Judy welcomed the board and asked for introductions around the table.

II. Approval of the Minutes from March 30, 2008

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

III. International Council on Archives

Judy introduced Trudy Peterson and expressed her appreciation for her guidance and advice.

A. General Information

Trudy attended the ICA conference in Kuala Lumpur where 180 people from five continents represented associations. ACA provided literature. There is interest in having another conference in autumn 2011 in the UK.

The ICA newsletter comes out twice a year by mail and is received by Trudy, the ACA President and the Secretariat. A new program called Archival Solidarity will coordinate efforts in the international archives community to carry out foreign assistance projects to develop tools and expertise for developing communities and communities in transition. See http://archives3.concordia.ca/solidarity

Europeans are interested in developing a basic competency framework (i.e.: role delineation). EU archivists are being pushed to do this by the EU, and as the project became Euro-centric, other countries have pulled back. The ICA code of ethics is a product of SPA. Please look at ICA code of ethics on the ICA website. The ICA website now includes a retention schedule for professional associations.

Several associations are interested in mentoring programs; a Swedish and an Australian colleague are working on this. The past-president of SPA is writing a history of SPA. Trudy wrote “ICA Speak: A Glossary,” designed for the SPA steering committee.
The ICA Human Rights Working Group project is working on ATOM: “A to M: Access to Memory.” This open source software, developed by a Dutch colleague and the Canadian company “Artifactual,” is designed to do all archival functions from description to reference. The Beta test form was released at the Kuala Lumpur conference and is available on the ICA website.

Trudy briefly reported on ICA politics, noting that the new president is the National Archivist of Canada. There were difficulties obtaining entry VISAs for Israeli archivists for the Malaysia meeting. The Spring SPA steering committee meeting is scheduled to be held in Israel with Sweden as backup in the event of increased violence in Israel.

B. Fee Schedule
Trudy passed out “A SPA proposal for the revision of ICA category B membership fees (professional associations).” ACA would be considered category B members. The proposal would change fees to be based on the income of the organization, which would mean an increase for ACA. The new fee structure will probably be voted on and go into effect at Nov. 2009 meeting in Malta.

C. Universal Declaration on Archives
A copy of the Declaration was distributed. The Universal Declaration project originally started in Quebec when the ICA roundtable met there last year. The general assembly liked the Quebec Declaration and asked SPA to turn the document into universal declaration. It will be considered at the Nov. 2009 meeting in Malta.

IV. Officer’s Reports

A. President
The President had no written report.

i) Distinguished Service Awards
Two Distinguished Service Awards will be given this year. Steve Grandin brought the plaques and pins, and ordered an additional twenty-five pins from Jostens.

ii) Business Meeting and Reception
Judy distributed an agenda for the business meeting, went over the scheduled events, and inquired who wanted to speak to the membership at the meeting. She worked with Marty Levitt and Ann Hodges, Society of Southwest Archivists president, to develop the menu. The reception total costs are projected to be $3789.64, minus a contribution of $1000 from SSA.

Discussion about the mounting expenses of hosting the reception, and the options available for decreasing the expenses: cancelling the reception,
charging a fee, or seeking out corporate sponsors. Marty proposed that we have a local arrangements committee or liaison to explore options. Dick Dickerson volunteered to act as chair for local arrangements to identify a location in Austin for the business meeting and reception.

iii) NAGARA’s Local Government Archives/Records Management Administration Certificate
NAGARA (National Association of Government Archives and Records Administrators) has developed a Local Government Archives and Records Administration Certificate. A draft was distributed. Page three carries a disclaimer indicating that this certificate does not result in the CA/CRM designation. The focus is strictly on local government. Judy and Shelly Croteau have discussed awarding Archival Recertification Credits for those who achieve the NAGARA local government certificate.

iv) Panel on Archival Certification
Judy served on a panel at the NAGARA meeting titled “What Difference Does It Make: The Pros and Cons of Archival Certification.” She reported that even those panelists arguing the “con” had no philosophical argument against certification.

v) Plans for Mid-Year Meeting
The ACA mid-year meeting will be held in Philadelphia, PA. Available dates include March 6-8, 2009 and Feb. 27-March 1, 2009. A decision will be made after checking with members of the Exam Development Committee as well as ACA Board members.

vi) Closing Remarks
Thursday’s program includes an open forum from 12:30-1:45 p.m. about Web 2.0 ACA study groups. Three individuals will be presenting and there should be time for additional comments.

The President’s column in the ACA newsletter this year asked open-ended questions, inviting comments from the membership. The most recent: “Do you use the CA?” received eight responses, including one from Elizabeth Atkins (former SAA president). Judy suggested that the newsletter continue to include a query to the members with responses sent to the President.

Judy read aloud from her President’s column in the most recent ACA News in which she expressed her appreciation to the officers and Regents. The board gave a round of applause to Dick Dickerson and Cindy Smolovik. Judy presented certificates to those individuals leaving the board: Cindy Smolovik, Laura McLemore, David Malone, Brenda Gunn, and Dick Dickerson.

B. Vice-President & Finance Committee
A written report was submitted. Marty thanked Judy for an excellent presidency that demonstrated her capacity for hard work, diplomacy, and administrative talents. She leaves ACA better than she found it. The board gave a round of applause to Judy.

The EDC accomplished their goals at the meeting in Cleveland. Marty clarified that Judy chaired the EDC meeting in Cleveland in Brenda’s absence.

Marty and Connie discussed how to evaluate foreign applications. This will be presented in the Regent for Exam Administration report.

ACA is financially sound and has two years of operating budget in the bank. The Finance Committee, chaired by Dick Dickerson, trimmed some budgeted expenditures in order to present a balanced budget. A written ACA Budget Draft was distributed. There were three asterisk items representing a change including no monies budgeted for ACA dues to ICA, a decrease in travel for the ACA ICA representative, and a reduced amount of money available to Outreach for publications as a result of the newsletter going electronic.

The discussion about dropping ICA dues included questions about what ACA receives in return for ICA membership. We are committed to support Trudy’s travel for about $1000. If other countries are interested in setting up certification, we shouldn’t be paying dues and travel in order to serve them as consultants. Our priority is to focus on our business and responsibilities to our members.

Discussion about putting a cap on ACA board members travel expenses. Cindy remembers ten years ago there was a cap at $700/year. It was proposed that we cap travel at $700 and an individual can appeal to the board for additional funds under extenuating circumstances.

Action Taken: A motion was made to accept the budget as it has been submitted. The motion was seconded and approved.

Action Taken: A motion was made to cap the amount of travel funding available for individual board and EDC members travel to $700 annually; individuals who feel they will exceed this amount and have extenuating circumstances may appeal to the board for additional funds in advance of the travel. The motion was seconded and approved.

C. Treasurer
A written report was submitted. All operating funds have now been transferred to Key Bank. Dick explained the ACA accounts to new board members, and pointed out that Vanguard is out-performing the T. Rowe Price mutual funds at the present time. ACA total assets stand at $121,437.46.

D. Secretary
Shelly has been updating the Officer-Regent Notebook and passed around a draft for people to review. This will be sent out via e-mail and the PDF may be made available on the ACA website for Officers and Regents to download and print.

V. Regent Reports

A. Exam Administration

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

There were 163 applications with 153 people taking the exam at fifteen (15) sites around the country, including ten “Pick Your Site” locations. Two travel assistance awards were given this year. Connie presented the statistical information on the written report, noting the differences between 2007 and 2008. Connie suggested that Outreach target educators, sending them the newsletter to share information with their students. They have a positive influence promoting certification to their students.

i) Future Testing Sites

The board discussed future testing sites. These locations will be:
2009: Austin, TX (SAA site); Cincinnati, OH; Milwaukee, WI; New York, NY; Portland, OR.
2010 Washington DC (SAA site); Tallahassee, FL; Ann Arbor, MI; Albuquerque, NM; and San Diego, CA.
2011 Pittsburgh, PA; Columbia, SC; Chicago, IL; Dallas, TX; and Seattle, WA. The SAA location is not announced at this time.

ii) Foreign Applicants

A written report was distributed. As there is no comparable organization in Europe, the ACA continues to receive applications from archivists outside the United States.

Discussion about how to evaluate foreign applications. The Silney International Educational Consultants reviews foreign credentials for educational institutions in America for a fee that would have to passed on to the applicant. We have been able to evaluate Canadians and the Hong Kong archivists educated by the British standard, but we have trouble evaluating the European tradition which trains within the Bachelor’s level, with no Masters degree required. Discussion about ACA exam requirements as they might apply to foreign applicants.

Decision to stay with present requirements, including the Masters degree, and to continue to allow the Regent latitude to review credentials. Foreign applicants may apply and take the exam if they meet our requirements and understand that the test is based on North American standards.
B. Exam Development

A written report was submitted. The Examination Development Committee for 2006-07 was comprised of Marcus Robyns, Gary Harrington, Daphne Arnaiz-DeLeon, Nancy Melley, Robert McInness, Melinda Curley, and Martin Levitt (Vice President/President Elect). Robyns and Harrington will rotate off as of this meeting. Recommendations are needed for the new EDC appointments.

The makeup of the 2008-2009 EDC in terms of expertise and type of archives is as follows: College and University Archives: Robert McInness; Government Archives (federal and state): Daphne Arnaiz-DeLeon and Nancy Melley; Electronic Records: Nancy Melley; Business Archives: Melinda Curley and Michael Bullington. Attempts should be made to find two new members that will contribute to an overall balance of expertise, preferably from College & University Archives and Electronic Records.

Committee members submitted 44 new items; members critiqued and accepted 27 items, most with additional edits. The committee prepared a new exam this year with the assistance of the Psychometrician. The Angoff process will take place following the board meeting.

C. Certification Maintenance

A written report was submitted. In 2008 there were 71 certified archivists due to recertify. To date, 58 have sent in their petitions, three have not been evaluated, and three were sent to the Appeals Team. Six archivists are maintaining certification by taking the exam and seven have not sent in their petition, though four have communicated they are planning to do so.

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). The Appeals Team leader is David Horn, CA (MA).

Since the mid-year meeting in Cleveland, there have been three approved requests for Archival Recertification Credits (ARCs). Credits are being offered to meeting attendees who work a minimum of two hours at the ACA booth.

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.

This year’s highlight is the expansion from regional meetings to those with national presence, specifically the Association of Moving Image Archivists (AMIA) and Association for Recorded Sound Collections (ASRC). Both meetings yielded interest and were valuable for reaching out to archivists who might not be well represented at SAA.
The American Library Association (ALA) meeting proved too challenging to find volunteers to staff the table all five days. There was a call for papers to propose an ACA session for AALSH, though no one responded. The next Outreach Regent may continue to attempt this.

ACA maintained a presence at many of the regional archival conferences. Some of the regional conferences charged ACA for exhibitor fees; it may be better to focus on presenting program sessions instead of exhibiting.

Laura thanked the board members for their assistance over the past four years. Regarding outreach to educators and employers, there seems to be more enthusiasm from students who are considering the exam to be their “next step”. The way to reach educators and employers is to continue growing our membership. Perhaps we should shift our perspective – by increasing our membership, we may increase our influence thus effecting change.

E. Nominations

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

The following members of ACA agreed to run for open offices in the election:

**Vice President/President-Elect**: Michael Bullington and Stephen McShane

**Regent for Examination Development**: Stephanie Malmros and Mary Elizabeth Ruwell

**Regent for Outreach**: Todd Gilliom and David Malone

**Treasurer**: Dick Dickerson and Mott Linn

**Nominating Committee Member**: Russell James and Gerianne Schaad

A total of 221 valid ballots were counted on June 12, 2008 in Indianapolis, Indiana by Sammie Morris, CA; Wes Wilson, CA; and Noraleen Young, CA. After tabulation of the results, the following individuals received the most votes in their respective offices, and so are elected:

**VP/Pres Elect**: Michael Bullington

**Regent for Examination Development**: Mary Elizabeth Ruwell

**Regent for Outreach**: Todd Gilliom

**Treasurer**: Mott Linn

**Nominating Committee**: Gerrianne Schaad
In addition to nominating candidates and counting ballots, the Committee notified all candidates of the election results and sent letters of appreciation to each candidate.

The 2008-2009 committee will consist of the well-qualified team of Judy Cetina, Regent; Morgan Davis, chair; and Gerrianne Schaad, member.

Steve Grandin will give the next nominating committee a list of those individuals who have been on the ballot, though not elected. The positions to be elected in 2009 include secretary and regents for certification maintenance, exam administration, and nominating committee. Jordon volunteered to look into electronic ballot options. The SAA business section and ARMA are using electronic balloting.

VI. Newsletter
A written report was submitted. New officers and regents need to submit photos for the newsletter and website. Anselm and Jordon are coordinating to upload old ACA News files to the website.

Wikipedia is asking for verifiable, reliable references to link. The board gave several suggestions. Judy encouraged officers and regents to submit regular features to the ACA News.

VII. Website
A written report was submitted. Jordon began working as webmaster in April. Since the mid-year meeting report the website has received an average of almost 3600 visits per month. Statistics for the time spent on the website remain consistent with the mid-year report.

Jordon expressed an interest in creating an ACA Facebook page as a destination for personal and professional networking.

Marty, Todd, and Jordon have discussed updating the ACA site, including identifying open source code for content management: Joomla and Drupal. Jordon will create mock sites for testing and report back to the board.

Judy reminded Jordon of the routine changes to be made including changing officers, some text, Presidential greeting, dates, and Distinguished Service Award winners. Please report any broken links on the website to Jordon to have it fixed.

VIII. Capitol Hill Management
The Capitol Hill Management Contract will be up for renewal in August 2009. Steve will send information out at the first of the year for discussion at the Mid-Year Meeting. Judy did send a letter to the Capitol Hill president speaking very highly of Steve, Holly Travers and Carla Krzykowski.
Steve distributed the 2008 membership list consisting of 933 members. This includes the recertification of the Class of 1989. Approximately 700 have paid their dues. It is usual to lose approximately 3-4% from non-payment of dues, including those who have moved and never updated their address.

We may have as many as 90 new members this year, bringing us close to 1000 members. We’re not losing many people to recertification or dues and we’re making up for it with new members.

Steve will send out a master Leadership List for 2008-2009.

IX. Topical Issues and Old Business

A. Emeritus Status
A written report was provided. Connell Gallagher and Cindy Smolovik have been working on guidelines for expanding the Emeritus category to include certified archivists who had moved up the administrative line.

We propose that the Academy should broaden this category to include those certified archivists who have in essence retired from daily archival work due to promotion as institutional directors, deans, and top administrative officials in the archives, libraries or history fields. This category would not be open to anyone who retained an archival title, who continued to work in an archival setting, who worked as a consultant on archival projects or who had dropped out of the profession to pursue another line of work. Again, this expanded status is intended for archivists who have been certified and recertified a number of times, that is, those who have worked as archivists for a long period of time.

Action Taken: A motion was made to adopt the proposal for Emeritus Status for Administrators. The motion was seconded and approved.

Connie and Cindy will develop the review process in coordination with Shelly Croteau and write the language to update the handbook. Jordon will highlight the Emeritus status on the ACA website and include a list of CA Emeritus.

B. Role Delineation Review
Judy appointed Cindy Smolovik to chair the Role Delineation Task Force, and Cindy has recruited two members; Brenda Gunn and Daphne Arnaiz deLeon. We hope they will have a report at the 2009 August meeting.

The Role Delineation Statement is the heart of the ACA. There is nothing that gives this institution credibility more than the RDS. The responsibility is incumbent upon us to make sure the Role Delineation Statement is the best. Archival theory does change and what we expect from a minimally qualified archivist to know will change as well.
C. ACA Retention Schedule  
A written report and proposed schedule was submitted. The new retention schedule is divided up by functional categories. The board went through the proposed schedule.

The board discussed the status of the membership database kept by Capitol Hill, the Capitol Hill contract, and the applications to sit for exam (recommended 6 years). It was agreed that regents should destroy their copy of applications since the official record is held by Capitol Hill. It is recommended that ACA keep applications and Certification Maintenance petitions for six years. This covers the five years of certification and the first year after the next recertification. Records should be destroyed by shredding.

Cindy will sent this proposal again with a deadline for review for new members. Marty will put this item on the agenda for the mid-year meeting.

D. Outreach to ACA Members  
Cindy and Judy had a discussion about how ACA could help those certified archivists who may have been affected by a personal tragedy or who live in a part of the country that has been affected by natural disaster or act of terrorism. Suggestions included that members could request an exemption from dues or a six-month extension for Certification Maintenance petitions.

There was some discussion about the difficulty in writing language to define the specifics. Marty recommended that Judy look for a model among other organizations.

X. The Board meeting adjourned at 3:20 p.m. and was followed by the Angoff procedure.