ACA Board Meeting
Chicago, IL – August 29, 2007
Approved March 30, 2008

PRESENT: Cindy Smolovik-President; Judy Cetina-Vice President; Marty Levitt-incoming Vice President; Dick Dickerson-Treasurer; Lynn Smith-outgoing Secretary; Shelly Kelly-incoming Secretary; Connell Gallagher-Regent for Exam Administration; Brenda Gunn-Regent for Exam Development; Laura McLemore-Regent for Outreach; Sammie Morris-incoming Chair Nominating Committee, Kristy Sorensen-outgoing Chair Nominating Committee; Mike Holland-outgoing Immediate Past President & Regent for Nominations; David Malone-Webmaster; Anselm Huelsbergen-Newsletter Editor; Steve Grandin-Secretariat

Meeting called to order at 9:05 a.m.

Previous meeting minutes were amended and approved

New officers were introduced, including Morgan Davis, newly elected to the Nominating Committee. Scheduling conflicts prevented her from attending the entire meeting.

OFFICER REPORTS:
President Cindy Smolovik announced the two recipients of the Distinguished Service Award: Willow Powers and Trudy Peterson. As a follow-up from the midwinter meeting, pricing details of the on-line testing service KRYTERION were discussed. Concerns were voiced about cost ($15,000 set-up fee and $5,000 annual fee), level of demand for on-line testing, and the logistics of exam redesign every two years. She informed the Board that ICA representative, Trudy Peterson, will continue to represent ACA for three years after which a new person will need to be chosen. The next CITRA (International Conference of the Round Table on Archives) meeting that Trudy will attend will be held in Quebec, Canada November 11-17, 2007. Jim Byers’ paper about the development of archival certification will be posted on the ACA website. The expense of the post-meeting reception was addressed. In 2007, the cost will be shared by SSA and the University of Texas and costs for 2008 reception in San Francisco will also be shared. Smolovik offered her thanks to all for help and support.

Vice President Judy Cetina offered her gratitude for President Cindy Smolovik’s work and expressed thanks to the Board. She reviewed exam and travel assistance grant applications. Cetina plans to focus her presidential term on communication, both internal and external, consider forms for on-line application for recertification, and use outreach as a tool for better understanding of what a certified Archivist is.

Treasurer, Dick Dickerson, and Finance Committee met prior to the Board meeting on 8-29. All money is now at First Niagara in CDs, noting that short-term CDs have higher yields. Total assets are $119,069.18 with $78,000 in an operating reserve. A 2008 budget was proposed to include more money for anticipated higher costs for the member
reception following the 2008 Annual Meeting in San Francisco. Overall, budget lines have been streamlined and clarified. Secretariat, Steve Grandin, pointed out that dues are coming in and that more money will come in after the examination. President Cindy Smolovik expressed appreciation for the work of Dick and the Cap Hill bookkeeping services. The Finance Committee will review its current member structure and report at the midwinter 2008 meeting about possible changes. The 2008 budget was adopted. Questions arose regarding the need for a co-signer of a large check. Up to three persons can sign a check: the Treasurer, President, and Vice President. Treasurer, Dick Dickerson moved that all checks higher than $5,000 require a co-signature. The motion passed.

Secretary, Lynn Smith, reported on progress made on digitizing the Officer/Regent Notebook. After discussion, it was decided to place the material on the ACA website. She will complete a review of all pages and forward them to Webmaster, David Malone. In the process of reviewing office duty descriptions a discrepancy regarding the appointment of Nominating Committee chair was discovered. Sammie Morris, incoming Nominating Committee Chair and Cindy Smolovik will clarify the matter for the midwinter 2008 Board meeting.

**REGENT REPORTS:**

Regent for Exam Administration, Connell Gallagher, reported that 138 applicants sat for the 2007 exam. The recipients of the ACA Travel Assistance Award for 2007 are: Sr. Ma. Bernardita L. Robles RVM from Davao City, Philippines and Anne Cuyler Salish from Cleveland, OH. The date for completion of all required degrees, coursework and experience was changed to August 31st and the application deadline for the Travel Assistance Award was moved from May 15th to July 1st. Gallagher reviewed the credentials of provisional candidates from previous years and approved eight to move up to Certified Archivist. Future exam dates are as follows:

*August 27, 2008:* San Francisco (SAA); Buffalo; Nashville; Salt Lake City; St. Louis

*August 12, 2009:* Austin (SAA); Cincinnati; Milwaukee; New York City; Portland, OR

A written report by Regent for Certification Maintenance, Shelly Croteau, was distributed. Her report identified five review petition teams to evaluate the 288 certified archivists due to recertify in 2007. Each team reviewed approximately 46 petitions. This year’s group includes the classes of 1989, 1992, and 1996. To date, 238 of the 288 certified archivists due to recertify this year have submitted materials: 225 chose to maintain their certification by petition and 13 elected to recertify by examination. Fifty individuals due to recertify this year have not yet submitted materials.

Regent for Exam Development, Brenda Gunn, reported that two EDC members have rotated off the Committee, so replacements will be sought, especially a business archivist. The EDC suggested 48 items and accepted 32 of them for the exam item bank. The bank has a total of 566 items. The 2006 exam was reviewed and revised for 2007. It was asked when the Role Delineation statements were last reviewed. Gunn and Smith will consult with Anne Diffendal former Regent for Exam Development about the process. A committee will then be set up to do the review.
Regent for Outreach, Laura McLemore, reported that newsletter announcements and promotional materials were sent to a variety of organizations including NAGARA, AASLH, SRMA, NWA, SCA, and MARAC. Several Academy members have offered to serve as a representative at regional meetings. Outreach hopes to have tables at the upcoming AMIA and ARSC meetings. McLemore contacted the Society of Human Resource Managers, ALA, and AASLH about exhibiting at their annual meetings. Exhibit space costs range from $700-$3,000. She will continue to work with these organizations. A new pull-up banner was purchased (ca. $650) to go with the three existing folding table-top displays. Like last year, ACA has an information table in the registration area at SAA. The Academy’s website was revised to make exam deadlines and information about “pick your site” more prominent. Open forums on certification were held at SSA and SAA. In regards to the 2006 Task Force Report on Outreach - Goal One, communication was established with one new SAA Student Chapter and outreach to new professionals was continued with ACA presence at regional meetings. Library school programs will be contacted via the Library Educators Roundtable. Regarding Goal Two, after some exploratory work with archival employers in the Southwest, it was concluded that a letter writing campaign would be minimally effective. Instead, employers would be targeted through their professional organizations such as SHRM. The employer brochure has been updated. It is hoped that a larger outreach budget in 2008 will allow ACA to attend meetings of SHRM, ALA, and AASLH, at least on a rotating basis.

Nomination Committee chair Kristy Sorensen announced the winners of the election:
Vice-President/President-elect: Marty Levitt
Secretary: Shelly Kelly
Regent for Certification Maintenance: Shelly Croteau
Regent for Exam Administration: Connell Gallagher
Nominations Committee: Morgan Davis

Newsletter Editor Anselm Huelsbergen, discussed newsletter formats for the Academy website: PDF or HTML. It is currently in PDF, yet HTML is more user-friendly. Over 200 members access the newsletter on-line and 120 paper copies are being mailed at a cost of $500. There are two ACA logos, one has ACA in a circle with a shaded background the other has no circle or background. Anselm will create a high-resolution version of the circle/shaded logo for official use.

Webmaster David Malone reviewed the number of visits to the ACA website and length of time of visits. One quarter of visits last two minutes or longer. The membership directory continues to be the most used part of the website. It costs ACA only $7/month for the internet hosting service. The new discussion forum for those taking the 2007 exam was quite popular. A future newsletter a call will go out for a new webmaster. Cindy and Steve Grandin expressed their appreciation for David’s work developing the website.
SECRETARIAT REPORT:
Secretariat, Steve Grandin said things were moving along fine. Overall membership is on the rise. The bookkeeping is going well and the contract continues to 2009. 81% of members have paid their dues. Several members are still impacted by hurricane Katrina, 50 have yet to renew membership. He expressed a need to bring new members into leadership positions.

OLD BUSINESS
The Task Force on Emeritus Status and Membership Levels was reported on by Connell Gallagher. The Task Force received a number of comments from the membership and we exchanged emails on the issues. Here is what was discovered and recommended:

A number of CA’s contacted us to tell us that they saw administrative advancement as a problem when it became time to recertify because they could not find the 40 points for eligible employment. Some form of “Associate Membership” should be available to certified archivists who can no longer meet the recertification requirements because they have been promoted to higher administrative levels and no longer deal directly with archives on a day-to-day basis. This category would need to be strictly defined. The current By-Laws permit only one class of membership. Candidates need to petition for this status. This new category would not be equal to full certification, but persons would pay dues and be eligible to renew their certification by either taking the exam or petitioning through the usual recertification process. Persons in the “Associate” category would be ineligible to hold ACA office or to serve on a committee that required the CA, i.e., Nominations or review committees. There was general agreement that “Associates” should not be permitted to use the CA credential. We felt that these persons should be eligible to serve on some committees, i.e., Outreach, and they could be called upon to help ACA when we needed them. Administrators are in a good position to spread the word about certification and to include the credential in hiring.

Currently the Handbook (p. 16) says little about Emeritus Status: “Because the knowledge and experience of retired archivists are invaluable to the profession, the Academy of Certified Archivists offers them emeritus status. Emeritus status: honors their career contributions to the archival profession; allows them to remain fully active in the life of the profession to the degree they wish;” [the definition stops here. It seems cut off because of the semicolon].

The Academy passed a resolution to create the Emeritus Member Category in 1995. It mentions that retired members of the Academy need to forward a letter to the Secretariat indicating that they have retired from archival employment. These members will be designated as CA, Emeritus and will have their dues reduced to $10/yr. “Emeritus members will not need to be recertified, and members in this category may use the designation ‘Certified Archivist, Emeritus’ contingent upon the payment of annual dues for the category.”

This could be an option, but we would need to make sure that it not just be open to candidates who cannot meet the recertification requirements.
Options:
Broaden the Emeritus status rather than create a new category of membership. Create a group to reconfigure the parameters of this level of membership. Retiring from archival duties as well as retirement from the profession might be considered. This would need to be looked at carefully, because it currently carries full certification and was set up for archivists who have spent their life in the field and were fully certified at retirement.
OR
Do nothing. Keep things as they are. One person commented that we would cap the Academy. We would continually lose persons who move to the top of their organizations.
OR
Create a kind of Associate membership somewhat defined above. This should be studied and clearly defined.

NEW BUSINESS

ACA credit card: It was asked if the Academy needs a business credit card. After discussion, it was decided that a credit card was not needed. During discussion the question arose about accepting credit cards for payment of dues. That will be looked into and discussed at the midwinter meeting.

FAQ about Masters Degree requirements: After receiving several questions about advanced degree requirements, Connell wrote a piece explaining why a masters degree is required to sit for the exam.

Library School in GA and TN: While he was president, Mike Holland was asked by Valdosta State and East Tennessee about assistance in developing curriculum for archival education. The Academy can offer suggestions, including instructors be certified, but not establish curriculum for them. There is a regional consortium that the schools can join. Further discussion found disconnect between ACA requirements to sit for the exam and the SAA guidelines for archival education. The question for future discussion: are three courses enough?

2008 Mid-Year Board Meeting and EDC Meeting: The meeting will be in Cleveland, OH at the Cuyahoga County Archives. Possible dates Feb 29-March 2, and March 28-30. Date will be finalized after input from EDC members.

Meeting adjourned at 3:20 p.m.

Respectfully submitted,

Lynn Smith, CA
Secretary