Minutes Academy of Certified Archivist
Annual Business Meeting
August 28, 1999
Hilton and Towers
Pittsburgh, Pennsylvania

(to be approved, Annual Meeting Denver, 2000)
Attended by the General Membership

1. Call to Order

President Susan Box called the meeting to order at 12:00 noon, welcomed everyone with special recognition for those who took the exam this year. This meeting was also a celebration of ACA's 10th year. A birthday cake was presented. The past-Presidents blew out the candles.

2. Adoption of the Agenda

A motion to adopt the agenda was made, seconded and approved by unanimous vote

3. Approval of 1998 minutes

The minutes of the September 4, 1998 business meeting in Orlando, Florida were approved as submitted.

4. Introduction of New Members

Becky Tousey, Regent for Exam Administration recognized the new members. A list of the names will accompany the minutes into the permanent record.

5. Officers and Committee Reports

a. President

Susan reported that this has been an exciting year. Exam Administration and Exam Development have developed firm processes which are working quite well. In order to save time for the birthday celebration Susan presented a summary for the committee reports.

1) There were 62 people who sat for the 1999 exam.
2) Becky Tousey, Regent for Exam Administration has developed written guidelines for petitioning for an exception to the requirements for taking the exam. This process is intended for those who do not have a master's degree. These guidelines will be placed on the website.

3) During the past certification period the Certification Maintenance Committee reviewed and evaluated 38 petitions. This number represents 89% of the members up for recertification. Of the 38, 33 passed, one passed on appeal, one did not pass, and three are still pending a decision by the committee at the time of this report.

4) Rosalye Settles, Regent for Exam Development and the Exam Development Committee have thoroughly proof read the test item bank and have been working on updating the bibliography. Susan asked if anyone has a required or 'classic' reading list if they would please send it to Rosalye. The item bank currently has 300 items.

5) This year's outreach efforts included sessions and other participation in regional conferences including the Mid-Atlantic (MARAC), Midwest (MAC), Southwest (SSA) and Hawaii, with sessions planned for the fall in New England.

6) The second accomplishment for outreach this year is a new website and ACA's own domain name: certifiedarchivists.org.

7) This year the Nominations Committee came up with a first rate slate of officers. Mary Wolfskill will read the results a bit later on.

8) Susan recognized Jim Byers, Treasurer and Cindy Smolovik, Secretary for their outstanding contributions. The newsletter because of the increase in advertising is now paying for itself. The ACA owes a tremendous dept of gratitude to Jim. ACA's financial stability is due to Jim. March of 1998 Jim came to the board in Dallas, Texas with not only real financial problems, but also concrete suggestions for solutions. The board implemented many of these solutions which have indeed helped ACA to be firmly in the black for the past two years.

9) Susan thanked all the Regents and Officers for their hard work and stated that she is looking forward to serving as Regent for Nominations.
b. Treasurer


1) ACA has diversified investments including principal guaranteed investments.

2) As of July 1, 1999, total assets were $50,222.07 and total expenses $40,932.20, resulting in a net income of $9,316.72.

3) The Board made some decisions on August 25 that will add expenses, but will not adversely affect the overall financial situation.

   a) The newsletter will be changed to first class mail. This was done because of problems with bulk mail. Some members were receiving the newsletter up to a month after it was mailed, and some were not receiving it at all.

   b) A commercial vendor will host the new website.

   c) A new membership directory will be printed this year. This is long overdue.

   d) The two brochures will be updated.

c. Nominations - Mary Wolk"skill

Mary thanked Charles Schultz, Regent for Outreach, and Ginger Cain, member of the committee and incoming chair for 1999/2000. There were 200 ballots cast. The results are as follows:

Vice-President/President Elect     Patrick Quinn
Treasurer                        Margery N. Sly
Secretary                        Cindy Smolovik
Regent for Exam Administration   Bruce Dearsteyne
Regent for Certification Maintenance Michael Holland
Nominating Committee             Connell B. Gallaher

6. New Business - none
7. **10th Anniversary Celebration**

Susan introduced the past-Presidents and read notes from those who could not attend:

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Schultz</td>
<td>1997-1998</td>
<td>note read</td>
</tr>
<tr>
<td>Mary Elizabeth Ruwell</td>
<td>1996-1997</td>
<td>note read</td>
</tr>
<tr>
<td>Elizabeth Atkins</td>
<td>1995-1996</td>
<td></td>
</tr>
<tr>
<td>Frank Evans</td>
<td>1994-1995</td>
<td>note read</td>
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<tr>
<td>James Rhodes</td>
<td>1992-1994</td>
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<tr>
<td>Maygene Daniels</td>
<td>1990-1992</td>
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<tr>
<td>Greg Hunter</td>
<td>1989-1990</td>
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Susan also introduced and thanked Frank Cook, chair of the first committee on certification.

8. **Incoming President - Dr. David Gracy, II**

a. Susan introduced David, incoming President for 1999-2000. Susan called David the "cheerleader" for ACA and presented him with a Barbie® Doll dressed as a University of Texas at Austin Longhorn Cheerleader.

b. David thanked Susie.

c. **"OFF TO THE FUTURE" - Speech by incoming President**

This is the most exciting time. A strong foundation has been established for developing and administering the ACA exam. All operations and procedures are in place, so this is a good time to ask what are we about:

1) ACA provides the basic means to attest to the mastery of the fundamental elements needed to be an archivist.

2) ACA is a recognized as a vital component of the profession.

3) Certification enhances employment by demonstrating to employers that we have the skills necessary.

4) The recent survey shows that most people certify and maintain certification because of job or job opportunity enhancement and as a contribution to the
profession. It is time to look at the membership and mobilize ourselves to benefit ACA and the profession as a whole. In order to achieve this end two task forces have been established: Task Force on Employer Relations and Task Force on Education.

a) Task Force on Employer Relations: We have a clear product to offer employers and we need to market the CA. The role delineation gives employers the tools to define what the job of archivist is and what potential employees should know to do that job. Amy Fisher has agreed to chair this task force. If you are interested in being a member of this task force please contact Amy or myself.

b) Task Force on Education: Continuing Education and Graduate School Education are key requirements of sitting for the exam and for certification maintenance. The role delineation needs to be maintained - we have the measure of knowledge. ACA can strengthen these programs. Martin Levitt has agreed to chair this task force. If you are interested in being a member of this task force please contact Martin or myself.

5) ACA has also taken on a leadership role in the formation of a Commission on the Future of Archival Enterprise. The goal is to use the resources of professional forecasters to take charge of the future. The Society of American Archivists has expressed an interest in the project. I invite all who are interested to get in touch with me.

6) Unlike other organizations you don't get in to ACA simply by paying dues alone. You invest yourself and make a commitment to the profession. A commitment of service, continuing education, maintaining skills, and learning new skills. We must function as a group to advance both our members and the profession. You leave hear today as a cohesive group.

I look forward to working with you this year.

9. Questions and Answers

Have there been any changes on recertification?

The definitions have been clarified, but there have been no changes to the process.

David thanked everyone for coming. The meeting was adjourned at 1:20 p.m.
Academy of Certified Archivists
Minutes, Annual Business Meeting, to be approved August 2000

Respectfully submitted by:

Cindy C. Smolovik, CA, Secretary