Meeting attended by:

David Gracy, CA  President
Patrick Quinn, CA  Vice-President/President Elect
Cindy Smolovik, CA  Secretary
Margery Sly, CA  Treasurer
Susan Maclin, CA  Regent for Nominations
Michael Holland, CA  Regent for Certification Maintenance
Bruce Dearstynie, CA  Regent for Exam Administration
Rosalye Settles, CA  Regent for Exam Development
Marty Levitt, CA  Chair, Task Force on Education

Meeting was called to order at 9:00 a.m.

David Gracy, President, thanked Marty Levitt for hosting the meeting at the American Philosophical Society.

I. Adoption of the Agenda – a few additions were made to the agenda

   Action: A motion was made to adopt the agenda. The motion was seconded and unanimously approved.

II. Approval of Minutes – there were no corrections to the minutes for August 25, 1999

   Action: A motion was made to approve the minutes from August 25, 1999. The motion was seconded and unanimously approved.

III. Report of Officers

   A. President – David Gracy

      David thanked Rosalye for making the hotel and other arrangements for the meeting.

      I. Meetings

         a. Issue: Should the next meeting, in Denver, be held on Tuesday, August 29 or Wednesday August 30?

            Discussion: The board discussed the needs of all the board members in regards to travel and other commitments during the SAA Annual
Meeting. It was decided that the majority of the board could meet on Tuesday, August 29.

b. Patrick Quinn (President-Elect) will arrange a meeting with the SAA Executive Board during the Denver Annual Meeting. The purpose of this meeting is to promote communication and continued cooperation between SAA and ACA.

c. Joint meeting with the ICRM. The last joint meeting between the ACA and ICRM boards was in March 1998. Kathleen Glasgow, ICRM President contacted David about holding another meeting in 2001. For the last two years ACA has been meeting in February to coincide with the Exam Development Committee. February does not fit with the ICRM’s needs. ACA deadlines require the exam be no later than May. After discussion it was decided to offer a possible meeting date of March 16, 2001 in Austin, Texas.

2. Future of Archival Enterprise Project Update

The Society of American Archivists (SAA) is eager to work on this project. The Ann Newhahl from NHPRC indicates that there should be as many organizations working on the project as possible. SAA will be responsible for administering the grant. David asked the board if ACA should continue to support the project. The consensus of opinion was that ACA would continue the support as voted on at the previous meeting.

3. Task Forces

a. David reported that the Task Force on Employers is not fully operational at this time.

b. Marty Levitt will give a full report on the Task Force on Education later in the meeting.

Discussion: The board discussed that developing better contacts with Archival Educators is very important. ACA needs to work more closely, provide literature, and work with student chapters of SAA. It was suggestion that ACA look at Public History programs and Special Library Associations to find educators who may be teaching a single class, or may not be aware that their courses could be tailored to included a sequence leading toward exam qualification. There was also a suggestion to develop a relationship with NAGARA.

4. International Connections

Discussion: The board discussed the need to encourage international membership. Conversion from foreign currency to US dollars remains one of the
main problems for our international members. It was suggested that ACA ask Capitol Hill Management Services (CHMS) if this service can be offered by combining ACA with other organizations managed by CHMS, that use or would like to use this service. Margery (Treasurer) will contact Steve Grandin at CHMS to investigate creative ways to handle foreign currency or credit cards.

5. The contract with CHMS is up for renewal. A copy of the contract was distributed to each board member. There is a 3% increase in service fees. Overall increase is $19,500 from $18,900. This is the first increase in four years. The contract does not need to be finalized until the next meeting in August.

a. Discussion: CHMS is the largest expense for the organization. There was a review of the minutes from March 20-22, 2000 where the board decided that the cost was justified. The board decided the treasurer will review the current contract with the one new proposal to be sure all the services we need are included. Margery will report back to David. There was a question on whether the new fees included members using email to contact CHMS. Margery will investigate this with CHMS.

b. Discussion: Quality is still an issue with some of the services from CHMS. The biggest problem concerns the accuracy of the printed exam. More than one sample question appeared on the last exam. CHMS assured the Exam Development Committee that these questions had been removed from the databank. The committee has reviewed the databank twice. Many of the changes requested by the committee where still incorrect. There are still typographical errors. It was the consensus of the board that this was unacceptable. It was suggested that ACA require written confirmation of all changes and corrections be sent to the Regent for Exam Development by CHMS.

c. Discussion: The current contract does not include language for remedies to problems or non-compliance with requirements. Margery will ask the attorney to review the contract and provide language for an additional clause covering this issue.

B. Vice President – Patrick Quinn

1. Patrick reported that the Ombudsman activities have been very active. Most of the questions are ones that CHMS should handle. Patrick recommended that members should be able to email questions directly to CHMS.

2. Patrick received a letter concerning the question of professionalism and the requirements for re-certification and applying to take the exam. A similar letter was posted on the Archives ListServe, prompting several snide comments and a series of replies. The main question was what does ‘qualifying experience’ really mean.
Issue: What is considered 'professional experience,' when employers do not employ archivist at a 'professional' level within their organizational structure or in job descriptions?

Discussion: The Academy's basis for qualifications go beyond job classification. Finding ways to answer this questions should be a task for Task Force on Employers. David suggested that Patrick, as incoming president, follow up with the full implementation of this task force. The Regents for Exam Administration and Certification Maintenance use more inclusive information than job titles when reviewing qualifications.

Action: It was decided that David and Bruce will draft an answer to this question. The final document will be published in the newsletter as a dedicated issue, so that it can be reprinted as needed. This issue will be similar to the one Willow Powers, Cindy Smolovik, and Michael Holland produced on Certification Maintenance, which is currently posted on the website.

3. ACA will participate in a session at a joint meeting between Midwest Archives Conference (MAC) and the Mid-Atlantic Regional Archives Conference (MARAC) October 19-21, 2000.

C. Secretary – Cindy Smolovik

Cindy reported that she needs articles and ideas for the March/April newsletter by March 6, 2000 if possible. Most of the advertisers from last year have decided to continue their support this year.

D. Treasurer – Margery Sly

A written report was submitted.

1. Margery reviewed current assets and income with expenses. The current T. Rowe Price Equity account is showing a loss. The CD is returning a good rate. Margery recommends changing the T. Rowe Price investment.

2. Margery reviewed the Budget FY 2000. Some of the printing and postage costs have gone up due to the printing of the Membership Directory and the first class mailing of the newsletter. Margery recommended that the board review the benefits of first class mailing if the budget can not support it for FY 2001.

3. There was a suggestion that the Academy investigate the fees if CHMS would take a more active role in handling money. David will talk to Steve Grandin about this possibility.
4. There was a question from one examinee who did not pay the dues. He was granted an extension by the treasurer, but still has not paid. Margery notified the member that he would have to retake the exam due to non-payment.

Issue: How long after taking the exam does an examinee have to pay the $150.00 fee?

Discussion: Current policy is six weeks after passing the test, an extension can be given for hardship, through the end of the year. If the examinee does not pay the fees after the extension the results of the test are voided.

Action:

a. A motion to not-certify the member in question due to non-payment of initial membership fee. The motion was seconded and unanimously approved.

b. A motion to affirm the decision of the treasurer informing the member in question that he would have to retake the exam and pay the initial fee to become certified. The motion was seconded and unanimously approved.

c. A motion was made to establish a policy that those passing the exam must pay the initial membership fee within six weeks after notification of passing the exam. Persons not paying by this date will not be certified. An appeal for an extension of the payment deadline may be made during this period to the treasurer, who may extend the deadline up to six weeks. Persons who have passed but not paid by the end of the extension period will not be certified, except by re-examination. The motion was seconded and unanimously approved.

5. How long should members who have not paid their dues be maintained on the membership list? A review of the minutes shows that the current policy is that members who have not paid for two (2) years would be dropped.

IV. Report of Regents

A. Regent for Exam Administration – Bruce Dearstyne – no report

B. Regent for Certification Maintenance – Michael Holland

There will be 14 people eligible to re-certify this year and 12 people eligible to re-certify in 2001. 2002 will begin the re-certification of the larger class. Approximately 432 people will be eligible. Michael recommended that the nominations committee consult with him to nominate a new Regent for Certification Maintenance after his term expires. It will be important that the next Regent have experience with the review process due to the large number of petitions in 2002. There are several people who have been working on the review teams for several years who may be interested in the nomination.

B. Regent for Exam Development – Rosalye Settles
1. The tasks for the upcoming Exam Development Committee meeting are to create the new exam; and look at the handbook for revisions.

2. National Forum on Archival Continuing Education (NFACE)

Rosalaye will be representing ACA at NFACE on April 27, 2000. A tentative agenda was distributed. ACA has been asked to participate in a session. Marty Levitt, chair of the Task Force on Education agreed to participate.

C. Regent for Outreach – Phil Mooney could not attend. A report was read by Susan Maclin.

1. The new Membership Directory has been mailed.

2. Updated pamphlets are almost ready to go to press.

3. The webmaster at Coca-Cola has agreed to handle the website. Susan has been handling website activities for the past year. It is her recommendation that these activities become part of the responsibility of the Regent for Outreach or someone that Regent designates.

D. Regent for Nominations – Susan Maclin

A slate has been completed for this year’s ballot:

Vice-President Lee Miller, Tulane University, New Orleans, LA
Jan Hart, Irving Public Library, Irving, TX

Regent for Outreach Mike Bullington, Kraft Foods, Inc., Morton Grove, IL
Phil Mooney, Coca-Cola, Inc., Atlanta, GA

Exam Development Ann Diffendal, consultant, Lincoln, NE
Brady Banta, Arkansas State University, State University, AK

Nominating Committee Carol Mathias, Nicholls State University, Thibodaux, LA
Anne Ostendarp, Dartmouth College, Hanover, NH

Susan added special thanks to Connie Gallagher for his efforts as a member of the nominating committee.

V. Other Business

A. Report of Task Force on Archival Education (TFAE) – Marty Levitt, Chair
1. The task force members as of this meeting include: David Gracy (Ex Officio), Marty Levitt, Chair, Charles Conway, Megan Sniffin-Marinoff, David Molke-Hansen, Connie Gallagher, and Bob Sink.

2. Marty presented a written report detailing the mission and initial activities of the Task Force.

a. Mission: The mission of the ACA TFAE is to advise the President and Board of Regents on matters related to archival education; investigate and suggest how the Academy might further contribute to, and encourage, archival scholarship; consider and recommend new directions in the role of the Academy as it applies to archival education; and define and implement specific projects as the President may authorize; make recommendations for ACA to cooperate with other organizations in ways to advance archival education.

b. Initial Activities:

1. ACA Fellowship in Archival Studies – the task force is to investigate the advisability of the Academy offering an ACA Fellowship in Archival Studies, and, should such a step seem desirable, to attempt to secure funding.

2. ACA Archival Educators Advisory Panel – the task force is to identify relatively low-profile archival education programs in the US, investigate local course offerings, and assist part-time professors in identifying or establishing possible education tracks that may qualify students to sit for the CA exam.

3. ACA Representation at NFACE. Rosalye settles will be representing ACA at the April, 2000 meeting.

4. ACA Representation at SAA – the task force will advise the President concerning potential ACA representation at SAA's CEPD.

5. CA Exam Preparation Workshop – The task force will investigate costs, demand, and advisability for the Academy to establish CA Exam Preparation Workshops.

Issue: Does the Board approve the mission and initial activities as outlined by Marty Levitt, Chair?

Discussion: The board made a few minor changes and suggestions to the written report submitted by Marty. The board suggested that Marty contact Greg Hunter,
former ACA President, to see if he would be interested in joining the task force.
Greg Hunter would add a full time educator to the task force.

Action: A motion was made to approve the mission and initial activities of the TFAE. The motion was seconded and unanimously approved.

3. A letter was sent to the members of the Exam Development Committee concerning the Role Delineation Statement and important holes in the archival literature to support questions for the exam. This topic will be discussed with the committee at their next meeting.

Additional Discussion: The board discussed possible funding of research grants to promote publishing topics to improve the literature. It was recognized that this was not something ACA could fund alone at this time. Recommendations were made to cooperate with SAA and other organizations to make whatever connections ACA can without the appearance of threatening the other purview of the other organizations.

David thanked Marty for all his efforts and that the board would look forward to future reports of the task force.

A motion was made to enthusiastically support the task forces continued efforts. The motion was seconded and unanimously approved.

B. Emeritus status

Issue: There is not a procedure for deciding Emeritus status. This has fallen by default to the Regent of Certification Maintenance. Does the Regent for Certification Maintenance have this authority or is there some other way to establish Emeritus status for retired members?

Discussion: There was a discussion on what constitute Emeritus status. It was decided that a member must be totally retired, not just unpaid. It was also decided that wording can be added to the dues form for members to indicate retired status, so that CHMS could automatically change the members status to Emeritus. David will talk with Steve Grandin about this change.

C. Retention Schedule

Susan reported that she will need any changes to the retention schedule by July 1. The contract with CHMS needs to state that all records and membership database are the property of ACA. The current wording just says 'records and membership list'.

D. Re-certification Credits
1. Issue: There is an inequity in the petition point allocation in regards to meetings. Currently, the same number of points are given for attending a full workshop a chapter or other monthly meeting.

2. Issue: Publications are problem area. Can wording be changed to differentiate between items which are written and published as part of one's job, such as exhibit catalogs and finding guides and items which are published separately on archival topics.

Action: The board asked Michael Holland, Regent for Certification Maintenance to draft a proposal to change the credits for discussion and action at the next board meeting in Denver.

E. Domain Name

An email poll prior to this meeting was conducted concerning paying for a ten year renewal for the current domain name: certifiedarchivists.org. The decision was made that ten years is too far in advance and that we would continue to renew annually.

A motion was made to adjourn. The motion was seconded and unanimously approved.

The meeting was adjourned at 4:00 p.m.

Minutes respectfully submitted by:

Cindy C. Smolovik, CA
Secretary