August 8, 2012
Present: Brenda Gunn, Helen Wong Smith, Kristy Sorensen, Courtney Chartier, Laura Lyons McLemore, Todd Welch, Mott Linn, Daphne DeLeon, Pam Hackbart-Dean, Laura Botts, Mary Elizabeth Ruwell, Shaun Boyd, Steve Grandin, Tomaro Taylor

Welcome and Introductions

Approval of minutes from March 25, 2012
--We “could” end up with as much as $9000. - Change.
Mary Elizabeth moved, Kristy Seconded. Passed Unanimously

Officer's Reports

President (see attached report)
--Marty Levitt will receive the distinguished service award. Cindy Smolovik will present.
--Business meeting and luncheon will be tomorrow at noon.
   --86 registered for the meeting luncheon plus 10 more for the meeting. (we think that is significantly more members than previous years.)
   --$4500 total for the lunches at the meeting ACA will cover $2230.
--Debit card needed for ACA (there was a down payment for the luncheon that was a significant total.) Would could create a separate account at the same bank for the debit card. Moved by Mary Elizabeth, Seconded by Laura, passed unanimously
--Brenda would like to create an award for special service. Something similar to the Exemplary Service Award from SAA. This would be an occasional award, not annual. Proposed to call it Regent's Award. Moved by Laura, seconded by Shaun, passed unanimously.
--Mentoring incentive—we had 4 members become mentors. 3 with SAA and with the the Society of Georgia Archivists. This earns ACA credits, and we would like to encourage new mentors to join. The mentors would work with a newer archivists to help them and advocate for ACA. This program would encourage CAs to work with the SAA or regional mentoring programs. Proposal to waive 2 people's membership fees for one year for new mentors. (Drawing of the new mentors' names at the business meeting.) Moved by Mary Elizabeth, seconded by Brenda. Passed Unanimously.
--New contract with Capitol Hill Management signed on June 14.
--Legacy Travel Award – Most work was done by the March meeting. Is it an award to encourage people to get involved, or is there consideration for people who have already been involved. Preference to people who have already participated.
--Task force on item bank analysis – Mostly finished. Waiting for the final report which is due in October.
--Task force on Diversity – Final report due in October. Preliminary report shows questions they are exploring and recommendations to respond to the questions. We may be writing a letter of support for the SAA Diversity committee.

Vice President's report (see attached) Laura

Treasurer's Report- (Mott)
--Proposed budget attached.
--Things are a little tight, board members are encouraged to be conservative in their spending.
--ICA travel is listed under representative travel.
Brenda moved, Laura seconded Budget Approved.
--One line change to the investment and reserve policy, giving guidance to the finance committee to add: “The ranges for the total holdings in the Investment Reserve should be 60-40% in US stocks, 35-20% in bonds, 25-10% in international stocks, and 10-0% in alternative investments(i.e. Equity in real estate, energy, and natural resources.)” Moved to accept by Mary Elizabeth, seconded by Brenda Passed unanimously

Regent's Reports
Certification maintenance – (report attached) Kristy
--Very busy year for certification maintenance.
--Thank you to certification team! Did a great job!
--Several requests for ACRs in advance for workshops.
--Proposed a new task force to look at records management experience as part of recertification. Past regents for certification maintenance and some reviewers and petitioners, plus current regent as ex-officio. Moved by Brenda, seconded by Mary Elizabeth Passed Unanimously
--Steve commended Kristy for her above and beyond work with ACA.

Exam Administration – (report) Daphne
--Total of 135 applications, 132 were approved, some not approved because their courses were not focused enough on archives, or they didn't have enough experience.
--Did go find a company for foreign equivalency review. 3 candidates used this service. Process will be formalized next year.
--Working on demographics. Online applications have changed the process (made it faster!) All reviews were finished by June, including the people that needed more information/follow up.
--Sites: total of 15 sites this year. All sites are being proctored by CAs.
--No applications for the exam travel award.
--Clarify requests for special accommodations.

Exam Development (report) Mary Elizabeth
--3 people couldn't make it to the EDC meeting
--Problems with item bank have been resolved.
--Item writing workshop tomorrow morning.
--2 members going off the board. Need 2 new ones!

Nominations – (report) Pam Hackbart-Dean
--537 votes on SurveyMonkey – 48.9% voter response.
--New: Marjorie Sly, Todd Welch, Tomaro Taylor, Courtney Chartier, Helen Wong Smith!

Outreach -
--33 or 34 student chapter presentations this year.
--Increase in advertising
--SAA Student Poster Competition. We pulled out of the process. SAA may revisit at some point.
--Brenda says Louis is awesome! He's been a great Regent for Outreach. The job has changed quite a bit in the last few years and he's adopted it well.

Newsletter (Report submitted by Linda Hocking.)
– 2 editions of the newsletter since the last meeting
– Need more contributors to Academy Profiles

Digital Community Coordinator
Some problems with updating member data, but updates are in the process.
Growing on Facebook, Linkedin and Twitter
Need to change from Joomla! (which needs to die!) Wordpress would be preferable.
Moved to change the website to Wordpress by Shaun, Seconded by Kristy. Passed unanimously

Capitol Hill Management
Steve passed out elections and membership data.
The Class of 1989 continues to have an impact, especially as they go to emeritus status.
1117 members as of June 30.
Exam sites and proctors – 50 people volunteered to proctor the first day!
Provisionals that don't follow through to full certification. There are now 60 people in this pool. They have 3 years to make themselves members. We need to reach out to them and see if they want to complete their membership. We will send out a reminder letter when the new provisionals are created.

New Business
--Happy Birthday To Pam Hackbart-Dean!
--International Council of Archivists – Trudy Peterson-Huskamp has been our representative, but she's stepping down.
  --Opportunity to Codify our representation to ICA. Short term solution is to have Gregor go for 1 year, and then to work with SAA to figure out the relationship.
  --Gregor will be talking to archivists in Brisbane about the CA portion of the ICOM agreement. Also will attend the Section on Professional Associations meeting.
--Distinguished Service Award – no nomination procedures codified. Do we want to make the process more formal and transparent? Might borrow a form from SSA or SAA websites.
--ARMA and ICRM Memorandum of Understanding – Could this be an example for SAA and ACA?
--25th Anniversary of ACA in 2014 (in Washington, DC)
  --Will talk to people who were on the committee when it was the 20th anniversary for ideas and possibly fundraising.
--Proliferation of Archival Programs – Discussion about quality of archival education programs, and the correlation to passing the ACA exam. SNAP roundtable may be able to help with letting students know about the ACA.

Old Business
--Administrative Handbook – continue to work on the handbook and send comments to Shaun.
  --Nominations committee – Need to revise the handbook to reflect our current process. Have to change the bylaws too.
--Trademarking the CA designation. Mike Bullington has been spearheading this process. We're looking at a certification mark instead of a trademark.

Pam moved and Mott moved to adjourn at 2:32 p.m.

First Regent's Award nominee is Trudy Peterson-Huskamp for her work with the International Council on Archives.