Call to Order
The meeting commenced at 9:04 am

Approval of Agenda

MOTION to approved agenda with one change – March 3rd instead of May 20th  James /Mike

Approval of Minutes

MOTION to approve the minutes of March 20th  Ellen/Marty

President’s Report – Scott Cline

- Scott dealt with Finance, the Archives, the Newsletter; he’ll go over each as they arise during the meeting
- Planning for upcoming meeting
• Acknowledged passing of Mary Wolfskill
• Acknowledged James Byers, Ellen Garrison and Shelley Sweeney who are all leaving the Board
• Judy Cetina is leaving after 4 years
• Marty also served a gazillion years and was very generous to the Academy for Travel Assistance Award and Distinguished Service Award
• Thanks to all other board members
• Acknowledged Steve – who is the institutional memory
• Hopes that he has served the Academy well

Vice-President’s Report – Mike Holland
• Does not have a lot of official duties but required to learn procedures and processes
• He wants to see us augmenting our outreach to people whom we don’t already reach
• We have 800 members but we need to tell young archivists what certification can do for them
• Bring more fresh blood into the organization to the leadership level

Secretary’s Report – Shelley Sweeney
• It’s important to attract new Board members that we consider the issue of reimbursement of expenses. Right now every member, regardless of where they live and where the meetings are, are reimbursed to the same amount
• Possibly a percentage of expenses not to exceed a certain amount; it should be prorated
• It was noted that this made it difficult to budget

MOTION: we ask the Finance Committee to reconsider the issue of reimbursement of expenses with need to consider equity and need of members Ellen/James PASSED

• Marty – in principle reimburse expenses entirely financial expenses sound
• We cover costs of travel
• Marty offers his house for meeting
• Scott said we should defray the cost particularly of the mid-year meeting
• Marty said people need to use money from their own institutions first
• James said that there had been a reduction in expenses covered down to $700
• At the time there was a financial limitation; the assets were $20,000
• Margery felt it should be equitable but budgetable

• Ellen will stay on for the transition year
• Budget configured for types of expenses, we should redo our budget categories to a cost accounting system
• Lynn felt the budget should be by function
• We went over the financial report
• If there is a gain or loss in the investment account, we don’t liquidate
• Margery that is a change in practice
• Used to reflect the total increase
• Margery said there were anticipated amounts and where we ended
• Steve asked if the income from T. Rowe Price is taxable—only when liquidated
• Marty - we’re holding steady at $11,000
• Scott had asked Ellen to prepare two different budgets
• Finance Committee is suggesting that bookkeeping be done by Capitol Hill Management (Cap Hill)
• Shelley - Major cost of newsletters could be offset by electronic delivery
• Ellen – major cost of reception $2100
• Net income $14,000

• We went to Finance Committee Report
• Scott reactivated Finance Committee - added Elizabeth Adkins and Carla Summers
• Questions investigated were should there be a dues increase and audit or no?
• The Committee also looked reserve and investment policy
• Met by conference call several times
• Reorganize Finance Committee to ensure active oversight and ensure accountability to membership,
• Membership Sitting Treasurer, VP as Chair, and member at large appointed by the President
• Margery gave the cosmic overview
• Approved by Board but must be approved by membership
• Recommendation that we do a combo deal – contract with Cap Hill for them to do bookkeeping and annual review for the same cost as a full audit
• Audit would only be for ½ our budget because ½ is paid to Cap Hill in management fees
• Annually consider dues increases
• There is increasing certification income as we charge more for exams and handbooks
• Checks and bills come into the office of Cap Hill
• We’re the only organization that Cap Hill manages that doesn’t have them do the bookkeeping
• Ellen clarified that $3,600 is only for the bookkeeping
• $1,500 is for the review and income tax services
• Shelley asked whether an external accountant does the review of the bookkeeping. The answer was yes.
• Cindy if we turn bookkeeping to Cap Hill, then what do we need a treasurer for?
• James says he is not in favor of turning over check writing to Cap Hill
• Margery says difficult to find people to serve as Treasurer
• We know what it will cost us to move to Cap Hill – additional travel, moves into negative balances pretty quickly
• Both check writing and financial review previously we had the financial review done by the income tax person for $1,500 - $2,000
• James feels this changes the Treasurer’s job significantly; the Treasurer will not be actively involved in handling the money; this takes the Treasurer one step away from the money picture
• Disturbed by increased and ongoing costs, and feels the move robs the Treasurer of knowledge to keep their fingers on the budget
• Margery agrees with James; she kept her finger on the pulse by writing the checks but we don’t lose that, the Treasurer reviews monthly reports and still signs the checks
• Margery feels Elizabeth Adkins wants a full-blown audit every year – we keep moving accounts and accountants and centralizing these functions to one or two people will provide continuity and clarity
• Can be resolved by Finance Committee by designating a bank to be used and for a financial institution and by retaining an accountant
• Ellen agrees with both Margery and James – no substitute for hands-on but Margery is right that the Treasurer moves around and this makes continuity difficult. Either would work but lack of continuity needs to be considered and standards for the Treasurer
• Money might better be spent otherwise
• Scott disagrees with James. He feels finances now differ significantly from the past
• Expenses are going up but our membership is going up dues have not gone up for 12 years but they could be going up in future
• Cost is not a killer
• How easy it is to find a Treasurer is a non-issue
• Scott stated that the model of bookkeeping with a professional is a more common model
• Advantages outweigh disadvantages
• Treasurer being on the Finance Committee helps with oversight
• Cap Hill – lot easier to get the information
• James first happy to see the plan but significantly changes role over money not all archival organizations MARAC took the bookkeeping back after one year with a professional company
• He doesn’t see our membership keeping increasing with retirements coming up
• He wants to protect our principle
• Tom stated the money issue shouldn’t be the driving force. If ongoing dues don’t increase if membership does not increase we should address the question: is the service worth $3,600 to us? If so, then we should find the money
• We’re not talking a big number of checks every year
• Margery feels the Finance Committee and Treasurer need to go to the next level and begin considering bigger issues
• Tom agrees not writing checks and making deposits
• Shelley said it depends on the individual whether they need to be hands on or not
• Shelley noted that there is some income to be made from ads in the newsletters
Judy noted that when she was Treasurer she did everything and knew what was going on.

There will continue to be monthly financial reports.

Sarah asked what the Treasurer would be that would be different from the Finance Committee.

Scott says Treasurer creates the budget.

Steve stated that the Treasurer decides what gets paid and what doesn’t get paid and watch flow of funds.

Sarah stated that we are adding another level of management.

We need to have the extra layer Sarah says.

Margery considers it another layer of accountability and continuity.

Steve checks come in and get mailed to the Treasurer but they did get lost once.

James was alerted by a member who said that their check hadn’t been deposited but James could easily find where the problem is.

Mike it would be easy and convenient to use Cap Hill but he’s not sure that it’s worth 5 members dues.

Shelley says we are paying Cap Hill for the reporting.

James says he agrees that we need more consistency but it can be addressed by the Committee.

Tom asked about monthly financial reports.

Steve line by line action QuickBooks report every month.

When Cap Hill was hired we were in financial straights but we wanted Cap Hill to do the books.

MOTION that Capitol Hill Management assume our Bookkeeping PASSED.

Scott asked the Finance Committee to work with Cap Hill.

Marty want minutes to reflect significant dissent and that at next years meeting the decision be reviewed to find if consensus still exists.

Marty doesn’t have to be permanent arrangement.

Margery Finance Committee will report next year on how it was.

Sarah decision be reflected in the job description unless it’s reflected in the by-laws.

By-law will be presented by Scott at the meeting.

Investment and Reserve Policy.

Based on SAA’s but less complicated.

Scott asked for an outline.

Margery formalize why we have the investments and what they might be and what type of operating reserve we should have.

Asset mix of how money should be invested – different for operating and investment reserve.

We have a years operating money in reserve.

Changing our investment instruments.

James says it’s a solid conservative well-thought policy and he supports it.

Scott says at March mid-year meeting that 1 years operating be maintained.
MOTION that the Finance Committee’s Investment and Reserve Policy be approved PASSED

- Dues increase – not now but recommending that the Finance Committee do a yearly review and if there is a significant increase that they consider a dues increase

MOTION that the Finance Committee do a yearly review of dues PASSED

- Certification Income against what our sister organizations charge
- Suggestion of the Finance Committee that the ACA revise certification
- Ellen stated that there are two different fees: $50 per exam and initial dues of $150
- Margery said that there was a thought of charging for the handbook

- Margery thanked Elizabeth Adkins on behalf of the Board
- Carla is stepping down to go on SAA Council
- Scott thanked Margery for her work

- We went back to the budget
- We adopted the budget – we have decided to move the bookkeeping to Cap Hill
- Steve noted that income is conservative
- Don’t go with this years numbers for income in case these numbers are an anomaly because 140 people are taking the exam
- Why did outreach go up? The reception cost was included in that section
- James asked if professional fees included financial review and income tax
- We do not have pins expenses this coming year; people who pass the exam get a pin and people who were already in the Academy
- Stickers put in the exhibit hall are also in Outreach

MOTION to pass 2005-06 budget James/Marty Passed

- Ellen spoke of the insurance contract: what is covered is the Academy and past and present board members and wrongful act or breach of duty
- What is not covered is liability. If we are liable for something we are not covered for that liability but the insurance company can cover us on a per event basis if we want to move the location of our meeting
- Margery said it costs $150 and $200 per location, thus we don’t cover exam locations in the event something happened
- Steve asked if it covers if someone sues about the result of the exam.
- Scott noted that accountant John Jaques contacted him and wasn’t happy with his answers and declined to enter into agreement with the ACA
- Finance Committee would work with Cap Hill to identify an accountant in the Albany area to do the income tax and the review
Certification Maintenance – Judy Cetina

- Judy thanked the heads of the certification maintenance review teams: Shelly Croteau, Gary Harrington, Peter Kurilicz, James Kusik, and Marcus Robyns; and Appeals team led by Mike Holland, Cindy Smolovik and Rob Sherer,
- 28 petitions have been reviewed and approved and 1 is still being considered
- 8 registered for the exam and 2 said that they would have to take the exam 8 failed to resubmit and 1 got subsequent extension
- Sent out a note asking them to resubmit and got one response
- When individuals are newly certified they need to find out that they should start thinking recertification when the time comes to recertify
- 5 remained silent out of the 46 individuals [Judy check – if 8 failed to resubmit and only 1 responded to a letter, why isn’t this 7 instead??]
- This is in line with other years
- Steve said we do not shut the door very tightly
- Judy spoke of the Archival Recertification Credit (ARC) Program
- Additional programs have been ARCS received and approved
- In March she had come up with a brochure and talked to Laura about it – something tangible that can be distributed
- Laura said that the brochures go well at the display – people picked them up
- Steve wonders if we need to print as many copies
- Judy said no
- Cindy suggested that we have something that the organizations could send out to their members that the workshop is ARCS approved
- Steve said that NAGARA is very excited about ARCS
- Mike asked how we decide that some course or workshop is applicable.
- Judy said on program by program basis, with a clear explanation of the archival significance - sometimes she may ask for follow up information
- Judy has copies of a letter that Shelly might want to send out to all newly certified archivists re: recertification
- Judy also came up for guidelines for newly certified members: “Tips for Keeping a Record of your Qualifying Experience”
- She will prepare an article on certification maintenance for the newsletter
- Petition review committee member asked Judy for guidelines for the new committee members which she has done
- Marty asked if we could have a statistical average number of points claimed and how many are “on the bubble” and off the charts. The Board ought to occasionally review what the responses to recertification are and how difficult it is to recertify
- Judy said there are lots of folks who hover around 100 credits, but most fall in the mid range
- Can’t claim an article if its part of your employment duties
- Leads to process of negotiation, sometimes requires clarification
- Shelly will produce a report of the raw statistics
• Cindy says that the applications are shredded afterwards
• Judy will do an analysis and send on to Shelly
• Judy says the official files will go to the ACA Archives
• Shelley noted that our records are not processed

Regent for Exam Development – Marty Levitt
• 138 of the 140 probably actually took the exam
• Number of people taking the exam increasing steadily
• Lots of questions
• Two people called up past the deadline to say that they needed to take it because they had applied for a job that required the CA
• Marty worked on the Distinguished Service Award
• Travel Service award – two awards were given
• Tasked to see about starting an SAA Roundtable
• Will save us money
• Cindy asked what that will do to our independence.
• Scott was also tasked to contact SAA leadership about this
• Both Rand Jimerson and Richard Pierce-Moses said that it shouldn’t be used for official ACA business
• Anyone can go to the Roundtable, and not be an SAA member
• Sarah - would we be less likely to get a session?
• As a roundtable we could sponsor a session and that helps it gets passed
• Cindy noted that we can do sessions during the roundtable
• Marty: We are separate organizations but the Academy and Society are sending different messages to the world and we need to fall more into line
• Education guidelines don’t mention certification
• Mainstream archival educators don’t include certification
• Ellen agreed that relationship is complimentary but she doesn’t want us to be seen as a constituent body
• No status can guarantees us a voice
• Cindy suggested that we can get our sessions and issues at the Roundtable but the business meeting should be separate
• It would be a Certification Roundtable
• Laura said it’s not easy to get on the program
• The only way we got on is doing what someone told us to do
• Sarah says it gives people a chance to give us input during the Roundtable
• Shelley says it gives us a guaranteed prime time slot during SAA
• Laura said it gives us opportunity to consider pros and cons during the Roundtable
• James said there needs to be a better cooperative relationship and more interaction between leadership of ACA and SAA
• Marty nothing will motivate SAA more than if 100 people show up at a Roundtable
Marty suggested we get rid of lunch and cocktail party and use the opportunity of the Roundtable.

Shelley says that a few negative voices against ACA have been having a disproportionate weight; we need to go beyond the leadership and official positions and make converts of regular members to balance those negative voices.

**MOTION** ACA proceeds to develop a Certification Roundtable at SAA **Marty**/Ellen spoke against it – wants to amend it
Motion was amended as follows:

**MOTION:** ACA sanctions the petition for a Certification Roundtable at SAA **Marty/Ellen PASSED**

- Wanted to thank the past presidents and Steve Grandin
- Steve is an asset to the Academy
- How proud he is to be associated with this Board

**Regent for Exam Development – Tom Brown**

- The Committee loses 1/3 of the members every year – John Fleckner is one and Cindy is leaving the Board but coming back on as VP/President Elect
- Sarah gave Nominating Report
- He needs to maintain the reading list but he did it the wrong way; he tries to reach consensus and reached consensus with the Committee

**MOTION:** modify the selected Reading List by the end of January for the Regent for Exam Development **Tom/Mike PASSED**

- Chair will make the changes to the reading list and it will get to the Board they will have 10 days and then posted on website as soon as possible instead of end of May
- Best practices are captured in the literature
- May 15th is the deadline for the application
- Tom stated that normally we need to go through Angoff drill and rate the exam to establish the pass/fail mark. Since we only replaced one question we don’t have to change the Angoff rating
- Mike agreed to this
- Professionals establish the pass-fail mark instead of the psychometrician
- Item-writing: 18 members have signed up use of the Internet for outreach
- Use of the Internet and Archives

**Secretariat’s report – Steve Grandin**

- There’s 162 people who haven’t renewed on the initial mailing
- We expect about 100 individuals to apply for membership after this exam
- Third mailing is the vaporization letter
- David is very helpful about the website
• Steve feels that of all the organizations Capitol Hill runs, ACA runs the best; we’re focused and we stick to our focus
• Wanted to thank James Byers (5 years), Judy Cetina (4 years) and Marty Levitt (4 years) who are going off the Board

Nominating Committee – Sara Canby Jackson
• 226 ballots tallied
• They rejected 2 ballots; one was Xeroxed
• She noted that many people agreed to serve
• She asked incumbents about the time each office takes and used this information to inform potential candidates
• James said that it was a positive experience
• Came up with comments from the Committee to inform new members on the Committee
• Scott thanked members who agreed to serve

Regent for Outreach – Laura McLemore
• Traveling displays were kept very busy this year
• Asked to display at New England archivists meeting
• Mott Lin addressed a student group both reported positive experiences
• Complaints from people with bachelor’s degrees being kept out but we needn’t feel defensive
• Needs to be addressed though – can be addressed through Round Table
• Two sessions at SAA
• Booth – Steve sent out an email – 5:30 – 7:30 tomorrow all day Friday and Saturday. 17 people signed up good indication of the interest of our members
• Wants to pass on these names to the Nominating committee
• Brochures went with traveling displays; people picked them up
• Laura said we should direct our energy towards employers and people considering certification
• We should demystify the process of certification
• Breakfast for new students and people new to the profession during SAA to talk about the certification process is important
• What do we want to do for the next session? Do we want to have one every year?
• Laura wants a new approach
• Doing sessions through regionals
• Sarah asked what about ARMA? A session at ARMA would be good
• Laura said that we are doing stuff with several chapters of ARMA and going to ARMA meetings
• Laura has also contacted the Rare books person of ALA
• How can people become involved?
• Shelley suggested academic libraries set standards – targeted mailings to them would be useful
• Cindy says we need to target employers through their employees; this is more effective
• Ellen suggested we send letters to the employers when people certify to thank the employer and congratulate their organization
• Cindy stated we should copy our congratulatory letter to the archivist to the employer
• Laura said we should write articles in newsletters that reach employers i.e. *Chronicle of Higher Education*
• Shelley asked Laura to write an article about employer publications to send to her
• Sarah suggested we send out a basic article to people
• Scott spoke about when 4 of the 5 regional organizations met – he manned the ACA table and David Gracy II rounded up people

Old Business

**ACA Archives Agreement**
• Striking an agreement with University of Wisconsin Milwaukee
• Our records went along with SAA’s when it went there
• Scott picked up the issue again this year and edited the draft agreement
• There was an issue of deposit versus donation
• The majority of Board said donation
• Another question was whether certified archivist will manage the collection?
• Michael Doylen, archivist at UWM said he would sit for the exam but it would not be policy at their institution
• Mike says we were pressured to make this official
• Shelley said that our records were intertwined with SAA’s at the beginning
• Laura suggested that we send a letter to the employer of UWM
• Mike will abstain from the vote; he had offered his institution as an alternative
• More visible and useful for ACA’s records to be with MAC and SAA’s papers at UWM
• James feels that it is a critical consideration that the archivist be certified

**MOTION** that we move our archives to an agency that requires certification for its professional archivist **Ellen/ No second so motion FAILED**

• Laura said she doesn’t see where we gain going off on our own
• James said distinct possibility that person might leave and then next person would not be certified but ACA’s records would be best used with SAA’s records
• Laura asked what’s more useful: best use or policy?
• Marty greatly conflicted about this but in interests of scholarship feels better with SAA records; more likely to be used if aggregated
• Not ideal situation but removing based on policy not a good idea
• Best to sign and be done with it
• Cindy pointed out that policies can change at any institution we deposit them with anyways
• Laura there are professional reasons for the papers being there – provenance is a reason for the records being there
• Library school and archival program are there
• James would like to make a suggestion that if we approve this that we go back to Michael Doylen and point out that there was detailed and thoughtful discussion and should we ever be in a position saying that if the certified archivist leaves that we would go back to the institution and ask them to appoint a certified archivist to manage our records
• Ellen suggested it be also sent to Michael Doylen’s employer

MOTION: Scott sign the agreement and that we send an official letter to the archivist managing the archives copied to his employer thanking him for sitting for the exam and pointing out the discussion and if sometime in the future we find out that no certified archivist is managing our collection we will request one James/Mike PASSED

ACA Newsletter
• Split the newsletter responsibility off to a dedicated newsletter editor
• Will be sent electronically to as many people as have emails
• Also Scott wants it sent Quarterly
• Scott wants regents to do regular columns
• Marty asked whether the newsletter editor should go to the meetings
• Cindy said yes, otherwise there would be no relationship with the people whom they’re asking to write articles
• 8 responses for the editor position came in to Scott
• Marty noted that it will cost to have the editor attend meetings
• Scott wants a Publications Advisory Committee – person on the board
• Secretary would be the board person responsible for the newsletter
• Scott, Lynn and Shelley will decide the next editor soon

ACA/SAA Relations – Certification Roundtable
• Marty asked that the sign-up sheet be at the display booth to ensure necessary signatures for the creation of an SAA Round-table
• Laura will ensure it is
• Laura is going to have the display up on Saturday and is looking for people to sit at the booth from 8:00 am to 3:00 am

Distinguished Service Award
• Anne Diffendal is this year’s recipient
• She was pleased
• Scott will give her the plaque tomorrow at the membership meeting
• Scott, Mike and Cindy will form new committee with Mike as Chair

Poland conference
• Scott said that he and Mike were put on the program of the conference
• Location has been moved to Warsaw from Poznan May 18\textsuperscript{th} to 20\textsuperscript{th} 2006
• The session is on building an European archival system of certification
• Mike and Scott will continue to consider who will go to the meeting

**Travel Award Report**
• Mike, Marty and James were on the Committee
• 5 applied and 2 were selected: Allaina Howard of the National Snow and Ice Data Center, University of Colorado and Matthew Darby, Center for American History, University of Texas at Austin
• Future incoming, outgoing and current President who review the applications
• Scott thanked committee and Marty for the initial donation
• When awards are given the letter should be copied to the Treasurer

**New Business**
• Arizona State Library and Archives, Library of Congress and National Archives and Records Administration official sponsors for conference
• “New Skills for the Digital Era” –may or may not happen, but if it does it will be February of 2006 probably
• Explore technical skills to deal with digitally born collections
• ACA should be part of this; Scott will meet with Richard Pierce Moses
• NAGARA and COSHRC (Council of State Historical Records Coordination), Duke, U of Washington to be on the steering committee besides ourselves
• Steering committee would do the broad organization of the conference
• Scott doesn’t feel it should be him on the steering committee
• Cindy said she would do it; Marty said he would send one of his staff to be a member of the steering committee
• There will be a final report presented by the Joint NAGARA/COSHRC committee

**Mid-Year Board/EDC Meeting Location**
• It was determined Austin, Texas would be the best location
• Steve Grandin’s brother is a hotel manager and thinks he could get us a deal
• Meeting will be the weekend of March 31\textsuperscript{st}, April 1\textsuperscript{st} and 2\textsuperscript{nd}

**Registered Agent**
• Bylaws require that we have a registered agent in Illinois where the papers of incorporation and office were registered
• Patrick Quinn agreed to act as our agent

**MOTION:** We adopt Patrick Quinn as the registered agent James/Marty PASSED

• Our reception for this meeting will be in Port and Starboard
• Scott will see where we are holding our business meeting with Nicole Beaumont
• Meeting is at 7:00 pm
• Reception is from 8:00 to 9:00
• Marty suggested Scott can report for everyone
• James thanked Scott for this year

MOTION: to adjourn Shelley/James

Meeting adjourned at 3:06 pm

Shelley Sweeney, CA
ACA Secretary
Head, University of Manitoba Archives & Special Collections