ACA Board Meeting  
March 11, 2007  
Fort Worth, TX

Meeting called to order: 8:36 a.m.

In attendance: Cindy Smolovik, Judy Cetina, Steve Grandin, Laura McLemore, Brenda Gunn, Connell Gallagher, David Malone, Dick Dickerson, Lynn Smith

Review & Approval of August 2006 Board meeting minutes  
(Moved by Gallagher, Second by Gunn -- VOTE: PASSED)

OFFICER REPORTS

President, Cindy Smolovik, extended her appreciation to Webmaster, David Malone as well as those absent: Shelly Croteau, Mike Holland, Kristy Sorensen, Sammie Morris, and Newsletter Editor, Anselm Huelsbergen. A survey on the post-business meeting reception in Washington, D.C. was positive. Every effort is being made through SAA to keep the meeting and reception rooms together. Like last year, hors d’oeuvres will be served. Dessert items may be included if the SSA does not have a reception at the same time. Smolovik fielded questions posted to the Archives & Archivists Listserv following the 2006 exam, as well as general inquiries about the benefits of certification. She was contacted by KRYTERION, an on-line testing company, about using their services. Before serious consideration of on-line testing can be done, the psychometrician will need to be consulted. It was agreed that the Board invite KRYTERION, to give a demonstration at our next meeting in Chicago (August 29). Smolovik conducted a survey in the SW region if it would benefit the Academy to promote certification. A discussion was then held regarding the current format of certification maintenance by petition. A member suggested that ACA use the model of the ICRM for recertification featuring a collection of forms submitted by members as they participate at meetings etc. After discussion, it was decided to keep the current recertification process/format.

Vice President, Judy Cetina, reflected on her first experiences with the Exam Development Committee. While discussing the EDC functions, it was suggested that a future newsletter could include a testimonial from a former EDC member or past participant of an item-writing workshop. Cetina also extended her appreciation to the Board and Steve Grandin for their help. She opened discussion about Emeritus Status based on a question received from a current member with primarily managerial duties which make archival meeting attendance, and thus recertification problematic. After discussion, it was decided to form a committee to study the issue. Cetina also received a request from a person in Australia to sit for the exam. This brought out issues of the different standards of archival work held by the U.S. and other nations, the comparison of credentials, and on-line testing.

Secretary, Lynn Smith, thanked the Board for their well wishes and support from recent surgery. She opened discussion for the reinstitution of the 1999-2000 ACA Officer/Regent Notebook with the goal of having the information from the books posted on the ACA website with or without
There was interest in the continuation of the project with officer/regent review of duty specific content.

Treasurer, Dick Dickerson reviewed finances including what to do with CDs with the goal of centralization of funds to New York. More money can be kept in revenue generating money market accounts than in the checking account. A question arose as to the existence of a cap for individual travel to meetings. The current cap of $800 will be reevaluated at a future meeting.

Judy Cetina and Dick Dickerson of the Finance Committee reviewed where CD money is and where it is going (shifting from banks in Tennessee to New York). Membership of the Finance Committee was reviewed based on a Bylaws change made at the annual business meeting in New Orleans (2005). The following financial recommendations were made:

Authorize use of the April 2007 CD and an additional $10K from the First Niagara MM Savings to purchase a $15K 7-month CD from First Niagara. When the $10K CD matures in July, add $5K and purchase a second $15K 7-month CD. Continue to roll the CDs over after 7 months as long as returns are positive, and limit the number of CDs to two.

(Moved by Gunn, Second by McLemore -- Vote: PASSED)

The monthly reports from CHMS are very helpful. Steve Grandin reported that signature cards are done and that FY ends June 30th. Dues notices will go out in May.

REGENT REPORTS

Regent for Examination Administration, Connell Gallagher, reported that applications to take the Certification Exam do not begin to arrive until well into March and early April with the bulk coming in May. Between August and April he fields questions about credentials from potential applicants, and review papers from Provisionally Certified Archivists who have completed the work experience requirements and are ready to move up to full certification. The Review Committee, with the President, is also responsible for the Academy’s Travel Assistance Award Program. The deadline for applications is currently March 1. Gallagher would like to see this deadline changed to June 1st or even July 1st. The Board approved the deadline to be moved to July 1st. Since August he received six petitions from Provisionally Certified Archivists who completed the work requirement and all were approved to move up to Full Certification. He received eight queries about ACA or the application process. Last fall Gallagher attended NEA with the booth on behalf of ACA, and he will attend the spring NEA meeting on the Academy’s behalf with pads and pencils.

2007 Exam Sites: Baton Rouge, LA, Chicago, IL, Denver, CO, Los Angeles, CA, and Worcester, MA. and “You Pick Your Site” locations around the world.

Regent for Examination Development, Brenda Gunn, described the work of the “sharp energetic” EDC who met April 9-10, as successful. Thirty-two new questions were added to the test bank and 25 questions that tested poorly in 2006 were reviewed. In the future, the number of untested questions will be limited. Gunn indicated that there are still holes in Domains 1, 3, 6, and 7. Questions in these domains lack extensive literature in which to anchor them. Two EDC
members will rotate off in August. There will be an item-writing workshop at the SAA meeting Chicago, date and time will be determined.

In the absence of Regent for Certification Maintenance, Shelly Croteau, President Cindy Smolovik reported one new review team was established to cover the higher petition numbers from the class of 1989. David Horn accepted Croteau’s request to take over for VP Judy Cetina as head of the Appeals team. The first batch of nineteen petitions has gone out to reviewers. She is developing a pool of potential petition reviewers.

Since the Annual Meeting in August, the Academy has awarded Archival Recertification Credits (ARCs) to the following organizations:

- The Association of Moving Image Archivists for *Health and Safety in Disaster Preparedness*
- The Society of Georgia Archivists for Pre-conference Workshop, *Oral History: An Introduction to Process and Preservation*
- The Society of Southwest Archivists for *Disaster Recovery: A Hands-On Workshop*
- Louisiana Archives and Manuscripts Association for *Documenting Natural Disasters; Making Life Easier: Building a Function-based Taxonomy for Institutional Archives and Records Management Systems; The Ruin and Recovery of Jackson Barracks; and Presentation and Tour of Laurel Valley Plantation*

Presently, Croteau is working on and testing a form to help archivists, who are collecting data for the certification maintenance process, to better track their credits. In a written report, she extended thanks to Steve Grandin, Cindy Smolovik, Judy Cetina, and Mike Holland for their advice and good counsel.

Regent for Outreach, Laura McLemore, sent announcements regarding certification to the newsletters of several professional organizations this fall. She is compiling a database of organizations with information about newsletters, meetings, and contacts, which will be expanded in coming months. ACA sent promotional materials to the California Library Association, Rocky Mountain Archivists, and Tennessee Archivists meetings, and exhibits to the Northwest Archivists, NEA and MARAC meetings. As of March 2007, Marcus Robyns will represent ACA to Michigan Archival Association. During the past several months, Outreach contacted the Society of Human Resource Managers about exhibiting at that organization’s annual meeting. The cost of a booth (over $3,000) was prohibitive. Outreach will continue to pursue means of reaching this audience, possibly through calendar announcements in SHRM publications. Outreach also investigated, with the help of the Secretariat, the cost of a portable banner that could be carried and set up more easily at meetings and presentations. Due to cost, it was decided to purchase a third folding display for the time being. Now three folding displays, brochures, pencils, and pads are available for meetings, presentations, and professional events. The ACA notepads and pencils are very popular.

Arrangements have been discussed with SAA for an ACA table at registration in Chicago. The table was a great success at the Washington meeting and allows for more exposure than the exhibit hall. Another open forum on certification following the exam has also been proposed. The ACA website has been revised to prominently display upcoming deadlines for exam, certification, and pick your site. This should make it easier for anyone interested in any of these to find that information quickly. A question was posed about follow-up from the Outreach Task
Force. Some recommendations were not practical, but others, such as employer surveys are in progress. An update will appear in a forthcoming newsletter.

In the absence of the Nominations Committee submitted the following slate of candidates was discussed:

**VP/President-Elect**
Marty Levitt, American Philosophical Society
G. David Anderson, George Washington University

**Secretary**
Shelly Kelly, UHCL - Neumann Library
Todd Gilliom, Missouri Secretary of State, Records Management Division

**Nominating Committee**
Morgan Davis, Missouri Hist. Society
William Welge, Oklahoma Hist. Society

Regent for Exam Administration
Connell B. Gallagher, Library Professor Emeritus, University of Vermont
[Incumbent]
Matthew Eidson, NARA

Regent for Certification Maintenance
Shelly Croteau, Missouri State Archives
[Incumbent]
Pamela Hackbart Dean, Southern Illinois University

The Board voted to return the ballot to the Nominating Committee asking for clarification in the nomination process for the office of Secretary and recommended that the incumbent be asked to run and added to the ballot. An electronic vote of the Board will be conducted to approve a new ballot.

(Moved by Dickerson, Second by Cetina -- VOTE: PASSED, 1 ABSTAIN)

See Addendum

Distinguished Service Award will be awarded to two individuals, Willow Powers the first Regent for Certification Maintenance and Trudy Peterson, ACA representative to ICA.

(Moved by Gunn, Second by McLemore -- VOTE: PASSED)

**REPORTS FROM COMMITTEES AND ADMINISTRATION**

Secretariat, Steve Grandin, reported that membership is 906, a total equal to membership before dues were instated. One half the members have joined since 1999.

In the absence of Newsletter Editor, Anselm Huelsbergen, President Cindy Smolovik extended her thanks and appreciation for his hard work. Currently 160 members have requested a paper copy of the newsletter. There was discussion as to how to encourage the use of the on-line version including promotion of “print your own” from the website. Soon an e-mail will be sent to the membership asking if an HTML or a PDF version is preferred.

Webmaster, David B. Malone, reported the creation of a new web page in response to a prior request to place board meeting documents and reports online:
There were 400,000 hits/year to the ACA website and 7,500 visits/month to the on-line membership directory and roughly 300 visits/month to the certification pages. The Board discussed a concern sent to the webmaster regarding the openness of members contact information. It was decided to leave it as it is. Malone suggested that website redesign be outsourced. He announced his intention to step down as webmaster in 2008 in order to pursue other ACA committee work. President Smolovik extended her appreciation and thanks for his dedication. Prior to stepping down, Malone will write a job description and include skill sets for the position.

An international report from Trudy Peterson was given by Smolovik. The ICA dues are structured by size of the organization. October 18-20, 2007 the ICA SPA will meet in Madrid, Spain. Mark Green will represent SAA and someone is needed to represent ACA and present a paper. The theme of the meeting is training and continuing education. The 2008 ICA meeting will be in Kuala Lumpur, Malaysia.

OLD BUSINESS

Article on ACA history by Jim Byers is being submitted to various professional journals for publication. Journals suggested include Archivaria, ICRM, ARCL, and First Monday.

Decision to use “Certification Maintenance” consistently instead of re-certification. Also, the use of CA for correspondence is preferred to C.A., especially in the newsletter and official correspondence.

Discussion point: Should all exam proctors be ACA members? All efforts are made to secure a Certified Archivist to proctor examinations. In some cases, especially with “pick your site” locations, it is not possible to have a CA, so a suitable individual is used. Between 1997 and 2006, 70 of 98 exam site proctors were Certified Archivists. All proctors are given a script and guidelines to work with.

Meeting was adjourned at 3:00 p.m.
(Moved by McLemore, Second by Gallagher -- VOTE: PASSED)

The next Board meeting will be Wednesday August 29th in Chicago.

Addendum

From President Cindy Smolovik via e-mail March 14, 2007: In keeping with the motion passed on Sunday, March 11, 2007, on Monday, March 12, 2007 I conferred with Michael Holland, Regent for Nominations, Kristy Sorenson and Sammie Morris of the Nominating Committee regarding the candidates for Secretary. I stressed to the members of this committee that the vote on Sunday to send the ballot back to committee was not a reflection on their hard work, and I would like to reiterate here that I appreciate very much the time and effort putting the ballot together represents, and I would like to thank Michael, Kristy, and Sammie for their service and dedication.
With concurrence from the Regent and Nominating Committee members, I spoke with Lynn Smith to formally ask her if she would stand for re-election. Lynn agreed.

The Nominating Committee felt very strongly that it would be very bad form to ask the other two candidates for this office to have their name removed from the ballot. I support this decision and feel that three candidates for this position in no way hinders the ballot.

I ask that this email and any subsequent emails recording discussion or voting be incorporated by the Secretary as part of the minutes of the Mid-Year meeting and/or included on the agenda in August whichever is proper.

I need a motion, a second, and a vote from the Officers and Regents, as soon as possible to keep the nominating process on schedule.

(Moved by McLemore, Second by Croteau -- VOTE: PASSED, 1 ABSTAIN)

Respectfully submitted,

Lynn Smith, CA
Secretary