ACA Spring Board Meeting  
February 17, 2013  

Present: Laura Botts, Courtney Chartier, Margery Sly, Brenda Gunn, Kristy Sorensen, Todd Welch, Steve Grandin, Laura McLenmore, Tamaro Taylor, Shaun Boyd  

Minutes  
ARCs on p. 2  
Minutes from August 5 were approved.  

President's Report  
ICA representative: After the SAA Council meeting in January we came to an agreement that Gregor Tinkhus-Randall would continue as the representative. The question came up about NAANICA, but there was a feeling that we have SPAH representative more. The cost for NAANICA was $500 and it was decided not to continue. We agreed to share the cost for the ICA 50/50 with SAA. The requirements, duties and term of office have been determined, but not the process of selecting people.  

ACA session at 2013 Section on University and Research Institution archives in Barbados was proposed. There may be costs associated.  
The ACA collection is processed and available at the UW Milwaukee. Link to them on the ACA website.  
Reports from task forces are completed.  

Hurricane Sandy response through SAA. We're allowing leeway for reecertification.  

Vice President's report  
Really good EDC meeting. Ombudsperson: ADA accommodation this year (see new business).  

Treasurer  
Income is a little what we projected by about 40 members' fees. Hoping that calling people on the vaporization list will help. We had fewer people taking the test this year too. Close to income projections. On the expense side, the fall membership meeting was just slightly more expensive, but close to what we expected. Postage is up 6%, but is mostly reduced by just not mailing as much stuff.  

Proposing an outreach line item in the budget probably in the summer.  

Treasurer's report approved.  

Certification Maintenance  
Online form still working well. Updated the certification maintenance packet. Added 2 additional teams last year, but reduced the total this year. Lots of ARC reviews lately. Added 5 emeritus members since last year. A couple of people are behind in their recertification, but will hopefully take the test this year. Records management task force has given a preliminary report.  

Exam Administration  
Deadline for the exam is the same as last year. Several sites for this year have been determined. More discussion about applicants with foreign degrees. 6 general questions about eligibility requirements. Provisional candidates: 15 requests since August. First applications have been received, and the process
has been sped up through electronic responses.

**Exam Development**
Committee worked really well together. Accepted 4 items from the item writing workshop, tabled 3 items. Developed 27 items, tabled 10, declined 1 and tentively accepted 1. Looked at item bank analysis task force report. Tried to address some of the missing areas.

Passpoint was determined. Quite a bit of adjustment. Domains 5 and 6 have a bit of overlap, so they may need to be reviewed. Number of changes to the bibliography will be emailed for review.

Laura will appoint a role delineation task force.

**Nominations**
Matt Darby is the chair. Working on several positions. Hope to have slate of candidates by March 15. Usually sent out by mid April and ballots have to be voted by June 1.

**Outreach**
Louis left a good blueprint for the position. Scheduled more sessions with several schools, including a couple of online presentations. Volunteers have given several positive reports from the schools. Regional meetings: Is the outreach better spent at the schools instead? Some discussion about the banners and the display and working with a graphic artists.

**Newsletter**
Linda's been great. Newsletter went out Friday for review. Asking for nominations for Distinguished Service Award for August.

**Digital Community Coordinator**
Still using Joomla. We were hacked recently but it's ok now. People may have questions, but they aren't technical. 717 facebook friends, etc.

**Capitol Hill**
Working with Regents as the year goes on. New bookkeeper working with Todd. Now doing to books for ICRM.

Paying dues online at 40%. Website's working well, Coming into today 1113 members. 12 or 13% emeritus. Averaging 14-15 sites per year.

**New Business**
Distinguished Service Award
Discussion of Nominations. Names needed this year by April 1. The Committee is the VP, President and Past President for reviewing the nominations. Margery will come up with some criteria and language.

Legacy Award deadline May 1.

Travel award for representatives of ACA – Timothy Nut, Courtney and Todd will work on a set of criteria for promoting ACA by the August meeting.

ADA – we have a candidate who has test anxiety and is asking for additional accommodations. Asking
for an essay exam. Decided that a completely different test is not practical. Sense in this case is that we have followed the ADA.

**Recertification and Records Management Task Force**
Kristy still feels that the task force has some more work. Sticking points: percentage of work in Records Management. No credit for RM conferences, but yes credit for RM memberships.

**Jack Kormos** from Wisconsin Historical Society wants to run a 30 question survey about employee satisfaction. Shall we link from the FB page? Sure, without endorsement.

**Old Business**
**Task force on diversity:** (see report) Recommendation is to either continue the task force or form a new group. Mott and Shaun are talking about doing a survey in connection with the 25th anniversary. There's also a desire for a survey on diversity. We'll warn members that there will be a survey coming and that it will add a set of questions about diversity. How can ACA diversify its slate of candidates?

No ACA mission statement. Need to make one that includes a statement about diversity.

**Task Force for Item Bank Analysis**
Recommended a literature review committee. To work in concert with SAA's publications committee. Conversation about whether this would be a task force or a standing committee. This would be more of a task force, separate from the EDC but composed of people who are familiar with the EDC's activities. Discussion about approaching SAA for a conversation about concerns with developing the literature. Decided to defer establishment of a fund for research and writing of new material.

**Regent's Award for Service**
An acknowledgement that maybe doesn't quite reach the Distinguished Service Award, but was for a more specific activity that helped ACA. Brenda proposed that the first award be given to Trudy Peterson as a recognition of her multi-year service as a representative of ACA to ICA. Passed unanimously. Brenda will update the manual to add the award and write a short blurb about Trudy.

**International Council of Archivists**
Voted on the agreement with SAA Council to split the costs of a representative to the ICA. Must be a member of both ACA and SAA, have served on SAA council or ACA Board, have institutional support and be willing to attend 2 meetings per year. Moved by Shaun seconded by Todd. Passed unanimously.

**25th Anniversary**
2014 – Aside from the history that Mott is writing, we need to brainstorm other activities. Propose a session at SAA. Focus on class of 1989. Outreach, press releases, etc. Promote Mott's history all year long. Ask for remembrances in the newsletter.

**At SAA** Do we want to do a lunch? Reception?
Decided to stick with lunch on Thursday.

**Mentor Program**
Idea was to encourage CA's to mentor potential members. Add a statement to the website. Affirmed that we would waive membership for 2 mentors who can prove a documented mentoring relationship.
MOU between SAA and ACA
When the ICA/SPA issues are completed, we may be seeking an MOU with SAA about other issues including the professional literature review.

Trademarking the CA designation
Mike is still working on it. Probably will be a certification mark rather than a trademark.

Proliferation of Archival Programs
Foreign equivalency – Used with someone from Japan, etc. There was a question from Scotland about accrediting their entire program. Companies are set up for individual students. Not whole programs. Want more information on the website about taking the test with a foreign equivalency.

Moved to adjourn and seconded.