Academy of Certified Archivists  
Annual Meeting New Orleans, August 18, 2005  
Minutes

Call to Order
- The meeting commenced at 7:05 pm

In the interests of time, the President noted that he would be presenting many of the reports for the various officers

Review and Approval of Minutes – 2004, Boston

MOTION: to accept minutes. PASSED

- On behalf of Marty Levitt, Regent for Exam Administration, Scott noted that there had been 145 candidates to write the exam and 13 exam sites
- for Tom Brown, Regent for Exam Development, Scott noted that there had been a revised reading list which included new resources
- Tom also set up the process to do an annual review of the reading list and updated items in the items bank
- a record number of 18 members signed up for the item-writing workshop
- on behalf of Judy Cetina, Regent for Certification Maintenance, Scott noted that Judy was stepping down
- there are four Certification Maintenance Review Teams and an Appeals Team
- there is an active recertification credit program
- for Laura McLemore, Regent for Outreach, Scott noted that both traveling exhibits have been displayed all over the country
- Laura and Beth Bensman had created proposals for SAA
- there would be two sessions at this year’s SAA meeting
- the exhibit table was available once again
- the focus is on archives students and employers

President’s Report – Scott Cline

- The Board signed an agreement with University of Wisconsin Milwaukee as the repository of the Academy's archives
- an ad hoc committee composed of Joe Anderson, Roland Bauman, Maygene Daniels, John Grabowski and Sharon Howe reviewed the agreement
- the finance committee wasn't particularly active
- Margery Sly Elizabeth Atkins and Carla Summers were members
  - They established a monetary reserve policy
  - They established an investment policy
  - They considered whether we need a full audit of our finances
  - And whether a dues increase was necessary
- the Board approved the operating budget
- a reserve of one year was established
- in investment reserve which relied on fixed-income or large-cap was recommended
- they suggested that the management services contract be amended and that bookkeeping be moved to Capitol Hill management to enhance continuity and stability
- the committee determined that we do not need an audit but a full review
- no dues increase was recommended after the committee considered a five-year projection
• the new bylaw amendment will change the finance committee
• the newsletter editorship will move from the Secretary to a dedicated editor
• there'll be a newsletter committee
• the newsletter will be delivered electronically and quarterly
• Scott attended to conferences one with Richard Pierce Moses entitled “New Skills for the Digital Era”
• in Poland ACA will speak about the desirability of archivistics
• the Travel Assistance Award was created
• Scott thanked Marty for funding and coming up with the award
• Allaina Howard and Matthew Darby received the award this year
• Scott mentioned the passing of Art Jackson and Mary Wolfskill
• he thanked Jim Byers, Shelley Sweeney, Judy Cetina and Marty Levitt who will all be leaving the committee
• he also thanked Steve Grandin

Vice-President’s Report – Mike Holland
• Our numbers have increased to 800
• Mike has worked thirteen years in a number of positions, as petition reviewer, Regent for Certification Maintenance and Vice-President/President Elect, and has seen the organization grow
• Mike said he wished to do several things during his tenure:
  • Advance archival certification among government archivists
  • consolidate success of involving archivists in corporations and in higher education
  • strengthen the relationship with archival and related organizations such as ICRM and SAA and forge substantial relationships with ARMA and NAGARA
  • disseminate outreach materials and publications beyond the membership
  • we need to get the word out to new members or those who are not convinced that certification is important to get younger members onto committees and review work
  • he asked members for assistance in bringing younger members into the profession

Treasurer’s Report – Ellen Garrison
Ellen summed up her Treasurer’s report as we “spent less than we planned.”

Regent for Nominations – James Byers
• James announced the winners of the recent ACA elections. They were:
  • Vice President – Cindy Smolovik
  • Secretary – Lynn Smith
  • Regent for Certification Maintenance – Shelly Croteau
  • Regent for Examination Administration – Connell Gallagher
  • Nominations Committee – Kristy Sorensen
• he thanked Sarah Jackson and Todd Gilliom for their assistance
• he also noted that when they approached individuals to run for office they were consistently met with positive responses, a good indicator that the organization is healthy

Other Business
• Scott introduced the proposed amendment to the Academy’s by-laws:
  • MOVED The following bylaw amendment will be added to Article VII, Committees:
• Section 3. Finance Committee. The Finance Committee shall be composed of four members, including the sitting Treasurer, the immediate past Treasurer, the Vice-President/President-Elect, and a member-at-large. The member-at-large shall be appointed by the President to a three-year term. Any member of the corporation is eligible for appointment to the committee, except that any member-at-large of the Finance Committee who has completed a full three-year term shall not be eligible for immediate reappointment. The Vice-President/President-Elect shall serve as chair of the committee.

The Finance Committee shall be responsible for advising the Board concerning investment and financial management, budget planning, financial policy, and financial reporting requirements and results.

CARRIED

Presentation of Distinguished Service Award -- Scott Cline
• Mike Holland, James Byers and Scott Cline as chair considered names of persons to receive the distinguished service award
• Board members forwarded the same name
• the committee received three additional nominations, all were the same – Anne Diffendal

Adjournment
• MOTION: Meeting adjourned at 7:50 pm PASSED

Shelley Sweeney, CA
University of Manitoba Archives & Special Collections
Secretary, Academy of Certified Archivists