1. Welcome and introductions

2. Approval of minutes from February 17, 2013

3. Officer’s Reports
   a. President – Laura McLemore
   b. Vice President – Margery Sly
   c. Treasurer’s report and presentation of Budget – Todd Welch
   d. Secretary – Shaun Boyd

4. Regents’ Reports
   a. Certification Maintenance – Kristy Sorensen
   b. Exam Administration – Daphne DeLeon
   c. Examination Development – Tomaro Taylor
   d. Nominations – Brenda Gunn
   e. Outreach – Courtney Chartier

5. Newsletter – Linda Hocking

6. Digital Community Coordinator – Laura Botts

7. Capitol Hill Management – Steve Grandin

8. SAA/ACA Liaison – Terry Baxter

9. ICA/SPA – Gregor Trinkaus-Randall

10. ACA Survey and History Report – Mott Linn

11. New Business
    a. Forms Manager

12. Old Business
    a. Travel expense for ACA presenters at ICA
    b. Distinguished Service Award
    c. Regent’s Award for Service
    d. 25th Anniversary of ACA, 2014
    e. Memorandum of Understanding between SAA and ACA
    f. Trademark of the “CA” designation
Present: Laura McLemore, Steve Grandin, Laura Botts, Margery Sly, Todd Welch, Brenda Gunn, Terry Baxter, Marcus Robyns, Daphne DeLeon, Tamoro Taylor, Courtney Chartier, Wesley Chenault, Shaun Boyd, Pam Nye, Helen Wong-Smith

President’s Report:
- We have 1139 Members!
- Largest class taking the exam this year: 200 + people
- Mary Elizabeth Ruwell is the Distinguished Service Award Winner
- Legacy Travel Award – Jack Kormos
- Regent’s Awards for Special Service is awarded to Trudy Petersen for her service to ICA.
- Mike Bullington got our Registered Service Mark (would be a good candidate for the special service award next year)
- Business Luncheon tomorrow
- Next year is our 25th anniversary
- ICA/SPA Representation
- Role Delineation Task Force – Mary Elizabeth Ruwell will chair, and she has a great committee
- Records Management Task Force – New guidelines for certification
  - Thanks to the committee!
    - Co-chairs (ex-regents for CM):
      - Judy Cetina (jcetina@cuyahogacounty.us)
      - Shelly Croteau (shelly.croteau@sos.mo.gov)
    - Review Team members:
      - Claire Galloway Jenkins (CJenkins@fwdioc.org)
      - Pamela Nye (pam@phoenixrd.com)
      - G. Mark Walsh (gmark.walsh@nscorp.com)
    - Recent petitioners:
      - Laura Capell (lacapell@gmail.com)
      - Paula Stewart (paula.stewart@trwd.com)
  - Moved accept the report by Courtney Chartier and Seconded by Tomaro Taylor Approved
- Exam Bibliography Review – Thanks to the committee for their work
  - Moved to accept the bibliography and Tomaro Taylor and seconded by Margery Sly. Approved
- Thanks to outgoing officers including Kristy Sorensen, Shaun Boyd, Mat Darby, and Brenda Gunn.

VP Report:
- Ombudsperson – Followed up with several people and issues.
- Looks forward to working with everyone!
- Winter Meeting details to come, Doodle will be sent.

Treasurer’s Report:
• Report from the business meeting in Dropbox
• Good year for investments
• Record number of people that took the exam
• Budget – $2400 more this year for the luncheon than last year because of the venue. We moved some money from travel budgets. (also in dropbox)
• Regent for outreach – pre paid for everything this year, but that’s a big spending part.
• Balanced Budget!
  ◦ Moved to approve by Shaun seconded by Margery \textit{Approved}
• Discussion about luncheon costs and possible fundraising.
• Steve: This year has gone really well, and Todd has been great as the treasurer.
• Discussion about international travel assistance awards (for people presenting at ICA or similar conferences)

\textbf{Secretary’s Report:}
• Thanks to everyone for submitting reports
• Let me or Wesley know if you need to be added to Dropbox
• Thanks for the opportunity to participate!

\textbf{Certification Maintenance:}
• Back down to normal levels after the 1989 class.
• Some people got extensions
• The appeals teams are wonderful
• Want to make sure the recertification process was streamlined
• Maybe propose a workshop at SAA to remind/explain to people about recertifying.

\textbf{Exam Administration:}
• Banner year! 218 Applications. 172 were new.
• Cycle of applicants has changed
• More “informal reviews” of people.
• Projecting an increase for next year as well.
• Need to make electronic payment option more visible.
• Auto notification back to applicant.
• Want to add clearer time requirements to qualify for the exam.
• 3 international candidates.
• Travel awards
• Accrediting academic archives questions still hanging.
• State Archives issues. (Education requirements are not consistent across states)
• Reviewed 2013 sites
• Discussed 2015 sites – 2015 Cleveland (SAA)
  ◦ Buffalo (NE)
  ◦ Little Rock
  ◦ Sacramento (Far West)
Boise (Rocky Mountain)
Jacksonville (Southeast)

Exam Development:
- Item writing workshop overlaps the business luncheon.
- 13 people registered for item writing. 35 questions to discuss.
- ICA description standards.

Nominating Committee Report:
- 1090 members online, 26 without emails.
- Increase of voter participation
- Announced new board members. Discussed geographical distribution of board members.

Outreach:
- Lots of prepaid advertising. Radically different pricing structures between organizations
- School outreach will continue.
- Regional Meetings – some are very expensive to have the vendor table.

Newsletter:
- Summer Newsletter now available.
- 2 editions since mid-year meeting.
- Had trouble helping with the Academy Profiles.
- Happy to get article from Helen.
- Planning Digital Archives from Richard Pearce-Moses

Digital Community Coordinator:
- Past Newsletters online.
- Ideas for using the social networks better.
- Talking about redoing the home page and moving the site to Wordpress.
- Headshots

Secretariat:
- Membership materials handed out.
- Scoring the exam, figuring out the pass point with the psychometrician.
- Adding an ACA debit card. (Lives with Steve.)

SAA/ACA Liaison:
- Annual meeting in Cleveland 2015, (2016 and 17 still a little murky)
- Affirmed the Principles and Priorities for improving the SAA annual meeting
  ◦ Site Selection
  ◦ Meeting Content
  ◦ New Approaches to Content and Structure
- Program Committee made some minor changes.
- ICA/SPA representation. (Not NAANACA for right now.)
• Discussion about SAA and Latin America.
• Changes to Government Affairs Working Group and Issues and Advocacy roundtable, creating a new group to talk about advocacy. Also possibly some sort of Outreach entity.
• Communications task force – 11 recommendations (on the council documents page)

ACA Survey and History Report – Mott Linn
• Went back and read all old newsletters to try to gather the history of the organization
• Trying to get it published in American Archivist
• Do a survey to find out about current membership to compare older membership.
• Return rate right now at 60% participation.
• One more reminder for people to take survey going out, hoping to break 70% participation.
• Suggestions: Youtube video about ACA for prospective members/employers, improve communication.
• Comments about ACA not being worth it. (may be regional and salary differences in the respondents.)
• reviewed survey results.

New Business
• Forms Manager
  • Have a new person to manage the forms we are using on WuFu?
  • Consensus that regent who is going off needs to train the incoming regent instead.

Old Business:
• Travel expense for ACA presenters at ICA
  ◦ Post protocol for presenting papers
• Distinguished Service Award
  ◦ Some suggested refinements to the selection process.
  ◦ Mary Elizabeth Ruwell is this year's.
• Regent’s Award for Service
  ◦ Trudy Peterson
  ◦ Nomination of Mike Bullington for the CA designation.
• 25th Anniversary of ACA, 2014
  ◦ Going to try to fundraise/ find sponsors for the membership meeting / lunch.
  ◦ Want to make it special and honor the past while looking forward.
  ◦ Adding the international award as a new fundraising opportunity
  ◦ Going to try to ask to have the ACA Membership Meeting minimally scheduled against at the SAA meeting next year.
Session proposal – ACA turns 25 (old and new members) Tell the story!

- Memorandum of Understanding between SAA and ACA.
  - SAA/ARMA MOU uploaded to dropbox. (as a sample)
  - Clarifying the relationship for the ICA/SPA representative? Does it need more formality?
  - Need to clarify relationship between SAA and ACA in general?
  - We’re not competing! We’re collaborating!
  - Share Task force on Item Bank Analysis report
  - ACA agrees to send Gregor Trinkhaus Randall this year as the representative. We will work with council to finalize an agreement to codify an equitable selection process, term, criteria and funding of the ICA.

Minutes for February Meeting:
  - Daphne moves, Brenda seconded, Approved.

Membership Meeting:
  - Laura introduce incoming regents and give an overview of everyone's report.

Other
  - Terry brought up an idea to work the SAA on a set of educational criteria (inspired by the DAS certification) to provide alternative ways of education for new archivists. May help with diversity issues. A structural alternative to formal graduate education. Discussion followed.

Brenda Gunn moves to Adjourn, Shaun Seconded. Adjourned at 3:25