Academy of Certified Archivists
Board Meeting
Suite 8216 on the Lobby Level, Marriott Wardman Park
Washington, DC
August 13, 2014, 9:00 – 5:00

Present: Laura Botts, Courtney Chartier, Wesley Chenault, Daphne DeLeon, Steve Grandin, Linda Hocking, Mott Linn, Laura McLemore, Pam Nye, Liz Scott, Margery Sly, Tomaro Taylor, Todd Welch

SAA Council liaison Terry Baxter attended.

Sly opened with a call to add or amend agenda. With no changes offered, she called the meeting to order at 9:10 am.

1. Welcome and introductions

2. Approval of minutes from March 2, 2014

Chenault provided the minutes. Sly made suggestions changes, then called for a motion to approve the minutes with suggested changes.

Decision: Approved by unanimous proclamation.

3. Officer’s Reports

   a. President – Margery Sly

   Sly asked if there were questions and comments regarding the President’s report. Some discussion ensued about insurance.

   b. Vice President – Daphne DeLeon

   DeLeon report she received questions, most of which went to Regents for Exam and Recertification

   c. Treasurer’s report and presentation of Budget – Todd Welch

   Welch asked for questions about Treasurer’s report. He went over budget and projections for the year and minor changes to fees. He discussed new expenditures this year for compilation (not full audit or financial review). There has been a review of the insurance policy and increase in coverage for slip and fall (general liability). There was enough surplus to buy ads for several professional organizations.

   He moved to approve the budget for next year. A motion was made and seconded.

   Decision: Approved by unanimous acclamation.

Break: 9:44 am, reconvened.
d. Secretary – Wesley Chenault

Chenault read the report.

4. Regents’ Reports

a. Certification Maintenance – Pamela Nye

Nye reported there were 128 recertification requests. 35% started but did not finish. She reviewed results from survey. There was discussion about some of the findings from the survey.

b. Exam Administration – Marcus Robyns

Delivered by Daphne DeLeon and Steve Grandin. DeLeon reviewed areas of confusion about how hours are calculated and conveyed, then discussed other gray areas and steps to improve. Sly wants to move to new business, approving discontinuing the paper submissions to go fully electronic.

Grandin discussed numbers: 9 were declined, 3 withdrew, 10-12 cannot take the test. Exam takes place in 16 locations. There will be six sites next year. He suggests for 2016: Boston, Atlanta, Chicago, Dallas, Los Angeles, Seattle. No concerns aired, no dissent.

Lunch break: 12:01 pm; meeting reconvened at 12:44 pm.

c. Examination Development – Tomaro Taylor

Taylor provided a report. She circulated a bibliography and notes for Holly Traver, which included a list of changes that need to be made. Discussion and comments about the bibliography ensued.

Motion: With the exception of text recommended for domain 6, move to approve the list. Second: Chartier

Decision: Approved by unanimous by acclamation

d. Nominations – Laura McLemore

McLemore circulated a list of candidates. There is already strong group for consideration next year. Discussion ensued.

e. Outreach – Courtney Chartier

Chartier reported the following. Ads: Spent budget in June. She met with Elizabeth to discuss some of the considerations with ad buying; see report for details. There was discussion about RBMS, exploring the possibility of making inroads, about the display changes, and about the pre-exam survey. There is a question about which regent the survey might reside with or if EDC might have interest or use in the survey.
5. Newsletter – Linda Hocking

Hocking found someone to do academy profiles. After her report there was discussion. Sly encouraged contributions. There was discussion about the possibility of having regular submissions from regents, various representatives and scholarship awardees.

6. Digital Community Coordinator – Laura Botts

Botts provided a report. She added she thinks social media is an area of growth and would require more than 1 individual.

7. Capitol Hill Management – Steve Grandin

Grandin reported ACA’s membership is around 1,204 members. Our numbers are strong. Renewal rates are stable. Emeritus percent is up to about 11%. We are at about 67% renewals, with an increase in the number of online renewals.

8. SAA Liaison – Terry Baxter/Helen Wong Smith

Baxter reported Council approved the final version of best practices for volunteers; adoption of points of consideration for future joint meetings; A&A listserv motion approved to accept recommendations from the report of the working group; joint advocacy with other groups; IMLS seeking proposals around training, education, and leadership opportunities.

9. New Business

   a. Review of annual meeting agenda

Hocking will not be able to attend; Sly will request submissions. Sly will also address the anniversary and refine intros to panel and passing of the gavel. Linda asked for images. Chartier also mentioned there is a dearth of high quality images for use in outreach. There was an informal agreement to incorporate the work of scheduling. Taylor mentioned item-level workshop.

   b. Next year’s DSA

Grandin and Linn have names for consideration. McLemore suggested information go out in the next newsletter and reminded members that there is a procedure. Final decision will happen in winter/spring meeting.

   c. New Member newsletter/brochure

Linn uploaded a draft. He wants feedback on the concept and the specific content.

Motion: Approve the concept and action to move forward.
Motion was seconded.
Decision: Voted unanimously by acclamation
d. Thanks to Laura Botts—new Digital Communication Coordinator needed

Sly asked to brainstorm someone to fill the position. Discussion ensued about people to contact.

e. Should we be advertising jobs, and if yes, where.

Motion: Place job ads with certification requirements or preferences in the description on social media with link from website, with an announcement in the next newsletter.
Motion was seconded.
**Decision: Passed unanimously by acclamation.**

f. Codifying procedures:

Motion: Move to require electronic submission for exam application.
Second: DeLeon
**Decision: Passed unanimously by acclamation.**

Motion: Move to require electronic submission for recertification petition available by January 1, 2015.
Second: Chartier
**Decision: Passed unanimously by acclamation.**

g. VP/President Elect’s plans for the coming year

DeLeon: 25th anniversary year. She wants to define what ACA looks like, focus on looking at qualitative and quantitative data to then communicate back outward to define who we are.

Sly asked if there was other new business.

Linn replied. He would like to propose a task force to address what he sees as a discrepancy in how the nominating committee is formed, by-laws vs practice. Discussion ensued about the process of the committee formation and roles and responsibilities for committee, its chair, and the regent for nominations. It will continue as is until the by-laws can be updated to reflect the practice.

9. Old Business

a. Task Force on Role Delineation report

Mary Elizabeth Ruwell submitted changes, preamble, digital description, access, and outreach, legal, advocacy, and standards. Sly asked about change from “archival records and materials” to just “archival materials.”

Motion: Move to approve to accept the report
Second: DeLeon
**Decision: Passed unanimously by acclamation**
Sly shared immense and deep thanks to Ruwell and the committee

b. Certification insurance

10. Adjournment:

McLemore moved to adjourn the meeting.
Second: Chartier
Decision: Adjourned unanimously by acclamation at 2:19 pm.

Addendum:

Minutes approved 03/08/2015

Respectfully submitted, Wesley Chenault, ACA Secretary