In attendance: Margery Sly, Elizabeth Scott, Todd Welch, Louis Jones, Tara Zachary Laver, Pam Nye, Mott Linn, Daphne DeLeon, Steve Grandin, Marcus Robyns, Kate Blalack, Wesley Chenault, Tomaro Taylor

1. Welcome and introductions
Meeting began at 9:17 am.
DeLeon welcomed the board. Members provided introductions.

2. Approval of minutes from March 8, 2015
Motion: Robyns moved to approve the minutes from March 8, 2015.
Second: Linn seconded the motion.
Decision: It was approved by unanimous decision.

3. Officer’s Reports
a. President – Daphne DeLeon

DeLeon mentioned the work of the Regents and other accomplishments this year: 25x25; International Travel Assistance Scholarship, which was awarded this year for travel to ICA; Mott’s article was published this Spring. This year there was a focus on collaborations and celebrations. DeLeon highlighted a few: the Nexus II Leadership (Educopia project), ACA Rep Brenda Gunn; Mapping the Landscapes (Educopia project), ACA Rep Nancy Melley, NHPRC; and some ACA presence/relationship with the SAA Committee on Education.

b. Vice President – Mott Linn

Linn underscored the value of having relationship of SAA counterpart Dennis Meissner and outgoing President. He also highlighted work as ombudsman and with ACA officers. Linn then shared statistics on membership levels for ACA compared with SAA and the various library programs connected to applicants. Discussion ensued about this and complete rates for certification applications.

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

Todd reviewed his report and provided details for changes in certain expenses. Overall, ACA is good fiscal standing. Discussion ensued about fees, insurance, postage/delivery, and some outreach expenses. DeLeon offered to connect board members with CoSA leadership. Welch pointed out the reserve surplus that will be added to next year’s income. He then went through the expense lines for general ACA overhead, board expenses, and regents, and provided rationales for changes between budgets.

DeLeon moved to approve the 2016 budget as presented by Welch.
Motion: Linn
Second: Nye
Decision: Approved by unanimous acclamation.
d. Secretary – Wesley Chenault

Chenault reviewed his report.

4. Regents’ Reports
a. Certification Maintenance – Pamela Nye

Nye began her report discussing main accomplishments, which included making improvements to the application process, setting term limits to committee members, and improving administration of certification maintenance through the creation of policies and procedures.

Nye asked the board to remove the CV requirement for those wishing to go emeritus. They would just need to submit a letter asking for the status change and they will need to have recertified at least once.

Motion: Robyns motioned to remove the CV requirement per Nye’s report.
Second: Taylor seconded the motion.
Linn called for more discussion. After discussion, DeLeon called for a vote.

Decision: Motion passes unanimously.

Nye asked board to clarify if a CA wants to go emeritus, then they can do so, even if it’s their recertification year, as long as they are current members in good standing. Board agreed.

There was much discussion about continuity in updating procedures, where that information lives, the ACA website, and how outgoing officers and regents provide continuity with those incoming.

Nye then raised a final question for the board to discuss: options if a petitioner forgets the May deadline. She presented the scenarios listed in her report. Discussion ensued regarding deadlines, dates, and dues. Tara and Marcus agree to coordinate how they approach late applications.

b. Exam Administration – Marcus Robyns

Robyns, from his report, provided an overview of the certification exam application review process, which went well this year, then delved into data for applicants, pre-determined exam sites, and pick your sites statistics. There were four recipients of the 2015 Travel Award. Robyns also reviewed his goals and objectives for the next year. Discussion returned to how Regents addresses late applicants. Robyns will make changes to the outward facing language. DeLeon suggested time be spent this year reviewing a new system which would allow him to establish a new cycle.

Robyns raised a question about the criteria for the travel award, in light of there being 4 recipients. After discussion, it was agreed there would be no change at this time.

Robyns and Taylor discussed the use of Google Hangout. 71 individuals signed-up, but there were multiple technical issues. Despite these, reviews were good and there was interest in future sessions. Robyns will continue to develop this idea.

c. Examination Development – Tomaro Taylor
Taylor will submit formal report after the conference. She reviewed the changes in committee members and areas of expertise and knowledge that would be of value for the EDC. Taylor will reach out to SAA to see about a list of new DAS-certified archivists. She also noted work the committee was able to conduct outside of the physical meeting.

d. Nominations – Margery Sly

Sly reported on the work of the committee. She shared it was a smooth nominations process. The committee started in fall and had a good timeline in place. A full slate of candidates was presented to members for voting.

e. Outreach – Liz Scott

Liz reviewed her report. She provided overviews of work this year on ads, presentations, regional meetings, the ICA Travel Scholarship, Café Press, and volunteers. For the latter, she is going to bring on two members on the Outreach Committee. She then gave a highlight of select merchandise that is now available on Café Press.

5. Reports

a. Newsletter – Linda Hocking; see the report in the Dropbox

b. Digital Community Coordinator – Kate Blalack

Kate reported on minor changes to the web and how information, such as jobs announcement that require/prefer CA, is connected via multiple social media platforms. There was discussion about the job postings and ad swaps. Kate talked about reviewing the website for outdated information, areas that can be consolidated, and some design changes. Liz suggested the idea of a test beta site. Kate will start work on a new test site. Everyone is to get content to her by the end of September.

c. Capitol Hill Management – Steve Grandin

Grandin overviewed a report of ACA examination sites, 1989-2015, including the pre-determined sites for 2016. Locations for 2017 include Portland, Annapolis, Chattanooga, Des Moines, Albuquerque, San Jose. The exam will be on July 26th. He then discussed the Sept. 2015 – August 2018 contract. Grandin outlined the contract and changes, which include Capital Hill scope of service will include the item duties.

d. SAA Liaison – Pam Hackbart-Dean; no report

e. ICA/SPA Report – Becky Haglund Tousey; see the report in the Dropbox

f. NEXUS II Grant Report – Brenda Gunn; no report.

g. Mapping the Landscapes Report – Nancy Melley; no report.

6. New Business

a. Vision/Mission/Plan – Mott

  i. Bylaw Section 2. Purposes. The purposes of the Corporation are to;

1. Develop and administer a program of certification and certification maintenance for archivists in the United States and internationally.
2. Increase knowledge of archival certification and its benefits within and outside the archival profession.
3. Promote among archivists the attainment of a high level of professional knowledge.

b. New Initiatives – DeLeon and Linn brought items under B and C as part of a larger discussion about strategic initiatives and funding.
   i. NAGARA Partnership
   ICRM and NAGARA will partner to market at conferences. Linn and DeLeon think ACA should investigate how to arrange a similar partnership. Robyns and Linn agreed to draft a proposal that could be submitted to board for consideration, with the goal of getting it to NAGARA in October.
   Motion: Marcus and Mott will develop a proposal with board input that will be presented to NAGARA.
   Second: Welch
   Decision: Motion passed with a majority approval. Liz was in the room for the vote.
   
   ii. Expansion to Canada – Mott; tabled.

   iii. Collaboration with SAA Committee on Education - Mott discussed some of this earlier today.

c. Current Initiatives - Review
   i. International Travel Assistance Award
   The question came up to what extent this award furthers our mission or the degree to which it is mission critical. Discussion ensued.
   Linn proposes to cut the ITA Award for fiscal year 2016-17.
   Robyns moved
   Second: Welch
   Scott asked for discussion. She would like to try another year and if we don’t get applicants, then end it. DeLeon also would like to see ACA fund another year. She offers an amendment to the motion, that the Board would assess the impact next year. Robyns does not think an assessment is possible. No one seconded DeLeon’s amendment.

   Decision:
   Yeses = 3; Nay’s = 4. The motion dies. Chenault did not vote.

   More discussion about the matter
   DeLeon put forward a motion to reduce the amount to $500 for 2016-2017, with $500 to go toward the NAGARA initiative and an assessment of the travel fund.
   Move: Welch
   Second: Taylor
   Robyns asked if there would be an impact on applicant pool with a reduced amount and what a successful applicant must do. Discuss continued.
   Decision: 7 yes’s; 1 no

   ii. ICA-SPA-NAANICA – DeLeon briefly mentioned the split but the agenda item is tabled for mid-Winter. Todd will formulate questions to give to Mott who will forward to Becky, the rep.

d. Business Meeting Agenda/Logistics
   DeLeon discussed her plans for the meeting.
7. Old Business
   a. By-Law Revisions –
      Linn will have them ready for tomorrow.
   b. Distinguished Service Award
      There were 2 recipients, J. Frank Cook and James Burton Rhoads

8. Informational Items
   Linn mentioned the possibility of a virtual meeting this fall. The mid-Winter meeting, late February or early March.

   Move to adjourn meeting: Linn
   Second: Chenault

   **Decision: By unanimous acclamation, the motion to adjourn passed.**

   **Adjourned at 4:45 pm**

Respectfully submitted, Wesley Chenault, ACA Secretary