

Academy of Certified Archivists
Board of Regents Meeting
August 15, 2018
Washington D.C.
Marriott Wardman Park Hotel
Park Tower 8212

Present: Rebecca Hankins, Louis Jones, Todd Welch, Abby Curro, Emily Dominick, Daria Labinsky,
Elizabeth Scott, Gerri Schaad,

Absent: Stephanie Malmros

Guests: Courtney Chartier (SAA liaison), Dara Baker (incoming board member), Terry Baxter

Meeting called to order 9:06

1. Approval of mid-winter meeting minutes from January 28, 2018.
 - a. **Motion** to approve minutes as amended: Gerrienne; **Second**: Rebecca; **passed unanimously**
2. SAA Liaison to ACA Report: Courtney Chartier
 - a. Council met August 13th
 - b. Approved council resolutions, new taskforce to develop guidelines for vendors, best practices for internships, endorsed protocols for Native American Materials as external standard for SAA (some discussion on protocols)
3. Officer's Reports
 - a. President: Todd Welch
 - i. No Vice-President report due to Gregor's health. Since Gregor stepped down, there will be a discussion about how to proceed with this gap in leadership.
 - ii. There was a scheduling conflict for Business Meeting during this year's SAA meeting due to open forum with Archivist of the United States. Changing the business meeting to an evening event didn't seem desirable this year. Gerrienne suggested doing a survey of membership to find out about preference between lunch and evening event.
 - iii. Two-year extension of MOU between ACA and NAGARA. **Action item**: Gerrienne proposed that Stephanie go through recent petitions to see how many government archivists are being recertified and how many people are using ICRM courses for credit
 - iv. Question from two Israeli students about archival profession and certifying bodies; there are some international members already. If ACA were to be more outward looking, what would this look like?
 - v. This is our first year having luncheon sponsorship. Sponsors will be announced during the lunch and were added to newsletter.
 - vi. Renewed contract with CapHill for one year. Revised scope of work for CapHill with Gerrienne; Tim and Gerri and Todd will look at administrative, functional and technical needs for contract negotiations next time around.
 - vii. Regent for Member relations being formulated
 - b. Secretary: Emily Dominick

- i. Major work included preparing minutes from mid-year meeting in Houston, adding newly elected regents to the ACA Dropbox account, convening the ACA Digital Assets Task Force, and presenting the ACA PowerPoint to graduate students at the University of Washington School of Information.
 - c. Treasurer: Gerriane Schaad
 - i. Deficit this year of about \$7500; this is partially due to timing of SAA invoices and payment; Largest expense is mid-winter meeting
 - ii. Question about advertising in SAA—where is our advertising best targeted (In the Loop v. Archival Outlook)? Abby suggested that we can evaluate if advertising is reaching audience by asking for a response in the ads
 - iii. **Motion** to adopt budget as proposed: **Second:** Louis; Todd; **passed unanimously**
- 4. Regent's reports
 - a. Certification Maintenance: Stephanie Malmros via Todd
 - i. Stephanie wasn't able to attend the meeting this year; Todd presented her report.
 - ii. 102 members submitted petitions for recertification; 101 petitions passed; 1 petition failed; 23 members elected to recertify by exam
 - iii. Discussion about why some members don't renew; reaching out to individuals who are on the brink could be a task of the proposed Member Relations regent.
 - iv. **Action item:** investigation of rolling over points from one recertification time to the next (ICRM does this)
 - b. Exam Administration: Daria Labinsky
 - i. Travel assistance award: Legacy travel award wasn't advertised so it didn't have any applicants
 - ii. **Motion:** next year, the Regent for Nomination will work with Regent for Outreach to advertise the Legacy Travel Award; **Second:** Rebecca; **passed unanimously**
 - iii. Pre-approval of graduate courses: in the process of approving several courses at Baylor as part of this process
 - iv. Early-bird deadline appears to be successful
 - v. **Motion:** that current early-bird pilot project move to permanent program status to become part of regular procedures that would include updating the ACA handbook; **Second:** Louis; **passed unanimously**
 - vi. Sites for 2019 ACA examination: Austin, Detroit, Jefferson City (Missouri), Seattle, Philadelphia, Tallahassee, Worcester (Massachusetts)
 - c. Exam Development: Rebecca Hankins
 - i. One question on exam regarding citizenship was questionable but psychometrician wouldn't remove it from the item bank; **Motion** to remove question from item bank (Gerri); **Second:** Todd; **passed unanimously**
 - ii. Item writing workshop on slate to have 11 attendees; good questions written in advance
 - iii. Jane Zhang is incoming as Exam Development Regent; she will need 3 committee members (including the absence created by Gregor who stepped down from his position)

- iv. Thanks to Rebecca for her service to ACA with work as Exam Development Regent
 - d. Outreach: Elizabeth Scott
 - i. Review of advertising
 - ii. Mott Linn took over for student outreach since Lori Lindberg stepped down
 - iii. Exhibit didn't get sent out as much due to some timing issues
 - iv. Website: Jim Havron is trying to set up the security on the site. Another point person is needed to do web design.
 - v. Thanks to Liz for 4 years of service to ACA with work as Outreach Regent
 - e. Nominations: Louis Jones
 - i. Nominating committee comprised of Louis, Cheryl Oestreicher and John Slate
 - ii. Election results: Timothy Slavin (VP/President Elect); Gerriane Schaad (Treasurer); Jane Zhang (Exam Development); Dara Baker (Outreach); Christina Zamon (Nominations committee)
 - iii. Distinguished Service Award: Mott Linn and Gregor Trinkhaus-Randall
- 5. ACA Secretariat Report: Abby Curro
 - a. Membership report submitted
 - b. Examination: on-going and going well
 - c. Site selection went well
 - d. Streamlining back-end of exam administration
 - e. Discussion about ACA histories provided by Abby (as part of her report to the board) and if those charts should be provided more widely, either by inclusion in the newsletter and/or a history tab on website
- 6. Other Reports
 - a. ACA Representative to ICA/SPA: Todd Welch for Becky Tousey
 - i. Report submitted
 - ii. ACA hasn't taken an activist role in our communications between ACA and ICA; we support the travel for this position as well as dues
 - iii. Suggestion that we make more of a point of gathering questions for Becky and have more of a conversation with
 - iv. **Action item:** invite Becky to call in to mid-winter meeting
- 7. Leadership for 2018-2019 discussion: primarily discussing how to cover board duties without a President for the year (in Gregor's absence)
 - a. Plan A: Special provision: suspend by-laws so that Todd could remain president until mid-winter meeting, institute the member relations component of strategic plan, work on document. Todd would be president for 1.5 years
 - b. Plan B: Tim (VP/President Elect) would immediately become president, there would be a replacement for service on EDC, another person would need to be identified
 - c. Plan C: Todd could serve as president for another year that would mean Louis would serve another year as Past-President
 - d. Discussion of board on the various plans and decision to go with Plan C if Todd and Louis are willing to continue their terms. This will be announced at the Business Meeting by Gerriane. Input will be requested from ACA members at the luncheon.
- 8. Old Business

- a. ACA Digital Assets Task Force: Emily Dominick
 - i. Primary work of the Digital Assets Task Force has been a survey of the board members to determine the types of records being created and the format in which they are created
 - ii. Most records are born digital due to the nature of our work as a dispersed group of board members
 - iii. Future work of the task force includes potentially updating the records retention schedule
- b. ACA Records Transfer: Emily Dominick
 - i. **Action Item:** Emily will work with Abby to get permanent records from CapHill to UW-Milwaukee
- c. ACA Survey Task Force: Louis Jones and Todd Welch
 - i. Discussion about why people recertify
 - ii. Survey would potentially go beyond A-Census
 - iii. Louis will reconnect with task force members
 - iv. Discussion about incentives to fill out the survey: options includes recertification points and possibility of drawing for prize
- d. Oral History project
 - i. 3 oral histories being conducted during this SAA meeting (Elizabeth Adkins, Jim Byers, and Judy Peterson); also priority to interview David Gracy
 - ii. 4 interviews will be ready to transcribe
 - iii. **Motion** by Gerri to create a line item in the budget for donations for associated charges for the oral history project but not including travel expenses. **Second:** Liz; **passed unanimously**
- e. Strategic Plan Initiatives
 - i. Mission, vision, values: Louis
 - 1. Created two mission statements and two vision statements that will need to be narrowed to one of each; also a series of values statements
 - 2. Board will sign off and then solicit comments from membership
 - 3. Discussion about how to solicit feedback using technology; Louis will discuss with the committee
 - 4. Timeline: report will be made at fall conference call for decision
 - ii. Proposed Regent for Member Relations: Todd
 - 1. Todd and Liz will reach out for a targeted call to serve on this task force to develop the description for this new Regent
 - 2. Ideally committee would report to board at mid-winter meeting
 - 3. Will allow to build a leadership bank
 - 4. Timeline: Election for new regent in 2019; position needs to be defined by February 15 so that candidates can be solicited
 - iii. Association membership database: Todd
 - 1. Suggestion to form a task force to study software programs; this would include Liz and Gerri
 - 2. Administrative, functional and technical questions about various programs to inform documentation

3. Timeline: by next annual meeting time, a software program will be selected

9. New Business

- a. Proposal to launch joint discussion between SAA-ACA consider a path for non-graduate degree applicants to qualify to sit for ACA exam: Terry Baxter
 - i. Set up a set of educational packets based on the Domains that would include a curriculum and then you would become eligible to sit for exam; there could be a minimum experience
 - ii. Potential to push the CA as the credential more broadly
 - iii. Audience is potentially frustrated MLIS students who may not finish their degrees, community archivists (non-professionals trying to self-educate), family archives, religious archivists
 - iv. Board willing to continue the conversation but it won't move beyond ACA until further conversation and research; Terry will do more in-depth research into his further study areas and report back to the board for fall conference call
- b. Association Management Contract task force
 - i. To have a document or report done by December
- c. Potential for adding a Cultural Competency Domain or added as a component to an existing domain such as Professional, Ethical, and Legal Responsibilities
 - i. Rationale: archivists interact with diverse communities, there are ethical issues associated with different communities, it is important to understand how these communities operate
 - ii. Discussion about whether Cultural Competency could stand alone as a domain; Louis suggested that we create a task force to determine how this would work
 - iii. Adding a domain would mean we would potentially need a new member for the EDC, item bank questions would need to be populated with questions, etc.
 - iv. **Motion by Todd** to create a task force that would review the role delineation statement and explore the feasibility of creating an 8th domain of Cultural Competency; **Second: Gerri; passed unanimously**
 - v. Rebecca Hankins will lead the task force
- d. **Motion** to adjourn the meeting by Todd; **Second: Gerri; passed unanimously**; Meeting adjourned 3:27 which was followed by CA Examination Angoff Test.