

August 20, 2020
ACA Business Meeting
Online (Zoom) Meeting
3:00 p.m. EDT

Welcome

Meeting called to order by President Tim Slavin at 3:00 p.m. Tim welcomed ACA members, who numbered up to 130 attendees over the course of the meeting. He noted that the meeting was being recorded but would not be published.

Motion passed to approve the minutes of the 2019 Business Meeting. The Secretariat had shared the draft of the minutes with attendees prior to the meeting.

Tim introduced ACA Secretariat Mike Breslin, who stepped into this role in January 2020, and thanked him for all his efforts this year.

Reports of the Officers

President

Tim Slavin noted that this has been a challenging year for all of us with COVID-19 disrupting our families, work and normal lives. The Board responded by implementing changes that allow us to navigate this ongoing “new normal,” but will also benefit ACA moving forward. Examples mentioned: online exam and recertification review.

Incoming Board members have already attended two Board meetings in order to better to understand ongoing work, such as implementing an association management system and continuing to improve the individual members’ ACA experience. Tim thanked all Board members for their service.

Vice President

Tomaro Taylor shared highlights from her year of service:

- Board confirmed Cultural Competency as a new domain. It will be in the 2022 exam. She thanked Helen Wong Smith and Rebecca Hankins for proposing this addition to the exam.
- Board voted to support the Society of American Archivists’ National Leadership Grant proposal to the Institute of Museum and Library Services. SAA received the grant to complete a second A*CENSUS survey. ACA is partnering with SAA to increase distribution of the survey.
- She worked with Regent for Exam Administration, Treasurer and Secretariat to assess options for moving the exam online.

Treasurer

Gerrienne Schaad reviewed her report which the Secretariat emailed to attendees prior to the meeting:

- ACA finished the year in the black, mainly due to the Board and Exam Development Committee not meeting in person. Overhead has gone up about \$17,000 due to online exam and more monies going out to psychometrician and management services company.
- ACA financial assets as of June 30, 2020: \$58,600.56 operating reserve, \$110,692.62 investment reserve (mutual funds), total assets: \$169,293.18. The previous year, total ACA Assets as of June 30, 2019 were \$166,802.84.
- For the 2019-20 fiscal year, actual as of June 30, 2020, income totaled \$89,232.06, expenses totaled \$86,741.72, for a net income of \$2,490.34.

An ACA member asked why ACA has two investment accounts, and Past Treasurer Mott Linn confirmed that diversified investment was the reason.

Secretary

Marie Force reported that the Board held ten monthly meetings, three special meetings and a two-day Mid-Year Meeting, from Sept. 2019 to July 2020, and she took all minutes.

Building on the work of the 2019 Digital Asset Task Force and the previous secretary Emily Dominick:

1. Updated the ACA Retention Schedule from 2009, to reflect today's digital records and to implement a streamlined, annual transfer of permanent records to the ACA Archives.
2. Preparing for a records transfer to the ACA Archives in September, then another transfer in January with oral history and photographs. This will begin an annual transfer to the Archives every January.

In 2020-21, a working group will review our documents, policies and procedures with all the new ways we are working now and the online exam.

Reports of the Regents

Regent for Exam Administration

Rosemary Pleva Flynn thanked the ACA membership for their support while we moved to an online exam. On April 16, 2020, the Board voted to hold the 2020 exam online. In three and a half months, we found a suitable vendor and completed all additional requirements for an online exam, including drafting an ACA Privacy Policy and an ACA Exam Terms of Use and Non-Disclosure Agreement.

Exam was scheduled for August 5, 2020, at 9 a.m. local time for each examinee. Some ended up taking the exam later, due to a tropical storm that impacted power in areas. There were also issues with the third-party proctoring and examinees not being able to log in to the exam. Rosemary is retooling the usual post-exam survey in order to review and improve the online exam experience.

There were 235 archivists who took the exam, about 70 more than last year. Some archivists applied, and were approved, but did not take the exam, so Rosemary will follow up with them to learn more.

Because the exam was online, the travel award was turned into an exam assistance award lottery. Ten names were drawn from those who applied, and funds distributed to those archivists.

Regent for Exam Development

Jane Zhang reported for the Examination Development Committee (EDC): Maurice Blackson (Domain 1), Cara Griggs (Domain 2), Cheryl Oestreicher (Domain 3), Lonna Mckinley (Domain 4), Tomaro Taylor (Domain 5), Sharalyn Howcrofts (Domain 6), Aaron Speight (Domain 7), Psychometrician Holly Travers.

The 2019-20 EDC did all their work online this year and completed all tasks:

- Constructed new exam (100 questions) at the EDC Meeting on March 28, 2020.
- Reviewed 2019 exam questions flagged by the psychometrician based on 2019 exam results. Five questions identified for further review in 2020-21.
- Approved 37 new exam questions at 2020 EDC Meeting (24 questions from EDC, 13 questions from 2019 Item Writing Workshop), and submitted to psychometrician to update the Item Bank.
- Successfully held online Item Bank Workshop. The online format attracted more volunteers than usual (15 CAs, half were first-time participants) and allowed us to accommodate them.

- Reviewed all Item Bank questions and recommended/approved deletion of 22 outdated questions and revision of ten questions. Submitted to psychometrician to update the Item Bank.
- Created EDC new member orientation sheet with guidelines.

An ACA member asked when questions associated with the Cultural Competency domain would be added and used. Jane said that the EDC has identified current questions in the Item Bank associated with cultural competency for future EDC review. Tomaro responded that the Board is convening a Cultural Competency Task Force this fall to develop the bibliography, etc.

Regent for Certification Maintenance

Stephanie Bayless reported on recertification activities this year:

- Of the 170 members due for recertification this year: 114 (67%) recertified by petition, 23 elected to take the exam, nine applied for and were granted emeritus status, four received extensions due to circumstances, and 20 chose not to recertify or did not respond and will be removed from our rolls.
- Due to COVID-19, we extended the deadline to submit recertification petition: added 15 extra days and moved the deadline to June 15, 2020, receiving 18 petitions during that period.
- Last year that members could recertify using either current guidelines (used by 68%) or old guidelines (used by 32%). Next year, everyone uses same guidelines.
- Excellent response to call for petition review volunteers: 28 members responded, 15 served on petition teams.
- 43 requests for pre-approval of recertification credits approved
- 17 members granted emeritus status

Stephanie announced that due to the sudden impact of COVID-19 on our members this year, ACA is extending the recertification period by one year for all ACA members and there will be no review of recertification petitions in 2021. An all-member email will be sent shortly with more details. A working group will develop clear guidelines for how ACA will count activities in 2020 for recertification. ACA member were advised to hold onto their 2020 documentation, such as canceled presentations, because it may be asked for during future recertification.

Past President/Regent for Nominations

Due to Regent for Outreach Dara Baker losing internet connection, meeting moved to next item on the agenda. Todd Welch presented his report while Dara reconnected.

For the Nominations Committee (Todd Welch, Christina Zamon, Mary McRobinson), Todd thanked the candidates for running, the membership for casting their votes, and Secretariat Mike Breslin for his support with the survey/election software move this year (to ElectionBuddy).

Todd reviewed the ACA Election results: Gerriane Schaad for Vice President/President Elect, Laura Botts for Treasurer, Ann Hodges for Regent for Exam Development, Joshua Kitchens for Regent for Outreach, Michelle Ganz for Regent for Member Services, and Kellyn Younggren for the Nominations Committee.

He announced two ACA Distinguished Service Awards this year, presented to Louis Jones and James T. Havron.

Regent for Outreach

Dara Baker reported on highlights this year:

- Worked with the Regents for Outreach, Certification Maintenance and Exam Administration, and the Treasurer to formalize deadline dates and improve processes for all-member announcements and dues, exam registration and petition deadlines.
- Role of Regent for Member Services finalized by committee.
- Outreach and Member Services Committee was stood up, consisting of Josh Kitchens, Michelle Ganz, Daniel McCormack and Dara, and will continue in 2020-21 term.
- Centralized call for volunteers by Outreach with excellent response from ACA members.
- Managed six volunteers, two committees and provided support for Newsletter: Linda Hocking, Advertising/Revenue: Grant Gerlich, and IT/Cyber/Web: Jim Havron
- New volunteers added this year, continuing in 2020-21: Webmaster: Sarah Denison, Job Listing Coordinator: Laura DeMuro
- New online form debuts tomorrow, making it easier for employers to submit jobs to the Jobs page on the ACA site.
- Held ACA Mixer at SAA (online) in July, and ACA Happy Hour in Washington, DC in February.
- Issued a statement and document "Resources for Archivists: Black Lives Matter, Anti-racism, and Emotional Labor." These are living documents to be maintained by ACA.
- Increased Facebook presence: added 130 followers (up 8.5%), joined Archivist Think Tank group and ACA Study Group, increased posts to 4 per month.
- Developing role of new SAA Students and New Archives Professionals (SNAP) Section Liaison.
- Several CAs presented to student groups at three universities, and Mott Linn's earlier presentation was recorded and posted online by San Jose State.

Dara thanked all the ACA volunteers in 2019-20 (*Indicates served in more than one volunteer role): Jennifer Andreola, Nora Blackmon, Maurice Blackson, Randall Bowman, Ruth Bryan, Sharon Carlson, Laura DeMuro, Elaine DeNiro, Sarah Denison, Amanda Dietz, Dan DiLandro, Anton duPlessis, Sean Evans, Michelle Ganz*, Grant Gerlich, Cara Griggs*, Kayla Harris, James T. Havron, Margaret Hewitt, Linda Hocking, Sharalyn Howcrofts, Kimberly Johnson, Louis Jones, Morgan Jones-King, Nancy Kaczmarek, Jeremy Katz, Rose Kimball, Joshua Kitchens*, Ryan Lee, Emilia Mahaffey, Raymond Maxwell, Laurel McCondray, Daniel McCormack, Bob McInnes, Lonna McKinley, Lisa Mix, Lynn Moulton, Pamela Nye, Cheryl Oestrieher, Maren Read, Barbara Russell, Michelle Sayers, Kristina Schulz, Sarah Shipley, Kristy Sorenson*, Aaron Speight, Laney Stevenson, Audrey Swartz, Lynn Whitfield, Amelia Winstead, Van Wood, Noraleen Young, Kellyn Younggren

Dara also thanked those who volunteered but did not participate this year.

Leadership Transfer

The gavel was virtually passed from 2019-20 President Tim Slavin to 2020-21 President Tomaro Taylor. Tim has mailed the actual gavel to Tomaro. Tomaro chaired the remainder of the meeting.

2020 Resolution

Tomaro read a resolution from the Board recognizing Regent for Exam Administration Rosemary Pleva Flynn and Secretariat Mike Breslin for their outstanding work in the vendor selection, preparation and administration of ACA's first online exam, ensuring the success of the 2020 ACA exam.

Meeting adjourned at 3:53 p.m.