



ACA News

The Newsletter of the Academy of Certified Archivists Issue 102 Fall 2018

President's Message

Todd Welch, CA
Utah State University
Merrill-Cazier Library
Logan, UT



Dear Certified Archivists,

The Academy recently entered its thirtieth year of existence, and I want to take this opportunity to highlight and acknowledge the work of the Task Force charged with drafting the Academy's first mission, values, and vision statements. The drafting of these statements and formal vetting by the membership is a critical step in our Strategic Plan. The statements will provide the leadership with the roadmap to guide decisions that govern current activities and offer direction in future planning. I know that on more than one occasion during my tenure, the Board of Regents' deliberations could have greatly benefited from a clear statement of the Academy's mission, value, and vision. The Task Force, (which is chaired by the immediate Past-President Louis Jones, CA and includes Lee Miller, CA and Michael Barera, CA) has provided the membership with a couple of versions for our consideration. Please take time to complete the online survey. It is your opportunity to participate in shaping the identity, purpose, and principles of the Academy.

In other Strategic Planning news, we recently sent out a call for volunteers to serve on a Member Services Task Force. The initiative is charged with developing a proposal for a new Regent position focused on communication and services to existing Certified Archivists. The Task Force, headed by Liz Scott, CA and current Regent for Outreach Dara Baker, CA will be drafting a new position description and calendar before the

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President's Message *(continued from previous page)*

Board's mid-winter meeting. The purpose is to create a member relations position that improves communication and involvement with the Academy's growing membership numbers. A draft of the proposal will be shared with the Membership in the spring.

Todd Welch, CA

ACA President, 2017-2019



Todd Welch speaking at the ACA Luncheon

ACA Officers

| | |
|---|---|
| President (2017-March 2019) | Todd Welch, CA Utah State University Merrill-Cazier Library Logan, UT |
| Vice President/ President-Elect (2018-2020) | Timothy A. Slavin, CA Division of Historical and Cultural Affairs Dover, DE |
| Treasurer (2018-2020) | Gerrienne Schaad, CA Florida Southern College Lakeland, FL |
| Secretary (2015-2019) | Emily Dominick, CA University of Washington Libraries Special Collections, Allen Library Seattle, Washington |
| Regent for Examination Administration (2017-2019) | Daria Labinsky, CA National Archives at St. Louis National Personnel Records Center St. Louis, MO |
| Regent for Examination Development (2018-2020) | Jane Zhang, CA Catholic University of America Department of Library of Information Science Washington, DC |
| Regent for Certification Maintenance (2017-2019) | Stephanie B. Malmros, CA Briscoe Center for American History The University of Texas at Austin Austin, TX |
| Regent for Outreach (2018-2020) | Dara Baker, CA Fishkill, NY |
| Immediate Past President & Re- gent for Nominations (2017-2019) | Louis E. Jones, CA, Ph.D. Wayne State University Walter P. Reuther Library Detroit, Michigan |

Contact information for the Officers and Regents is available on the ACA website:

www.certifiedarchivists.org/about-us/officers.html

**WINTER
REGIONAL FORUM**

**Friday, January 26, 2019
Lynwood, Washington**

NAGARA Members: \$99 | Non-Members \$149

www.NAGARA.org/RegionalForums

An Idea Whose Time Has Come: Mission, Values and Vision Statements to Guide and Direct the Academy

From the Regent for Nominations

Louis E. Jones, CA, Ph.D.
Wayne State University
Walter P. Reuther Library



The Academy of Certified Archivists is seeking your assistance in vetting mission, values and vision statements before they are included as part of the Academy's bylaws. These statements will help guide and direct the Academy in a more clear and focused way in the months and years to come. If you are a member of the Academy, you should have received an email with a link to a survey designed to share your opinions about the mission, values and vision statements we drafted for your review. If you have not already done so, please complete the survey by November 21 in order to strengthen and develop our organization.

The idea for the development of these statements did not emerge in vacuum. During the 2017 Midwinter board meeting, Regent for Nominations, Louis Jones, was tasked with convening a body of ACA members to draft mission, vision and values statements for the Academy. The idea for the inclusion of these statements evolved from the strategic planning retreat the Academy convened in Portland, OR on July 25, 2017. The ACA Statements Task Force is excited to share the work it has accomplished with the view that the Academy's membership will now provide feedback before a final draft is presented to the board for further review and approval.

The members of the task force initially included Michael Barera, Brenda Gunn, Louis Jones (Chair), and Lee Miller. Unfortunately, other commitments forced Brenda Gunn to step down from this task force.

Currently, the Academy does not have any of these statements as part of its bylaws, although it does have the following purpose:

"Article II. PURPOSES

Section 1. Not For Profit. The Academy of Certified Archivists is organized under and shall operate as an Illinois Not For Profit Corporation, and shall have such powers as are now or as may hereafter be granted by the Illinois General Not For Profit Corporation Act of 1986.

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

§ Develop and administer a program of certification and certification maintenance for archivists in the United States and internationally.

§ Increase knowledge of archival certification and its benefits within and outside the archival profession.

§ Promote among archivists the attainment of a high level of professional knowledge."

The taskforce proposes that, after the draft statements are fully vetted by the ACA membership and board, the final version of the statements will replace Article II, Section 2 and that "Article II. PURPOSES" is provided a more appropriate name within the bylaws.

As a framework for better understanding the elements of mission, vision and values statements, this task force reviewed the following web sites for guidance:

<http://www.diycommitteeguide.org/resource/vision-mission-and-values>

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Mission, Vision, and Values *(continued from previous page)*

<https://topnonprofits.com/examples/vision-statements/>

<http://www.businessdictionary.com/definition/vision-statement.html>

<https://onstrategyhq.com/resources/core-values/>

We also reviewed the Academy's bylaws, Mott Linn's article, "Not Waiting for Godot: The History of the Academy of Certified Archivists and the Professionalization of the Archival Field," which appeared in the 2015 Spring/Summer issue of the *American Archivist*; and other relevant material.

In order for the vetting process to meet with success, your feedback will be necessary. With that in mind, we look forward to reviewing the results of the survey we know that many of you will be completing in the coming weeks.

From the Regent for Nominations

Louis E. Jones, CA, Ph.D.
Wayne State University
Walter P. Reuther Library
Detroit, Michigan



Mott Linn, CA and Gregor Trinkaus-Randall, CA Receive the Academy's Distinguished Service Awards

At this year's business meeting/luncheon, the Academy presented the Distinguished Service Award to two members whose service to the Academy merited recognition. Those awardees are Mott Linn, CA and Gregor Trinkaus-Randall, CA.

A member of the Academy since 1991, Dr. Linn has distinguished himself in a number of different and distinctive ways. Within the Academy he has served as

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From the Secretary

Emily Dominick, CA
University of Washington
Libraries
Seattle, Washington



Board of Regents Update

At the August 15, 2018 meeting in Washington D.C., the Board of Regents:

- Welcomed new board members Dara Baker, CA; Timothy Slavin, CA; Jane Zhang, CA and incoming nominations committee member Christina Zamon
- Thanked outgoing board members Liz Scott, CA; Louis Jones, CA; and Rebecca Hankins, CA for their years of service
- Heard reports and plans for tackling the ACA strategic plan initiatives including crafting mission and vision statements, forming a new Regent for Member Relations position, and making plans for a more robust association membership database
- Discussed leadership for 2018-2019 in light of a board member stepping down
- Commissioned a task force to review the role delineation statement and explore the feasibility of creating an 8th domain of cultural competency

At the August 16, 2018 Business Meeting:

- Members heard reports from board members and were briefed on the strategic plan initiatives and other works of the board
- Mott Linn, CA and Gregor Trinkaus-Randall, CA were presented with Distinguished Service Awards

From the Regent for Nominations (*continued from previous page*)

the treasurer for two terms and later as its 25th president. Over the course of these years of service, he established several task forces strengthening the Academy, initiated the early bird registration option, which helped to increase the membership while allowing for a more efficient administration of the exam application process and, most importantly, authored the most comprehensive article chronicling the history of the Academy. That article entitled, “Not Waiting for Godot: The History of the Academy of Certified Archivists and the Professionalization of the Archival Field,” appeared in the 2015 spring/summer issue of the *American Archivist*.

Upon formally leaving the ACA board last year, I recall him noting that his work with the board was enjoyable, but hard. For those of us who know Mott and his dedication to the ideals of the Academy, it was harder for him *not* to be involved with the Academy. This was evident in two meaningful ways. When Outreach Archivist Liz Scott needed someone to identify members of the Academy to speak to SAA student chapters, Mott was there willing and able to help. Through his efforts, members of the Academy gave 16 presentations about the Academy reaching 136 students. With that same amount of dedication and enthusiasm, Mott has conducted 4 oral history interviews as part of an oral history project designed to showcase the organization’s important history. Again, these last two activities came after he left the board, a time when most former presidents pull back from their work with the Academy. It is for these and more reasons, that the board felt no hesitation in recognizing Dr. Mott Linn with one of this year’s Distinguished Service Awards.

This year’s second Distinguished Service Awardee is well known throughout the profession and has a reputation in the archival realm matched by few others. I am here referring to Gregor Trinkaus-Randall. A staunch supporter of archival certifica-

tion and founding member of the Academy, his nearly 30-year association within our ranks has found him in a number of leadership positions, which collectively demonstrate his deep and steadfast commitment to its mission.

If you recertified in the 10-year period beginning in 2005, there is a good chance he reviewed your recertification petition, as he served on the committee charged with that responsibility. Years preceding that, he was a member of one of the first Nominating Committees for the Academy. Of particular note, he represented both the Society of American Archivists and Academy of Certified Archivists in their joint work with the International Council of Archives Section of Professional Associations. In this way, he provided our organization voice on an international stage.

We can’t let this moment pass without acknowledging his leadership role within other archival organizations, namely the New England Archivist and Society of American Archivists. In this latter organization, he served as its president from 2011 until 2012 and later received the honor of becoming a fellow of that organization, which I often think of as the hall of fame for archivists. His day-to-day work as a preservation specialist found expression within many of the professional organizations with which he has been affiliated and for that the profession is thankful.

It is important to make reference to these associations, as most of those who serve in these capacities and are so honored determine that there is little more left to pursue. And yet, his love for this noble field of ours found him pursuing the highest leadership role within the Academy. His time with the board, though short, made an imprint. During that time, he served as a member of the exam administration committee as well as the organization’s exam develop-

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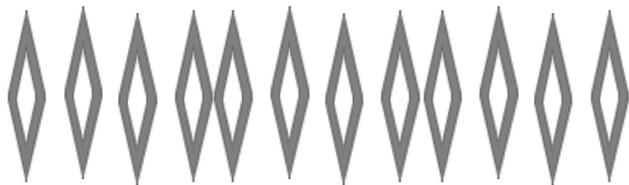
From the Regent for Nominations *(continued from previous page)*



Todd Welch and Louis Jones present the Distinguished Service Award to Gregor Trinkaus-Randall (left) and Mott Linn (right)

ment committee. When the organization establishes an online exam, it will largely be because of the seed he planted to make this happen. It is for these multiple and interrelated reasons that the board was pleased to present Gregor with the second of this year's Distinguished Service Awards.

If any Academy member would like to nominate a fellow member as a 2019 Distinguished Service Awardee, please contact Regent Louis Jones, CA at louis.jones@wayne.edu with your nomination along with an explanation.



2019 CA Exam Application Now Available

Do you want to recertify by exam? If so, the 2019 Certified Archivist examination application is now available.

The 2019 exam will take place on Wednesday, July 31, 2019. The sites selected for the 2019 exam are Austin, TX (SAA Annual Meeting), Detroit, MI, Jefferson City, MO, Philadelphia, PA, Seattle, WA, Tallahassee, FL, and Worcester, MA.

More sites will undoubtedly become available through the "Pick-Your-Site" option. If at least 3



Reminder!

Don't forget to pay your dues! Not sure if you are current? Check with Abby at aca@caphill.com

people who register as Early Birds (by 11:59 pm on February 15, 2019)--or 5 who register by the 11:59 pm, May 31, 2019, regular deadline--choose a new site, we will add that location as a test site.

For more information on recertifying by exam, visit <https://www.certifiedarchivists.org/members-area/certification-maintenance/>. For general information on certification, visit <https://www.certifiedarchivists.org/get-certified/>.

From the Treasurer
 Gerianne Schaad, CA
 Florida Southern College
 Lakeland, FL



This is a list of all of the Academy of Certified Archivists' financial assets as of June 30, 2018:

| | |
|---|---------------------|
| Operating Reserve: Pioneer Bank: | |
| Checking and PayPal Acct | \$ 3,884.59 |
| MM Savings | \$40,591.18 |
| CDs: two, one-year CDs worth a total of | \$ 15,354.22 |
| <u>Sub-total of assets held at Pioneer Bank/PayPal:</u> | <u>\$ 59,829.99</u> |
| Investment Reserve: | |
| T. Rowe Price | \$57,489.65 |
| The Vanguard Group | \$41,246.01 |
| <u>Sub-total of assets invested in mutual funds:</u> | <u>\$ 98,735.66</u> |
| Total ACA Assets as of June 30, 2018: | \$158,565.65 |

| | |
|--|---------------------|
| Sub-total of assets held at Pioneer Bank/PayPal as of June 30, 2017: | \$ 68,832.76 |
| Sub-total of assets invested in mutual funds as of June 30, 2017: | \$ 93,728.65 |
| Total ACA Assets as of June 30, 2017: | \$162,561.41 |

Excerpt from the Investment and Reserve Policy: "The balance of the Operating Reserve should equal or exceed the amount of that year's annual budget. Any additional funds may be placed in the Investment Reserve with the approval of the Board of Regents."

2017-2018 Fiscal Year: Actual as of June 30, 2018

| | |
|--|--------------------|
| Income: | |
| Membership dues | \$54,260.00 |
| Exam Fees | \$ 7,452.00 |
| Certification Fees | \$12,150.00 |
| Interest Income from reserves | \$ 2,757.84 |
| Unrealized gains or losses from investment reserve | \$ 3,830.81 |
| Other (Ads, Sponsor, Fee, Donations) | \$ 7,307.00 |
| Total | \$87,757.65 |
| Expenses: | |
| General overhead | \$57,488.83 |
| Board expenses | \$19,863.99 |
| Outreach | \$ 9,264.93 |
| Exam Development | \$ 6,944.93 |
| Exam Administration | \$ 923.74 |
| Misc. | \$ 11.00 |
| Awards | \$ 792.32 |
| Total | \$95,289.74 |
| Net Income | \$-7,532.09 |



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Volunteers at the ACA table at SAA



ACA Annual Luncheon

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