

Board of Regents Meeting  
August 3, 2016  
Atlanta, Georgia  
The Hilton Atlanta

Present: Kate Blalock, Abby Curro, Emily Dominick, Steve Grandin, Rebecca Hankins, Louis Jones, Tara Laver (via Skype), Mott Linn, Marcus Robyns, Gerrienne Schaad, Liz Scott, Tomaro Taylor, Todd Welch (via phone), Helen Wong-Smith (guest, SAA liaison)

1. Meeting called to order at 9:12 am. Welcome and introductions.
2. Approval of Minutes
  - a. **Motion:** Emily moved to approve 8/14/2014 minutes as amended; **Second:** Tomaro, **Decision:** passed
  - b. **Motion:** Emily moved to approve 3/13/2016 minutes; **Second:** Mott; **Decision:** passed
  - c. **Motion:** Emily moved to approve 4/6/2016 minutes; **Second:** Louis; **Decision:** passed
  - d. **Motion:** Emily moved to approve 6/7/2016 minutes; **Second:** Mott; **Decision:** passed
3. Officer's Reports
  - a. President: Mott Linn
    - i. Opportunities arose: NAGARA agreement, RDS, Class pre-approval
    - ii. Reaching out to State Archivists to encourage certification/recertification; COSA no State archivists currently on the board are CAs; fielded questions about the strength of ACA in terms of growth, exam administration and difficulty, etc.
    - iii. Question about how retirements/emeritus will effect membership
    - iv. Presentation of gift of mug to Steve Grandin on the occasion of his retirement
  - b. Vice President: Louis Jones
    - i. Usage of membership directory by a doctoral student; email will be sent to membership to give a heads up
  - c. Treasurer: Todd Welch
    - i. In the red about \$4,000. Spending slightly more than we are bringing in. By and large, a strong budget that we lived up to
    - ii. Budget review: It was suggested to update storage costs to \$300 to more accurately account for the expense (up from \$200); and to add \$100 income to ACA polo shirts for balance
    - iii. **Motion:** Todd moves to approve the budget, **Second:** Marcus; **Decision:** passed
  - d. Secretary: Emily Dominick
    - i. Recording and prepping minutes; updating Dropbox account with new members
    - ii. Discussion about when the ACA Officer-Regent Handbook should be sent to board nominees and incoming board members
    - iii. Discussion about posting the ACA Officer-Regent Handbook to the website; Emily will review to ensure there isn't any sensitive information and then will work with Kate in order to have it posted
4. Regents' Reports
  - a. Certification Maintenance: Tara Laver
    - i. Recertification process
      1. 157 CAs due to recertify

2. 5 petition review teams
3. 251 CAs are due to recertify next year—a very large cohort
- ii. Recertification Petition Review Taskforce
  1. Taskforce will review requirements, definitions and credits for the process of recertifying by petition
  2. Taskforce will meet virtually after SAA meeting and plan to have completed the review in time for the 2017 recertification process. Issues include clarifications in directions, making forms easier to use, being consistent across Regents, sharing information and having access to old applications for information
- b. Exam Administration: Marcus Robyns
  - i. 2016 Exam Application: record number of applicants (233); application review went smoothly
  - ii. Wufoo forms are not most user-friendly, can't save when half-way through, for example; looking for a possible replacement
  - iii. NAGARA ACA exam workshop: only 2 attendees; not necessarily a success as an in-person session. Posting a PowerPoint or presentation online might be more effective and reach more people.
  - iv. Updates to requirements for Options 1 & 2
    1. No longer requiring a diploma copy: transcript is enough (doesn't need to be an official transcript)
    2. Position description and supervisor's letter required to verify number of hours worked
  - v. Exam application for the 2017 exam is available on website now
- c. Exam Development: Tomaro Taylor
  - i. Cycling off as EDC
  - ii. Rebecca, the incoming Regent, will need to appoint 2 new committee members; needs to be done before decision about where mid-winter meeting will be held
  - iii. Developed a new exam at the meeting in March
  - iv. Item writing workshop tomorrow—5 people have signed up
  - v. Moving of the item bank: once exam cycle is complete Holly Traver (psychometrician) will be approached about moving the item bank from RPI servers to Capitol Hill Management.
  - vi. Question about Role Delineation Statement review every 5 years, last time was in 2014
- d. Nominations: Daphne DeLeon (Report given by Mott)
  - i. Congratulations to those elected and thanks to all who agreed to run
  - ii. There were issues with the ballot which caused some concern; Mott assured that none of the positions came down to very close numbers
- e. Outreach: Liz Scott
  - i. Spoke with Todd about budget
  - ii. Addition of a reciprocal ad between NAGARA/ACA
  - iii. Presence at regional archives conferences by staffing table

- iv. Lori Lindberg, Kate Blalock, Tracy Tucker, Linda Hocking, Philip Montgomery are all part of the outreach team
- v. Outreach breakfast on Friday morning at 7:30 to discuss ideas
- vi. Discussion about how to raise awareness among employees to include a preference or requirement for a CA on job advertisements
- vii. The ACA outreach PowerPoint could be updated—Liz will look into updating
- viii. Website report: Kate Blalock
  - 1. Logo needs to be updated
  - 2. Will be working on updating the website to condense some areas; it was agreed that the board doesn't need to sign-off on all changes
  - 3. Will be adding a student section to website as well as an employer section

## 5. Reports

- a. Capitol Hill Management: Steve Grandin
    - i. Shared membership list as of June 30, 2016; 1204 members currently
    - ii. 484 have renewed for this year so far
    - iii. Shared list of exam locations and proctors as well as number of people taking exams in those locations
    - iv. Capitol Hill Management will be moving in October
    - v. Sites for 2018 exam: Washington D.C.; Oklahoma City, Oklahoma; Columbia, South Carolina; St. Paul, Minnesota; Los Angeles, California; Salt Lake City, Utah  
**Motion:** Mott moved to approve this list; **Second:** Tomaro; **Decision:** passed
  - b. Helen Wong-Smith (SAA Council liaison)
    - i. Courtney Chartier will be new liaison
    - ii. Council approved changes with regard to sections and roundtables
      - 1. Eliminate distinction between section and roundtables; all will be called sections
      - 2. Members may join as many as they would like
      - 3. Non-members may join up to 3 discussion lists
      - 4. All groups will be required to have standardized by-laws, there will be a template to use
      - 5. New groups may be formed with a petition of 100 members
    - iii. Environmental scan (survey) with sections
      - 1. Instead of EAD roundtable it will become EAS (Encoded Archival Standards)
    - iv. See council website for other changes
  - c. ICA/SPA Report: submitted
  - d. NEXUS II Grant Report: submitted
  - e. Mapping the Landscapes Report: submitted
- ## 6. Old Business
- a. Newsletter ads: Mott
    - i. Some people have issues with vendors buying ad space in the ACA Newsletter
    - ii. Discussion about whether we should seek vendor ads as a way to raise funds
    - iii. If vendor ads are sought, costs of our peer organizations should be consulted

- iv. Discussion about hiring a marketing consultant to help run a marketing campaign
    - v. Louis will put together ideas for possibility of forming a task force
  - b. Regent Handbook updates: Mott
    - i. Updates will be added
  - c. Oral History Task Force: Louis
    - i. The task force has put together a list of important people related to ACA's development
    - ii. The task force has created release forms and other pertinent guidelines
    - iii. The task force has suggested to award certification points for being part of the process such as interviewers and transcribers
      - 1. Discussion about how many points might be awarded; 2 points for conducting an oral history interview and another 2 points for transcribing one
    - iv. Discussion about creating a GoFundMe campaign to raise funding for transcription services. Gerri will look into the idea of a GoFundMe campaign.
  - d. Where's ACA?: Mott
    - i. During Archives Month, we can take photos in front of our archives with our ACA shirt to publicize ACA
    - ii. Do we want to try it this year? Create hashtag #ACArchivists #WheresACA?
    - iii. Daphne will be contacted about heading up the campaign
    - iv. Capitol Hill has social media expert who could take lead
  - e. Dropbox: Emily
    - i. Presented list of those who currently have edit access; will remove those who no longer need access
- 7. New Business
  - a. Boundaries of the Profession Taskforce: Mott
    - i. Discussion about whether this taskforce should be created.
    - ii. Discussion about whether or not members would need to be CAs
    - iii. **Motion:** Mott moved to go forward with the taskforce as described; **Second:** Tomaro; **Decision:** passed with majority; (1 nay (Marcus))
- 8. Thanks to board members rotating off the board (Tomaro Taylor and Daphne DeLeon)
- 9. Adjournment: **Motion:** Tomaro moved to adjourn the meeting; **Second:** Emily; **Decision:** passed. Adjourned at 3:53 pm.

Angoff process followed

Minutes submitted by: Emily Hughes Dominick, Secretary