

ACA Board of Regents Meeting
Friday, August 2, 2019
Austin, Texas

Present: Tim Slavin, Dara Baker, Louis Jones, Jane Zhang, Abby Curro, Stephanie Malmros, Daria Labinsky, Gerriane Schaad, Todd Welch

Guests: Rosemary Pleva-Flynn (incoming board member); Helen Wong Smith and Rebecca Hankins (cultural competency domain exploration)

1. Welcome call to order: 9:06
2. Approval of minutes of March 3, 2019 mid-winter board meeting and June 24, 2019 conference call; **Motion to approve as written:** Emily Dominick; **motion second:** Stephanie; **Approved unanimously**
3. SAA Council Board Liaison (Brenda Gunn, CA)
 - a. Brown bag lunch cancellation took up much of the time of SAA council's meeting
 - b. Council approved a section on accessibility and disability
 - c. SAA currently has 46 sections, there will be examination of section structure in the coming year
 - d. Brenda will send out talking points from council
 - e. Brenda is interested in sharing our work on cultural competency; dovetails nicely with SAA's strategic plan
 - f. Discussion about possibility of MOU between ACA and SAA—this has been explored before
4. Officers' Reports
 - a. President's report (Todd Welch, CA)
 - i. RFP process
 - ii. CHMS contract summary of changes; working on requirements document for membership software system; marketing initiative may be developed
 - iii. Spoke with SAA about membership software options
 - iv. Oral history project is ongoing; Mott Linn will be interviewing David Gracy and Leon Miller; technical difficulties led to loss of several interviews from last year
 - v. Todd will be asking for donations for funding the transcriptions of interviews at ACA event on August 3.
 - vi. Gerri thanked Todd, on behalf of the board, for his extended service to the board by stepping up to serve an additional year as president
 - vii. Todd thanked all the board members for their work
 - b. Vice-President's report (Tim Slavin, CA)
 - i. RFP process
 - ii. Reaching out to John Graziano at CHMS about adding a rider to the contract
 - c. Treasurer's report (Gerri Schaad, CA)
 - i. We are in the black this year by \$5800.00; Cashed in our CDs and put them into our savings
 - ii. New CHMS contract will impact next year's budget since it is about \$11,000.00 more than this year; Gerri created preliminary projections that show we will be \$17,000.00 in the red and this isn't considering the fees that would be involved in getting a membership software up and running. Projections are based on

cautious outlook. Cost savings at mid-winter meeting is one possibility. We will need to have a discussion on raising membership fees.

- iii. Not ready to vote on budget since final numbers for July are not in yet;
- d. Secretary's report (Emily Dominick, CA)
 - i. Summary of report
 - ii. Collected member comments regarding by-laws; Todd recommends that we make the subtle change submitted; due to notice requirement for votes, we will have an electronic vote after the meeting
- 5. Regents' reports
 - a. Regent for Exam Administration report (Daria Labinsky, CA)
 - i. 160 applicants
 - ii. Problems with Wufoo, added test sites, NARA has been generous in letting us host exam at their offices
 - iii. International degrees
 - iv. Graduate course pre-approval committee: membership of committee has changed as some have rolled off; volunteers have been easy to find; Daria is suggesting that someone other than the Regent manage this committee; the committee has been added to by-laws so that it is institutionalized
 - v. ACA exam prep workshop held at NAGARA went well
 - b. Regent for Exam Development report (Jane Zhang, CA)
 - i. Item writing workshop: 10 participants this year
 - ii. RDS review and cultural competency exploratory committee
 - c. Regent for Certification Maintenance report (Stephanie Malmros, CA)
 - i. Coordinating with Stephanie Bayliss to go through the list one final time; 15 opted to recertify by exam; 5 petition review teams; recruited 8 new volunteers based on list from previous regent
 - ii. 8 members have requested emeritus status in the past year
 - iii. Will send list of volunteers to Dara to add to spreadsheet of volunteers
 - d. Regent for Outreach report (Dara Baker, CA)
 - i. Digital advertising with SAA
 - ii. Didn't have a SNAP liaison (Michael Berrera stepped down), social media person, or student presentation coordinator this year
 - iii. Regional meetings: sending exhibit and materials and staffing tables, seems only to be worth the effort at larger meetings like SAA and joint regional meetings; other options include sending smaller parts of the exhibit including table throws or sending brochures; also have sponsored parts of the conference to raise awareness; at this SAA meeting, Dara will be doing "office hours"
 - iv. 30th anniversary celebration: buses will be leaving from hotel; food and champagne toast; wristbands for attendance since there is an attendance limit; swag includes mechanical pencils, stickers, magnets; "My ACA Memory" sticky notes; #ACA Archivists;
 - v. Social media: 1 post a week with Facebook, Twitter, LinkedIn; sent out reminder about dues deadline
 - vi. Discussion about newsletter in context of our website and current capabilities; Newsletter is currently being created as if it is a
 - e. Regent for Nominations report (Louis Jones, CA)
 - i. Reviewed the new slate of board members who were elected
 - ii. Thanks to nominating committee

- iii. On-boarding of new board members
 - 1. Louis drafted email to incoming board members for on-boarding; suggesting that each board member put together a packet to their specific duties; this position-specific packet should include the necessary passwords, templates, contact info;
 - 2. Candidates should also be aware of their prospective duties; Louis as head of nominating committee sent out Regent Handbook to candidates but this may not be enough information for some positions;
 - 3. New membership services regent could potentially manage this process
 - 4. **ACTION ITEM:** formalize email that goes out to the newly elected board members; this will be part of the membership services committee's duties; at mid-winter meeting board will approve the transition email to be sent
 - 5. **ACTION ITEM:** create transition packet and outgoing members should be in contact with their successors
- 6. ACA Secretariat Report (Abby Curro)
 - a. Adding alternate addresses (mail and email) has helped to keep track of members and reduces chances of bounce backs and have increased response rate
 - b. Who's Who mail announcement from an ACA member passed along to Dara
 - c. Passed along plaques to Louis for Distinguished Service Award
 - d. 841 members have paid their dues as of today; email reminders get sent July 1, July 31 and then once a month for several months; if no response, paper sent out; suggestion to start emailing alternate emails in September and then send out paper earlier
 - e. **ACTION ITEM:** Move vaporization list to November 1st; paper mail date will be updated to mid-September;
 - f. **ACTION ITEM:** visual rendering of dues dates should be part of discussions going forward
 - g. **ACTION ITEM:** partial dues discussion (for provisional qualification) will need to be added to new business at mid-winter meeting
- 7. ACA Representative to ICA/SPA (Todd Welch, CA for Becky Tousey, CA)
 - a. Becky Tousey attends Section on Professional Associations (SPA); meeting was in Santiago, Chile this spring; currently she is co-chair of the section
 - b. The organization is looking at constitutional changes; there is also a chance of increasing membership fee which will impact our budget
 - c. Other highlights of the report included information about indigenous peoples which dovetails with cultural competencies
 - d. Discussion about why we are involved with ICA, the historical background is that since we view ourselves as an international organization and we would like to be involved at some level; information about the larger archival world which could impact our RDS and our exam; discussion should continue
 - e. This year we will fund travel for the representative at \$1500.00 per year; SAA also covers \$1500.00 per year
 - f. **ACTION ITEM:** Todd will reach out to Becky to have her condense report for a newsletter article so that ACA membership is aware of her work
- 8. Moving to Executive Session to discuss CHMS contract
 - a. Staffing issue brought forth during contract negotiations with CHMS
 - b. Tim drafted proposed language for rider to contract; language has been shared with John Graziano at CHMS but no word has been

- i. Discussion about the language and clarification of certain points
 - ii. **Motion to approve** the language of rider with corrected dates; **motion:** Gerri, **second:** Daria; **passed with one opposed vote**
 - c. Status of security and access for CapHill in the new contract (report out to Cybersecurity and IT) and new web host search (Dara Baker, CA)
 - 1. Scope of services would be where this information would be contained there, though this section does not get to this granular level
 - 2. Jim is suggesting that we look to change from PowWeb because it isn't a good system
 - 3. Discussion about the security of other systems we use including Survey Monkey account and Dropbox
 - 4. **ACTION ITEM:** Dropbox needs to be looked at in terms of more rigorous access restrictions
 - 5. **ACTION ITEM:** Louis will inventory about what he has access to in Survey Monkey
 - 6. **ACTION ITEM:** Dara will work with Jim Havron to draft a list of questions for CHMS to ensure the level of security is met with regard to our website
- 9. Committee for Regent for Member Services composition and discussion of duties (Dara Baker, CA)
 - a. Regent for Member Services will be elected next year; in the meantime a committee will be formed to cover these responsibilities composed of Regent for Outreach and two other members; the purpose of this committee is to more fully define what member services will be
 - b. **ACTION ITEM:** Dara will draft an email to several ideas to see if they would be interested in joining committee for a one year commitment. Pam Hackbart-Dean, Courtney Chartier, Michael Barera, and Kristy Sorenson mentioned as possible members. Goal for committee to be formed by September 1. First report will be expected by mid-winter meeting.
 - c. Call for five positions to support Outreach Regent and Member Services Committee (Dara Baker, CA)
 - i. Filled positions: Cyber-security/IT; Newsletter Coordinator; Advertising
 - ii. Positions to be filled: Webmaster; SNAP Liaison; Social media coordinator; Student program coordinator; Graphic designer
 - iii. **ACTION ITEM:** Dara will submit descriptions to board members; period of comment and passing along names of likely candidates and then Dara will send out to membership to solicit volunteers.
- 10. New Business
 - a. Future of the Graduate Course Pre-approval Program (Daria Labinsky, CA)
 - i. **ACTION ITEM:** Daria will contact Pat Franks and Ashley Todd Diaz to see if they would like to chair the group going forward; Cheryl Oestricher is another person Columns for the newsletter by board members (Louis Jones, CA)
 - ii. Idea to encourage board members to write columns
 - iii. **ACTION ITEM:** Add to deadlines for 4 newsletters list of board members to submit articles starting in October 15th deadline; Dara will start a google doc to share which board members will fit in which newsletter; Dara will speak to Linda to send out reminder in advance
 - b. ACA long-range budget perspective discussion (Todd Welch, CA)

- i. Discussion about planning for the next 1-2 years; restructuring dues will result in a loss of members as evidenced by how raising dues has impacted ACA, SAA, and other organizations
 - ii. Messaging to membership is important, so we should proceed carefully
 - iii. Possible increases in budget: if we add an additional domain, traveling for EDC each year; additional member in Member Services Regent; choosing a membership software;
 - iv. Possible cost savings: changing the mechanism for mid-winter meeting; could CHMS provide meeting assistance? Could someone look into different options?
 - v. Cost of development and administration of exam? Are we creating barriers to people taking the exam? We should look into this more carefully and perhaps form a task force to investigate.
 - vi. Could we charge a recertification fee?
 - vii. **ACTION ITEM:** Tim will put together a task force to investigate finances of ACA
- c. Role Delineation Statement (RDS) Review report (Jane Zhang, CA)
- i. Recommendation for a future Role Delineation task force; previous Role Delineation task force had 10 members
 - ii. **ACTION ITEM:** Todd will talk with Mary-Elizabeth Ruwell and Josh Kitchens about Role Delineation task force work and identify a chair; then a call for volunteers will go out
 - iii. Currently there are two versions of RDS available on the website: handbook version versus standalone RDS; standalone RDS is the old version of RDS
 - iv. **ACTION ITEM:** Jane will send Emily two statements that need to be added to the handbook; Emily will update handbook and pass along to Dara for placement on website
 - v. **ACTION ITEM:** Jane and EDC will correct discrepancy in numbering by working with Holly; in the future, numbering should be kept consistent; recommendations from EDC will come at mid-winter meeting
- d. Cultural Competency domain exploratory report (Jane Zhang, CA, Rebecca Hankins, and Helen Wong Smith, CA)
- i. The profession as a whole is understanding the importance of cultural competency
 - ii. Could be integrated into every domain or could be created as a new domain; could be complicated if integrating questions into existing domains when writing exam to include questions that include cultural competency questions
 - iii. Though there are only about 20 identified cultural competency questions currently, it wouldn't be
 - iv. Jane suggests that the RDS task force be tasked with undertaking how to incorporate cultural competency into RDS
 - v. In 2021 cultural competency could be incorporated into new test
 - vi. Item writing workshop for next year could focus on cultural competency
 - vii. Suggestion that a FAQ document be created to address questions that membership or other interested parties might ask
 - viii. Todd: **Motion:** ACA will adopt a cultural competency component as defined in our recent report submitted by Helen Wong Smith and Rebecca Hankins for inclusion in future ACA exams; **second:** Dara; discussion: how to highlight this inclusion as a positive step forward; Jane asked if Helen and Rebecca could broaden out their proposal to include task statements; Helen and Rebecca

volunteered to be part of the RDS review task force; question whether cultural competency is the phrase we would like to use for this process or something else? **Passed unanimously.**

- e. Discussion about what an MOU with SAA and ACA would look like

Adjournment 3:50 pm