Due to SAA Executive Director, SAA Secretary, and Board Liaison on February 8, 2022, for inclusion in the materials for the Spring Board of Directors Meeting. Your report serves to inform the SAA Board of the committee/task force’s accomplishments and as background for the action items.

- The Board asks all committee and task force chairs to use this Word document to report to the Executive Director (oona_schmid@saa.org), the SAA Secretary (Kelley.Hays-Gilpin@nau.edu), and your Board Liaison.
- Reports are required in the spring of each year and optional in the fall.
- **Starting in 2022, Executive Director will post reports on Committee pages to improve transparency and assist incoming future chairs.**
- If you are able to join us in Chicago, Committee and Task Force chairs are invited to join the Board for breakfast on Saturday April 2. I will send an invitation in the first week of February to the breakfast.

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<tr>
<th>Report of the</th>
<th>Findings Verification Committee</th>
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<tr>
<td>From Chair</td>
<td>Ben Fitzhugh</td>
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<td>Date</td>
<td>January 5, 2022</td>
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1. **Membership and terms for your committee:**

   So that the SAA Office’s records are as complete as possible, please list your committee members and their terms here. Please also note if there are anticipated changes in a member’s status before their term end date.

   Ben Fitzhugh (chair) – 2020-2023
   Christopher Dore – 2020-2022
   Michelle Gray – 2020-2022
   Silvia Tomaskova – 2020-2023
   Beth Scaffidi – 2021-2024  [still not shown on the SAA Committee page – please update]
2. Executive summary of Committee’s/Task Force’s activities over the past year:

Please note that the activities summary should not exceed 250 words. Should the committee or task force be responding to a Board request for a draft document or report, refer to it in the summary and forwarded with this form as an attachment. If no such document was requested by the Board, the executive summary should be confined to the word limit.

The FVC was sent two cases to review in 2021. The first was withdrawn before consideration. The second cases (designated Cast 2021-01B) was reviewed and a recommendation was sent to Executive Director Oona Schmid for conveyance to the Board on November 15. We also set up a tentative meeting for March 2022 to address any cases that come forward in advance of the Chicago Annual Meeting.

3. Items for Board Consideration, if applicable. These are recommendations and requests that specifically require Board approval.

These items range from statements that you may wish to be disseminated, requests to undertake projects, requests to disseminate results, or any other action for which a committee or task force needs specific Board guidance/approval. Please do not embed such items in your activities summary. These items must be separately listed in this section. These are actions you are asking the Board of Directors to take. Please also include a discussion of fiscal impacts, if any, but note that budget requests occur in advance of the Fall Board meeting (and not as part of this report).

Should you have questions about whether any of your Committee’s items require Board approval, please consult with your Board Liaison prior to submitting your report. We also recommend that you run a draft of your report by your liaison before you “officially” submit it.
4. Draft motions, if appropriate. (Optional)

Drafting a suggested motion or motions for any requests noted above will help the Board more clearly understand your request and increase the “fit” between the request you make and corresponding Board action. Please keep in mind that suggested motions may be revised or not accepted by the Board, whose responsibility it is to consider the full range of member needs. If you choose to include suggested motion(s) with your report, it is essential that you work with your liaison before you submit your report. They will be able to provide examples of motions that you can use as models for the ones you create.