

**Committee/Task Force Chair**

**February 2024 report to the Board of Directors**

**Due to your Board Liaison on March 19, 2024,** for inclusion in the materials for the Board of Directors Meeting in New Orleans. 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](mailto:oona_schmid@saa.org)), the SAA Secretary (Barbara.roth@unlv.edu), and your Board Liaison.
* Reports are required for the BOD meeting at the Annual Meeting of each year and optional in the BOD September meeting.
* **Please cc: all committee and task force members are carbon copied on the transmittal email.** If committee members have comments on the report to the Board, please contact the Committee/Task Force board liaison within 3 days.
* **Starting in 2022, Coordinator, Membership and Meetings, posts reports on Committee pages to improve transparency and assist incoming future chairs.** This means that
  + Committee chairs are responsible for making sure the entire committee has reviewed the report prior to submission
  + Reports do not include ad hominem attacks or otherwise defame, insult, or libel another person or group
* If you are able to join us in person, Committee and Task Force chairs are invited to join the Board for **breakfast on Saturday April 19, 2024.**

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| Report of the | Archive Committee |
| From Chair | S. Terry Childs |
| Date | 3/10/2024 |

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.*

Note: all committee members must review the report prior to submission

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| Danielle Benden (former chair of CMCC) – 3+ year term to end April 2024 (date of business mtg)  Teresa Rucker (archives expertise) – 2 year term to end April 2025 (date of business mtg)  Kelly Brown (archives expertise) – 2 year term to end April 2024 (date of business mtg)  Kelley Hays-Gilpin (most recent past Secretary) – 2-year term to end April 2025 (date of business mtg)  Chair – S. Terry Childs – 3+ year term to end April 2024 (date of business mtg) |

1. **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.*

Note: no report should include ad hominem or denigrating comments about another party or individual. These reports are shared publicly to facilitate transparency among the organization, (such as helping future chairs understand the main policy concerns of the Committee or Task Force.)

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| Since the 2023 Fall Committee report was submitted:   * A new contractor was hired at NAA to finish processing the SAA hard-copy records. Expect to be done in the next several months. * Nine Committee and TF chairs submitted records for the Archive Committee (AC) members to evaluate. The AC members evaluated the submissions and uploaded them to the SAA Archive Dropbox for SAA staff to submit to NAA when appropriate. * Revised the Scope of Collection Statement (SOCS) policy. It was approved by the Board at their 2023 Fall meeting. * Sent the letter from SAA to the Director of the National Museum of Natural History recommending additional funding and staffing support for the National Anthropological Archives, which was signed by 10 other anthropological organizations, on Oct. 26, 2023. No reply from the NMNH Director to date. * Updated the Board Commitment Form so that Board members know about archiving SAA records. It was approved by the Board at their meeting on 2/7/24. * Sent small groups of records to Gina Rappaport at the NAA for the Section 106 consultation on the Buckeye Knoll site in TX (from Lynne Sebastian) and the 1979-81 Committee on Public Archaeology “Communications” (from Bill Lipe). These were to be processed by the contractor working on the SAA archive. * With the assistance of the Exec Director, revised the HAIG video consent form and made it generic for any committee, TF, IG, or SAA staff to use if the video might be archived. * Awaiting a signature on the SOCS policy from NAA. |

1. **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.*

Note: no report should include ad hominem or denigrating comments about another party or individual. These reports are shared publicly to facilitate transparency among the organization, (such as helping future chairs understand the main policy concerns of the Committee or Task Force.)

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1. **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.*

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