



ACA Business Meeting

Virtual meeting via Zoom

August 9, 2022

3 p.m. EDT

1. Welcome

Meeting called to order at 3:03 pm (Eastern)

2. Approval of Minutes of 2021 Membership Meeting

Mott Linn moved that the 2021 membership meeting minutes be approved. Michelle Ganz seconded the motion. The motion passed.

3. Reports of Officers

a. President: Gerriane Schaad, CA

We moved into the Prolydian association management system this year, adding the recertification component in January. The web site went live in January also, though it still needs tweaking. All suggestions are welcome. The Item Bank was moved into Prolydian this spring, and along with our Psychometrician the EDC is focusing efforts on retiring questions, updating them if possible, and balancing question difficulty to start creating tests that are equally weighted from year to year.

We will not have to do the Angoff, because we are basically testing the questions, giving them weight and then creating the test based on past performance of the questions. The goal is to have the exams be consistent each year.

We stopped sending out the newsletter this fall. I've been sending out a monthly email message to members directly giving them information, pointing them to the website, I hope you're receiving it. If you're not receiving it, we know that we're having a problem with Prolydian, and Gmail addresses specifically. Logging into the website you can go into your profile and change your email, add an address. Mike will give a brief demonstration later in the meeting.

The executive board, consisting of President, Vice President, Secretary, Treasurer, and Past President met almost every month by zoom to discuss issues and get reports from the association manager. The Board, meeting in person in October, and by zoom in September, December, February, April, and June discussed ongoing issues. There are minutes of all the meetings.

The group voted by email to sign a new three year contract with Caphill Management Services which will be done in September 2022. I worked with Board members to revise the bylaws which will be discussed at the August 2022 general meeting and voted on electronically afterwards.

I served on the recertification review committee chaired by the Regent to look at the criteria. The committee recommended that the points for jobs be removed. The Board agreed and recertification was held this year with a new point value of 60. The committee continues to work on revisions. I worked with Regent for Exam Administration Rosemary Flynn and Dara Baker to nominate the Academy of Certified Archivists (ACA) for the 2022 Society of American Archivists (SAA) Distinguished Service Award in recognition of the Academy's outstanding service to the profession in establishing the online Certified Archivist examination in response to COVID-19.

I hosted tables at the Society of Florida Archivists and the Society of Southwest Archivists to tell ACA members about recertification and the new website.

All in all it was a busy year, and I thank my fellow board members heartily for all their good work.

b. Vice-President/President-Elect: Emily Dominick , CA

I served the Academy of certified archivists as a member of the Executive Board, as Academy ombudsman, and as a member of the exam Development Committee, and the Distinguished Service Award Committee as well. I also served as Chair of the Finance Committee, and any other ad hoc committees that come up, or that I would be appointed to by the board.

Beginning in September 2021, I responded to or triaged incoming correspondence submitted by potential new and established members of the academy. Questions included inquiries about the services that we offer through ACA, membership status of individuals, qualifications needed to sit for the exam, and questions about certification dues. As needed, I forwarded these questions on to the appropriate regent, or to the Capitol Hill management services for more thorough answers than I could give.

I participated in our monthly executive committee meetings and our quarterly full board meetings via zoom. In October and December, I convened the Finance Committee, which consisted of myself, Laura Botts, as treasurer, and then we had former treasurer and past president Todd Welch and also former treasurer and past president Mott Linn on that committee. So thank you all for participating in that. Our main focus was reviewing the investment and reserve policy. We recommended ways to rebalance the investments to shift monies, from stocks to bonds.

I also assisted the region for exam administration in the exam application review, and acted as a liaison between the exam Development Committee and the regent for exam administration, when we were preparing to transfer the item bank into the Prolydian environment and making changes for the 2022 exam. Starting in March, I participated in a series of exam development committee meetings, which were held remotely. In July, we came together as the committee for a two day meeting to start the process of ranking the questions like Gerriane was talking about with the levels of difficulty.

I also helped to solicit and select a candidate for the Distinguished Service Award which will be awarded later in this meeting. And last but not least, I just want to thank all the board members and volunteers for helping make the board such a pleasure to be part of and especially thanks to Gerriane, who has made being president look easy. Thank you all.

c. **Treasurer:** Laura Botts, CA

We've had a really good year, as Emily and Gerriane have mentioned. We've had a lot of board activity, various meetings, in person and virtual and some hybrid activities. Overall, we are in the black and doing well. Our current bank account assets are \$83,831.66. Our investment reserves are a total of \$128,864.18. So combined, we have over \$212,000 in assets, which is great.

We're still waiting for our latest set of financials. But as of the end of May, comparing them with last year's May and June numbers, we were in the black \$32,000 overall. So things are going well in terms of income and expense. We will I think learn more as the board meets for a full day in Boston, and gets ready to transition to new board members. But it's been terrific. And as Emily said, it's been a terrific board to work with.

d. **Secretary:** Susan Irwin, CA

We switched to a new meeting schedule this year. The Executive committee met monthly throughout the year and the board met every other month. In addition we had a two day in person meeting in Chicago last October. I did the minutes for those meetings. Recently worked with Mike to delete the Dropbox account now that we are using Microsoft products. I prepared records transfers to the ACA archives at the University of Wisconsin. Worked with Gerriane on the putting together the proposed bylaws document.

4. Reports of Regents

a. **Regent for Nominating Committee:** Tomaro Taylor, CA

I served on this year's nominations committee. The committee is pleased to share the results of this year's election which were previously announced via ACA e-blast: for Vice President/President Elect - Liz Scott; for treasurer - Mary McRobinson; for Regent for Exam Development, - Cheryl Oestreicher; for Regent for Outreach – Ingi House; for nominations committee member, Yayoi Tsutsui. Congratulations to our incoming board and committee members.

The ACA Board of Directors and Nominations committee extend a very special thank you to everyone who agreed to run for office this year. We had an amazing slate of candidates and appreciate everyone's time and effort throughout this process, especially our association manager Mike Breslin who administered not only one but two elections this year with our unprecedented runoff. So thank you, Mike. And thank you everyone.

Susan Irwin moved that the 2022 election ballots be destroyed. Nancy Meltey seconded the motion. The motion passed.

b. **Regent for Exam Administration:** Rosemary Pleva Flynn, CA

The 2022 Certified Archivist examination was completed June 9–11, 2022. We continue to work with Prolydian for the application and testing environment. Zoom was successfully used again this year for proctoring. A big thanks goes to all of the ACA members who volunteered to proctor.

2022 was a lighter year for the number of applicants and the total number who took the exam. There was a remarkable number of deferrals this year. Many cited current Covid cases or ongoing problems from Covid. Several did indicate starting new employment (good to hear!) Some indicated that they just did not feel ready. Ultimately, 75 took the exam. Only 6 of those were recertifying by exam, a much smaller number than originally expected. This may be because of the extra year to early recertification points. At this time, I am not concerned about the lower number of people taking this year's exam. With 100 extra people taking it in 2020 when we first went online, the numbers smooth out to about our average. There will be more concern if the numbers stay low or go lower for the 2023 exam.

Since there was not a big sample size and because of scoring ties, the distribution of High Pass, Pass, and Low Pass deviates slightly from the usual distribution of top 25% of those who pass designated as High Pass, the next 50% as Pass, and the lowest 25% as Low Pass. This year's results are:

- 19 High Pass (31% of those who passed)
- 24 Pass (41% of those who passed)
- 17 Low Pass (28% of those who passed)
- 14 Did Not Pass

The next ACA Certification Exam will be June 15–17, 2023. Application dates will not change.

In addition to reviewing applications and administering the 2022 exam, I assisted with importing the ACA Item Bank into the Prolydian environment. During the next year, I will be working with the new Regent for Exam Development, the Exam Development Committee (EDC), and the Psychometrician on training and procedure development.

July 29–31, I hosted the members of the EDC in Grand Forks, ND. It is not often that we get to host a group of archivists here. It was a very productive weekend. I am looking forward to continuing my work on the certification exam and with ACA for another year.

c. Regent for Exam Development: Ann Hodges, CA

During this year, the Examination Development Committee has held five Zoom meetings to review and polish new questions received from the last item-writing workshop (2019) and the Cultural Competency Task Force. EDC completed that work in June, and twenty-eight of the new questions were approved for addition to the item bank. EDC also provided information for the item bank about 121 existing questions that were identified as needing to be removed from active status.

No item-writing workshop has been held since the outbreak of COVID. None is planned for 2022.

We welcomed new Psychometrician David Flynn this year and the committee's work benefitted enormously from his expertise. Over July 29-August 1, David and Rosemary Flynn (Regent for Exam Administration) hosted EDC members in a meeting based in Grand Forks, North Dakota, for two days of collaboration between the two closely linked committees and our first work with David to set difficulty levels on a portion of the item bank. It was an intensive and productive effort and David and Rosemary excelled as hosts and colleagues.

In conclusion, as Outgoing Regent I would like to thank current EDC members Cheryl Oestreicher, Sharalyn Howcroft, Lisa Mix, Kayla Harris, Amanda Dietz, and Katy Sternberger; past EDC members who worked with me--Cara Griggs and Lonna McKinley; and also ACA president and vice-president Gerrienne

Schaad and Emily Dominick, for their service, participation, and contributions to the work of the EDC. I also would like to congratulate Cheryl on her election as the new Regent for Examination Development. She brings a wealth of experience, expertise, and commitment to the position.

Thank you for allowing me to serve ACA.

d. Regent for **Certification Maintenance**: Stephanie Bayless, CA

Recertification Cycle

195 Certified Archivists were due for recertification in 2022:

- 118 successfully recertified by petition using the online portal (60%)
- 2 successfully recertified by exam (1%)
- 11 were granted emeritus status (6%)
- 3 received an extension due to extenuating circumstances (1%)
- 61 chose not to recertify, failed to complete their recertification, or did not respond (32%)

Only 70 completed petitions were submitted by the May 31, 2022 deadline. Due to this unusually low number, we attempted to contact each remaining member due for recertification directly. Many reported they had not received our emails. All were given an extension until June 30, 2022, to enter their activities into the portal for consideration for recertification. 21 members confirmed they did not intend to recertify; 10 expressed the desire to recertify, but did not take any action when given an extension; 3 were granted longer extensions.

The previous five years of recertification cycles show a loss of approximately 10-25% for any specific class. It is unclear if the 32% loss this year is an anomaly due to the changing personal and professional circumstances of COVID-19 or representative of a larger change in our membership. We will monitor future recertification cycles for trends and possible adjustments.

Recertification Portal

The new Prolydian recertification portal (app.prolydian.com) went live on February 7, 2022. Live demonstrations open to all members were held on March 15, March 26, April 8, April 20, and April 23. One of these sessions was recorded and is available to members online. An additional open session was held on May 16 for CAs due for 2022 recertification to ask any remaining questions.

Despite a small number of glitches missed during the testing phase, the portal was well received and worked as expected. CAs were invited to share their experiences working with the portal and many reached out with input. Their constructive criticism was invaluable in identifying immediate improvements, along with future items for consideration.

The workload for both CAs due for 2022 recertification and the Regent/Recertification Committee was heavy due to the number of activities needing to be entered and reviewed over a 4-month period. This burden will lift however, as more CAs are able to enter activities as they happen throughout their certification period and have them reviewed/approved on a rolling basis.

This is a big step forward for the Academy, both in efficiency as an organization and value to our membership.

Recertification Committee

Volunteers were solicited and five members were appointed to the inaugural Certification Maintenance Committee:

Randall Bowman, February 2022 – August 2023
Peterson Brink, February 2022 – August 2024
Jennifer Cher, February 2022 – August 2024
Katie Phelps, February 2022 – August 2023
Lynn Whitfield, February 2022 – August 2024

Committee work kicked-off in February 2022 with staggered terms to support training and knowledge transfer from year-to-year. The Committee concentrated on the move to the new recertification portal, including reviewing 3,579 activities submitted by CAs by the end of July. As we move into this next year, they'll use the knowledge gained during this recertification cycle to develop procedures for the Committee and recertification support guidelines for membership.

Thank you to the Committee for all of their hard work!

Emeritus Status

26 members were granted emeritus status. This is more than we typically see, but is reasonable due to the unusually low number granted in 2020-2021, the accelerated retirements due to COVID-19, and the end of the pause on recertification.

Archival Certification Credits

I reviewed and approved 63 requests for Archival Recertification Credits for continuing education and professional development opportunities.

Working Group

The Recertification Petition Working Group continued to meet monthly to work on streamlining and restructuring the petition. The group is on schedule to make recommendations to the Board later this calendar year. A big thanks to the following for their continued work in reimagining the Academy's recertification process: Nora Blackman, Ruth Bryan, Ingi House, Barbara Russell, Amelia Winstead.

e. Regent for Outreach: Joshua Kitchens, CA

Alright, I'll jump in, on first off and say it has been wonderful serving as your region of outreach. And I look forward to really great things coming out of ACA. A couple of quick notes just from outreach this year. Most of what we've been working on are presentations to people who are thinking about becoming CA's. This included five presentations to mostly student groups, mostly student chapters of SAA; and also setting up our advertisements with either regional archival groups and the Society of American Archivists.

We also began a branding update, involving a committee of eight CA's to help us with that. We'll have a little bit more news on that before I leave in a couple of months. We'll have some updated things such as colors, terminologies that we can use as we're talking about becoming a CA, and so forth, hopefully at some point to possibly a new logo. Other thing we worked on in outreach in helping promote the ACA

exam. One of the big things we did again, this year was our study sessions. We had 159 signups for that. And so often times, our study sessions proved as a bit of a marketing opportunity for potential CA's to learn about the exam, but also learning how to take the exam study for the exam. It was really super beneficial. We did try to do study groups with groups getting together and working on preparing for the exam. That didn't go particularly well, we had about eight participants and so formed two groups, at least from the tools we gave them, I didn't see a lot of interaction, but it is something we can offer in the future. But it is something we offer to those who are interested in taking the exam. But they didn't seem to want to use our services in that regard, at least. But they are very interested in learning more about the exam from study session.

f. Regent for **Member Services**: Michelle Ganz, CA

The 2021-2022 year went really well! We were able to standardize the Happy Hour schedule and will be continuing to host them at 5pm EST on the second Wednesday of each month starting up again September 15.

Happy Hours:

- Hosted by Regents and volunteers
- 5-30 people per event
- International participation

A number of my goals for education turned out to not be needed thanks to the work that Stephanie Bayless did with her teams. This gave me time to work on the mentoring program.

The mentoring cohort pilot was a success! We had 2 cohorts, new CAs and recertifying CAs. Thanks to Mott Lynn and Cara Griggs for serving as our 1st 2 mentors. Based on the results on the pilot we are rolling out the full program. The application is open now for the next mentoring cohorts that will begin in October and run through April. We will run 2 cycles per year to give everyone a chance to participate.

This year saw the codification of our social media policy/procedure and allowed us to have a wider reach.

Here's a breakdown of the 2021-22 year:

Social Media:

- Facebook:
 - Our page reach went up 60% from last year; we've reached about 4300 people
 - Our page visits went up 66% from last year; we've had a little over 400 visits
 - Our page likes went up 140% from last year; we had 96 page likes
- LinkedIn:
 - gained 191 members this year
 - Posting a few times per month
 - each post is getting a little less than 2000 views
- Twitter:
 - ACA is back on twitter
 - We have a little over 1000 followers

- our profile is visited about 150 times per month
- tweets are getting about 360 impressions

5. Report of **Association Manager**: Mike Breslin

Membership Report:

202-2022: 1288

- 2020-2021: 1316
- 2019-20: 1337
- 2018-19: 1318
- 2017-18: 1294

Regular Members: 1119

Emeritus: 151

Provisional: 18

Newly Certified in 2021-22: 38

Provisional Members (New in 2022): 9

Due to Recertify in 2023: 256

Examination Report:

Submissions Attempted: 124

Submissions Completed: 84

Total Approved: 82

Recertification by Examination Report:

5 Recertifications by Exam in 2022

Current Ongoing Assistance:

- Continue the transition to our new Member Database in Prolydian
- Troubleshoot email communication tools so all CAs receive eblasts
- Users are now able to update their own member information
- Users are now able to opt-into the CA Directory

6. **Distinguished Service Award**: Emily Dominick, CA

In 2002, the Board of Regents established the Distinguished Service Award to acknowledge extraordinary services rendered to the Academy by its members. It recognizes exemplary outstanding or extended and sustained service to the academy. Honorees may be recognized for exceptional achievement in a particular service area for service to the academy that goes well beyond expectation for outstanding leadership and, or for significant accomplishment over a sustained period of time. Nominees must be or at one time have been a member of the Academy. And the award may also be

given posthumously. The award is confirmed after an affirmative majority vote of the board of regents. And so I'm privileged to announce that our 2022 recipient of the ACA Distinguished Service Award is Frank Evans.

Frank Evans's support for ACA began even before ACA started operating. While the interim Board of Certification was forming ACA Evans was SAA's president. From this position his support greatly assisted ACS creation. For example, he provided important guidance to our first leaders. Moreover he helped with the process of dealing with the petitions of those who wanted to be grandfathered into ACA. Unlike today, when all our certificates are printed with the signatures of those approving of the person being certified, these certificates were all hand signed by Evans as SAA, president and Greg Hunter for the ACA president. Soon after our founding, Evans wrote an article describing ACAs creation, which was called the quest for professionalism archival certification in the USA. This was a way of convincing them to create certification program.. During 1994 to 1995. Evans served as our fourth president. It is at this time that he proposed creating the emeritus status for retired certified archivists. This was quickly approved and implemented. He also created a task force to find a new Secretariat for ACA which recommended the hiring of Capitol Hill management services. Evans has also served ACA in other ways. For instance, in 1992, before there was a position of Regent for exam administration, Evans chaired the exam qualifications committee to approve those who wanted to take the exam. Furthermore, he has also been a member of the exam Development Committee. For all that he has done in service to ACA, Frank Evans deserves to be our Distinguished Service Award awardee. So thank you so much, Frank, for all your service!

7. New Business

A number of bylaws updates and changes have been proposed. The document is posted on the ACA website at chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.certifiedarchivists.org/sites/default/files/2022-08/ACA_Bylaws-Proposed-Changes.pdf
Wording to be deleted has been struckthrough with black lines. New wording appears in red. The changes will go up for a vote before the Boston meeting on the 24th.

8. Adjournment: 4:05