

**Society of American Archivists Foundation  
Board of Directors Meeting  
March 13 – 14, 2015  
Chicago, Illinois**

**Development Committee Report  
(Prepared by Development Committee Chair Carla Summers)**

**BACKGROUND**

In June 2013, the SAA Foundation Board adopted a description of the Development Committee that includes the following duties and responsibilities:

**IV. Duties and Responsibilities**

- Adhere to all laws and to Foundation policies and procedures as established by the Board of Directors.
- Working with the Foundation Board of Directors and staff, define and periodically review the short-term and long-term funding needs of the organization.
- Develop and implement short-term and long-term communication plans that identify and rank potential donors (both inside and outside of the archives profession), messages, tactics, and strategies.
- Consider the full range of development opportunities, including (but not limited to) annual giving campaigns, special campaigns (e.g., associated with a special anniversary or event), grant funding, major gifts (i.e., outright gifts from income, such as cash or securities), and planned giving (i.e., gifts of assets), provided that opportunities are consistent with adopted gift acceptance policies and procedures.
- Propose specific fundraising goals and strategies for the Board's adoption, and review and report annually on the progress of actions taken to achieve them.
- Inspire the full Board of Directors to participate in fundraising efforts and to make personal financial donations.
- Consider how and when to involve external fundraising experts, and make recommendations as appropriate to the Foundation Board.

Committee members are Carla Summers (Chair), James Fogerty, Brenda Gunn, Christine Ward (replacing Larry Hackman), and Nancy Beaumont. Our new member, Chris Ward, retired from the position of New York State Archivist and Chief Executive Officer of the New York State Archives Partnership Trust in 2014. She served in these capacities since 2001 and has been with the New York State Archives since 1981, where she served as Preservation Administrator, Chief of Archival Services, and Director of Operations. In her retirement, Ms. Ward has been appointed to the Board of the New York State Archives Partnership Trust and the Historical Society of the New York Courts and is involved in several volunteer projects in her local community. She was a speaker at the

Foundation-sponsored session at the 2014 Joint Annual Meeting, entitled “Access to Funds Means Access to Archives: How Raising Private Money Works.”

A one-and-a-half-day Committee meeting at SAA headquarters is being planned for early June 2015. The agenda will be set at the Board’s March 13-14, 2015, meeting.

In August 2014 the SAAF Board approved the following mission and vision statements developed by the Committee at its 2014 meeting:

The SAA Foundation raises money to provide resources to enhance the work of the archival community.

The SAA Foundation will support:

- Research and reporting about the profession, its practice, and its practitioners;
- Development of professional growth opportunities;
- Recognition of archivists via scholarships, travel assistance, and awards;
- Programs to enhance the performance of repositories; and
- Efforts to persuade influential external organizations to create or promote archives.

The Foundation also approved \$18,000 to be included in the Foundation’s FY 2015 budget to retain the services of a development consultant to assist in donor research, message development, refinement of the Annual Appeal, and creation and initial implementation of new Major Gifts and Planned Giving programs.

The Committee participated in providing content to Nancy Beaumont for the Foundation article in *Archival Outlook*. An effort to design a “Making the Ask for Money” workshop at the 2015 Annual Meeting was unsuccessful.