

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

Written background report for discussion and possible action.

* Written report, with discussion and clarification only as needed.

*** PLEASE READ ALL MATERIALS IN ADVANCE OF THE MEETING***

FRIDAY, MARCH 13 9:00 am – 5:00 pm 17 North State Street, Room 820 (Breakfast: 8:30 am – 9:00 am) (Group Dinner: 6:00 pm – 8:00 pm, Sweetwater Tavern, 225 North Michigan Avenue)			
I.	BOARD BUSINESS		
	A. Adoption of the Agenda (0315-SAAF-I-A-Agenda) #		Eaton
	B. Reference: 1. August 2014 Minutes (Approved September 19, 2014) (0315-SAAF-I-B-1-Minutes0814) * 2. Pre-2013 Actions (0315-SAAF-I-B-2-PastActions) * 3. Articles of Incorporation (0315-SAAF-I-B-3-Incorp) * 4. Bylaws (0315-SAAF-I-B-4-Bylaws) *		Eaton
II.	ACTION		
	A. Grant Funding Policy / Application Process and Guidelines (0315-SAAF-II-A-GrantPolicy) #		Duffy
	B. Other Action Items from Board Members		Eaton
III.	DISCUSSION		
	A. Development Priorities (0315-SAAF-III-A-DevelopPriorities) #		Summers
	B. Annual Appeal Stewardship (0315-SAAF-III-B-AnnualAppeal) #		Eaton
	C. Development of SAAF Annual Timeline/Calendar (0315-SAAF-III-C-AnnualTimeline) #		Summers

	D. Tools for Donor Tracking (0315-SAAF-III-D-DonorTracking) #		Summers
	E. Foundation Website Development (0315-SAAF-III-E-Website) #		Lowell
	F. 2015 SAA Annual Meeting Activities		Eaton
	G. Other Discussion Items from Board Members		Eaton
SATURDAY, MARCH 14 9:00 am – 11:00 am (Working Breakfast: University Club of Chicago, Charter Room, 76 East Monroe Street)			
IV.	REPORTS		
	A. President (0315-SAAF-IV-A-Prez) *		Eaton
	B. Treasurer 1. FY 14 Year-End Financials (0315-SAAF-IV-B-1-FinRevFY14) * 2. FY 15 YTD Financials (0315-SAAF-IV-B-2-FinRevFY15) * 3. 2014 Summary of Funds (0315-SAAF-IV-B-3-2014Funds) * 4. 2014 Summary of Donors (0315-SAAF-IV-B-4-2014Donors) * 5. 2014 Annual Appeal Donors by Fund (0315-SAAF-IV-B-5-AnnualAppeal) *		Duffy/ Carlson
	C. Development Committee (0315-SAAF-IV-C-DevelopComm) *		Summers
	D. Executive Director (0315-SAAF-IV-D-ExecDir)		Beaumont
I.	BOARD BUSINESS (Continued)		
	C. Recommendations for Foundation Board Members		Eaton
	D. Election of 2015 Officers (President, Vice President, Treasurer)		Roe
	E. Adjournment		President