

Draft minutes of the SPA Annual Delegates Meeting held in Quebec, Canada on Friday 16 November 2007.

Present: Didier Grange (President, Switzerland); Sharon Alexander-Gooding (ARMA); Zohar Aloufi (Israel); Nestor Bamidis (Greece); Marilyn Bier (ARMA); Kim Eberhard (Australia); Mark Greene (USA); Fred Van Kan (Netherlands); Bert De Keyser (Belgium); Nancy Marrelli (Canada); Chantal Ménard (Canada); Robert Nahuet (Canada); Chiyoko Ogawa (Japan); Trudy Peterson (USA); Lars Sandberg (Norway); Kazuko Sasaki (Japan); Wladyslaw Stepniak (Poland); Shelley Sweeney (Canada); Katherina Tiemann (Germany); Margaret Turner (UK and Ireland).

Margaret Turner acted as the minute taker for the meeting.

Didier Grange began by thanking members of the Steering Committee for their help and support over the last year, and to the Japanese association for hosting the spring meeting of the Steering Committee.

1 COMPLETION AND ADOPTION OF THE AGENDA

The agenda was adopted as circulated.

2 ADOPTION OF THE MINUTES OF THE 2006 DELEGATES MEETING

With the correction of some minor spelling errors, the minutes were adopted. They will be posted on the SPA website.

3 DISSEMINATION OF INFORMATION

3.1 Directory of Associations

There are now 77 member associations of SPA. The Directory is mounted on the website of the St Boniface Historical Society (Canada) and kept up to date by Gilles Lesage. Didier Grange encouraged members to keep Patricia Sleeman informed of changes within their organisations, so that the Directory can be kept as accurate as possible.

3.2 Promotion of SPA

The SPA bulletin will be produced twice per year, and will be distributed to all members. It will contain information on activities and projects.

Didier Grange stressed that the Committee was actively trying to recruit new members, when attending meetings and conferences.

3.3 SPA web pages

There were still problems with the ICA website, and SPA material was not being mounted on the site. The Steering Committee meeting had decided that the ICA office would mount all documents by the end of 2007. If this is not

done, SPA will consider establishing its own web page. At the moment, sections cannot mount their own material on the ICA site. It would obviously be better if this could happen, as it would enable the committee to be more reactive. At the moment, there are 30 documents, in three languages, waiting to go on the website.

3.4 **SPA Annual Report**

This had been circulated in advance of the meeting. After the correction of some small matters of fact, the report was accepted. It will now form part of the ICA Annual Report.

3.5 **Elections 2008**

Elections to the Steering Committee for the period 2008-2012 will take place at Kuala Lumpur. Nomination papers will be distributed in December, and should be returned by 15 March 2008. The first meeting of the new Steering Committee will take place at Kuala Lumpur.

3.6 **Draft revision to SPA articles of association**

The revision was necessary as a result of the ICA Constitutional changes in 2004. Most are cosmetic, with the exception of article 7 which proposes to abolish the upper limits on members of the Steering Committee.

After some discussion, and clarification of wording, it was agreed to accept these changes. Didier Grange will now forward these to the ICA office, to check for consistency with the ICA constitution.

4 **PROJECTS**

4.1 **Ethics**

A questionnaire seeking to establish awareness and usefulness of the Code of Ethics had been distributed. The information gathered will form the basis of a session at the Kuala Lumpur Congress.

4.2 **Archival Solidarity**

Nancy Marrelli distributed information on the origins of the project and on the project database. She encouraged members to forward information on funding sources and projects for inclusion on the database.

4.3-4.4 **Competencies/certification/accreditation**

Colleen McEwen's document was now ready to go on the website, and a working group established to compile a methodology for establishing competencies. This is a particularly important project which will be submitted to PCOM for financial assistance.

4.5 **Conferences**

The Madrid conference had been a great success. It was agreed to send a formal vote of thanks to Spanish colleagues.

Plans were progressing for sessions at the Kuala Lumpur congress, on ethics, competencies, advocacy and developing projects (the latter in association with PCOM).

The 2010 European conference will be held in Geneva.

4.6-4.7 **Advocacy and promotion strategies/retention schedules**

The documents are ready and will go on the website.

4.8 **Universal declaration on archives**

SPA has been charged with producing this, as a result of the CITRA resolution.

5 **ICA:NEWS**

5.1 **Sections' cooperation**

Section Presidents meet during meetings of the Executive Board and cooperate on issues discussed at EB meetings.

5.2 **Coordination with PCOM**

Regular meetings are held between section Presidents and members of PCOM.

5.3 **Fees**

Didier Grange and Christine Martinez explained the background to the current work on revision of fees. The Steering Committee agreed that the current criteria for fees were not suitable, as it did not properly reflect the ability of associations to pay. It was vital to encourage more associations to join, and the current rates were too high for some to many. Proposals were to establish a sliding scale of fees, based on the annual budget of associations.

It was agreed that the Steering Committee would gather information on membership numbers and budgets of associations, and that this would form the basis for a discussion paper to be submitted to the spring 2008 meeting of the Steering Committee. A formal proposal based on these discussions will be submitted to the 2008 Delegates Meeting in Kuala Lumpur.

6 **OPEN FORUM FOR DELEGATES**

There was no time for the formal open forum.

7 OTHER BUSINESS

It was agreed that the meeting of associations held during this CITRA had been very successful, and that it should be repeated at future meetings.

It was agreed that SPA should ask that CITRA be open to professional within the host country.

Didier Grange reported that he was writing a book on professional associations, due for publication in 2010.

8 NEXT ANNUAL DELEGATES MEETING.

This will take place during the Kuala Lumpur congress.