

**Minutes of the 2004 –2008 SPA Annual Delegates Meeting
Curaçao, Netherlands Antilles 24 November 2006**

Present: Didier Grange (President, Switzerland); Henri Zuber (Deputy President, France); Elizabeth Adkins (USA); Zohar Aloufi (Israel); Marilyn Bier (ARMA, USA); Joan Boadas i Raset (Spain/Catalunya); Penny Brook (UK and Ireland); Claude de Moreau de Gerbehaye (Belgium); Kim Eberhard (Australia); Robert Kretzschmar (Germany); Chiyoko Ogawa (Japan); Isabelle Orefice (Italy); Cheryl Pederson (ARMA, USA); Trudy Huskamp Peterson (USA); Ligia Quiroz Bermudez (Mexico); Laura Gabriela Salazar (Mexico); Wladyslaw Stepniak (Poland); and Shelley Sweeney (Canada).

Observer: Nobuko Akita (Japan)

Shelley Sweeney acted as the minute taker for the meeting.

Greetings from Didier Grange

Introduction of the Steering Committee Members and General Introductions

1. COMPLETION AND ADOPTION OF THE AGENDA

The agenda was adopted as circulated.

2. ADOPTION OF THE MINUTES

The minutes of the Annual Delegates Meeting in Abu Dhabi dated the 27th of November 2005, were adopted.

3. DISSEMINATION OF INFORMATION

3.1 Directory of Associations

There are 62 members in our section – Category B members who are associations. Didier welcomed Benin, the francophone archivists in Belgium and Burundi. One association was lost. The Directory of Associations at the Centre du Patrimoine in Winnipeg, Canada, includes already more than 200 associations, including records management associations. Didier is putting them in alphabetic order by country. There will be a link between the SPA webpages and the directory. Didier noted that the complete list of associations may be as high as 300.

3.2 Promotion of SPA

Didier visited the Canary Islands, Spain and wrote a message to be read at an archivists association meeting in Rumania. Articles are being written for inclusion in local association newsletters.

A brochure explaining what SPA is has been produced, first in Spanish and English and now being translated into French. Other members have translated it into specialized languages such as Japanese. It will be ready in the next month to be sent out by e-mail.

3.3 SPA Web Pages

SPA has worked on its web pages and has something ready. Hopefully are changes will go up on the ICA but site by March 2007.

Didier will forward any information about getting information onto the web pages to all SPA members. He would like our web site to link to every Association's web site.

3.4 SPA Annual Report

The SPA annual report is on the web site.

4. PROJECTS

4.1 Ethics

There is a subcommittee made up of Margaret Turner (UK), Yvonne Bos-Rop, and Karen Benedict (USA) considering changes to the Code of Ethics.

SPA would like to do a survey of the utilization of the code of ethics. A resolution at the Roundtable to revise the Code of Ethics was noted.

Elizabeth Adkins noted that SPA should let the Executive Board know that SPA will look after it.

The question was raised whether we should have French member on the committee? Didier said that we have French-speaking members on SPA to provide input. The ICA resolution may affect the survey. Didier will check.

4.4 Archival Solidarity

A database of completed or ongoing programs has been created at Concordia University, but has not been launched yet.

Israel would like to see a list of experts on our SPA web pages. The intent is to put the database on the SPA web page once the web page is ready.

Bryan Corbett of the University of Alberta, Canada has agreed that Trudy Peterson may post ongoing projects to the ICA listserv.

We're looking for a coordinator in each country to identify potential funders. Everyone is to send this information to Trudy.

4.3 Competencies

SPA coordinated the European conference in Warsaw. Europe is trying to create competencies. We are working with SAE to develop international guidelines for competencies.

Colleen McEwen collected information on competencies from different countries. We reviewed the definitions of profession, competencies, certification and accreditation created by Margaret Turner.

Trudy revealed that SAE voted not to be involved in the development of guidelines for competencies. They feel that they are more interested in education. SPA's plan to join with SAE to create competencies model will need be reconsidered.

Australia noted that their membership levels are linked to education and competency.

Shelley noted that we still need to do competencies for people who don't have access to education. We may still include educators even if they do not represent SAE.

4.4 Certification/Accreditation

We are working on competencies first, but have collected information on certification and accreditation in various countries and have sent these to Colleen.

Italy collected information on certification and is currently working on French and English translations. They will send this information to Colleen as soon as these versions are ready.

4.5 Conferences

There will be the first international conference on professional archival associations probably in Madrid, October 18-20, 2007. SPA will coordinate this conference with the Spanish Archival Association and the Spanish State Archives.

Marilyn will check with ASAE (American Society of Association Executives) to see if there is interest.

Possible topics to be covered by the conference include recruitment, succession planning, management, volunteerism and sister professions.

The next ICA meeting will be in Kuala Lumpur in 2008. SPA will do proposals on archives day, week and month; the management of records of associations; competencies; advocacy and promotion strategies; ethics; and archival solidarity.

Didier mentioned that we could have Roundtables in Kuala Lumpur by ourselves.

4.6 Advocacy and Promotion Strategies

We have document in three languages. This will go up on the Web and will be translated into other languages.

4.7 SPA Retention Schedule

The retention schedules for SPA is finished and will go up on the web site. Shelley will generalize it and it will be sent out to other ICA committees.

5. ICA: NEWS

5.1 Sections' Coordination

Five out of the nine sections met before the executive board meeting, and eight or nine sections met after the executive board meeting.

The sections will ask for a one-day meeting before the next CITRA. All sections have been represented on the executive board since Vienna. The spirit of sections and branches seems good.

5.2 PCOM – Program Commission

Didier and others sections' Presidents met with PCOM to get information from them. There is €50,000 for all sections and branches. Each will get approximately €2500. There will be two pots of money, one pot of about €20,000 for projects not going to PCOM, and €100,000 for projects going to PCOM.

The SPA Steering Committee will discuss what to do with the money.

5.3 Annual Fees

In general fees will not change, however category B. members' fees will change. We need a proposal for next year in time for CITRA Québec.

With regards to sections, there will be an amendment to the Constitution as to who will represent each of the sections in the General assembly. The Constitution needs to allow for chairs or substitutes and secretaries or substitutes.

6 OPEN FORUM FOR DELEGATES

There will be an election in Kuala Lumpur in 2008. Eight years is the limit and officers will change

7 OTHER BUSINESS

Shelley indicated that the Bureau of Canadian Archivists was considering creating a publication for an archives day/week/month based on the Society of American Archivists' (SAA) publication.

The American Archives month is in October. SAA that it has a publicity can't to help people organize local activities as a PDF on their web site at:
<http://www.archivists.org/archivesmonth/ArchivesKit.pdf>

The short-term strategy for 2007 four SPA would be to determine what kind of messages we want to send about an archives day/week/month. A long-term strategy would be how to use these messages strategically.

Australia celebrates in May.

ARMA celebrates in April.

Didier is going to write a book for 2008 on associations. Please send him your ideas.

Regarding the Curacao Consensus and the length of time people can serve on the Executive Committee, representatives presented the situation in their own home associations. There is a great diversity in lengths of service.

Shelley mentioned that the Association of Canadian Archivists (ACA) will launch an electronic version of its journal December 15, 2006. The public "*E-Archivaria*" collection will date from 1975 (#1) to 2002 (#53). The latest eight issues will held in a Reserved Collection for subscribers and members, while the ACA will work to reduce the number of Reserved issues over the next 3 or 4 years. The earlier journal, *Canadian Archivist*, will be added by Spring 2007. This journal dates back to 1961. To access *E-Archivaria* members can use the URL www.archivists.ca. The Association des archivistes du Québec already hosts a number of issues of its journal *Archives*, dating back to 1994, on their web site at: <http://www.archivistes.qc.ca/>.

She also presented the Québec Declaration on Archives in French and English. This is an initiative of the Association des archivistes du Québec. It is a way to have individuals learn about archives and support them by signing the declaration. The declaration is available at their web site: <http://www.archivistes.qc.ca/>

8. NEXT ANNUAL DELEGATES MEETING

The next annual delegates meeting is in Québec City, Canada, in November of 2007. Didier hopes everyone will be able to make it.