I. Introductions
Council Members Melissa Gonzales, Petrina Jackson, and Ricardo Punzalan
SAA Governance Manager Felicia Owens (fowens@archivists.org)

II. Leader Resources
Leader Resources
https://www2.archivists.org/governance/leaderresources

Council Liaisons
https://www2.archivists.org/governance/SAA-Council-Liaisons-to-Component-Groups

SAA Strategic Plan
https://www2.archivists.org/governance/strategic-plan

Governance Manual
https://www2.archivists.org/governance/handbook

III. SAA Leader Panel Discussion

IV. Table Discussions – SAA Strategic Plan

V. Group Debrief

Keep the Conversation Going – Grab dinner with your fellow SAA leaders after this meeting!
Important Dates and Deadlines (2019–2020)

Following are some key deadlines to keep in mind as you plan your group’s work for the coming year:

**September 1, 2019**  
**Annual Reports and Roster Updates**  
The outgoing Chair submits the group’s annual report via Survey Monkey at https://www.surveymonkey.com/r/2019-20-SAA-Section-Annual-Reports.

**October 2019**  
**Agenda Items for Fall Council Meeting**  
Submit to your Council liaison any recommendations you may have for Council action or discussion at the November 2019 meeting. (Date TBD.)

**December 1, 2019**  
**SAA Foundation Grants: Letter of Inquiry Due**  
Applicants should submit a letter of inquiry to determine if their project meets the SAA Foundation’s guidelines and funding priorities. Learn more at: https://bit.ly/2JYa2MY.

**March 1, 2020**  
**Section Annual Meeting Details**  
Send your group meeting details for inclusion in the 2020 SAA Annual Meeting schedule via Survey Monkey (link forthcoming).

**March 1, 2020**  
**FY 2021 Funding Requests**  
Deadline for submitting to your Council liaison any funding requests for consideration as part of the draft FY 2021 budget (July 1, 2020 – June 30, 2021).

**April 2020**  
**Agenda Items for Spring Council Meeting**  
Submit to your Council liaison any recommendations you may have for Council action or discussion at the spring meeting. (Date TBD.)

**May 1, 2020**  
**Call for Nominations for Section Elections**  
Issue calls for nominations for section elections.

**June 1, 2020**  
**Ballot Information**  
Sections submit basic ballot information to Felicia Owens at fowens@archivists.org. Supplementary ballot information should be posted to your group’s microsite at this time.

**June 29, 2020**  
**Ballots Open for Section Elections**  
SAA staff facilitates online elections. Eligible members are sent unique links to the ballots via Survey Monkey. Ballots remain open for three weeks. Group leaders notify staff of the new roster by September 1.

**June 2020**  
**Agenda Items for Austin Council Meeting**  
Submit to your Council liaison any recommendations you may have for Council action or discussion at the August 3 Council meeting.

**September 1, 2020**  
**Annual Reports and Roster Updates**  
The outgoing Chair submits the section’s annual report via Survey Monkey (link forthcoming). Include section and roundtable election results.