



DOCUMENTING GOVERNMENT

PROMOTING HISTORY

SECURING RIGHTS

Council of State Archivists
Annual Meeting
September 26, 2022
Tennessee State Library and Archives

Business Meeting
8:30 am – 9:30 am Central Daylight Time

Work Session and Lunch
9:45 am – 12:30 pm Central Daylight Time

Table of Contents

<u>CoSA Events at BPE</u>	2
<u>CoSA Business Meeting Agenda 2022</u>	4
<u>2021 Business Meeting Minutes (Draft)</u>	5
<u>Finance Committee Report</u>	
<u>CoSA Financial Balance Sheet, 2018-2022 (YTD)</u>	15
<u>CoSA Finance Committee – 2022 Narrative</u>	17
<u>Report 2021 Audited Financial Statement</u>	18
<u>Nominating Committee Report</u>	32
<u>CoSA Work Session Agenda</u>	34
<u>CoSA Board of Directors Roster</u>	35
<u>CoSA Committee Members</u>	36



DOCUMENTING GOVERNMENT

PROMOTING HISTORY

SECURING RIGHTS

CoSA Events Schedule

CoSA-BPE Joint Conference

Tennessee State Library and Archives

Nashville, Tennessee

September 25-September 28, 2022

Nashville is on Central Daylight Time

Sunday, September 25

5:00 – 9:00 CoSA Member Welcome Dinner and Tour of Tennessee State Library and Archives

5:00 - 6:00 Gathering, with drinks and appetizers

5:15 - 5:45 Tour

5:30 - 6:15 Tour

6:00 Buffet dinner opens

6:30 Welcome and toast, dinner continues

7:30 - 8:00 Tour

7:45 - 8:15 Tour

Dinner sponsored by *Iron Mountain*

Monday, September 26

7:30 - 8:30 CoSA Breakfast, sponsored by *APPX*

8:30 - 9:30 CoSA Business Meeting* and
CoSA Awards program, sponsored by *Family Search*

9:30 – 9:45 Coffee and snack break

9:45 – 11:30 CoSA Work Session*

11:30 – 12:30 Lunch and presentation*, sponsored by *Ancestry*

1:00 - 4:30 BPE Events – registration, [program sessions](#), tours of TN State Library and Archives

4:30 – 6:30 BPE Attendee Mixer

Dinner on your own

Tuesday, September 27

8:15 - 9:00 BPE Continental Breakfast

9:00 - 4:30 [Program Sessions](#)
Lunch on your own

10:00 - 4:00 CoSA Silent Auction

4:30 - 6:30 BPE attendee reception - Tennessee State
Museum Dinner on your own

Wednesday, September 28

8:15 - 9:00 BPE Continental Breakfast

9:00 - 12:00 [Program Sessions](#)

9:00 - 10:00 CoSA Member “Birds of a Feather” discussion session

12:00 BPE Attendee box lunch

* CoSA members must attend the **Business Meeting/Work Session/Lunch** to be [eligible for reimbursement](#).

CoSA Board Meeting – Wednesday afternoon and Thursday



Council of State Archivists
2022 Annual Business Meeting
Monday, September 26, 2022
8:30 – 9:30 Central Daylight Time
Tennessee State Library and Archives
Nashville, Tennessee

CoSA's Mission: The Council of State Archivists provides leadership to strengthen and support state and territorial archives leaders and staff in their work to preserve and provide access to government records.

AGENDA

- 8:30 Welcome and Call to Order
Approval of Agenda – Eric Emerson (SC), CoSA President
- 8:35 Roll Call of States and Territories - Jami Awalt (TN), CoSA Secretary-Treasurer
Introduction of Guests
- Approval of [Minutes from the 2021 Annual Business Meeting](#)
- 8:45 President's State of the Association – Eric Emerson
- 8:55 [Treasurer's Report](#) – Jami Awalt
- 9:05 Nominating Committee Report: [Election of New Board Members](#) – Ken Williams (UT), CoSA Vice-President/President-Elect
- Three Year Terms (2022-2025)
Steve Murray, Alabama
Karen Gray, Alaska
Cathy Popovitch, Illinois
- 9:10 Recognition of Service to CoSA – Eric Emerson and John deJong, FamilySearch
[CoSA Awards Program](#), sponsored by FamilySearch
- [CoSA Rising Star Awards](#) - Claire Alderfer - Indiana State Archives
Rebecca Halbmaier - Kentucky Department for Libraries and Archives
[CoSA-NHPRC SHRAB Award](#) – New York State Historical Records Advisory Board
[CoSA Advocacy Award](#) – Representative Don Young (R-Alaska), posthumous award
[Victoria Irons Walch Leadership Award](#) – Barbara Teague, Kentucky State Archivist (retired) and CoSA Executive Director (retired)
- President's Awards
- 9:20 Looking Ahead – Ken Williams
- 9:30 Adjourn Annual Business Meeting

2021 CoSA Business Meeting Minutes

August, 18, 2021

3:00 pm Eastern - Online via Zoom

Alabama – Steve Murray; Dorothy Gidiere	Montana – Rich Aarstad
Alaska – Karen Gray; Clayton Hainebach	Nebraska – Anna Holley
<i>American Samoa –absent</i>	Nevada – Cynthia Laframboise
<i>Arizona – absent</i>	<i>New Hampshire –absent</i>
Arkansas – David Ware	New Jersey – Joe Klett, Veronica Calder
California – Andrew Hyslop	<i>New Mexico – absent</i>
Colorado – Ali Jabrocki	New York – Tom Ruller
Connecticut – Lizette Pelletier; Allen Ramsey; Barbara Austen; Damon Munz; Kathy Craughwell-Varga; Todd Gabriel; Lisa Lew	North Carolina –Sarah Koonts, Jamie Patrick-Burns
<i>Delaware – absent</i>	North Dakota – Shane Molander
District of Columbia – William Branch	<i>Northern Mariana Islands – absent</i>
Florida – Beth Golding; Tyler McLean	Ohio – Fred Previts
<i>Georgia – absent</i>	Oklahoma – Jan Davis; Holly Hasenfratz
<i>Guam – absent</i>	Oregon – Stephanie Clark
Hawaii – Adam Jansen	Pennsylvania – David Carmicheal
<i>Idaho – absent</i>	Puerto Rico – Hilda Teresa Ayala-Gonzalez
Illinois – David Joens; Cathy Popovitch; Tim Mottaz	Rhode Island – Ashley Selima
Indiana – Chandler Lighty	South Carolina – Eric Emerson
<i>Iowa – absent</i>	South Dakota – Chelle Somsen
<i>Kansas – absent</i>	Tennessee –Jami Awalt; Patsy Mitchell; Sara Baxter
Kentucky – Terry Manuel; Cathrine Giles	Texas – Jelain Chubb
Louisiana – Catherine Newsome	Utah – Ken Williams; Susan Mumford
Maine – Katherine McBrien	<i>Vermont – absent</i>
Maryland – Elaine Rice Bachmann; Kathryn Baringer	<i>Virgin Islands – absent</i>
Massachusetts –Michael Comeau; Alejandra Dean	<i>Virginia – absent</i>
Michigan – Andrea Gietzen	Washington – Steve Excell
Minnesota – Shawn Rounds; Megan Kellom	<i>West Virginia – absent</i>
<i>Mississippi – absent</i>	Wisconsin – Abbie Norderhaug
Missouri – John Dougan; Brian Rogers	Wyoming – Kathy Marquis; Sara Davis

Guests

Sponsors: Brian Peterson, Quinton Atkinson (Ancestry); Mike Quinn, Lori Ashley (Preservica); John deJong, Manuel Sanhueza (Family Search)

CoSA Award Recipients: Meg Phillips, Nancy Beaumont

CoSA retirees/former members: Jodie Foley, Rebecca Katz, Kathleen Roe

Other guests: Melissa Barker, Bryan Whitledge

CoSA Staff and Contractors

Barbara Teague, Anne Ackerson, Lisa Johnston. Rebecca Julson, Michelle Gallinger, Veronica Martzahl

CoSA President Tom Ruller called the meeting to order and welcomed all in attendance. He called on CoSA Secretary-Treasurer Jami Awalt to call the roll of the states and territories and to recognize guests. After the roll call, Tom thanked Jami and again extended a warm welcome to all joining the meeting today.

Minutes

Tom noted that the minutes from the 2020 Annual Business Meeting were sent via email in the annual meeting materials and asked for changes or suggestions.

Eric Emerson moved for approval of 2020 business meeting minutes. Tom Ruller seconded. A vote on the 2020 minutes was held, and the meeting minutes were accepted with unanimous support.

Recognition of Business Meeting Sponsor

Tom introduced Mike Quinn of Preservica, one of CoSA's major corporate sponsors, to share updates from Preservica.

Mike Quinn thanked CoSA for the opportunity to sponsor CoSA programs and reiterated Preservica's dedicated support for CoSA's State Electronic Records Initiative. He offered updates from Preservica focused on:

- 1) Preservica Starter—more than 1500 organizations are using Preservica Starter
- 2) Social media, email, and web preservation – Preservica is focused on providing a preservation service for these data that includes full context search and retrieval
- 3) Preservica 365 – an integrated service between Preservica and Microsoft 365 in which content is preserved

Tom thanked Mike for Preservica's ongoing support for CoSA, particularly for CoSA's State Electronic Records Initiative.

President's State of the Association

Tom thanked those attending. He said that our members provide expertise and share their talents so that we can all work together to improve state and territorial archives. He also thanked members of the CoSA Board, volunteers who work on our behalf, and the many committee members and their chairs, all of whom work so diligently on achieving CoSA's goals and objectives. He also thanked the CoSA staff and contractors for conducting CoSA's daily work.

Tom acknowledged our corporate sponsors: Ancestry, our Platinum sponsor; APPX Software; AVP; Atlas Systems; FamilySearch; the Northeast Document Conservation Center; and Preservica, sponsor of the State Electronic Records Initiative. We would also like to acknowledge the in-kind sponsorship of Gaylord Archival and newsletter sponsorship of From the Page. He was happy to have so many of the sponsors in attendance today, and reiterated CoSA's appreciation for this support for our programming.

Tom acknowledged our federal funders, the Institute of Museum and Library Services and the National Endowment for the Humanities. CoSA completed an IMLS National Leadership Grant last year and started another one just this month. The support of IMLS has been crucial in furthering CoSA's work in improving state electronic records for over ten years and in facilitating many of CoSA's research initiatives. That support will continue through this recent

fourth grant to support SERI in working with CoSA members on digital preservation and digitization planning and to assist CoSA members in incorporating diversity and cultural competency in their programs and services. CoSA received its first ever grant from NEH in 2020. This NEH CARES grant was very welcome and contributed to CoSA's financial stability during the pandemic, despite the loss of dues and annual meeting revenues. Tom expressed CoSA's gratitude to IMLS and NEH for helping CoSA and its members with these generous grant awards.

CoSA is also incredibly pleased to be included in the first round of the University of Illinois's Email Archiving: Building Capacity and Community regrant projects, funded by the Andrew W. Mellon Foundation. CoSA's project, CoSA PREPARE: Preparing Archives for Records in Email, will provide CoSA members with best practices and strategies for improving email archives.

Tom then highlighted a few other items related to CoSA's four CORE FUNCTION GOALS and related strategies and outcomes, all of which form the framework of CoSA's strategic plan. As you know, CoSA is currently in the middle of a strategic plan revision, but the Board expects that the Core Goals will remain the same.

CORE FUNCTION GOALS AND STRATEGIES AND OUTCOMES

RESEARCH:

- Calls to the States completed annually by the Board
- Biennial Archives and Records Management Survey, resulting in The State of State Records report
- Follow up to early 2020 interagency transfer report "Toward a Common Understanding," co-sponsored with Preservica, with MoVE-IT: Modeling Viable Electronic Information Transfers Project, sponsored by Preservica and AVP
- New Title Published in Digital Best Practices Series, Developing Successful Electronic Records Grant Projects
- CoSA PREPARE Needs Assessment Analysis – forthcoming (2021)
- Emergency Preparedness Resources (with Polygon)

- Best Practices Guidance
 - Social Media as State Public Records
 - Playbook for Governors on State and Territorial Government Records
 - Public Records, Open Records, and Restricted Records
 - Blockchain for Archives FAQ
 - Electronic Records Overview
 - Public Records and Remote Work
 - CoSA's File Formats Guidelines

EDUCATION:

- General member webinars and SERI Webinar series

- Added additional webinars during the pandemic
- Quarterly webinars with NARA
- New “In Conversation With...” video series, started with NEH funds in 2020 and continued with support from our sponsor Atlas Systems in 2021
- Participated as an exhibitor at RootsTech, thanks to the support of Family Search

ADVOCACY

- Continuing to participate in the Joint Working Group on Issues and Awareness
- Sending statements when needed or requested
- Member of the National Coalition for History Policy Board
- Joined the National Humanities Alliance in 2021 and helped create advocacy materials for NARA and NHPRC distributed by the NHA
- Wrapped up a two-year partnership with the National Association of Secretaries of State for their #TrustedInfo2020 campaign
- Recommendations Sent to Biden Transition Team - CoSA, NAGARA, RAAC, and SAA sent a document on federal archives and records management Issues to the transition team, and had a meeting with one of the team members
- Recently signed on as a champion of the Educating for American Democracy initiative.

CoSA SUSTAINABILITY AND EXCELLENCE:

- In Jami’s upcoming report she’ll speak in more details about CoSA’s stable finances. No cuts have been necessary because of continuing frugality, good financial stewardship, and the addition of funds from NEH CARES grant.
- The CoSA Sustainability plan continues to guide us and will be an important part of strategic planning this year.
- CoSA supports its membership, and the membership supports each other.

This past year we also saw some of our colleagues retire or move on to other opportunities:

Retired this year

Jodie Foley (Montana)

Tim Baker (Maryland)

Matt Veatch (Kansas)

All of these retirees are former CoSA Board members and Presidents.

Departing for other positions

Mike Strom, Virginia to Nevada

Gayla Koerting, Nebraska

Becky Katz, DC

We also note with sadness the passing of Dr. David B Gracy II, former Texas State Archivist and a giant of the archival profession.

We welcome new and interim state archivists, or interim state archivists to permanent positions:

David Ware, Arkansas

Terry Manel, Kentucky

Elaine Rice Bachmann, Maryland

Rich Aarstad, Montana

Anna Holley, Nebraska

Shane Molander, North Dakota

Hilda Teresa Ayala-González, Puerto Rico

Symra T. Chinnery Wilkinson and Sarah Fleming, U.S. Virgin Islands (temporary appointments)

Angela Fritz, Wisconsin

Tom noted his appreciation of all those mentioned, as well as of those in attendance, for their participation in CoSA's work this past year. He said that as we continue to build on our success and look to the future, we will be able to look back at 2020-2021 as a year of highs and lows, of learning to cope with new challenges in working from home and in hybrid work, of assisting researchers while respecting public health and safety, of looking at our diversity, equity, and inclusion practices, in our work and in our descriptive aids, and of analyzing our work processes and expectations to meet and lead in the new reality. Tom said that it has been a good year for CoSA, with so much support from our members, our federal funders, our corporate sponsors, and our colleagues in archives and other professions. This was definitely a year in which state archives were leaders in continuous improvement, both from necessity and from innovative ideas. He thanked everyone for their support through this unusual year and foresees that we will continue to rely on the resiliency and innovation of our members as we face challenges in the coming years.

Tom called on CoSA Secretary-Treasurer Jami Awalt to discuss CoSA's finances.

Financial Report

Jami Awalt offered the Treasurer's report. CoSA remains in sound financial shape. Jami noted that a financial narrative report was included in the meeting materials. She noted highlights and asked the membership to read the full report, entered here:

[CoSA Finance Committee](#)

The Council of State Archivists' finances are overseen by the CoSA Finance Committee, which supervises the preparation of the annual operating budget and monitors the financial condition of CoSA. CoSA's monthly profit and loss statement, balance sheet, and investment statement are reviewed at monthly meetings of both the Finance Committee and the Board of Directors. The Executive Director oversees daily financial operations, with assistance from CoSA's bookkeeper, a Certified Public Accountant, who compiles the monthly reports. CoSA undergoes an annual audit by a certified public accounting firm and files a 990-tax return with the IRS.

The Finance Committee consists of CoSA Treasurer Jami Awalt (Chair), Steve Excell (WA), representing the Board; Jack Warner (MA) representing the membership; and ex-officio members Tom Ruller (NY), Eric Emerson (SC), and CoSA Executive Director Barbara Teague (ex-officio). The Finance Committee and the Board follow

CoSA's Financial Guidelines and Investment Policy.

2020 Balance Sheet

CoSA had \$326,401 in total assets on December 31, 2020, comprised of \$279,925 in assets and \$46,476 in liabilities. Cash accounts totaled \$93,225 and the investment fund was valued at \$215,752.

2020 Income and Expense

Overall, CoSA ended the year with an accounting surplus and an operating deficit. 2020 revenue was \$277,259, with expenses totaling \$293,932, for a deficit of \$16,673. In February, 2021, CoSA filed a reimbursement request with the National Endowment for the Humanities for \$15,896 (the remainder of CoSA's CARES Act grant funds spent in 2020). With that remaining payment from NEH, to reimburse CoSA for funds already expended in 2020, the operating deficit was actually only \$768, an encouraging amount for a year during which revenues were down markedly.

CoSA had seen revenue growth in 2018 and 2019, with increases in dues payment and grant funding. 2020 revenues were similar to 2017 revenues, with expenses lower in 2019 and 2020.

The audit of CoSA's 2020 finances is underway and will be complete in August 2021.

2021 Budget

CoSA's 2021 budget projects revenue of \$283,756 with expenses of \$265,200. Most of CoSA's 2021 revenue will come from dues, sponsorships, and grants. Given the lasting financial impacts of the pandemic, there is some uncertainty in these revenue projections. 2021 revenue received to date is fairly promising. Member dues payments are on track to equal or exceed the 2021 projections. CoSA's Corporate Sponsors remain as loyal supporters of CoSA at amounts equal to or in excess of 2020 donations. Donations CoSA received from individuals for the mid-year appeal exceeded the budgeted amount. Although CoSA's investment policy provides for choosing moderate investments with less risk, CoSA's Investment Fund is benefiting from the overall rise in stock prices over the last two years and has seen a substantial increase.

Tom thanked Jami for the report and for helming CoSA's finances during the changes from the pandemic.

Nominating Committee Report

Tom called on Eric Emerson, CoSA Vice-President, for the Nominating Committee Report.

Eric offered the Nominating Committee report and noted that further information was in the annual meeting packet.

CoSA thanked the two Board members who are at the end of their three-year terms:

Shawn Rounds
Steve Excell

Eric also thanked past-President Jodie Foley for her extra year of service as past president and for her excellent work.

The nominating committee submitted for approval for three-year terms to the board:

Ken Williams

Cynthia Laframboise
Allen Ramsey

Nominations from the floor were invited. None were offered. CoSA members accepted the nominations with unanimous approval.

CoSA Awards Program

Tom introduced the CoSA Awards Program, and recognized the sponsor of the awards, Family Search, represented by John deJong.

John welcomed attendees and reiterated Family Search's support for CoSA members and the CoSA Awards Program, and thanked CoSA for facilitating access to records through Family Search.

Tom thanked John and Family Search for the long-term support for the CoSA Awards Program.

Tom announced that the first award was the CoSA-Ancestry Leadership Award, sponsored by CoSA's Platinum Corporate Sponsor, Ancestry. Tom introduced Elaine Bachmann, Maryland State Archives, to present Kathryn Baringer, Maryland State Archives, with the award.

Tom introduced the CoSA Rising Star Award. Tom recognized Dave Joens, Illinois State Archives, to present the award to Cathy Popovitch, Illinois State Archives.

Tom introduces the CoSA-NHPRC SHRAB Award. Tom recognizes Kathy Craughwell-Varda, Connecticut State Library, to present the award to Lizette Pelletier, Connecticut State Archivist, and chair of the Connecticut State Historical Records Advisory Board.

Tom introduces the CoSA Advocacy Award, and presented the award to Nancy Beaumont, Society of American Archivists, Executive Director (retired). Tom acknowledge Nancy and SAA's strong partnership with CoSA in advocacy work for many years and thanked her for her tireless efforts in coordinating advocacy and awareness work.

Tom introduced a recording of the presentation of CoSA's highest honor, the Victoria Irons Walch Leadership Award to Matt Veatch, Kansas State Archivist (retired). Matt thanked CoSA and the membership and described working with CoSA colleagues as a highlight of his career.

Tom noted that, as president, he had the privilege of recognizing CoSA members and friends who have been particularly outstanding in their work for CoSA. This year, he announced that he is presenting President's Awards to:

Lori Ashley, for her contributions to research and projects as part of CoSA's State Electronic Records Initiative

Veronica Martzahl, for her revisions and analysis for 2020-21 State of State Records report

Meg Phillips, for her open communication, collegiality, and for reaching out to CoSA and many other constituencies to share information about the National Archives

Recent Retirees

Tim Baker

Jodie Foley

BPE Host and Program Committee

Jim Kichas (UT)

Heidi Steed (UT)

Lauren Katz (UT)

Molly Ogrodnik (MA)

Lisa Johnston (CoSA Staff)

Tom recognized the outgoing board members for their extraordinary work.

Outgoing Board members

Shawn Rounds

Steve Excell

Tom thanked John deJong for Family Search's sponsorship of the CoSA Awards Program and congratulated all recipients

Tom ended his Presidential term by saying that he would undertake one of the most significant duties as president, passing the leopard cape of presidential power to Eric Emerson of South Carolina. Tom recognized Eric as CoSA's new president.

Eric's remarks looking forward to his year as CoSA President were as follows:

At this time last year, many of us were hopeful that the pandemic would have run its course, and we would be facing a future in which the operations of our state and territorial archives would look more similar to what we experienced in 2018 than in 2020. Of course, we have not quite reached the end of this journey on the COVID-19 Express, but I believe that we still have much for which to be grateful. Tom Ruller, who you already have heard from and soon be our immediate past president, and Jodie Foley, his predecessor in the position, did a magnificent job guiding this organization through undoubtedly the most challenging time in its existence or in the existence of many of our institutions. I am grateful for their leadership and the hard work and diligence of the CoSA board members and the CoSA staff. Most of all, I am extremely impressed with the collective adaptability and resilience that our states, territories, and the district have shown during this pandemic. During the most recent Call to the States, 100% of respondents commented that their agencies managed pandemic-restricted operations "fairly well or quite well." This is a testament to your leadership and the professionalism and dedication of all of our state archives staff members. Regardless of the challenges that we will face in the forthcoming year, I am confident that both CoSA and all of our archives will not only survive but flourish.

For those of you who don't know me, I am much newer to this profession than many of you. I am a historian and an editor by training, and a historical administrator, historic preservationist, and most recently, an archivist by

vocation. My first experience with archives was as a researcher, and only after the dramatic budget cuts of 2010 did I find myself assuming the title of South Carolina State Archivist after the retirement of Roy Tryon, who many of you may remember. I still have fond memories of the gracious welcome and sage advice that I received at my first CoSA meeting in New Orleans in 2013. It was at that meeting I realized that this organization is special. People like us, who work to preserve the public record, ensure government transparency, identify, and safeguard for future generations documents that will tell the history of this nation, serve a noble purpose. CoSA is the nexus for all of our collective efforts as states, territories, and the District of Columbia, and therefore it must be a leader in research, education, advocacy, and sustainability for government archives nationwide.

For the forthcoming year, we have a number of research and education goals. We are very excited about two grants. We currently are in the first year of a two-year, \$100,000 subgrant from the Andrew W. Mellon Foundation through the University of Illinois Library that focuses on email preservation. I want to thank those of you who have assisted in the grant by participating in the initial survey. We also are excited that CoSA has received a National Leadership Grant from IMLS for \$475,000 for a three-year project focused on developing and delivering new and expanded technical assistance, educational programming, and training to strengthen our members' digital records preservation and accessibility capacities.

In addition, in the coming year CoSA will continue to offer regular webinars about both general and specific topics. SERI will continue to play a major role in these webinars, as CoSA pursues its valuable work concerning electronic records. Our conversion to Higher Logic has given us the capacity to create a series of discussion platforms or specialized listservs, which we hope will be of significant benefit to you, our members. We also plan to restart CoSA's monthly video meetings for State Archivists, which have proven to be so valuable in the past. We hope that you participate often, because these calls are an excellent opportunity for you to consult with your colleagues about challenges that you face or to simply commiserate with each other regarding some aspect of our jobs.

In the forthcoming year, CoSA also will continue to serve as a leader in archival advocacy through its work with the joint working committee comprised of CoSA, NAGARA, SAA, and RAAC. Much of our advocacy will continue to focus on both NARA and NHPRC's budgets in forthcoming years, and we also will be searching for ways to increase funding specifically for archives in the federal budget.

CoSA will continue its work to secure organizational sustainability and create a more diverse and equitable field. As you already have heard, CoSA's finances are in excellent condition, and as such we should be able to sustain the organization through all but the most catastrophic circumstances. We are not content to rest on our laurels, so we will continue to assess and revise our sustainability plan as needed.

Finally, we all are very aware that events of the summer 2020 transformed the way that we view the world and ourselves. I believe that our form of government is most effective when everyone bears both the blessings and burdens of ensuring its proper function. So, the task of identifying, accessioning, preserving, and making available to the public the nation's most important records must be shared amongst all of its people. Many of our organizations, including CoSA, have issued statements committing ourselves to increasing organizational diversity and equity towards that goal. We are excited that part of the IMLS Grant that we have received will focus on cultural competency planning, and we will provide more information as those efforts progress.

One year after we collectively issued our statements regarding diversity and equity, I find myself reminded of annual New Year's resolutions, like those when you say that you are going to start exercising and lose 30 lbs. or you are finally going to run a marathon. One month into your membership at the "Y," you grow tired of getting up at 5:00 AM, you sleep in late, and finally decide that your goals were too ambitious, and you will try again next year. I believe that achieving diversity and equity are goals more akin to a marathon than a sprint. Like a marathon runner, I would urge you to make a plan, set a timeline with attainable goals, and let your successes compound on the way to reaching the end of the course. Start with immediate tasks that you can pursue. Hold listening sessions with underserved or underrepresented stakeholders. From experience, we have learned that those meetings will provide you with extremely valuable insight into how you can better serve all of your customers. Ask staff members to undertake on conscious editing projects for a portion of their day or if they are working remotely

(hopefully not due to COVID). Participate in job fairs at majority BIPOC school districts (elementary, middle, and high school). Participate in job fairs at Historically Black Colleges and Universities and develop relationships with administrators that result in their students participating in internships or work study programs at your institution. It is important to remember that we are competing with college and university archives, which can pay more money to the limited pool of applicants that currently exists. That is why it is important to recruit promising young people and get them into your workplace early to introduce them to what we know is the immensely rewarding and extremely important field of government archives. It is an immense task, but we have to make people reconsider their career plans, and perhaps their parent's plans for them to become doctors, lawyers, businesspeople, or scientists. Anything this important is difficult, but it is an imperative for all of our organizations as well as our states, territories, and the district. If you have not yet started, we urge you to begin today.

To close, I look forward to working with all of you in the forthcoming year. For all of our newest State Archivists, welcome aboard. It is our hope that you experience the collegiality and support that makes CoSA so special. Please do not hesitate to contact me, other board members, or Barbara Teague if there is anything that we can do for you. Remember that we represent you and your archives, and we want your feedback about how we are doing.

There being no further business, the meeting was adjourned by acclamation.

Respectfully submitted,

Michelle Gallinger and Barbara Teague
Secretaries Pro Tem

Financial Balance Sheet: December 31, 2018-2021 & Jan.- June 2022

ASSETS	2018	2019	2020	2021	2022 YTD
Current Assets					
Cash	\$92,687	\$99,048	\$93,225	\$26,946	\$53,411
Accounts Receivable	\$2,500	\$17,017	\$0	\$8,250	\$38,200
Grants Receivable			\$15,896	\$0	\$0
Prepaid Expenses	\$1,500	\$1,000	\$1,528	\$3,087	\$3,087
Total Current Assets	\$96,687	\$117,065	\$110,649	\$38,283	\$94,698
Investments	\$137,769	\$182,538	\$215,752	\$269,508	\$251,668
Total Assets	\$234,456	\$299,603	\$326,401	\$307,791	\$346,366
LIABILITIES AND EQUITY					
Current Liabilities					
Accounts Payable	\$2,550	\$6,505	\$16,634	\$19,215	\$5,561
Deferred Revenue	\$ 0	\$0	\$20,600	\$7,800	\$7,800
Designated Funds – BPE			\$9,242	\$9,194	\$9,194
Total Current Liabilities	\$2,550	\$6,505	\$46,476	\$36,209	\$22,555
Equity					
Unrestricted Operating	\$125,702	\$183,864	\$170,691	\$177,298	\$229,027
Board Designated	\$106,204	\$109,234	\$109,234	\$ 94,284	\$ 94,784
	\$231,906	\$293,098	\$279,925	\$271,582	\$323,811
Total Liabilities and Equity	\$234,456	\$299,603	\$326,401	\$307,791	\$346,366

**Statement of Activities for the Years Ending December 31, 2018-2021,
with 2022 Budget Projection**

Support and Revenue	2018	2019	2020	2021	2022 Projection
Member Contributions	\$127,500	\$130,750	\$124,125	\$129,900	\$130,000
Other Contributions	\$74,960	\$66,500	\$81,200	\$85,748	\$92,000
Grants	\$71,777	\$100,224	\$62,136	\$43,800	\$242,000
Program Revenue	\$30,508	\$29,226	\$13,292	\$4,980	\$12,000
Other Income	-\$16,819	\$24,645	\$9,257	\$30,037	
Total Support and Revenue	\$287,926	\$351,345	\$290,010	\$294,465	\$476,000
Expenses					
Program Services	\$242,228	\$222,664	\$221,824	\$221,221	\$378,945
Management & General Operations	\$63,358	\$67,489	\$81,359	\$81,588	\$129,910
Total Expenses	\$305,586	\$290,153	\$303,183	\$302,809	\$508,855
Increase/Decrease in Equity	-\$17,660	\$61,192	-\$13,173ⁱ	-\$8,344ⁱⁱ	n/a
Equity, Beginning of Year	\$249,566	\$231,906	\$293,098	\$279,925	n/a
Equity, End of Year	\$231,906	\$293,098	\$279,925ⁱⁱⁱ	\$271,582^{iv}	n/a

ⁱ \$15,896 reimbursement for 2020 expenses received from NEH in 2021 – for an actual increase in 2020 equity of \$2,723.

ⁱⁱ \$45,680 reimbursement for 2021 grant expenses received from IMLS and University of Illinois in 2022 – for an actual increase in 2021 equity of \$37,336.

ⁱⁱⁱ With NEH reimbursement, 2020 EOY equity is \$295,821.

^{iv} With IMLS and U of I reimbursements, 2021 EOY equity is \$317,262.

CoSA Finance Committee Report

September 5, 2022

Management and Oversight of CoSA's Finances	The Finance Committee
<p>The Council of State Archivists' Finance Committee oversees CoSA's finances, reviews and approves the annual operating budget, and monitors the financial condition of CoSA.</p> <p>CoSA's monthly profit and loss statement, balance sheet, and investment statement are reviewed at monthly meetings of both the Finance Committee and the Board of Directors.</p> <p>The Executive Director oversees daily financial operations, with assistance from CoSA's bookkeeper, a Certified Public Accountant, who compiles the monthly reports and manages some bill payments. CoSA undergoes an annual audit by a certified public accounting firm and files a 990-tax return with the IRS.</p>	<ul style="list-style-type: none">• Jami Awalt (TN), CoSA Treasurer Chair• Cynthia Laframboise (NV), representing the Board• Jack Warner (MA), representing the membership• Eric Emerson (SC) and Ken Williams (UT), ex-officio members from the CoSA Executive Committee• Barbara Teague, CoSA Executive Director, through May 2022• Joy Banks, CoSA Executive Director, and Barbara Teague, CoSA Interim Deputy Director, from June 2022 forward <p>The Finance Committee and the Board follow CoSA's Financial Guidelines and Investment Policy.</p>

2021 Balance Sheet: A Healthy Outlook

- CoSA had \$307,791 in total assets on December 31, 2021, comprised of \$271,582 in equity and \$36,209 in liabilities.
- CoSA will receive reimbursement in 2022 for 2021 grant expenses from two granting agencies totaling \$45,050.
- Cash accounts totaled \$38,283.
- CoSA's investment fund valuation reached \$269,508, representing a 25% increase in value from 2020, due to prudent management by the Finance Committee and LPL Financial Management Services.

2021 Income and Expense: Successfully Mission-Driven

Overall, CoSA's financial report noted an end of year accounting surplus and an operating deficit. 2021 revenue was \$294,465, with expenses totaling \$302,809, for a deficit of \$8,344. With the two expected reimbursements of 2021 expense of \$45,050 from the Institute for Museum and Library Services and the University of Illinois Libraries subgrant from the Andrew W. Mellon Foundation, CoSA had an actual surplus of \$37,337.

CoSA saw steady revenue growth from 2016 forward with increases in the number of dues payments, corporate sponsorships, and grant funding. 2020 revenues were similar to 2018 revenues, with a slight growth in 2021 and a projected larger increase in 2022, mostly from grant income.

CoSA remains committed to providing an excellent programmatic and service return to members for their annual dues investment. In 2021, that return was \$2 in programming, services, and related administrative support for every \$1 of paid dues.

The annual audit of CoSA's finances was completed in July 2022. The audit result was positive and included adjusted journal entries for minor line-item expenses.

2022 Budget: Greater Rewards for Members

CoSA's 2022 budget projects revenue of \$476,000 with expenses of \$508,855. Dues, sponsorships, and grants are the source of most of CoSA's 2022 general operating revenue – with \$242,000 in expected grants comprising more than half of CoSA's 2022 revenue, **thus allowing us to return \$3 for every \$1 of paid member dues in programs, services, and related administrative support.** 2022 revenue from sponsorships and dues is on track to exceed budgeted amounts, thanks to CoSA's loyal corporate sponsors and our members' regular dues payments. Donations CoSA received from individuals for the mid-year appeal exceeded the budgeted amount. CoSA's investment fund, which benefitted from the overall rise in stock prices over the last two years, is not gaining in value this year, but is increasing in number of shares held as the Board and Finance Committee direct that CoSA continue with a steady market investment.

COUNCIL OF STATE ARCHIVISTS
AUDITED FINANCIAL STATEMENTS
DECEMBER 31, 2021 AND 2020

BESTEN & DIERUF, PLLC
CERTIFIED PUBLIC ACCOUNTANTS

CONTENTS

INDEPENDENT AUDITORS' REPORT.....	PAGE 3
-----------------------------------	--------

FINANCIAL STATEMENTS:

Statements of Financial Position	5
Statements of Activities.....	6
Statements of Functional Expenses	7
Statements of Cash Flows	9
Notes to Financial Statements	10

INDEPENDENT AUDITORS' REPORT

Board of Directors
Council of State Archivists
Frankfort, Kentucky

Opinion

We have audited the accompanying financial statements of Council of State Archivists (a nonprofit organization), which comprise the statements of financial position as of December 31, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Council of State Archivists as of December 31, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Council of State Archivists and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Council of State Archivists' ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Council of State Archivists' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Council of State Archivists' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audits, significant audit findings, and certain internal control related matters that we identified during the audits.



Lexington, Kentucky
July 5, 2022

COUNCIL OF STATE ARCHIVISTS
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
ASSETS		
Current Assets		
Cash	\$ 26,946	\$ 93,225
Accounts receivable, net	8,250	15,896
Prepaid expenses	3,087	1,528
Total Current Assets	<u>38,283</u>	<u>110,649</u>
Investments	<u>269,508</u>	<u>215,752</u>
Total Assets	<u><u>\$ 307,791</u></u>	<u><u>\$ 326,401</u></u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 15,499	\$ 12,914
Other accrued liabilities	12,913	12,964
Deferred revenue	7,800	20,600
Total Current Liabilities	<u>36,212</u>	<u>46,478</u>
Net Assets		
Without donor restrictions:		
Undesignated	177,295	167,985
Designated by the Board for:		
Awards Fund	30,755	30,380
Reserve Fund	60,229	73,729
Emergency Fund	3,300	7,829
Total Without Donor Restrictions	<u>271,579</u>	<u>279,923</u>
With donor restrictions	<u>-</u>	<u>-</u>
Total Net Assets	<u>271,579</u>	<u>279,923</u>
Total Liabilities and Net Assets	<u><u>\$ 307,791</u></u>	<u><u>\$ 326,401</u></u>

See Independent Auditors' Report and Notes to Financial Statements.

COUNCIL OF STATE ARCHIVISTS
STATEMENTS OF ACTIVITIES
YEARS ENDED DECEMBER 31, 2021 AND 2020

	2021			2020		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUE						
Member contributions	\$ 129,900	\$ -	\$ 129,900	\$ 120,625	\$ -	\$ 120,625
Sponsorships	76,500	-	76,500	81,200	-	81,200
Other contributions	9,248	-	9,248	8,244	-	8,244
Grants	43,800	-	43,800	62,136	-	62,136
Program revenue	2,780	-	2,780	2,848	-	2,848
Other income	2,478	-	2,478	2,200	-	2,200
Investment income, net of fees	4,140	-	4,140	2,457	-	2,457
Unrealized gain/loss on investments	25,619	-	25,619	6,796	-	6,796
Bank interest	1	-	1	5	-	5
Net assets released from restrictions:						
Satisfaction of donor restrictions	-	-	-	-	-	-
TOTAL SUPPORT AND REVENUE	294,466	-	294,466	286,511	-	286,511
EXPENSES						
Program	223,601	-	223,601	226,444	-	226,444
Management and general	79,209	-	79,209	76,742	-	76,742
Fundraising	-	-	-	-	-	-
TOTAL EXPENSES	302,810	-	302,810	303,186	-	303,186
CHANGE IN NET ASSETS	(8,344)	-	(8,344)	(16,675)	-	(16,675)
NET ASSETS - BEGINNING OF YEAR	279,923	-	279,923	296,598	-	296,598
NET ASSETS - END OF YEAR	\$ 271,579	\$ -	\$ 271,579	\$ 279,923	\$ -	\$ 279,923

See Independent Auditors' Report and Notes to Financial Statements.

COUNCIL OF STATE ARCHIVISTS
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED DECEMBER 31, 2021

	Program	Management and General	Fundraising	Total
Salaries	\$ 56,250	\$ 18,750	\$ -	\$ 75,000
Payroll taxes	4,304	1,435	-	5,739
Employee benefits	638	213	-	851
Conferences, meetings, and travel	14,870	-	-	14,870
Other program expenses	57,962	-	-	57,962
Contracted services	39,900	-	-	39,900
Website	-	27,157	-	27,157
Office expenses	77	94	-	171
Office space	-	-	-	-
Administrative services	49,600	22,800	-	72,400
Professional fees	-	5,711	-	5,711
Insurance	-	1,794	-	1,794
Dues	-	-	-	-
Miscellaneous	-	1,255	-	1,255
Total	<u>\$ 223,601</u>	<u>\$ 79,209</u>	<u>\$ -</u>	<u>\$ 302,810</u>
	<u>73.8%</u>	<u>26.2%</u>		

See Independent Auditors' Report and Notes to Financial Statements.

COUNCIL OF STATE ARCHIVISTS
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED DECEMBER 31, 2020

	Program	Management and General	Fundraising	Total
Salaries	\$ 56,250	\$ 18,750	\$ -	\$ 75,000
Payroll taxes	4,304	1,435	-	5,739
Employee benefits	457	152	-	609
Conferences, meetings, and travel	38,164	-	-	38,164
Other program expenses	19,840	-	-	19,840
Contracted services	52,050	-	-	52,050
Website	-	15,763	-	15,763
Office expenses	15,048	13,204	-	28,252
Office space	-	-	-	-
Administrative services	39,331	16,132	-	55,463
Professional fees	-	10,142	-	10,142
Insurance	-	1,137	-	1,137
Dues	1,000	-	-	1,000
Miscellaneous	-	27	-	27
Total	<u>\$ 226,444</u>	<u>\$ 76,742</u>	<u>\$ -</u>	<u>\$ 303,186</u>
	<u>78.0%</u>	<u>22.0%</u>		

See Independent Auditors' Report and Notes to Financial Statements.

COUNCIL OF STATE ARCHIVISTS
STATEMENTS OF CASH FLOWS
YEARS ENDED DECEMBER 31, 2021 AND 2020

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	\$ (8,344)	\$ (16,675)
Adjustment to reconcile change in net assets to net cash flows from operating activities:		
Unrealized (gain) loss on investments	(25,619)	(6,796)
(Increase) decrease in operating assets		
Accounts receivable	7,646	4,621
Prepaid expenses	(1,559)	(528)
Increase (decrease) in operating liabilities		
Accounts payable and accrued expenses	2,585	6,409
Other accrued expenses	(51)	12,964
Deferred revenue	(12,800)	20,600
NET CASH FLOWS FROM OPERATING ACTIVITIES	<u>(38,142)</u>	<u>20,595</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchases of investments	(28,137)	(26,418)
NET CASH FLOWS FROM INVESTING ACTIVITIES	<u>(28,137)</u>	<u>(26,418)</u>
NET CHANGE IN CASH FLOWS	(66,279)	(5,823)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>93,225</u>	<u>99,048</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 26,946</u>	<u>\$ 93,225</u>
SUPPLEMENTAL CASH FLOW DISCLOSURES		
Cash paid for income taxes	\$ -	\$ -
Cash paid for interest	\$ -	\$ -

See Independent Auditors' Report and Notes to Financial Statements.

COUNCIL OF STATE ARCHIVISTS
NOTES TO FINANCIAL STATEMENTS

NOTE A - NATURE OF ORGANIZATION

The Council of State Archivists (the Organization) was established in May 2002 and incorporated under the laws of the state of Massachusetts as a nonprofit organization. The Organization was formed to promote presentation, identification, and dissemination of the essential historical documentation of the United States through the support, advice, and collaboration with the National Historical Publications and Records Commission and other organizations. The major sources of funding for the Organization are governmental grants and contributions from members and corporate sponsorships. Dues are not required for membership. The members of the Organization are the state historical records coordinators who, under NHPRC regulations, are designated by virtue of their positions as directors of the principal state archival agencies.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Basis of Presentation

The Organization presents the accompanying financial statements in accordance with Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities* (Topic 958): *Presentation of Financial Statements of Not-for-Profit Entities*. ASU 2016-14 requires that resources be classified for reporting purposes based on the existence or absence of donor-imposed restrictions. This is accomplished by classification of fund balances into two classes of net assets: without donor restrictions and with donor restrictions. Descriptions of the two net asset categories and the types of transactions affecting each category follow:

Without Donor Restrictions - Net assets that are not subject to donor-imposed restrictions. Net assets that are not subject to donor-imposed restrictions may also be designated for specific purposes by the Board of Directors.

With Donor Restrictions - Net assets subject to donor-imposed restrictions that will be met either by actions of the Organization or the passage of time.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

Cash equivalents include investments with original maturities of three months or less which are readily convertible to cash.

Accounts and Grants Receivable

Substantially all grant receivables are of a short-term nature and are due from governmental agencies. Accounts receivable represents outstanding contributions due from members, which are reviewed annually. Management believes all receivables are collectible and therefore has an allowance for uncollectible accounts of \$0 as of December 31, 2021 and 2020.

COUNCIL OF STATE ARCHIVISTS
NOTES TO FINANCIAL STATEMENTS

NOTE B - SIGNIFICANT ACCOUNTING POLICIES - continued

Contributions

Contributions received are recorded as net assets with donor restrictions or net assets without donor restrictions depending on the existence or nature of any donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose is accomplished), support is reclassified from donor restricted to without donor restrictions and reported in the statement of activities as net assets released from restriction. Restricted contributions whose restrictions are satisfied in the period the contributions are received are reported as without donor restriction.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. It is, however, subject to income taxes on "unrelated business income," of which management has determined there was none for the years ended December 31, 2021 and 2020.

Management has analyzed the tax positions taken by the Organization, and has concluded that as of December 31, 2021, there are no uncertain positions taken or expected to be taken that would require recognition of a liability or disclosure in the accompanying financial statements. The Organization is subject to routine audits by taxing jurisdictions. The Organization's federal exempt information return (Form 990) for the years ended 2021, 2020, and 2019 are subject to examination by the IRS, generally for three years after they were filed.

Functional Expenses

The cost of program supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied.

Revenue Recognition

During 2020, the Organization adopted ASU 2014-09, Revenue from Contracts with Customers (Topic 606). Accounting Standards Codification (ASC) Topic 606 outlines a single model to account for revenue arising from contracts with customers and supersedes most current revenue recognition guidance on the same topic. The core principle is the recognition of contract revenue from customers when an entity transfers promised good or services in an amount that reflects the consideration an entity expects to receive in exchange for those good or services. Additionally, ASC Topic 606 requires expanded disclosures relating to the nature, amount, timing, and uncertainty of revenue and cash flows arising from contracts with customers. Revenue recognition for revenues sources is described as follows:

COUNCIL OF STATE ARCHIVISTS
NOTES TO FINANCIAL STATEMENTS

NOTE B - SIGNIFICANT ACCOUNTING POLICIES - continued

Grants and sponsorships - Grants and sponsorships for which the sponsor does not receive substantial benefit in return are recorded as net assets with donor restrictions or net assets without donor restrictions depending on the existence and/or nature of any donor restrictions. Conditional promises to give - that is, those with a measurable performance or other barrier and a right of return - are recognized when the conditions on which they depend are substantially met. Unconditional promises to give, due in the next year, are recorded at their net realizable value. Unconditional promises to give due in subsequent years are reported at the present value of their net realizable value using a risk adjusted discount rate. The Organization uses the allowance method, which is based on management's analysis of specific accounts and historical experience, to determine uncollectible receivables. Management has determined that no allowance for doubtful accounts is necessary as of December 31, 2021. If grants and sponsorships are both received and spent for its specific purpose in the same reporting period, the support is reported as an increase in net assets without donor restriction. If restrictions regarding the use of grants or sponsorships have not been satisfied by the end of the reporting period, the support is reported as an increase in net assets with donor restriction. When restrictions are met, net assets with donor restriction are reclassified to net assets without donor restriction and reported on the statement of activities as net assets released from restrictions.

Donated services - Directors and officers and other volunteers have made a significant contribution of their time to develop the Organization and its programs. No amounts have been recognized in the accompanying financial statements because the criteria for recognition of such efforts under GAAP have not been satisfied.

Membership Dues - The Organization recognizes membership dues revenue over the membership period when performance obligations are met for related benefits.

Contract revenue is recognized when the performance obligations of providing these services are met. Thus, all goods and services are transferred at a point in time.

Deferred revenue - Deferred revenue results from the Organization receiving membership dues in advance of the services performed. Accordingly, such revenue is deferred until the services are provided.

Recent Accounting Pronouncements

In February 2016, FASB issued ASU 2016-02, *Leases (Topic 842)*. The standard requires all leases with lease terms over 12 months to be capitalized as a right-of-use asset and lease liability on the balance sheet at the date of lease commencement. Leases will be classified as either finance or operating. This standard will be effective for the Organization for the year ending December 31, 2022.

The Organization is currently in the process of evaluating the impact of adoption of ASU 2016-02 on the financial statements.

Date of Management's Review

Management has evaluated subsequent events or transactions as to any potential material impact on operations or financial position occurring through July 5, 2022, which is the date the financial statements were available to be issued. No such events or transactions were identified.

COUNCIL OF STATE ARCHIVISTS
NOTES TO FINANCIAL STATEMENTS

NOTE C - FAIR VALUE MEASUREMENTS

For financial statement reporting purposes, fair value is deemed as the price that would be received for an asset in the Organization's principal or most advantageous market for the asset in an orderly transaction between market participants on the measurement date. A fair value hierarchy has been established which requires the Organization to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value.

There are three levels within its hierarchy used to measure fair value:

Level 1 Inputs - Quoted prices (unadjusted) to identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2 Inputs - Significant other observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable data.

Level 3 Inputs - Significant unobservable inputs that reflect the Organization's own assumption about the assumptions that market participants would use in pricing an asset or liability.

All investments held by the Organization as of December 31, 2021 and 2020, are mutual funds or exchange funds which are transacted on reputable national exchanges, and therefore recorded in the accompanying financial statements based on Level 1 inputs.

NOTE D - INVESTMENTS

Investments, recorded at fair value based on Level 1 measurements, are comprised of the following at December 31, 2021 and 2020:

<u>As of December 31, 2021</u>	<u>Cost</u>	<u>Fair Value</u>	<u>Cumulative Unrealized Gain (Loss)</u>
Cash	\$ 8,402	\$ 8,402	\$ -
Equities	<u>219,224</u>	<u>261,106</u>	<u>41,882</u>
Total Investments	<u>\$ 227,626</u>	<u>\$ 269,508</u>	<u>\$ 41,882</u>

<u>As of December 31, 2020</u>	<u>Cost</u>	<u>Fair Value</u>	<u>Cumulative Unrealized Gain (Loss)</u>
Cash	\$ 9,943	\$ 9,943	\$ -
Equities	<u>189,560</u>	<u>205,809</u>	<u>16,249</u>
Total Investments	<u>\$ 199,503</u>	<u>\$ 215,752</u>	<u>\$ 16,249</u>

Investment income presented in the accompanying financial statements are net of investment fees of \$2,641 and \$2,005 for the years ended December 31, 2021 and 2020, respectively.

COUNCIL OF STATE ARCHIVISTS
NOTES TO FINANCIAL STATEMENTS

NOTE E - BOARD DESIGNATED NET ASSETS

The Organization's Board of Directors has chosen to place the following limitations on net assets without donor restrictions as of December 31, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Designated for the Award Fund	\$ 30,755	\$ 30,380
Designated for the Reserve Fund	60,229	73,729
Designated for the Emergency Fund	3,300	7,829
Total Board Designated Net Assets	<u>\$ 94,284</u>	<u>\$ 111,938</u>

NOTE F - LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Organization's financial assets as of the statement of financial position date, reduced by amounts not available for general use because of contractual restrictions within one year of the statement of financial position date.

	<u>2021</u>	<u>2020</u>
Financial assets at year-end	\$ 304,704	\$ 324,873
Less those unavailable for general expenditures		
Board designated funds	<u>(94,284)</u>	<u>(111,938)</u>
Financial assets available to meet cash needs for general expenditure within one year	<u>\$ 210,420</u>	<u>\$ 212,935</u>

The Organization is primarily funded by membership contributions, sponsorships, and grants. Occasionally, contributions may contain donor-imposed restrictions. As such, the Organization generally maintains sufficient cash to meet its responsibility to donor-imposed restrictions and has investments available to meet any cash deficiencies.

NOTE G - CONCENTRATIONS

Although the Organization is directly affected by economic conditions in the geographic area, management does not believe significant credit risk exists as of December 31, 2021.

NOTE H – COVID-19

Beginning in March 2020 and continuing through the date of these financial statements, the coronavirus pandemic (COVID-19) is adversely affecting, and is expected to continue to adversely affect, the Organization's overall operations. The Organization has experienced, and expects to continue to experience, pressure on cash flow and stress on its workforce, including its ability to retain employees and their ability to execute their job responsibilities.

There is uncertainty around the duration and breadth of the COVID-19 pandemic. While the Organization expects the impacts of COVID-19 to have an adverse effect on its business, financial condition and results of operations, the Organization is unable to predict the extent or nature of these impacts at this time.



CoSA Board of Directors 2022 Election Slate Announced

The CoSA Board of Directors thanks the CoSA Nominating Committee – *Ken Williams (UT), CoSA Vice-President and President-Elect; Beth Golding (FL), representing the Board of Directors; and Tanya Marshall (VT), representing the CoSA Membership* – and is pleased to announce the slate of candidates for election to the CoSA Board of Directors for three-year terms ending summer 2025. The Board sets policy and provides leadership for CoSA, is responsible for strategic planning and program development, and represents CoSA members to allied organizations, funders, and the field at large. The board election will take place as part of the Annual Business Meeting on September 26, 2022.



Steve Murray
Director, Alabama Department of Archives and History

Steve Murray is Director of the Alabama Department of Archives and History (ADAH), the state agency that serves as the permanent repository for state government records, a special collections library, and the state's history museum. He became Director in 2012 after serving for six years as Assistant Director for Administration. Prior to joining ADAH, Steve served as Managing Editor of the *Encyclopedia of Alabama* and *The Alabama Review*.

From 2013 to 2020, Murray was a member of the Alabama Bicentennial Commission and co-chaired its Education Committee. He co-chaired the Alabama World War I Centennial Committee and is a past president of the Alabama Historical Association. He previously served on the boards of the Council of State Archivists (CoSA) and the American Association for State and Local History (AASLH), and is currently a member of the AASLH Coordinating Committee for the nation's 250th anniversary commemoration. Steve is outgoing chair of CoSA's Advocacy Committee, and previously served a stint as CoSA Treasurer.

Steve has a bachelor's degree from Louisiana College and a master's degree in history from Auburn University.



Cathy Popovitch
Archival Program Administrator, Illinois State Archives

Cathy Popovitch is an Archival Program Administrator at the Illinois State Archives. She currently oversees the Operations and Publications Sections of the State Archives and serves as the Illinois State Historical Records Advisory Board's Deputy Coordinator. She is a member of several professional organizations and serves on the Board of Directors of the Illinois State Historical Society. She is currently co-chair of CoSA's Education and Training Committee, and is serving as that committee's liaison to CoSA's Inclusion,

Diversity, Equity, and Access (IDEA) Committee. Cathy has been recognized by CoSA with the 2018 Victoria Irons Walch Emerging Leader Travel Stipend and the 2021 Rising Star Award.

She has a bachelor's degree in history from Millikin University, a master's degree in library and information science from the University of Illinois at Urbana-Champaign with a Certificate in Special Collections, and was a member of the 2019 Archives Leadership Institute cohort.



Karen Gray
Alaska State Archivist

Karen Gray is the State Archivist for Alaska and has extensive experience in archives and records management. She began her career as a photo archivist for the Walters Art Museum in Baltimore and the National Geographic Society in Washington DC. She worked at the Alaska State Archives from 1992-2002 and returned in 2015 after working in Records Management for Safeway Corporation and later the Arizona State Library, Archives, and Public Records. Although she began her career working in

museums with medieval illuminated manuscripts and incunabula, she now tackles preservation issues for paper, microforms and electronic records, helping to preserve Alaska's historical information for generations to come.

Karen is co-chair of CoSA's Development Committee and a member of the CoSA Advocacy Committee.

Karen has a bachelor's degree from Hood College.



Council of State Archivists
2022 Work Session and Lunch
Monday, September 26, 2022
9:45 – 12:30 Central Daylight Time
Tennessee State Library and Archives
Nashville, Tennessee

AGENDA

Goals:

- To build community
- To discuss community concerns
- To address CoSA questions for future planning

Outcomes:

- Community members interacting, instilling more confidence to reach out during the year
- Ideas being shared to inspire new approaches to similar problems
- Strategies developing to move forward with [CoSA's strategic plan](#)

9:45	(5 min)	Welcome (Eric Emerson, SC)
9:50	(5 min)	Ancestry welcome (Craig Bullough)
9:55	(15 min)	Update 1: Programs SERI (Michelle Gallinger, CoSA consultant) IDEA Committee (TBD) Mentoring/New archivists (Joy Banks)
10:10	(25 min)	Discussion + report out
10:35	(15 min)	Update 2: Big questions Advocacy publication updates (Steve Murray, AL) Importance of State Archives and CoSA Advocacy Resources Calls to the States (Anne Ackerson, CoSA consultant) ARM 2021 top issues (Tom Ruller, NY)
10:50	(25 min)	Discussion + report out
11:15	(15 min)	CoSA updates (Joy Banks) Travel reimbursement overview Getting involved with CoSA
11:30		Dismiss to lunch where the conversations can continue
11:30-12:30		Lunch, Sponsored by Ancestry Video and Update from Ancestry

CoSA Board of Directors – 2020-2021

Officers

Eric Emerson, President

(board term: 2020-2023)

South Carolina State Archivist and
Director

South Carolina Department of Archives and
History

Kenneth Williams, Vice-President/President-Elect

(board term: 2021-2024)

Utah State Archivist

Utah State Archives and Records Service

Jami Awalt, Secretary-Treasurer

(board term: 2020-2023)

Tennessee Assistant State Archivist

Tennessee State Library and Archives

Directors

Beth Golding

(board term: 2020-2023)

Florida State Archivist
State Archives of Florida

Karen Gray

(board term: 2019-2022)

Alaska State Archivist
Alaska State Archives

Dave Joens

(board term: 2019-2022)

Illinois State Archivist
Illinois State Archives

Cynthia Laframboise

(board term: 2021-2024)

State Archives Administrator
Nevada State Library, Archives, and Public
Records

Allen Ramsey

(board term: 2021-2024)

Assistant State Archivist
Connecticut State Library

Thomas J. Ruller, Immediate Past President

(board term: 2019-2022)

Assistant Commissioner for Archives and
New York State Archivist
New York State Archives

Barbara Teague, Ex-officio, through May, 2022

Executive Director
Council of State Archivists

Joy Banks, Ex-officio, June, 2022 -

Executive Director
Council of State Archivists

CoSA Committees, 2021-2022

Advocacy

Steve Murray (AL), *co-chair*
Jodie Foley (retired), *co-chair*
Rich Aarstad (MT)
Jami Awalt (TN)
Timothy Baker (retired), *incoming co-chair*
Jim Corridan (retired)
John Dougan (MO)
Karen Gray (AK)
Aly Jabrocki (CO)
David Joens (IL)
Sarah Koonts (NC)
Damon Munz (CT),
Catherine Newsome (LA), *incoming co-chair*
Kathleen Roe (retired)
Ken Williams (UT)
Joy Banks (CoSA), *ex officio*
Barbara Teague (CoSA), *ex officio*

ARM Survey

Thomas Ruller (NY), *chair*
Jami Awalt (TN)
John Dougan (MO)
Eric Emerson (SC)
David Joens (IL)
Katherine McBrien (ME)
Catherine Newsome (LA)
Allen Ramsey (CT)
Shawn Rounds (MN)
Ken Williams (UT)
Veronica Martzahl (CoSA consultant)
Joy Banks (CoSA), *ex officio*

Awards

Thomas Ruller (NY), *chair*
Sara Davis (WY)
Eric Emerson (SC), *incoming chair*
Jodie Foley (retired)
James Himphill (AS)
Heather Hultman (MT)
Tamara Martin (CA)
Shawn Rounds (MN)

Ken Williams (UT)
Joy Banks (CoSA), *ex officio*

Development

Karen Gray (AK), *co-chair*
Lizette Pelletier (CT), *outgoing co-chair*
Jami Awalt (TN)
Janet Braga (NY)
Conley Edwards (retired)
Eric Emerson (SC)
Joshua Hackel (IL)
Chandler Lighty (IN)
Thomas Ruller (NY)
Sandra Treadway (VA)
Ken Williams (UT)
Anne Ackerson (CoSA), *ex officio*

Education & Training

Cathy Popovitch (IL), *co-chair*
Shawn Rounds (MN), *co-chair*
Beth Golding (FL)
Mark Harvey (MI)
James Kichas (UT)
Kristi Lear (IL)
Abbie Norderhaug (WI)
Allen Ramsey (CT)
Thomas Ruller (NY)
David Ware (AR)
Ken Williams (UT)
Lisa Johnson (CoSA), *ex officio*

Finance

Jami Awalt (TN), *chair/Treasurer*
Eric Emerson (SC)
Cynthia Laframboise (NV)
Jack Warner (MA)
Ken Williams (UT)
Joy Banks (CoSA), *ex officio*

IDEA

Stephanie Clark (OR), *co-chair*
Elaine Rice Bachmann (MD), *co-chair*
Alan Arellano (VA)
Melissa Coy (UT)

Dorothy Gidiere (AL)
Rebecca Halbmaier (KY)
Sarah Koonts (NC)
Lizette Pelletier (CT)
Elena Perez-Lizano (NM)
Cathy Popovitch (IL)
Joy Banks (CoSA), *ex officio*

CoSA State Electronic Records Initiative Committees

SERI Steering Committee

Alejandra Moutenot (MA), *co-chair*
Allen Ramsey (CT), *co-chair*
Gwen Amsbury (OR)
Kathryn Baringer (MD)
Cathrine Giles (KY)
Josh Hager (NC)
Josh Hackel (IL)
Sarah Koonts (NC)
Cathy Popovitch (IL)
Suzanne Stanislaus (PA)
Kris Stenson (OR)
Nick Connizzo (CoSA consultant)
Michelle Gallinger (CoSA consultant)
Joy Banks (CoSA), *ex officio*

SERI Advocacy and Outreach

Cathrine Giles (KY), *co-chair*
Josh Hager (NC), *co-chair*
Sara Casper (SD)
James Irby (GA)
Elizabeth Loeffelman (FL)
Patsy Mitchell (TN)
Christian Skipper (MD)
Michelle Gallinger (CoSA consultant)

SERI Education and Programming

Kathryn Baringer (MD), *co-chair*
Gwen Amsbury (OR), *co-chair*
Barbara Austen (CT)
Elizabeth Perkes (UT)
Rachel Smith (AL)
Bonnie Weddle (NY)
Michelle Gallinger (CoSA consultant)

SERI Tools & Resources

Josh Hackel (IL), *co-chair*

Suzanne Stanislaus (PA), *co-chair*
Mary Johnson (WV)
Elena Perez-Lizano (NM)
Lindsay Meidinger (ND)
Alejandra Moutenot (MA)
Allen Ramsey (CT)
James Watson (MD)
Nick Connizzo (CoSA consultant)
Michelle Gallinger (CoSA consultant)
Carol Kussman (CoSA consultant)