

**Society of American Archivists
Council Meeting
January 23 – 26, 2014
Chicago, Illinois**

**Staff Report: Annual Meeting
(Prepared by Nancy Beaumont)**

“Principles and Priorities for Continuously Improving the SAA Annual Meeting”

For an update on progress made toward the Council-adopted “Principles and Priorities for Continuously Improving the SAA Annual Meeting,” see Appendix A. As noted there, we have signed contracts with the Cleveland Convention Center plus three hotels in 2015, the Hilton Atlanta in 2016, the Oregon Convention Center (Portland) plus two hotels in 2017, and the Marriott Wardman Park in 2018. In negotiating the 2018 agreement with the Marriott, we were able to gain free wireless throughout the 2014 conference meeting space.

2013 Joint Annual Meeting in New Orleans

Attendee evaluations of the 2013 Joint Annual Meeting in New Orleans were collected via the mobile app and the website and distributed to the Council, the Program Committee (including individual session ratings), the Host Committee, and the general membership in October. See the evaluation survey results here: http://www2.archivists.org/news/2013/evaluation-survey-results#.Unf_nMvnZMw. From the executive summary:

Participation in the evaluations of *ARCHIVES 2013* was excellent, with 368 total respondents, about 22% of the total participants. These survey results have a margin of error of 5%.

Feedback from *ARCHIVES 2013* was overwhelmingly positive. Ninety-two percent of respondents reported being “Extremely Satisfied” or “Moderately Satisfied” with the event overall.

Clear areas for improvement are the All-Attendee Reception and the Plenary Sessions, which received the most negative ratings and comments (though both were still rated positively by the majority of respondents).

The Education Sessions were rated very positively overall with very few negative ratings.

Ninety percent of respondents visited the Exhibit Hall, with more than 40% spending 2 hours or more in the hall. Overall ratings for the exhibit hall were positive, but more middle-of-the-road (i.e., many more “good” responses than “excellent”).

The venue and location were rated positively.

The Online Schedule/Mobile App received very positive feedback and the most “Excellent” ratings. Nearly 75% reported using it. However, the few negative responses were very strong. There were many actionable suggestions for improvement.

The top two motivations for attending were professional development and networking. These correspond somewhat to the questions about “usefulness” and “networking.” While both positive, respondents rated the event as more effective for networking. This *may* imply that “usefulness” and “professional development” are areas in which the event could be strengthened.

The most common theme among suggestions for improvement was “balancing scheduling,” which refers broadly to participants who felt frustration that similar sessions were scheduled at the same time, including both educational sessions and roundtable meetings.

2014 Joint Annual Meeting in Washington, DC

Education Sessions: For information about development of the education sessions for the 2014 Joint Annual Meeting, see the Program Committee’s interim report at 0114-VII-M-ProgComm2014.

Conference Schedule: A very preliminary draft schedule is attached (Appendix B). Although the Program Committee was able to build some time into the schedule by reducing the maximum session time to 75 minutes (previously 90 minutes) and accepting four tracks of 60-minute sessions, you will find that the schedule is still very tight. I welcome your constructive feedback and ideas about how to approach the schedule more creatively.

Plenary Sessions: The presidents of CoSA, NAGARA, and SAA have enthusiastically embraced the idea of taking new approaches to the plenary sessions, and they began their discussions of possible topics and speakers in early January.

All-Attendee Reception: Thanks to some excellent connections with the Library of Congress, we have reserved The Great Hall for the All-Attendee Reception on Friday, August 15.

Exhibitor, Sponsor, and Advertising Sales: We are very pleased that exhibit sales as of December 31 totaled \$16,700, compared with \$9,300 at the same time last year. In addition, we have signed on one \$5,000 sponsor and sold \$3,700 in advertising for the 2014 conference. As in years past, we expect that the promotional discount deadline of January 31 for exhibits will lead to many placements prior to the end of the month.

As always, I welcome your questions, comments, and suggestions.

Principles and Priorities for Continuously Improving the SAA Annual Meeting

**(Adopted by the SAA Council, August 12, 2013, with
Updates as of January 2014)**

This document presents a summary of the Council's principles and priorities for ensuring the continued development of the Annual Meeting, based on the excellent work of the 2011-2013 Annual Meeting Task Force. Going forward, the Council expects that there will be ongoing reporting on the extent to which these Principles and Priorities are put into play for the Annual Meeting. [See "Progress on Priorities as of January 2014" beginning on page 2, as well as Agenda Item 0813-1-VI-E-5-AnnMtg at <http://www2.archivists.org/sites/all/files/0813-1-VI-E-5-AnnMtg.pdf>.]

Guiding Principles

- We will make every meeting as useful, affordable, accessible, and enjoyable as possible for all attendees.
- We will explore new locations, structure, and content for the Annual Meeting on an ongoing basis.
- We will embrace a culture of experimentation and will be willing to take calculated risks with respect to the Annual Meeting. No aspect of the meeting will be off limits based on "tradition."
- We will encourage diversity among the people attending the meeting, contributing to its content, and benefiting from its results.
- We will actively pursue ways of making meeting content available online.
- We will integrate a commitment to social responsibility and sustainability into all aspects of meeting planning and execution.
- We will continuously seek feedback from both attendees and non-attendees on all aspects of the meeting.

Priorities for Site Selection and Contract Requirements

- We will experiment with meeting in cities of varying sizes using a combination of a convention center and room blocks in several hotels at varying price points.
- We will reevaluate site selection criteria based on member input.
- We will facilitate inexpensive alternative housing (such as dormitories) whenever feasible.
- We will stipulate in all Requests for Proposals (RFPs) that free wireless access in meeting spaces is a key component of our needs.
- We will stipulate in all RFPs the importance of fair labor practices, sustainable ("green") practices, and donation of excess food and beverage to worthy causes.
- Staff will actively monitor and report to the Council information about labor contracts and potential labor actions affecting the hotel sector.

Priorities for Delivery of Meeting Content

- We will deploy a mobile conference app for access to program information via smart phones and tablets.
- We will ensure that each year's conference website includes effective functionality and navigation.
- We will seek to provide free and easy access to session content from past conferences.
- We will investigate and incrementally implement online access to meeting content by various means as technology and resources permit.
- We will implement sustainable practices in our production of conference materials.

Priorities for New Approaches to Meeting Content and Structure

- We will experiment with new approaches to plenary sessions.
- We will identify and implement new approaches to structured and unstructured networking.
- We will experiment with new formats and content for education sessions.
- The Program Committee charge will be revised to encourage innovation.
- We will actively publicize to members all efforts to consider, implement, and evaluate the effectiveness of new approaches.

Progress on Priorities as of January 2014

Site Selection and Contract Requirements:

- We will experiment with meeting in cities of varying sizes using a combination of a convention center and room blocks in several hotels at varying price points.
[Progress: Contracts signed with Cleveland Convention Center plus three hotels for 2015, with Hilton Atlanta for 2016, with Oregon Convention Center plus two hotels for 2017, and with Marriott Wardman Park in Washington, DC, for 2018. Going forward, SAA will consider alternative to quadrennial meetings in Washington, DC.]
- We will offer inexpensive alternative housing (such as dormitories) whenever feasible.
[Progress: Staff actively pursued options for the 2014 conference, but found that all local colleges, universities, and other institutions with dorm space discontinued availability of dorms beginning in early August. Will continue to pursue this option for future conferences.]
- We will stipulate in all Requests for Proposals (RFP) that free wireless access in meeting spaces is a key component of our needs.
[Progress: This stipulation is covered in all current contracts (2014-2018) and will be included in all future RFPs.]
- We will stipulate in all RFPs the importance of fair labor practices, sustainable ("green") practices, and donation of excess food and beverage to worthy causes.
[Progress: This stipulation is covered in all current contracts (2014-2018) and will be included in all future RFPs.]
- Staff will actively monitor information about labor contracts and potential labor actions affecting the hotel sector.
[Progress: This is being done on an ongoing basis.]

Priorities for Delivery of Meeting Content

- We will deploy a mobile conference app for access to program information via smart phones and tablets.
[Progress: The app launched in 2013 will be refined going forward based on user feedback.]
- We will ensure that each year's conference website includes effective functionality and navigation.
[Progress: The conference website was retooled for 2013; remaining work will be done as quickly as possible in the context of redesigning SAA's overall website.]
- We will seek to provide free access to recordings made of important sessions from past conferences.
[Progress: The 2006-2008 recordings were posted on the SAA website immediately prior to the 2013 Annual Meeting, and the 2009-2011 recordings were posted immediately after that meeting. We will seek access to the 2012 and 2013 recordings prior to June 2014.]
- We will investigate and incrementally implement online access to meeting content by various means as technology and resources permit.
[Progress: Staff has been discussing approaches and costs with several companies that offer these services.]
- We will implement sustainable practices in our production of conference materials.
[Progress: As of 2013, registrants may opt out from receiving the onsite program in paper. Approximately 10% of attendees selected this option in advance, although a significant proportion asked for a paper copy onsite. We expect that as the app is adopted more widely, more attendees will forego the print program. We are using recycled materials for name badges and badge holders.]

Priorities for New Approaches to Meeting Content and Structure

- We will experiment with new approaches to plenary sessions.
[Progress: The 2013 opening plenary featured a panel of two speakers moderated by the SAA president. The Vice-President/President-Elect presented her inaugural address at the Business Meeting on Saturday. For 2014, the three presidents are discussing new approaches.]
- We will identify and implement new approaches to structured and unstructured networking.
[Progress: As in 2012 and 2013, a room will be set aside with ten or more round tables that small groups may reserve for informal meetings on an ad hoc basis.]
- We will experiment with new formats and content for education sessions.
[Progress: The 2014 Call for Proposals invited individuals to propose new session formats of any kind. Sessions will be 60 or 75 minutes long rather than the "traditional" 90-minute time blocks in the hope that this will open up time for other possible conference activities.]
- The Program Committee charge will be revised to encourage Program Committees to innovate in additional ways.
[Progress: The Council adopted a revised charge at its August 2013 meeting. (See 0813-1-III-A-2-ProgComm.)]
- We will actively publicize to members all efforts to consider, implement, and evaluate the effectiveness of new approaches.
[Progress: This document – with updates – will be provided on an ongoing basis as a component of the Annual Meeting staff report. In addition, Program Committee and Host Committee reports will address the "Principles and Priorities" as appropriate.]

**2014 Joint Annual Meeting
Schedule of Events
(DRAFT Version B) (Updated 1/7/13)**

Sunday, August 10	
9:00 am – 5:00 pm	Pre-conference Workshops
Monday, August 11	
9:00 am – 5:00 pm	Pre-conference Workshops
3:00 pm – 6:00 pm	CoSA Board of Directors (working dinner) (AA 12/2/13)
4:00 pm – 8:00 pm	SAA Council (working dinner)
Tuesday, August 12	
8:00 am – Noon	CoSA Board of Directors (same room as on Monday) (AA 12/2/13)
8:00 am – 5:00 pm	Service Projects I
8:00 am – 4:00 pm	Registration Open
8:00 am – Noon	SAA Council
9:00 am – 5:00 pm	Pre-conference Workshops
	Research Forum
	Mosaic Leadership Symposium (ARL/SAA) (Puente) (NEW)
	Repository Tours / Open Houses
	MART: NARA + Ford’s Theater + Lincoln Death House (Miller)
Noon – 6:00 pm	NAGARA Board (SG 1/6/13) (14 p, hollow square or board table)
1:00 pm – 5:00 pm	Standards Committee (TP)
	Committee on Ethics and Professional Conduct (BL)
	Museum Archives Section Standards and Best Practices Working Group Symposium (Chatalbash 10/23/13) (Duration TBD)

1:00 pm – 5:00 pm	CoSA PERTTS Workshop (AA 12/2/13)
1:00 pm – 3:00 pm	Membership Committee (TB)
3:00 pm – 5:00 pm	Diversity Committee (TZB) Finance Committee (MD)
6:00 pm – 9:00 pm	Glossary Working Group Mosaic Scholars Dinner (ARL/SAA) (Puente) (NEW)
6:00 pm – 7:00 pm	SAA Foundation Board of Directors (Move?)
Wednesday, August 13	
8:00 am – 6:00 pm	Registration Open Bookstore Open Networking Café Open Service Projects II
8:00 am – Noon	Publications Board (ML) Standards Committee / Technical Subcommittees (TP)
8:00 am – Noon	NAGARA Board (SG 1/6/13) (14 p, hollow square or board table)
8:00 am – Noon	CoSA PERTTS Workshop (cont) (AA 12/2/13)
8:00 am – 10:00 am	Comm on Education (GH) (same room as CoE/DAS Faculty) (?) Task Force on Member Affinity Groups (?)
8:30 am – 12:30 pm	ACA Certification Exam DAS Certificate Comprehensive Exam (per 2013?)
8:30 am – 5:00 pm	Congressional Papers Roundtable (per 2013?)
9:00 am – 5:00 pm	Repository Tours / Open Houses
9:00 am – 5:00 pm	ACA Board of Regents (TB)
9:00 am – Noon	Cultural Heritage Working Group (HWS) Intellectual Property Working Group (LM) CALM (EK) Committee on Advocacy and Public Policy (TZB)
10:00 am – 1:00 pm	Comm on Education and DAS Faculty Training (GH) (same room as CoE) (?)
10:30 am – Noon	Leadership Orientation and Forum (pre-lunch)
Noon – 5:00 pm	CoSA Work Session (includes lunch) (AA 12/2/13)
12:30 pm – 1:30 pm	Career Development Subcommittee (per 2013?)

1:00 pm – 5:00 pm	<i>American Archivist</i> Ed Board (TP)
	Business Archives Section Colloquium (per 2013?)
1:00 pm – 2:30 pm	SAA/Regionals Meeting (GH) (per 2013?)
1:00 pm – 2:00 pm	2014 Program Committee (DCB)
1:30 pm – 2:30 pm	Key Contacts Subcommittee (per 2013?)
2:00 pm – 3:30 pm	Awards Committee (ML) (40 ppl)
2:00 pm – 3:00 pm	2015 Program Committee (KR)
3:00 pm – 5:00 pm	Roundtables I
5:15 pm – 7:15 pm	Roundtables II
7:15 pm – 8:45 pm	New Member/First-Timer Orientation (All Council and staff)
9:00 pm – 10:30 pm	Raiders of the Lost Archives (or Thu 8:30 – 10:00?) (RG 12/18/13)
TK:00 pm – TK:00 pm	CoSA Reception for Walch Award Recipients OR Flip with New State Archivists Dinner? (Dinner offsite) (AA 12/2/13)
Thursday, August 14	
7:00 am – 6:00 pm	Registration Open Bookstore Open Networking Café Open
8:00 am – 9:30 am	Plenary I (with Fellows/Awards) CoSA: Leadership, Advocacy, Rising Star Awards
9:30 am – 12:30 pm	ACA Item-Writing Workshop (per 2013? SG checking)
9:30 am – 10:00 am	Mentoring Program Meet-and-Greet (per 2013?)
10:00 am – 11:00 am	100s [60-1]
11:00 am – 11:30 am	Professional Poster Pitch?
11:30 am – 1:30 pm	Lunch On Your Own
11:45 am – 1:15 pm	ACA Lunch and Business Meeting
Noon – 1:15 pm	Forums: WordUp! Advocacy? Diversity? ICA? CEPC Case Studies? Standards? Brown Bag Lunches: SHRABs, EAD Consortia/Digital Content and Digital Preservation Consortia? Oral History? LibGuides? Archivists Without Borders? Progressive Archivists?
1:00 pm – 3:00 pm	Archivists for Congregations of Women Religious (Gallo 10/7/13)

1:30 pm – 3:00 pm	200s [75-1]
3:00 pm – 3:30 pm	Toast to Authors (per 2013?) Professional Posters (per 2013?)
3:30 pm – 5:30 pm	Sections I (per 2013?) (No GRS to keep from NAGARA?)
3:30 pm – 5:30 pm	NAGARA Business Meeting? (Keep from GRS) (50-70 theatre, podium and AV) OR Against ACA Lunch/Business?
3:30 pm – 5:00 pm	Student Chapter Leaders [moved from Sections II] (per 2013?)
5:30 pm – 8:00 pm	CoSA Board Dinner/Orientation for New State Archivists (offsite) (AA 12/2/13) (Conflicts with Expo Hall opening)
5:30 pm – 7:30 pm	Exhibit Hall Opening Student Posters
7:30 pm – 9:30 pm	Alumni Mixers and Parties
8:00 pm – 9:30 pm	Presidents' Reception [DNP]
8:30 pm – 10:00 pm	Raiders of the Lost Archives (or Wed 9:00 – 10:30?) (RG 12/18/13)
8:30 pm – 9:45 pm	Archives in the Movies (?)
Friday, August 15	
	[OHS Interviews] (per 2013?)
7:00 am – 6:00 pm	Registration Open Bookstore Open Networking Café Open
7:00 am – 8:00 am	Write Away! Breakfast
7:00 am – 7:45 am	Exhibit Hall Coffee (NO – look for alternative)
8:00 am – 9:00 am	Plenary II (SAA Presidential Address/ Student Awards) (per 2013?)
9:30 am – 10:45 am	300s [75-2]
10:45 am – 11:45 am	400s [60-2]
11:45 am – 1:00 pm	Exhibit Hall Brunch
11:45 am – 12:45 pm	Student Poster Presentations (Exhibit Hall)
12:30 pm – 2:30 pm	Sections II (per 2013?)
12:30 pm – 2:30 pm	CoSA Business Meeting (AA 12/2/13)

2:45 pm – 3:45 pm	500s [60-3]
3:45 pm – 4:30 pm	Exhibit Hall Closing Break (per 2013?)
4:00 pm – 5:30 pm	Roundtables III (90 minutes, overlaps with Expo)
4:00 pm – 4:30 pm	Professional Posters (per 2013?)
5:45 pm – 6:45 pm	Awards Ceremony (including CoSA / NAGARA) (per 2013?)
7:00 pm – 9:00 pm	All-Attendee Reception (Library of Congress) (Adjust for buses)
10:00 pm – 11:00 pm	Raiders of the Lost Archives (?) (RG, 12/18/13) (see Wed and Thu)
Saturday, August 16	
7:00 am – 10:00 am	Registration Open Networking Café Open
7:00 am – 9:00 am	Bookstore Open
8:00 am – 9:15 am	600s [75-3]
9:45 am – 10:45 am	700s [60-4]
11:15 am – 12:30 pm	SAA Annual Membership Meeting
1:00 pm – 2:00 pm	SAA Council (per 2013?)
6:00 pm – 9:00 pm	Archives Leadership Institute Dinner (Offsite) (per 2013?)
Sunday, August 17	
8:00 am – Noon	Archives Leadership Institute Workshop (Offsite) (per 2013?)
TBD	THATCamp? (Lindberg)