

**Society of American Archivists
Council Conference Call
January 20, 2016
2:00-4:00 pm EST**

Host Committee 2015 Annual Report
(Prepared by: Co-chair Janet Carleton and Co-chair Jennie Thomas)

Society of American Archivists Annual Meeting
Cleveland, Ohio
August 16–22, 2015

Members: Leslie Cade, Cleveland Museum of Art; **Janet Carleton (co-chair)**, Ohio University; Jillian Carney, Ohio History Connection; Ron Davidson, Sandusky Library; Jeremy Feador, Cleveland Indians; Nicole Laflamme, The J M Smucker Company; Rita Knight-Gray (retired); Angela Manella; Lisa Rickey, Wright State University; Anne Salsich, Oberlin College; Jill Tatem, Case Western Reserve University; **Jennie Thomas (co-chair)**, Rock and Roll Hall of Fame and Museum; Judy Wiener, The Ohio State University

Blog: <https://saa2015cle.wordpress.com/>

The 2015 annual meeting of the Society of American Archivists welcomed nearly 1,800 registrants from all over the US and around the globe to Cleveland during the third week of August. The meeting was held in the Cleveland Convention Center – a first for SAA. Previous meetings had always been centered in a single hotel. Blessed by great weather, attendees traveled between the 3 official conference hotels and the convention center, happily visiting local restaurants and cultural institutions along the way and on side jaunts.

Reports

- **Blog:** More than 9,600 total views in all, with more than 4,600 in August. Eighty-seven posts created with most popular category of posts being the CLE Animal Protective League fundraiser and food. We have exported the blog as XML and will submit it with this report to the microsite. We heard from numerous people about the difficulty of locating the blog on the SAA website.
 - o Recommendation: Integrate the blog into the SAA website rather than having a separate site
- **Service projects:** The [online fundraiser for CLE Animal Protective League](#) by Caryn Radick and Kate Theimer brought in more than \$3,000 in donations plus a box and

bag of necessary items and a \$1,500 cage. The Shoes and Coats for Kids (SC4K) group organized by HC-member Nicole Laflamme consisted of nine volunteers packing 40 boxes, and two boxes of items donated on site at the convention center.

- o **Recommendation:** Do something online in the future rather than physical labor; people still didn't know about the service projects once they were here.

Generally, if people come in early it's because they are attending a meeting or preconference, not to participate in a service project.

- **Tours:** Visitors took wide advantage of the nearly 20 repositories that opened their doors to SAA attendees. We have reports of 432 SAA visitors, plus more than 200 took advantage of self-guided tours at the Cleveland Public Library. Even the Kent State and Oberlin tours, both about an hour from downtown Cleveland, had good attendance. Spreadsheet attached.

- **Volunteers:** Non-HC volunteers who worked the entrance, registration desk, and pop-up table were: Mark Bloom, University of Akron; Jennifer Brancato, University of Dayton; Stephanie Bricking, Public Library of Cincinnati and Hamilton County; Carol Jacobs (retired); Sarah Lund-Goldstein, CorpArchivists; Lonna McKinley, National Museum of the United States Air Force; Cate Putirskis and Kristin Rodgers, The Ohio State University; Ashley Skwiera (intern, Rock and Roll Hall of Fame and Museum), Oberlin College; and Lisa Smilnak, Cleveland State University.

- o **Recommendation:** Discount for annual meeting attendance of Host Committee members with the argument that if they are working the desk rather than attending sessions/meetings they are not getting the full benefit of their meeting registration, and thus deserve a discount. We understand that SAA is a volunteer organization and many people work hard as volunteers across the organization, but this is different in that the Host Committee members who have paid to attend cannot get all the benefits. (HC folks don't mind the hard work leading up to the conference at all!)

Other Recommendations:

Organizational

- A closer relationship/liaison with the Program Committee (PC), especially for having a feel for the area so the PC is more comfortable with the location. This will also be a benefit when coordinating things like Pop-up table coverage. This year the PC had no one on the committee even from Ohio.
- More clarity in what was an actionable expense for the committee.
- A time table for all information/work required from the Host Committee from the outset. On site
- Wifi signage - Folks needed to have the login information in order to get into sched.org.

- Maps, of the building and the area.
- iPads on stands running the app. Those who had problems with the wifi, were low tech, or were in a hurry were at a significant disadvantage for up-to-date information and were heavily reliant on the registration desk to answer questions.
- Coffee available all the time! KNOW WHERE ALL THE COFFEE IS.
- FAQ pulled together in advance, and enhanced as the week goes on, to help answer quick-and-dirty questions.
- Separate Information Desk from registration so the registration line doesn't get hung up with folks needing directions, room numbers, restaurant information, etc.

Thanks to...

- We are very grateful for the hospitality shown by the volunteers from the Ohio cultural heritage community and the local institutions and their staff who opened their doors for tours and open houses.
- Matt Black for creating art for the blog, resulting in a unified visual experience.
- Nancy Beaumont for hosting our phone meetings.
- SAA staff for making our time on the registration desk as painless as possible and supplying us with refreshments to keep us going!
- Cleveland Archival Roundtable for nominating the 2015 Host Committee for an Ohio Historical Records Advisory Board Archives [Achievement Award](#).

Attachments:

- Tour attendance
- Blog stats and top posts

tour	city	area	tour or open house	day	#	notes
ACLU of Ohio	Cleveland	downtown, near	tour	Wed	12	
Case Western Reserve University, Dittrick Medical History Center	Cleveland	University Circle	open house	Tues	4	
Case Western Reserve University, Kelvin Smith Library/Archives	Cleveland	University Circle	open house	Tues	15	
Catholic Diocese of Cleveland	Cleveland	downtown	tour	Wed	26	
Cleveland Botanical Garden	Cleveland	University Circle	tour	Tues	9	
Cleveland City Council Archives	Cleveland	downtown	open house	Wed	15	
Cleveland Museum of Art	Cleveland	University Circle	open house	Tues	42	
Cleveland Museum of Natural History	Cleveland	University Circle	tour	Tues	30	
Cleveland Orchestra	Cleveland	University Circle	tour	Tues	12	
Cleveland Print Room	Cleveland	downtown	open house	Wed	15	
Cleveland Public Library	Cleveland	downtown	tour	Wed	57	plus 200 self-guided
Cleveland State University Special Collections	Cleveland	downtown	tour	Wed	40	
Cuyahoga County Archives	Cleveland	Near West Side	open house	Wed	1	
Intermuseum Conservation Association	Cleveland	Near West Side	tour	Wed	16	
Kent State University Special Collections	Kent	NE Ohio	tour	Tues	8	
Morgan Papermaking Conservatory & Ed Foundation	Cleveland	downtown, near	open house	Wed	12	
Oberlin College	Oberlin	NE Ohio	tour	Wed	18	
Rock & Roll Hall of Fame Library and Archives	Cleveland	Near West Side	tour	Wed	90	
Western Reserve Historical Society	Cleveland	University Circle	tour	Tues	10	
					432	

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September 10, 2015, 8:52 am

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Top Posts for all days ending 2015-09-10 (Summarized)

[7 Days](#) | [30 Days](#) | [Quarter](#) | [Year](#) | **All time**

All Time	
Title	Views
Home page / Archives	5,684
Food	407
Essential Info	319
Your Archival Pet Photos can Help Cleveland Animals	268
Time to Vote for your Favorite Dogs & Cats from the Archives!	182
Attractions	156
Tours	154
About	153
Lodging	138
Transportation	136
Meeting Spaces	116
AV Archives Night: Loft Party Edition	115
Service Projects	103
Happy Hour in Cleveland	65
Weather Forecast	51
Join us for a Downtown Cleveland Bike Tour on Aug. 18	47
Cleveland's James Beard Winners and Top Chefs	47
Getting Your Craft on in the CLE	44
How to Get Here: Planes, Trains, & Automobiles	44
SC4K Packing Project	43
"Beer Is Proof that God Loves Us and Wants Us to Be Happy"	42
KaraoCLE	38

Cleveland's Downtown Parks and Green Spaces		38
Construction Season		36
10 Iconic Cleveland Foods		33
Yes, Cleveland Really Does Rock!		32
HELLO, CLEVELAND!		32
Getting Around Town: A Basic Grid Lesson		32
Sweet Treats in the CLE		32
Mobile Apps for the CLE		30
The Best Way to Start Your Day: Cleveland Breakfast and Brunch		30
Drop Dead Beautiful in CLE!		29
SAA15 Service Project: Shoes and Clothes for Kids (SC4K)		27
Cleveland named 7th best food city in America by Travel + Leisure		27
Archives 2015 Hotel Update		27
Ethnic Eats		26
Forbes Calls Cleveland "Great Urban Weekend Escape"		24
Neighborhoods: Ohio City		24
A Tale of Two Markets		22
SC4K Donation Project		22
CAPL Donation Project		22
Special Screening of Newly Restored Films		22
Live Music Live Music Live Music		21
Eating in the CLE		21
Neighborhoods: Warehouse District		21
Cleveland's Architecture Wows		21
Cleveland Rocks for Family Fun as Well!		20
Shipping and Submarines on the Great Lakes		20
12 Best Coffeehouses in Cleveland		19
Vegetarian and Vegan Options in the CLE		19
Religious Services		19
A Bird's Eye View of Cleveland		18
Summers @Severance		18
Childcare at SAA15		18
Northeast Ohio: Presidential Sites		18
Explore Cleveland's Aviation & Aerospace Heritage		18
Cleveland, City of Light, City of Magic, You're Calling Me*		17
Cleveland's 11 Biggest Weekly Food Truck Gatherings		17
Sports Heritage in Cleveland		16
Rockin' in the CLE		16
Special Film Screening: THE DAMNED		16
Civil War in Ohio		16
Tasting Table CITY GUIDES: Cleveland		15
		15

The Heart of Rock and Roll		
Greenhouse Tavern Snags Award for Best Vegetarian Sandwich in A...		14
Summer Cultural Festivals promise Fun & Food		14
Neighborhoods: AsiaTown		14
Cleveland Food and Drink		14
Island Life in the CLE		14
Leon Bibb's "My Ohio"		13
Northeast Ohio Wineries		12
Edmonia Lewis, Sculptor		12
Northeast Ohio: Quick Trips to Surrounding Counties		12
Come out and Play in the Cleveland Metroparks		12
The Story of Steel and Iron in Cleveland		11
Food Network Pegs Cleveland's Melt Bar and Grilled as a Must-Stop ...		11
The War of 1812 in Northern Ohio		11
Neighborhoods: Lakewood is for Archivists		10
(unknown or deleted)		10
Cleveland's Unknown African American History from the Icabod Fle...		10
Walk This Way: Exploring Cleveland's Architecture, History, and Poin...		10
Archives 2015 Schedule & Registration Now Online		9
New Exhibit "The Quickening: The Archives Profession in Northeast ...		9
Neighborhoods: Gordon Square Arts District		9
Extreme Zen		9
Dorothy Layne McIntyre, African American aviator		8
Neighborhoods: Gateway District		8
Velvet Tango Room Named to "150 Best Bars in America"		8
Neighborhoods: Coventry Village		8
10 of the Oldest Surviving Cleveland Restaurants		8
Neighborhoods: Hingetown		8
Neighborhoods: Tremont		7
Cleveland and the WPA		6
SAA Week: Cleveland Happenings		6
Cleveland: My Part of Town		5
Get excited for ARCHIVES 2015! Cleveland is featured in NY Times "5...		5
A Patio For Any Occasion Food Features Cleveland Scene		4
Neighborhoods: Shaker Square Is Neither		4
Archivists enjoy Special Deal for Lake County Captains Baseball Game		3
Healthcare in Cleveland		3
(unknown or deleted)		1
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Months and Years

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2015	124	92	857	538	432	651	2,329	4,536	98				9,657

Average per Day

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Overall
2015	5	3	28	18	14	22	75	146	11				39

Recent Weeks

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Average	Change
Aug 3	Aug 4	Aug 5	Aug 6	Aug 7	Aug 8	Aug 9	656	94	
56	171	97	114	93	23	102			
Aug 10	Aug 11	Aug 12	Aug 13	Aug 14	Aug 15	Aug 16	1,747	250	+166.31%
216	196	251	250	356	188	290			
Aug 17	Aug 18	Aug 19	Aug 20	Aug 21	Aug 22	Aug 23	1,930	276	+10.48%
567	583	410	184	61	79	46			
Aug 24	Aug 25	Aug 26	Aug 27	Aug 28	Aug 29	Aug 30	116	17	-93.99%
37	22	16	15	8	11	7			
Aug 31	Sep 1	Sep 2	Sep 3	Sep 4	Sep 5	Sep 6	84	12	-27.59%
20	13	9	16	10	7	9			
Sep 7	Sep 8	Sep 9	Sep 10				34	11	-5.56%
14	13	7	0						

About the math

If you try to verify our computations using the numbers in these tables you might get different results. The logic is explained here.

An average is the sum of views divided by the number of days.

We exclude days prior to the first recorded view and future days.

Today (Sep 10) is excluded from averages because it isn't over yet.

Yearly averages are computed from sums, not an average of monthly averages.

Averages are rounded to the nearest integer for display.

Gray zeroes are exactly zero. Black zeroes have been rounded down.

Percent change is computed from weekly averages before they are rounded.

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