

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

Membership Committee 2015 Annual Report
(Prepared by: Bertram Lyons, Chair)

BACKGROUND

Per the Membership Committee's Council-approved guidelines, the Chair must submit an annual report to the Council by December 31.

REPORT

Section I: Membership Committee Annual Meeting Summary and Completed Tasks 2015

1. Annual Meeting: Cleveland, OH

The Membership Committee met August 18, 2015, with seven members in attendance. Additionally one incoming member attended, with additional guests from SAA staff being present. Two regular members of the committee were absent with excuse.

Committee Chair Teresa Mora reviewed the committee charge and announced incoming appointed members Michelle Sweetser and Gabrielle Spiers. She also announced Kate Dundon's acceptance of appointment to the position of Vice-Chair/Chair elect.

Other appointments to the standing subcommittees were reviewed or made as follows:

1. Michelle Sweetser accepted a one-year appointment as co-chair of the Key Contacts Program Subcommittee.
2. Matt Gorzalski was appointed to serve his last year on the committee as Chair of the Career Development Subcommittee, taking over from Bertram Lyons.
3. Gabrielle Spiers (in absentia) was appointed to the position of co-chair of the Mentoring Program Subcommittee.
4. Kate Dundon accepted the task of evaluating whether the Navigator Subcommittee should be integrated into the Mentoring Program.

The Committee then reviewed the work in progress of each subcommittee, and discussed the annual meeting events and service programs sponsored by the Membership Committee,

reminding everyone to attend and to encourage attendance by subcommittee members and volunteers.

The Membership Committee sponsored several events and member service programs during the Annual Meeting. These included the New Member/First Timer Reception held on Thursday morning this year, the Mentoring Program Meet-and-Greet also held on Thursday morning, the on-site Career Center open Wednesday afternoon through Saturday morning, and the Navigator Program, which brings conference attendees together.

2. Activities 2015

The Membership Committee did not have any designated activities during the 2015 term.

Section II: Subcommittee Program Reports for 2015.

1. Key Contact Program Summary

Matt Gorzalski and Claire Jenkins, Subcommittee Co-Chairs

Program Summary

The Key Contact Subcommittee is a unit of the Society of American Archivists Membership Committee. It is composed of two co-chairs and 11 District Representatives overseeing geographic regions covering the United States and international countries. The Representatives work with 60 appointed Key Contacts to reach out to SAA's membership in greeting and welcoming new members, promoting the value of SAA's services, and periodically offering information on various archival resources.

Activities in 2014-2015

- Key Contacts reached out to 1,003 new SAA members from August 2014 to July 2015.
- The updated Key Contact FAQs were approved by the subcommittee members and posted to the microsite.
- The updated subcommittee description was approved by members and posted to the microsite.
- Creation of the Key Contacts statistics page (membership distribution).
- Explored adding new Key Contact for District 2 New York.
- Map revision.

Current Vacancies

- Waiting to hear back on term renewals for two District 11 contacts.
- Kansas
- South Dakota

Business for 2015-2016

- Evaluate our welcome email with SAA's.

- Work with the Lone Arrangers RT to develop a list of lone arrangers in various regions to be distributed as a resource to the group. (*idea from last year's meeting*)
- Do a "follow-up" check-in with new members 6 months or a year after they first join was suggested in an effort to elicit responses to welcome messages. (*idea from last year's meeting*)

2. Mentoring Program Subcommittee Summary

Subcommittee Co-Chairs, Kate Dundon and Michael Zaidman

Administering the Mentorship Program

The following members are rotating off the Mentoring Program Subcommittee in 8/2015:

- Kate Dundon, Co-Chair
- Deborah Richards, member
- Brittany Turner, member

The following SAA members have agreed to join the Subcommittee starting 8/2015:

- Gabrielle Spiers, Co-Chair
- Gabriela Redwine, member
- Kelly Spring, member

As of August 2, 2015, there were 67 Protégés and 62 Mentor volunteers active in the program (129 participants total). Of these, there are 5 Protégés waiting to be matched. Of the 62 Mentors currently matched, 1 has renewed five times, 6 have renewed four times and 16 have renewed three times. We aim to match Protégés with Mentors within two weeks of application. For the total from the SAA Mentoring Program Database 2011/09/04 to 2015/08/02, there have been 263 Mentors and 317 Protégés.

Subcommittee Activities

- Ongoing tasks that maintain the program:
 - Reviewed and updated the database Protégés and Mentors to identify matches and manage information about participants.
 - Contacted recently "expired" Mentors to see if they are interested in being matched with another Protégé, and submitted calls to the memberships of various SAA sections and roundtables for Mentors. (Of particular note are the efforts of subcommittee member Devhra BennettJones, who was successful in reestablishing the participation of 15 recently expired mentors.)
- Established a contact form on the Mentoring Program website to reduce spam sent to the subcommittee listserv.
- Met via conference call on 12/9/2014 to discuss ways of promoting the program, particularly during National Mentoring Month.
- Revised the Mentoring Program participant survey from 2012-2013 to favor more quantifiable data. This survey was created in SAA's Survey Monkey account. A summary of the survey results is available here: <https://drive.google.com/file/d/0B3ShIkXFC3xAZ29hbDhvZ1NjSVE/view>.
- Distributed the new survey via email to all active program participants in January

(National Mentoring Month). This email was also intended to address an issue expressed by several former survey participants: the need for more communication from the Mentoring Program in support of mentoring connections (see the [2013reporttothe MembershipCommittee](#) for a summary of survey results).

- Publicized the Mentoring Program in 3 issues of In the Loop under the tagline: “January is National Mentoring Month.”
- Worked with the Electronic Records Section and Gabriela Redwine to brainstorm ways to better connect archivists seeking advice and mentorship in managing born digital archival material and experienced digital archivists. We decided to pursue a small, co-sponsored initiative in which ERS facilitates a connection, or match, between students who are presenting posters related to born digital archives, and seasoned digital archivists at the 2015 Annual Meeting. The mentoring subcommittee will follow up with the participants to invite them to apply to the mentoring program. We are hoping this will increase the number of digital archivists participating in the mentoring program.
- Developed an [orientationdocument](#) with links to various workflows and templates for new subcommittee members, as well as a [listofduties](#) for incoming subcommittee co-chairs.

Ongoing Issues/Goals for the Upcoming Year

- Continue to foster meaningful mentoring relationships between SAA members by matching Mentors with Protégés and soliciting Mentor volunteers via group listservs and personal connections.
- Work with the Electronic Records Section to develop a forum for better connecting mid-career archivists seeking advice on managing born digital issues with experienced digital archivists. New subcommittee member Gabriela Redwine will lead this effort.
- Analyze the less favorable responses from the 2015 survey, and discuss how we can address these concerns and generally improve the experience of program participants.
- Continue to promote the program during National Mentoring Month by contacting active participants in January each year, and highlighting the program in “In the Loop” during this time.

3. Career Development Subcommittee Summary

Bertram Lyons, Chair

The Career Development Subcommittee (CDS) of the Membership Committee coordinates the Career Center at the Annual Meeting. The Career Center is open each day throughout the Annual Meeting, and yearly offers SAA members the opportunity to connect with peer advisors to discuss resumes, job opportunities, and professional development.

Throughout the year, a working group of SAA members volunteered to aid in the organizational efforts undertaken by the committee. The Annual Meeting Working Group consisted of the following members:

Bertram Lyons - chair - bertram@avpreserve.com

Gerianne Schaad - member at large - gschaad@nationalcowboymuseum.org

Jennifer Johnson - member at large - Jennifer_I_Johnson@cargill.com

Meredith Lowe - member at large - mclowe@wisc.edu

Melissa Gonzales - member at large - mggonzales@uta.edu Matt Gorzalski

- incoming chair - mgorzalski@lib.siu.edu

Members of the CDS Annual Meeting Working Group are responsible for coordinating the Career Center aspect of the Networking Cafe at the Annual Meeting.

At this year's Career Center, we posted resumes and job openings—with the support of Jeanette Spears— as well as offering physical copies of CDS's cover letter and interview resources for members to take away from the Career Center.

This year, CDS continued its new services, including a digital preservation career guidance center, headed by Erin O'Meara and Dan Noonan and staffed by 27 SAA member volunteers throughout the week. CDS also continued its relationship with federal granting agencies this year, hosting the Funders Corner, headed by Joel Wurl of the NEH. The NEH, IMLS, NHPRC, and CLIR staffed a table in the career center throughout the conference.

This year, the Career Center was open the following hours:

- Wednesday, August 19: 8:00 am - 5:00 pm
- Thursday, August 20: 7:00 am - 5:00 pm
- Friday, August 21: 7:00 am - 5:00 pm
- Saturday, August 22: 7:30 am - 9:30am

In 30-minute intervals, with advisers per time slot, the Career Center was fully staffed this year.

Wednesday (8/19/15) = 11 advisors; 8 advisees

Thursday (8/20/15) = 16 advisors; 12 advisees

Friday (8/21/15) = 16 advisors; 12 advisees

Saturday (8/22/15) = 3 advisors; 0 advisees

Totals: 46 advisors; 32 advisees registered; open 31 hours

Down a little from last year in DC where we had 51 advisors, 78 advisees registered, and we were open for 27.5 hours.

In the coming year, Bertram Lyons will step down as chair in order to serve as chair of the Membership Committee. Matthew Gorzalski will step in to serve as chair of the CDS during his final year on the membership committee.

Throughout the year, the CDS also worked to develop a microsite that offers information about the subcommittee as well as guidance and links to resources related to career development. In 2016 the subcommittee is going to improve its practice of keeping the microsite updated with current and detailed information about the subcommittee.

4. Navigator Program Subcommittee Summary

Erik Moore, Chair

In May 2015, Erik Moore, Membership Committee representative and Chair of the Navigator Subcommittee contacted representatives from the Women's Archives Roundtable (WAR) and the Students & New Archives Professionals Roundtable (SNAP) to establish membership for the Navigator Subcommittee. Subcommittee members included:

Erik Moore, Chair

Rachael Dreyer, Women's Archives Roundtable

Caitlin Wells, Student & New Professionals (SNAP)

Roundtable Karen Walton Morse, general member

The announcements for the program sign-up went out via listservs (A&A; SAA Leadership; and several roundtable and section lists) and SAA's social media on June 2. The deadline for sign-up was July 3. A reminder email was also sent out. The subcommittee did not extend the sign-up period but did accept a few late applicants.

The online form and Navigator email address (navigator@archivists.org) received 113 responses for both program participants and Navigator volunteers. An additional 10 Navigator volunteers signed-up after a last call via the SAA leadership list. In total, 57 matches were made from the 114 participants. For comparison, 2014 had 126 participants and 2013 had 70 participants. Also note, that meeting attendance for 2014 was the highest in SAA history. Adjusting for percentage of overall attendees, 2015 would be the highest rate for Navigator participation among attendees.

2014 Survey Results

In September 2014 both participants and volunteers were polled to gain insight regarding the program. Different surveys were provided for each group. 35 responses were received by participants (first-time attendees) for a response rate of 55%. 42 responses were received by volunteers (Navigators) for a response rate of 66%. Overall, responses to the program were very positive. A 2015 survey was not conducted. Responses to questions included:

| Survey Question | Navigator/Volunteer | Navigatee/Participant |
|--|---------------------|-----------------------|
| Q5 Did you meet your Navigator/Navigatee at the conference? | 88.10% report Yes | 97.14% report Yes |
| Q8 Would you recommend the Navigator Program? | 100% report Yes | 97.14% report Yes |

| | | |
|--|-------------------|-------------------|
| Q9 Do you feel you were adequately matched? | 88.10% report Yes | 91.43% report Yes |
| Q10 Did the Navigator Program enhance your conference experience? | NA | 91.18% report Yes |

Goals for the 2016 Program

1. Identify a new chair for 2016.
2. Plan to administer similar survey immediately following annual meeting.
3. Consider establishing a direct relationship between the Navigator Program and the Mentor Program.
4. Contact leadership for WAR and SNAP in spring 2016 to identify members for the subcommittee.

Section III. Conclusion

2015 has been a productive year for the Membership Committee and its Subcommittees. The Committee continues to work toward building strong connections between the organization and its members and to introduce valuable resources to SAA members. As initiatives such as the Navigator Program and Career Center become more formalized we are able to better assess their impact and improve our offerings. We hope to continue to be included by the Council in conversations related to the needs of the membership, especially in light of questions related to member benefits (sections, roundtables, etc.), member dues, and member participation. We look forward to continuing to work as a Committee to develop programming of import to the membership as a whole.