

**Society of American Archivists  
Council Meeting  
May 16–17, 2017  
Chicago, Illinois**

**Staff Report: Technology**  
(Prepared by Web and Information Systems Administrator Matt Black)

**Selection of New Association Management System (AMS)**

There are more than 60 vendors in the AMS market, and we have shortlisted about 12 based on basic requirements and platform architecture. We are finalizing our “Request for Information” letter to send to this short list. We are also interviewing firms to identify a consultant to assist us in our analysis, selection, and implementation process.

**Timeline**

May - June 2017	RFI completed
June - July 2017	Consultant contracted
Sept 2017	AMS vendor chosen
Oct 2017	Contract finalized
Oct 2017 - Jan 2018	Implementation
February 2018	Launch

This project will also include an upgrade of our listserv system to an online communities solution. Such solutions are either a bundled feature offered by some AMS vendors or a deep integration with a third-party vendor. Implementing these systems jointly saves us the duplication of integrating with either the old listserv system or the old AMS. Joint implementation also provides members with a vastly improved experience upon launch.

Once the new AMS is in place, our priority will quickly shift to upgrading the Content Management System (CMS), Drupal, which manages the bulk of our website.

**2017 Annual Meeting**

We launched registration and the online schedule for *ARCHIVES 2017* on April 3. Our second year using ERSpeaker to manage the proposal and review process has been easier than the first. Sched.org continues to serve us well for the online schedule. Special adjustments were made to our registration system this year to accommodate the “pay as you can” model of registration for the Liberated Archive Forum.

## Remote Meetings

At the November 2016 meeting, the Council tasked staff to explore options for remote participation in Council meetings. We undertook a thorough project analysis to determine options for integrating web conferencing with in-person meetings (“hybrid meetings”), working with an implementation specialist at AZBS.

Two basic options emerged for hybrid meetings:

1. **Mounted Conference Room:** A static implementation of conferencing equipment in Conference Room 820, implemented jointly with our building management, MARC Realty, or
2. **Portable Conference Room:** A mobile solution owned by SAA that could be set up in various conference rooms.

Both solutions have similar costs, requiring a minimum investment of \$11,000 in equipment alone (see Appendix). Given this cost, the additional costs of implementation and maintenance, and the limited need of SAA, we recommend NOT pursuing a hybrid solution at this time.

However, virtual-only web conferencing—in which all participants connect remotely using their own computers—is relatively easy to implement. We have purchased AdobeConnect as a web conferencing solution and have begun using it both for continuing education webcasts and organizational meetings. We are confident that exploring the opportunities in existing, commercial web-conferencing solutions offers the best opportunity for SAA to plan and execute remote meeting access.

## Other Highlights

- We have selected BlueSky as our Learning Management System (LMS) vendor, and will be implementing this new system with the Education Department over the coming months.
- We continue to push our current AMS, MemberMax, to improve. This has recently included new and revised reports for accounting and education, bug fixes, and a custom procedure to allow contribution acknowledgment letters to be produced in batches.
- We have facilitated conversion of 31 roundtables to “sections.” At the time of writing we are about to launch the new logos for all 45 SAA sections.
- We have upgraded the firewall equipment and created a Virtual Private Network (VPN) layer for increased security at the SAA Headquarters office.
- We have transitioned all promotional emails to use MailChimp, the system that has been used for *In the Loop* and *Word of the Week* in recent years.
- On December 8, 2016, the SAA HQ office was the target of a ransomware attack early in the day, affecting a large portion of our shared file system. The response of our IT firm, AZBS, was superb. The virus was halted immediately and our system was restored from backups by the following morning. Several significant steps were taken immediately to prevent further attacks.
- We have upgraded the MSSQL database of our accounting system, Microsoft Dynamics GP.