

**Society of American Archivists
Council Meeting
July 24, 2017
Oregon Convention Center
Portland, Oregon**

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

For information about development of the education sessions for the 2017 Annual Meeting, watch for the Program Committee's final report to the November 2017 Council meeting. For more details about conference planning as well as progress made toward the Council-adopted "Principles and Priorities for Continuously Improving the SAA Annual Meeting," see my [report](#) to the May 2017 Council meeting.

Registration

As of the close of Advance registration on July 14, we had registered 1,792 "full paid" attendees (compared with 1,459 in 2016, 1,525 in 2015, 2,001 in 2014, 1,454 in 2013, and 1,349 in 2012) and 28 one-day registrants (compared with 34 in 2016)—making this the largest west coast conference in SAA's history! Given early member reaction to the cost of getting to Portland, we budgeted paid attendance for this conference at 1,500. We are monitoring costs very carefully to ensure that good decisions are made regarding additional food and beverage and other add-ons made necessary by the increased numbers.

Exhibits/Sponsors

While exhibit hall sales started out slowly, we have seen a nice upsurge in the past two months. We have sold 59 booths in the Exhibit Hall for a total of \$95,300 in exhibits revenue (as compared with 51 booths and \$88,160 in 2016 and 61 booths and \$103,000 in 2015). In addition, we are benefiting from sponsorship revenue of \$25,700 (up from \$24,600 in 2016 but down from \$37,000 in 2015) from Silver Sponsors Atlas Systems and Hewlett Packard Enterprise and four additional sponsors (AVPreserve, Hollinger Metal Edge, Preservation Technologies, and Preservica). Advertising in the preliminary flyer and onsite program totaled \$8,000 (down slightly from \$8,530 in 2016 and down significantly from \$14,000 in 2015). We are grateful to our industry partners for their support, which is one factor that has enabled us to keep our early-bird member registration fee as low as possible.

Conference Communication

Since its "go live" date in early April, the [2017 Host Committee blog](#) has tempted prospective attendees with all things Portland (with an emphasis on culture and food).

Many tweets and Facebook posts have commented on the wonderful information provided in the blog. The Committee solicited a “host” of repository tours in the Portland area on Tuesday and Wednesday of the conference week and arranged for a service project with Street Books, a Portland-based group that provides a book-lending service to individuals who live outside in Portland. Attendees will be encouraged to donate used paperbacks and reading glasses at the Street Books table in the Registration Area.

We launched the [mobile web version](#) of the conference website in April with the opening of registration. This is our fifth year using Sched.org for the online schedule, and our fourth year offering the [native app](#) for iOS and Android. The native app was available three weeks prior to the conference.

We once again included on the conference registration form an [opt-out option for the print Onsite Program](#). As last year, 10% of registrants opted out and we were able to reduce our print run (and carbon footprint) accordingly. We are printing the Onsite Program in Portland to support the local economy.

We changed our approach to providing MP3 files of recorded sessions in 2016 and are repeating that approach in 2017. Rather than charging a separate fee for them, we increased the overall registration fee slightly and are providing access to all recorded sessions for all registrants. Downloadable files will be available by mid-August and we will announce their availability broadly to registrants. (By the way: While we had been providing access to past conference recordings on the website, the new learning management system makes them even more accessible [here](#).)

Child Care Options / Lactation Facility

Provision of a child care center for a very limited number of attendees was cost-prohibitive for the Portland conference. As in the past, we will continue to respond, per SAA’s [policy](#), to requests for reimbursement. And we will continue to explore interest and options for future conferences. A nursing mothers room will be provided at the Oregon Convention Center, as noted in the Onsite Program and on the conference website.

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