

**Society of American Archivists
Council Meeting
November 14–16, 2016
Chicago, Illinois**

**2015-2016 Annual Report: Membership Committee
(Prepared by Kate Dundon, Chair)**

ROSTER

Kate Dundon, Chair
Matthew Gorzalski, Vice Chair/Chair-Elect
Tommy Brown, Committee Member
Claire Jenkins, Committee Member
Jennifer Motszko, Committee Member
Diane Pugh, Committee Member
Gabrielle Spiers, Committee Member
Laura Starr, Committee Member
Michelle Sweetser, Committee Member
Racheile Ricklefs, Intern
Holly Smith, Ex Officio (Diversity Committee Chair)
Council Liaison: Rachel Vagts

COMPLETED ACTIVITIES

2016 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 like the Navigator Program and Career Center become more formalized, we are better able to 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 important programming for the membership as a whole.

Key Contacts Subcommittee:

- From August 2015 to August 2016, 230 new SAA members were contacted; 17 volunteers became Key Contacts to fill vacancies due to resignation, relocation, or term expiration.
- The Key Contact district map was revised to better align the districts to regional archival groups, thereby making it easier to find Key Contacts replacements and make connections between KCs and new members.

- The Membership Committee was tasked to review the effectiveness of the Key Contacts program. Key Contacts Subcommittee chairs Michelle Sweetser and Claire Jenkins created a working group to carry out this research in 2016. The working group developed a survey of both Key Contacts and District Representatives to assess the program. The conclusion of this working group's research is that the Key Contacts program should proceed as it exists but with a few specific improvements, including improved training of Key Contacts. The results were presented to the committee during the 2016 Membership Committee meeting, and it was agreed to review the program in three years.

Mentoring Program Subcommittee:

- As of July 28, 2016, there were 63 protégés and 71 mentor volunteers active in the program (134 participants total). Of these, there are 14 protégés waiting to be matched. Of the 71 mentors currently matched, two have renewed seven times, two renewed six times, three renewed five times, seven renewed four times, nine renewed nine times, and 20 are repeats!
- Met via conference call on October 1, 2015, to welcome new members and to discuss ways of promoting the program, particularly during National Mentoring Month in January.
- Distributed the mentoring survey via email to all active program participants in January (National Mentoring Month). 74 participants filled out the survey.
- Publicized the Mentoring Program:
 - SNAP blog post on November 11 by co-chair Gabrielle Spiers about her experience with mentors.
 - Received inquiry from committee member Alexandra Orchard about mentor data to develop an article about women in the mentor community.
 - Committee member Michael Zaidman spoke with Claudia Ocello from Museum Partners Consulting on behalf of AAM to develop a similar mentor program for their members.
 - Two past protégés (Holly Croft and Stephanie Bennett) will write about their positive experiences in upcoming issues of *Archival Outlook* to generate others to participate.
 - Committee member Jeremy Brett wrote a blurb for *In The Loop* in the spring to generate more participation.
- During National Mentoring Month, committee members sent out messages to encourage members to sign up to be a mentor in almost all the committees, sections, and state and regional groups.
- Hosted Mentoring program Meet-and-Greet event at 2016 Joint Annual Meeting.

Career Development Subcommittee:

- Melissa Gonzales participated in a SNAP Chat with members of the SNAP Roundtable to learn about their perception, past use, and desired offerings of the Career Center.
- Planned and hosted the Career Center at the 2016 Joint Annual Meeting. The Career Center again offered résumé/career counseling by appointment or walk-in, job boards and a file box for employers to post positions, a board and file box for job seekers to post résumés, free handouts on résumé and cover letter writing, and a private space for on-site

interviews. New this year were mock interviews. We had far more interviewer volunteers than those who signed up to be an interviewee. The mock interviews were well-received and one resulted in an actual job offer. Given the number of archivists who signed up to be an interviewer, we are optimistic about the future of the mock interviews.

○ Career Center by the Numbers:

- Counseling/Résumé Advisers: 46 (up from 45 in 2015)
- Scheduled Advisees: 41 (up from 32 in 2015)
- Walk-in Advisees: 32
- Jobs Posted on Board: 41
- Résumés Posted on Board: 20
- Private Room Appointments: 1 (down from 4 in 2015). Some people used this space for interviews on a walk-in basis, but they were not counted.
- Mock Interviewers: 16
- Mock Interviewees: 8

Navigator Program Subcommittee:

- Matched new members attending 2016 Joint Annual Meeting with volunteer navigators. We had 31 matches, with 62 participants total.
- A Google Drive folder was created to organize documentation as well as basic workflow for administering the program.

ONGOING ACTIVITIES

Key Contacts Subcommittee:

- Continue to make contact with and welcome new members.

Mentoring Program Subcommittee:

- Review and update the database for protégés and mentors to identify matches and manage information about participants.
- Contact recently "expired" mentors to see if they are interested in being matched with another protégé, and submit calls for mentors to the memberships of various SAA component groups.
- Continue to foster meaningful mentoring relationships between SAA members by matching mentors with protégés and soliciting mentor volunteers via group listservs and personal connections.
- Committee members need to be very responsive to applications that come in. We try to respond in five days, but should respond as quickly as the applications appear.
- Analyze the less favorable responses from the 2016 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.

- Be very thorough in asking expired mentors to renew since many are willing to continue to volunteer.

Career Development Subcommittee:

- Continue to manage and improve the Career Center at SAA Annual Meetings.

Navigator Program Subcommittee:

- Continue to manage and improve the Navigator program, matching new members/first-time attendees with seasoned SAA members.

NEW ACTIVITIES

Key Contacts Subcommittee:

- Create opportunities for KCs to be more engaged and to develop more robust activities for the KC program.
- Provide more focused training to all KCs using standardized tools.

Mentoring Program Subcommittee:

- Inquire about improving the database with SAA.
- Perhaps work with the Academy of Certified Archivists to offer points for certification for being a mentor. Nancy Beaumont hopes to talk to the ACA president to discuss this matter. ACA Board member Tomaro Taylor was also contacted about this option and perhaps it will be on an upcoming ACA agenda.

Career Development Subcommittee:

- Melissa Gonzales and Gerriane Schaad will step down from the subcommittee.
- One résumé/counseling advisee had a bad experience and was criticized harshly. Next year's call for adviser volunteers should emphasize that they are to offer constructive criticism.

Navigator Program Subcommittee:

- A chair needs to be appointed to manage this program for the 2017 Annual Meeting.
- Administer a survey to participants after the 2017 Annual Meeting.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists: Although the Membership Committee does not explicitly contribute to this goal, we believe that our general duty of identifying nonmember needs and perceptions supports the goal of attracting new members to join SAA, which strengthens SAA's ability to advocate for archives and archivists.

Goal 2: Enhancing Professional Growth: The Membership Committee supports this goal most strongly, and more specifically goal 2.3. Our four programs (Key Contacts, Mentoring, Career

Development, and Navigator) all aim to enhance the professional growth of not only new SAA members and students, but existing members who have volunteered to mentor or guide others in entering and navigating this profession. These programs are all designed to facilitate connections between students/new professionals with mid-career and/or experienced archivists, which we believe has the potential to radically enhance their success in the field.

Goal 3: Advancing the Field: Although the Membership Committee does not explicitly contribute to this goal, the opportunities we provide for members to connect with and learn from each other supports the creation of partnerships and collaborations with allied professionals, thereby enhancing professional knowledge in general. By fostering a welcoming environment for new members, we support a professional environment in which more archivists engage in research and disseminate their work.

Goal 4: Meeting Members' Needs: The Membership Committee excels in supporting this goal, specifically goals 4.2 and 4.3. Our programs provide a wealth of leadership opportunities to a diverse range of SAA members. (The Key Contacts subcommittee alone provides more than 60 leadership positions.) Additionally, surveys conducted by all four of our programs indicate a high degree of success in that the majority of participants enjoyed their experience. Our programs provide a rich environment for multiple styles of networking within the organization.

ANNUAL MEETING

Number of Attendees: 11

Summary of Meeting Activities:

The Committee 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.

Discussion Points:

- Racheile Ricklefs has been appointed to serve as an intern for the Membership Committee for one year. Ideas for a charge were discussed.
- Committee on Education survey report on resource kit. It was decided that there should be a formal connection with the Career Development Subcommittee on this project.
- Council liaison Rachel Vagts announced a 2016-2017 directive from the Council to collect information from SAA members about barriers to participating in the organization, and share collected information with the membership. This supports Strategic Plan Goal 4.2: Create Opportunities for Members to Participate Fully in the Organization.
- The Membership Committee sponsored several events and member service programs during the Joint Annual Meeting. These included the New Member/First-Timer Reception held on Thursday morning, the Mentoring Program Meet-and-Greet on Thursday morning, the onsite Career Center open Wednesday afternoon through Saturday morning, and the Navigator Program which brings conference attendees together.

2016 Activities:

The Membership Committee was tasked to review the effectiveness of the Key Contacts program. The Key Contacts Subcommittee chairs, Michelle Sweetser and Claire Jenkins, took responsibility to carry out this research in 2016 and the results were presented to the Committee during the 2016 Membership Committee meeting. It was agreed to continue the work of the KCs, to implement recommendations made by the chairs, including improved training of Key Contacts, and to review the program in three years.

Link to Meeting Minutes: <http://www2.archivists.org/groups/membership-committee/2016-membership-committee-meeting>

QUESTIONS FOR COUNCIL

None at this time.

2015-2016 Annual Report: Mentoring Program Subcommittee

(Prepared by Michael Zaidman, Outgoing Co-Chair)

ROSTER

Gabrielle Spiers, Co-Chair
Devhra BennettJones, Co-Chair
W. Dean DeBolt, Committee Member
Michelle Ganz, Committee Member
Jamie Martin, Committee Member
Janet Naughton, Committee Member
Gabriela Redwine, Committee Member
Kelly Spring, Committee Member

COMPLETED ACTIVITIES

- Met via conference call on 10/1/2015 to welcome new members and to discuss ways of promoting the program, particularly during National Mentoring Month.
- Distributed the mentoring survey via email to all active program participants in January (National Mentoring Month). 74 participants filled out the survey.
- Publicized the Mentoring Program several ways:
 - SNAP blog post on November 11 by co-chair Gabrielle Spiers about her experience with mentors.
 - Received inquiry from committee member Alexandra Orchard about mentor data to develop an article about women in the mentor community.
 - Committee member Michael Zaidman spoke with Claudia Ocello from Museum Partners Consulting on behalf of American Alliance of Museums to develop a similar mentor program for their members.
 - Two past protégés (Holly Croft & Stephanie Bennett) will write about their positive experiences in upcoming issues of Archival Outlook to generate others to participate.
 - Committee member Jeremy Brett wrote a blurb for In The Loop in the spring to generate more participation.
 - During National Mentoring Month, committee members sent out messages to encourage members to sign up to be a mentor in almost all the committees, sections and state and regional groups.
 - After further mentoring discussions with the Electronic Records Section, it was decided that the Navigator program is more appropriate to further their goal of connecting with born-digital students.
 - The Mentoring program Meet-and-Greet will take place on Thursday morning at the SAA Annual Meeting again next to the New Member / First Timer Coffee Break.

ONGOING ACTIVITIES

- 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.

NEW ACTIVITIES

- Continue to foster meaningful mentoring relationships between SAA members by matching Mentors with Protégés and soliciting Mentor volunteers via group listservs and personal connections.
 - Inquire about improving the database with SAA (eliminate geographic question).
 - Perhaps work with the Academy of Certified Archivists to offer points for certification for being a mentor. Nancy Beaumont hopes to talk to the ACA president to discuss this matter.
 - Committee members need to be very responsive to applications that come in. We try to respond in five days, but should respond as quickly as the applications appear.
 - Analyze the less favorable responses from the 2016 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.
 - Be very thorough in asking expired mentors to renew since many are willing to continue to volunteer. Recognize mentors that have returned multiple times in the future.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists: Promoting mentoring relationships across the country and by putting forth a larger effort during National Mentoring Month in January.

Goal 2: Enhancing Professional Growth: Proteges that are matched up continually learn from our experienced mentors with resume review, job application assistance, and networking opportunities.

Goal 3: Advancing the Field: This goal is very similar to Goal 2.

Goal 4: Meeting Members' Needs: We answer questions as quickly as they arrive via the listserv or web responses. We are open to new ideas and the committee is willing to expand our pool of applicants to meet our goals.

ANNUAL MEETING

Number of Attendees: 5

Summary of Meeting Activities:

Report to the Membership Committee provided. After members reviewed the report, one of the concerns is the geographic requirement. As a group, we decided to eliminate this question as an option on the application since most of the mentoring is done via e-mail and it doesn't really matter where one lives.

Another concern was the high number of protégés that have not been matched. As the committee members are all mentors already, we would not mind taking on additional protégés and we feel that more mentors in the profession would have some extra time to handle additional applicants. So, we would like to add a question on the application for mentors, if they are willing to handle at least two protégés at the same time or within the same year? This should help match all protégés in the waiting pool.

New committee members include: Janet DeVries, Dean DeBolt, Michelle Ganz and Jamie Martin. Current member Devhra BennettJones has been promoted to co-chair. The Mentoring Subcommittee listserv request will be forwarded to Felicia Owens at SAA on Monday after the meeting.

Google privileges will also be granted to access database, instructions, and forms.

2016 Mentoring Program survey results were shared and discussed.

Observations: One idea is to have a recognition program to recognize mentors that have served multiple times. From the report to the Membership Committee, we noticed that two mentors had served seven times and two more had served six times. Since all the mentors are volunteers, they should be called out perhaps during an annual meeting for their continuing cooperation.

Perhaps a certificate could be created and mailed out signed by the SAA President and Membership Chair or presented at a function in the future.

Another idea to reach more participants was to reach out to area graduate programs and let them know of this service.

Link to Meeting Minutes: <http://www2.archivists.org/groups/mentoring-program-subcommittee>

QUESTIONS FOR COUNCIL

The mentoring subcommittee would like a light breakfast on a different day than the new member meet and greet to distinguish the two programs from overlap.