

**Society of American Archivists
Council Meeting
November 2-3, 2018
Chicago, Illinois**

**Annual Report: Membership Committee
(Prepared by Michelle Sweetser, 2018-2019 Chair, and
Matt Gorzalski, 2017-2018 Chair)**

SECTION 1: SUMMARY OF ANNUAL MEETING AND 2017-2018 ACTIVITIES

1. Annual Meeting, Washington DC

The committee met on August 15, 2018, and in attendance were seven members, three incoming committee members, SAA staff, Council liaisons to the committee, the SAA President, a member of the Key Contacts subcommittee, and one guest. One committee member was absent.

SAA President Tanya Zanish-Belcher reported on the Council's activities on behalf of Council liaison Steven Booth, who joined the meeting later. She also discussed several initiatives and strategies to address the findings of the 2017 Membership Committee survey on members' professional development financial support and interests. See the final survey report at: <https://www2.archivists.org/sites/all/files/0518-V-B-ProfDevSupportSurvey.pdf>.

Committee Chair Matt Gorzalski announced incoming appointed committee members Brittany Newberry (2018-2021), Devhra BennettJones (2018-2021), and Tamar Zeffren (2018-2020).¹ Gabrielle Spears was announced as the committee's Vice Chair. The following subcommittee chair appointments were assigned:

- Tommy Brown, Navigator Program
- Devhra BennettJones, Navigator Program
- Alison Clemens, Mentoring Lead Co-chair
- Jennifer Motszko, Mentoring Junior Co-chair
- Laura Starr, Career Development/Career Center Lead Co-chair
- Brittany Newberry, Career Development/Career Center Junior Co-chair
- Tamar Zeffren, Key Contacts Lead Co-chair
 - Brigitte Kamsler, Key Contacts Co-chair (unofficial committee member)
 - Karen Spicher, Key Contacts Co-chair (unofficial committee member)

¹ Zeffren was appointed to serve the remaining 2 years of Sherry Griffin Grundy's term, who resigned in August 2018.

Karen Spicher voiced concerns about non-committee members serving as unofficial subcommittee co-chairs in cases in which the tiered-chair model fails to maintain continuity in experienced leadership.

The committee reviewed the activities of each subcommittee, noted the annual meeting events and service programs sponsored by the Membership Committee, and encouraged attendance at these events. The committee also held a brief discussion of membership trends.

2. Activities in 2017-2018

The committee held one conference call on December 13, 2017, and conducted the majority of its business through email. The chair and vice chair held occasional phone calls to discuss topics such as new member appointments and subcommittee leadership assignments. The committee followed its February-March 2017 survey on barriers to participation in SAA with a short survey of SAA members' professional development financial support and desires, conducted in October-November 2017. See the appendix for the survey final report.

SECTION II: SUBCOMMITTEE REPORTS

Subcommittee Program Reports for 2017-2018:

1. Key Contact Program
2. 2. Mentoring Program
3. 3. Career Development Subcommittee
4. 4. Navigator Program

1. Key Contacts Program Subcommittee

Tommy Brown and Karen Spicher, Co-chairs

Program Summary

The Key Contacts Subcommittee is a unit of the Society of American Archivists Membership Committee comprised of two co-chairs and eleven district representatives overseeing geographic regions covering the United States and international countries. The representatives work with 68 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 2017-2018

- Reviewed membership on email distribution lists and worked with SAA to ensure that distribution lists were up-to-date and include current active volunteers.
- Contacted 1,093 individuals (members with a join date of July 1, 2016-June 30, 2017).

Bi-Monthly Membership Report, 2017 – 2018

Year	Months	New Members Added
2017	July – August	172
	September – October	202
	November – December	126
2018	January – February	189
	March – April	190
	May – June	148
Total		1027

Current Vacancies

A Key Contact is needed for each of the following states:

- The District 1 representative is looking for replacements for Massachusetts and Rhode Island.
- District 5 concerns:
 - Not sure if the District 5 representative will be able to continue. Need to find a replacement.
 - This district has several states that need Key Contacts. The Key Contacts for Indiana, Wisconsin, and Kentucky have all served two or more terms.

Business for 2018-2019

- District 5 issues need to be resolved.
- Co-Chairs for 2018-2019: Karen Spicher (Lead); Bridget Kamsler; Tamar Zeffren

2. Mentoring Program Subcommittee

Devhra BennettJones and Alison Clemens, Co-chairs

Program Summary

The Mentoring Program Subcommittee administers the SAA Mentoring Program, which is designed to bring together SAA members with shared professional interests. The program's goal is to cultivate career development and communication between members with areas of expertise and members who want to build their knowledge within those areas.

Program Administration

The following members are rotating off the Mentoring Program Subcommittee on August 31, 2018

- W. Dean DeBolt, Member
- Michelle Ganz, Member
- Janet Naughton, Member

Jennifer Motszko, SAA Membership Committee member, joined the Mentoring Subcommittee as co-chair in August 2018. Alison Clemens will continue to serve as co-chair.

Mentoring Program Subcommittee co-chairs are working to recruit three SAA members for two-year subcommittee terms beginning Fall 2018.

As of August 1, 2018, 671 Protégés and 611 Mentors have participated in the SAA Mentoring Program.

As of August 1, there were 17 Protégés waiting to be matched with Mentors and 7 Mentors waiting to be matched with Protégés.

Subcommittee Activities

- Reviewed and updated the Protégés and Mentors database to identify matches and manage information about participants.
- Worked to reassign Mentors whose Protégés were unresponsive.
- Requested that the committee members conduct a six-month check-in from the month that they were the Monthly Matching Coordinator with matched Protégés and Mentors. Note that committee members complied to varying degrees.
- Contacted Mentors from recently “expired” matches to inquire about their interest in another Protégé match.
- Submitted calls to SAA membership for Mentors, including program announcements for SAA’s “In the Loop” newsletter. The regular call for Mentors demonstrated that there are more Protégés in need of mentorship than available Mentors.
- Revised the SAA Mentoring Program Application Form to update the language and aim for greater inclusivity.
- Communicated within the subcommittee through email and the SAA Mentoring Subcommittee listserv.
- Worked with Matt Black of SAA on various database and listserv issues.
- The co-chairs contacted each other by telephone multiple times as needed for committee planning activities.
- The Membership Committee meeting was held on Wednesday, August 15, 11:00 a.m.–1:00 p.m.
- The Mentoring Program Subcommittee meeting was held on Wednesday, August 15, 1:00–2:00 p.m.

- The Mentoring Program Meet and Greet occurred on Thursday, August 16, 10:00–10:30 a.m.

Issues of Note

- Several Mentors contacted the subcommittee to report that their Protégés were unresponsive to their communication efforts.
- One Protégé requested reassignment due to their unresponsive mentor.
- The majority of committee members respond quickly to Mentor and Protégé’ application submissions.
- Database permissions will be revoked for committee members that are rotating off on August 31, 2018.
- Occasionally the Google database will not allow an application upload. The remedy has been to log out, then log back in, or one of the co-chairs assists the Monthly Matching Coordinator with the procedure.

Suggestions for Future Actions

- Continue to foster meaningful mentoring relationships between SAA members by matching Mentors with Protégés and soliciting Mentor volunteers through group listservs and personal networking.
- Continue to recruit recently expired Mentors to alleviate the surplus of Protégés.
- Consider methods to encourage Mentors and Protégés to be less restrictive in their profile requests. The gender and geographic location requests are causative factors in prolonged intervals between application submissions and Mentor-Protégé’ matches.
- Consider an orientation for subcommittee members about committee procedures and protocols when general emails and questions are submitted to the subcommittee listserv.
- Consider addressing email listserv issues identified by Matt Black. He notes: “Your subcommittee uses the listserv in an unorthodox way, in that you communicate with many people who are not members of the list. Those people cannot send messages to the list, so if they copy the list on replies, those messages will bounce. That also means that the usual ways the system tracks threads will not work for other users.”

August 2017—July 2018 Mentor—Protégé Applications and Matches

Month	Mentors	Protégés	Matches
August 2017	12	10	19
September 2017	19	20	26
October 2017	19	59	32
November 2017	8	13	18
December 2017	0	4	0
January 2018	14	7	18
February 2018	13	9	12
March 2018	0	9	6
April 2018	1	1	1
May 2018	23	12	23

June 2018	4	6	4
July 2018	10	7	7
TOTAL:	123	157	166

Interesting Quotes from Subcommittee Correspondence (names and dates redacted):

“Thanks for checking up on us. [She] is doing some fine work. We have talked about issues of job creep, professional development opportunities and training, and publishing in the profession. She is working on several large scale projects and has just recently been published! I am so excited for her and all that she has accomplished so far.”

“My protégé and I were introduced last April. We exchanged introductory emails, and I sent her a lengthy follow-up email in early May answering questions she had posed to me. I did not receive a response, but continued to send her a “just checking in”-type email approximately once a month since June. I have not received a response to any of these emails. In response to my most recent email to her, I received a mailer-daemon message saying her .edu email address couldn’t be found. A Google search turned up what appears to be her LinkedIn profile, indicating that she started work as an archivist with... I think I have done my due diligence by reaching out regularly using the email address that I was provided. I am disinclined to contact [at the] email address listed in SAA’s membership directory. Doing so strikes me as being mildly creepy. Also, although I certainly hope that her failure to communicate is merely an oversight related to her recent job change, relocation from another state, and/or other personal circumstances, it does not leave me enthused or optimistic about trying to continue this relationship. If you recommend reaching out to her, I will do that and will certainly try to be a good mentor. If the Mentoring Program would like to reassign me to another protégé, I would be happy to work with someone else. Please advise me on the best way to proceed.”

“Interesting you should send this today! I just reached out to [her] this morning after not having heard from her for 4 months. My sense is that she's overwhelmed in her current job situation and thought mentoring would help with that, but doesn't actually have the bandwidth for the engagement. My guess is that the relationship will end amicably, and I'll be available to take on a new, less time-challenged mentee.”

“Thanks for checking in. [She] reviewed my resume and gave me tips for my interview which helped me get my new job. I'm currently working in [city name] at the public library.”

“Thank you for checking on us. I've been planning to reach out to you about the situation. Things began well with [her], we had regular monthly check-ins. [She] told me right away that she is split between becoming a librarian and an archivist. As a former librarian, I could address the strategies of finding a job and the intricacies of either career path. We did not have a check-in in January due to travel and schedule conflicts. In February, [she] told me that she is most likely not to become the archivist and she did not want to take any of my time if this is not her career path anymore. I appreciated her thoughtfulness and I left it up to her whether she'd like to

continue this relationship. I wanted to hear from her either way in March. She never got back to me. Guilty as charged, I should have gotten in touch with her to confirm (and I may still do it) but I just got very busy. So, here we are. I enjoyed the experience while it lasted and I would do it again in the future.”

“It has been a great six months!”

“Thank you for reaching out! I definitely am benefiting from the Mentorship program, thus far! [She] is great and I have my fingers crossed that we'll get to meet in DC this August.”

“Thanks for contacting us. I must admit that I have not been a very good mentee. [She] has been very supportive of my aspirations in librarianship. However, because of various circumstances, I have not chosen a focus in archiving. Rather, I have been interested in [an area of librarianship]. I am passionate about the importance of archives and consider myself to be more of an advocate than a professional archivist. As such, the SAA Mentor Program has not been at the top of my mind. If there is someone who might be more fit to have [her] as their mentor (because she's awesome), please feel free to rematch her. I appreciate that this opportunity exists and I'm sorry that it turned out not to be a good fit for me.”

“So far, I feel that everything is going very well. [She] and I have spoken regarding my work and my path into the LIS/Archives world. She has also reached out regarding CV/Resume tips and interview tips as well. [She] seems to be a well prepared and thoughtful professional who is interested in utilizing her resources to the best of her abilities. It has been great working with her and supporting her and I am looking forward the next six months together.”

“Thanks for your attention. I really like the Mentoring Program and [name] as mentor. I'm changing some things in my career and our appointments and conversations help me a lot on this process.”

“Agreed! [He] and I have had a couple meetings and I think it's going very well. I've had him here to [institution name] for a tour of the Library and Special Collections. And I've learned much about [country name] from him. Hope to get together with him again soon.”

3. Career Development Subcommittee

Jennifer Motszko and Laura Starr, Co-chairs

Career Center Subcommittee Membership

Jennifer Motszko, Co-Chair for 2018 (end of term)

Laura Starr, Co-Chair for 2018, rising Lead Chair for 2019

Brittany Newberry, Rising Junior Chair for 2019

Meredith Lowe

2018 Career Center Offerings

Based on past experience, the subcommittee decided to keep the hours of the Career Center at the SAA 2018 conference similar to last year. We were open on Wednesday through Friday from 8:00 AM to 4:30 PM; we were not open on Saturday. We were closed for the 30 minutes on Thursday when the Career Center was the venue for the Mentoring program meet-and-greet.

The Career Center again offered resume/career counseling and mock interviews 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 resumes, and free handouts on resume and cover letter writing. We experimented with “live” spreadsheets to try and better serve walk-ins; the numbers below show that to be a success!

This year we sought volunteer greeters for the Career Center and had an enthusiastic response. We developed a one-page set of instructions for greeters, which can be used next year. Having at least two people at front table of the Career Center helped orient visitors to the services offered and assist with walk-in advising sign-up. We learned that greeters are especially important on the morning of the first full day of the conference when a lot of registrants have free time (not many education sessions on the first day).

Given that no one signed up for use of the private meeting space last year, we cancelled that offering at the 2018 Career Center.

2018 Career Center by the Numbers

This is the first year that we successfully gathered use statistics for both advance sign-ups and walk-ins.

Pre-conference registration:

34 advising sessions (up from 32 last year)

15 mock interviews (up from 14 last year)

Walk-ins:

32 advising sessions (unknown for 2017)

1 mock interview (unknown for 2017)

Greeters: 22 volunteers

2018 Career Center Lessons Learned

We need to consolidate all spreadsheets into one to facilitate easier sign-up for walk-ins. Find a way to integrate data so that it's clear when there are advisors available to accept walk-in appointments either on the spot or in future at the conference. Improve our instructions to

greeters so that they know how to use the sign-up sheet. It would be great if we could recruit a “spreadsheet guru” to improve next year or understand if there is a better system available for this sort of sign up through SAA resources.

We learned that greeters are especially important on the morning of the first full day of the conference when a lot of registrants have free time (not many education sessions on the first day).

We will distribute a participant survey in September to receive specific feedback on this year’s Career Center to see if there are additional improvement opportunities.

Remote Career Center Offerings: 2018 Pilot Project Recap

We decided to try an initiative to consider expanding the Career Center offerings beyond in-person services at the SAA Annual Meeting. We received several inquiries during our calls for 2017 conference Career Center participants about remote services for members who cannot attend the conference. Shortly after the 2017 conference, we were contacted by Manuscripts Section Chair Ashley Todd-Diaz about the possibility of offering remote career services to their members. We determined to do a pilot for resume review outside of the SAA conference with members of the Manuscripts Section. After a few months of planning and preparations, the Manuscript Repositories Section’s Resume Review Project kicked off in June 2018. A call for resume reviewers received 17 volunteers who said they would be willing to review between one and five resumes and some also offering to review cover letters; based on this feedback, the Manuscripts Section capped resume review requests at 40. Nine members sought resume review services (lower than expected). The subcommittee of the Manuscript Repositories Section Steering Committee took two weeks to review the information each participant submitted, and identify pairs of reviewers and reviewees based on their experience and expressed interests. Participants will provide feedback in the next week or two to gain insight into their experience with the pilot and what suggestions they could offer if we were looking to continue to sustain this initiative in the future.

There are multiple take-aways so far from this pilot with the Manuscripts Section:

1. While many people were willing to review resumes, not many sought the service. Perhaps there is a different service, such as general career advising, that is more relevant.
2. The amount of time required to issue calls for participants and match reviewers with people seeking help was quite extensive. Members of the Career Center subcommittee find themselves busy enough with in-person conference services; remote services require more resources than volunteers on the subcommittee can provide.

Looking Ahead

Jennifer Motszko and Laura Starr acted as co-chairs this year; Laura agreed to continue as Lead Chair next year while Jennifer is moving onto an assignment with Key Contacts. Brittany

Newberry is the Junior Chair for 2018-2019; a new rising Junior Chair will need to be identified for next year.

We started recruiting volunteers for next year during the Career Center; two people are interested in supporting 2019 Career Center activities. Laura and Brittany will reach out to them about next year's initiatives soon.

4. Navigator Program Subcommittee

Gabrielle Spears, Chair

2018 Navigator Program Subcommittee members:

- Gabrielle Spiers, Chair
- Rachael Dreyer, Women's Archives Roundtable, member
- Caitlin Wells, Student & New Professionals (SNAP) Roundtable, member

Online sign-up form went live on June 15, officially closed on July 20.

Total 48 Navigatees and 25 Navigators for a total of 48 matches. Many of the Navigators doubled up which was not ideal but necessary given the time constraints.

Chairs appointed at SAA: Dehvra Bennett-Jones and Tommy Brown.

SECTION III: CONCLUSION

The Membership Committee continued its interest in learning more about SAA membership in the 2017-2018 year. Committee leadership may wish to overhaul the subcommittee tiered leadership model to avoid non-committee members in co-chair positions for which they receive no official recognition or credit from SAA. The Career Development Subcommittee's experimentation with virtual and year-round services is worth further discussion. The committee is also interested in possible collaborative studies with the proposed research committee on topics pertaining to the nature of SAA's membership.

The committee hopes to continue to be included by Council in conversations related to the needs of the membership, especially in light of questions related to member benefits and participation. The committee looks forward to continuing work on the behalf and benefit of membership as a whole.

2018 Membership Committee Meeting Minutes

**SAA Membership Committee Annual Meeting
Washington Marriott Wardman Park
Washington DC
August 15, 2018
11:00 AM – 1:00 PM**

Members present:

Matt Gorzalski, outgoing Chair
Michelle Sweetser, Vice Chair
Gabrielle Spears, incoming Vice Chair
Tommy Brown, member
Alison Clemens, member
Jennifer Motszko, member
Brittany Newberry, incoming committee member
Laura Starr, member
Tamar Zeffren, incoming committee member
Devhra BennettJones, incoming committee member
Steven Booth, Council Liaison
Carlos Salgado, SAA Staff Liaison

Guests:

Tanya Zanish-Belcher, SAA President
Karen Spicher, Key Contacts Co-Chair
Scott Schwartz

The Committee approved the minutes from the 2017 annual meeting.

Tanya Zanish-Belcher gave the SAA Council report on behalf of Steven Booth, who joined the meeting later. Council approved resolutions honoring two SAA members and endorsed the Protocols for Native American Archival Materials. The Best Practices for Internships as a Component of a Graduate Archival Program and Best Practices for Volunteers will be revised based on comments received from membership. Internships will be overseen by the Committee on Education's Subcommittee on Graduate Archival Education. The Task Force on Accessibility is updating the Best Practices for Working with Archives Employees and Users with Physical Disabilities. The revision will be shared with membership for comment, prior to

being submitted to Council for the November meeting. Council also reviewed the Principles and Priorities for Continuously Improving the SAA Annual Meeting and made revisions.

Zanish-Belcher summarized SAA initiatives and strategies to address the findings of the 2017 Membership Committee survey on members' professional development financial support and interests as well as the survey on mid-career archivists. They include:

- The SAA Foundation awarded ten \$1,000 awards to support conference attendance. This initiative was renewed for the 2019 meeting.
- \$250 awards are now available to each section for section project. Council encourages sections to use the funds for honoraria and creative educational programming activities.
- Continued focus on seeking financial resources from other foundations.
- An SAA webpage highlighting freely available professional development material.
- Plans to stream certain annual meeting events (e.g. keynote address) at the 2019 meeting.
- Archives on the Hill advocacy literature will be made freely available.
- Director of Education Rana Hutchinson Salzman will seek to develop professional development opportunities focusing on diversity and cultural competency. She plans to develop a webinar on career development, and to solicit continuing education ideas from membership.
- Creating toolkits to assist archivists with outreach activities such as Archives Month, diversity initiatives, and community participation projects.
- Establishing a research committee to coordinate and initiate SAA self and membership studies.

The Committee assigned new subcommittee chair responsibilities for the 2018-19 year. Matt Gorzalski and Jeremy Floyd are rotating off the committee. Brittany Newberry and Devhra BennettJones were appointed as incoming members. Sherry Griffin Grundy resigned with 2 years remaining of her committee term, and she was replaced by Tamar Zeffren, also appointed. The following leadership roles were assigned:

- Michelle Sweetser, Chair
- Gabrielle Spears, Vice Chair
- Tommy Brown, Navigator Program
- Devhra BennettJones, Navigator Program
- Alison Clemens, Mentoring Lead Co-chair
- Jennifer Motszko, Mentoring Junior Co-chair
- Laura Starr, Career Development/Career Center Lead Co-chair
- Brittany Newberry, Career Development/Career Center Junior Co-chair
- Tamar Zeffren, Key Contacts Lead Co-chair
 - Brigette Kamsler, Key Contacts Co-chair (unofficial committee member)
 - Karen Spicher, Key Contacts Co-chair (unofficial committee member)

Tommy Brown reported that the Key Contacts program welcomed 1,027 new members into SAA. The District 1 Representative is looking to replace Key Contacts in Massachusetts and

Rhode Island. The District 5 Representative has not been communicating with the Key Contacts co-chairs, and possibly the Rep's assigned Key Contacts. Brown suggested that the Key Contact and District Representative replacement process be outlined more clearly.

Jennifer Motszko and Laura Starr reported on new features of the Career Center such as greeters, career adviser nametags, and improved signage. They noted an increase in career advisee "walk-ins" at the time of the Membership Committee meeting and an increase of roughly 20% of scheduled sessions. They reported on a career/resume advising pilot project conducted in partnership with the Manuscript Repositories Section, which experimented providing this service remotely and during a time other than the Annual Meeting. The final results are in progress, but Motszko and Starr were not optimistic that the Career Development Subcommittee could offer this service year-round.

Devhra BennettJones and Alison Clemens reported on the Mentoring Program activities, and noted that 17 protégés are awaiting a match. Protégés typically outnumber mentors and proves to be an ongoing challenge. Discussion ensued regarding ways to minimize the length of time a protégé spends on the waitlist.

Gabrielle Spears reported that there were 47 requests for navigators and 23 navigator volunteers. Spears had the navigators assume 2 navigatees.

The Committee concluded the meeting with a short discussion of membership numbers and trends. Steven Booth said a new membership system is being implemented that will better track members as they move about the salary-based dues tiers.

Meeting adjourned at 12:50.