Society of American Archivists
Council Meeting
November 20, 2020
Virtual Meeting

Report: Membership Committee
(Prepared by Co-Chairs Jennifer Motszko and Alison Clemens)

The SAA Membership Committee met October 2, 2020, via Zoom. In attendance were Committee Chair Jennifer Motszko; members Alison Clemens (Vice Chair/Chair Elect), Devhra Bennett Jones, Daniel Hartwig, Maggie Hoffman, Natalie Johnson, Jenifer Monger, Brittany Newberry, and Lydia Tang; staff members Nancy Beaumont and Carlos Salgado; Council representative Derek Mosley; and Vice Chair/Chair Elect for the Diversity Committee Tammi Kim (*ex officio*).

BACKGROUND

The Membership Committee met to discuss priorities for 2020-2021 that will help to enhance SAA's focus on diversity, inclusion, and participation by its membership. The committee wishes to share with the Council forthcoming activities, including supporting the Council in the membership dues structure discussion, expanding the SAA Career Center, updating the Mentoring Program, revamping the Key Contacts program, and creating a Membership Blog.

In 2016, the Membership Committee surveyed SAA members to assess barriers to participation. Since then, the organization has worked to lower some of these barriers by changing the requirement for annual conference attendance and providing more information of the time commitments required for participation in sections and appointed groups. However, overall barriers to membership still need to be addressed to increase and retain a diverse membership.

The Membership Committee has offered a number of services, including the Career Center, the Mentoring Program, Key Contacts, and the Navigator Program. These resources are a benefit to membership. The Committee seeks opportunities to enhance these services and develop other resources for the benefit of SAA members.

DISCUSSION

Dues Support

The Membership Committee looks forward to partnering with the Finance Committee and the Council to consider revising the SAA membership dues structure. In preparation for the January Council dues discussion, the Membership Committee will distribute and analyze a small

membership survey to determine who pays for SAA membership dues (i.e., employers or employees) and what SAA members think about the current dues structure.

Career Development Subcommittee and Expansion of SAA Career Center

The Career Development Subcommittee has developed a plan to enhance and expand the current career center (which has been mostly limited to the physical career center at the annual meetings and a handful of resources on the SAA website). The Subcommittee plans to expand the SAA Online Career Center so that it will function as ongoing virtual career counseling hosted on the SAA website. This will include the following goals:

- Develop, advertise, and implement a microsite for the Online Career Center.
- Establish a roster of volunteers that meet the diverse needs of members.
- Via volunteers, provide virtual career advising and mock interview services to SAA members (and nonmembers on a periodic basis as part of membership development efforts).
- Create a foundation for future offerings, such as monthly programming on career development.

The center will provide the following services and opportunities:

- Career advising.
- Resume review.
- Mock interviews.
- Links to job resources already provided by SAA.
- Free months (specific months TBD) with access provided for nonmembers
    - Offering times throughout the year would allow those unable to afford membership the ability to receive services.
    - Would also show non-members/prospective members benefits they can receive year-round through membership.

In consultation with SAA staff, the Subcommittee is determining implementation logistics. There may be some minor associated costs with setting up the Center, but they should not be prohibitive. The target launch date is February-March 2021. A full report on the expanded career center, including a timeline for implementation, is available in **Appendix A**.

Mentoring

The Mentoring Program Subcommittee is pursuing a few changes:

- The Subcommittee plans to revise the Mentoring Program application to facilitate improved matching, including support for prioritizing needs and identity-based (race, gender, disability, etc.) mentoring partnerships. The updated application has free-text

fields to self-identify and request a match of a particular identity. Other updates include an opt-in option to share application data for identity, areas of expertise/seeking knowledge, and mentoring goals in the introduction email. This is intended to help the mentoring pairs get started with conversation topics and improve transparency on the matching process. The proposed changes are available in **Appendix B**.

- We are planning to establish a records schedule for the mentoring program database. Currently we have records of participants for the last several years. We propose deleting all inactive mentoring records. We are still finalizing the details to ensure that we collect and retain participation statistics.

- The Subcommittee will pilot small group mentoring circles. This would be a 6-month group mentoring program intended to complement the traditional one-on-one mentoring track. The cohort program will be organized into themes according to the available skills of the volunteer facilitators. The cohorts will have approximately six participants, two facilitators, and one Mentoring Subcommittee liaison to assist with any troubleshooting needs. The goal of the cohort program is to empower participants to mutually learn and support each other.

Key Contacts

The Key Contact Subcommittee has been working to improve communication among the Key Contacts. The Subcommittee hosted their first forum with the entire subcommittee on September 25 and plans to meet quarterly (next meeting will be in January). They're also improving communication and consistency by updating welcome email templates and creating an online form/survey to improve their reporting system.

There is some concern about redundancy with the Key Contacts function. SAA staff are increasing the number of automated emails sent out within the first year of SAA membership, and the Subcommittee is concerned that the Key Contact welcome email might add to the noise.

The Subcommittee would like to consider shifting the focus of Key Contacts to become representatives for membership, rather than primarily a welcoming committee. At their September forum, most Key Contacts in attendance seemed excited at the prospect of collaborating with other committees and sections. Reconfiguring the Key Contacts program would allow local membership to have a direct line of communication with SAA, and for SAA to communicate locally-relevant messages to its membership. For example, the Key Contacts could send emails to specific states proposing legislation that would affect archives and preserving cultural heritage.

Membership Blog

The Membership Committee plans to implement an SAA Membership Blog in spring 2021. We anticipate that the blog will include introductions to the various Membership Committee subcommittees (and could include introductions to other SAA committees and component

groups); SAA member interviews; mentoring program pair interviews; and other content of interest to SAA members.

2019-2020 Annual Report

The 2019-2020 Annual Report of the Membership Committee, prepared by outgoing Chair Gabrielle Spiers, is appended (**Appendix C**).

QUESTIONS FOR DISCUSSION

- In addition to our dues-related membership survey, is there anything the Membership Committee can do now to set up the dues restructuring process for success?

- How might we reconsider the Key Contacts program? Does the Council have thoughts about how best to utilize the expertise and connections of the Key Contacts?

- Does the Council need to approve the proposed revisions to the SAA Mentoring Program Application Form (Appendix B, changes tracked)?

- Would the Council be interested in participating in a potential "Get to Know the SAA Council Members" blog series? This would involve participating Council members responding to a handful of questions about themselves and their work on the Council. It could potentially be cross-posted on *Off the Record*.

Online Career Center Expansion Proposal
(Plan Authors: Maggie Hoffman and Brittany Newberry)

Statement of Interest: The Society of American Archivists Career Center offers valuable services to SAA members, such as career advising and mock interviews. Based on the feedback from and our experience with the Virtual Career Center held during the 2020 Annual Meeting, we are proposing an expansion to the SAA Online Career Center which would function as ongoing virtual career counseling hosted on the Society of American Archivists website.
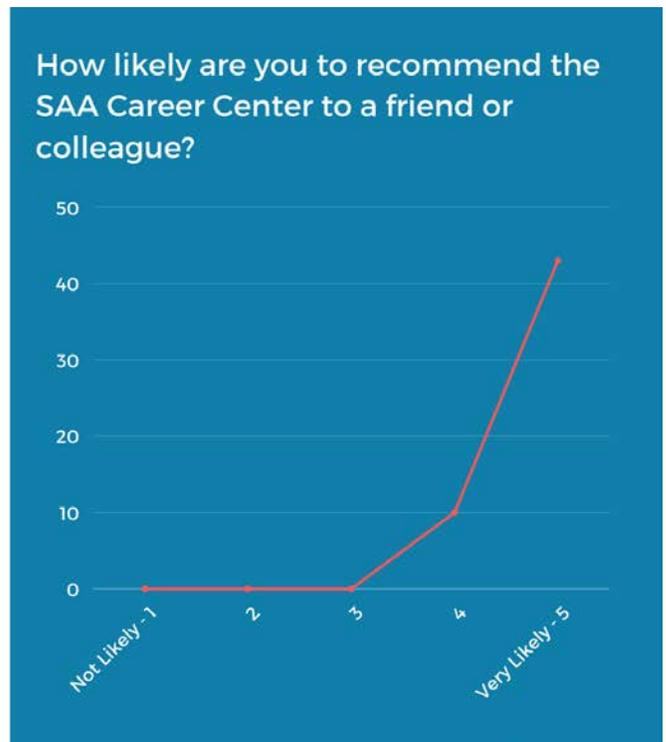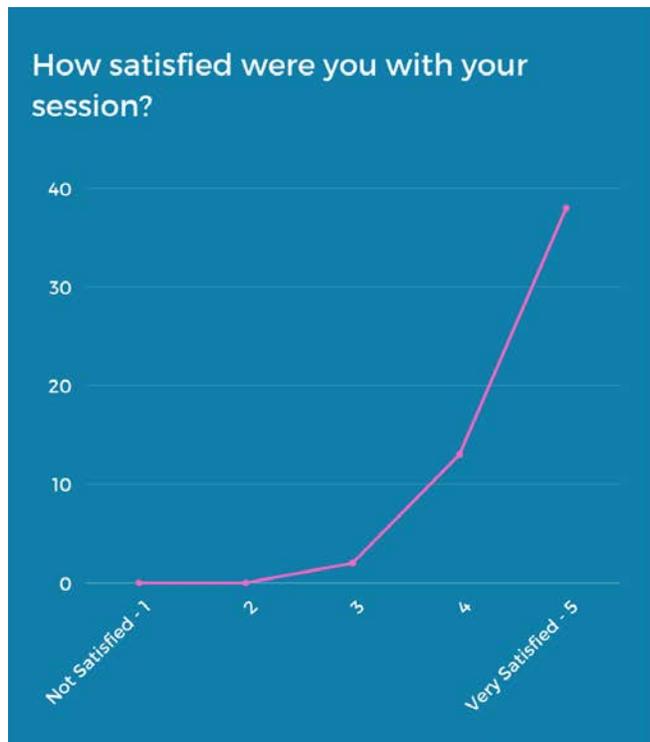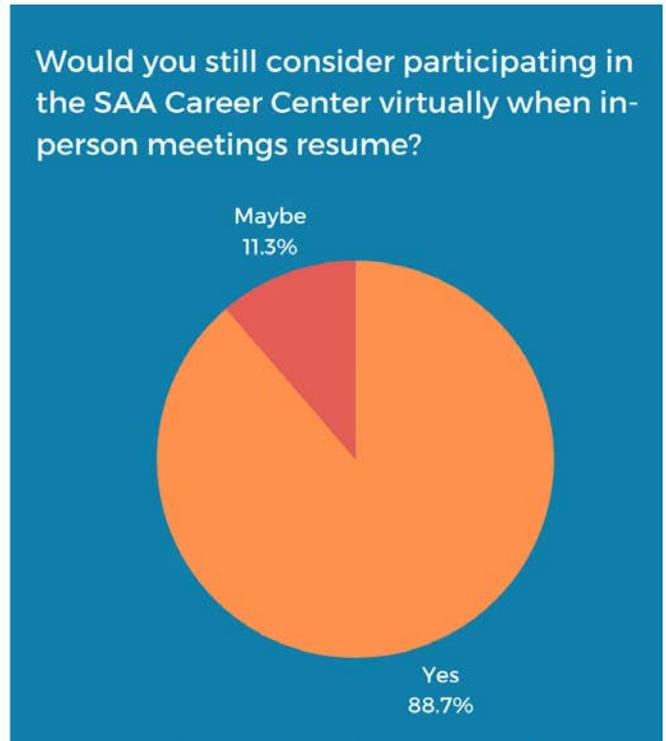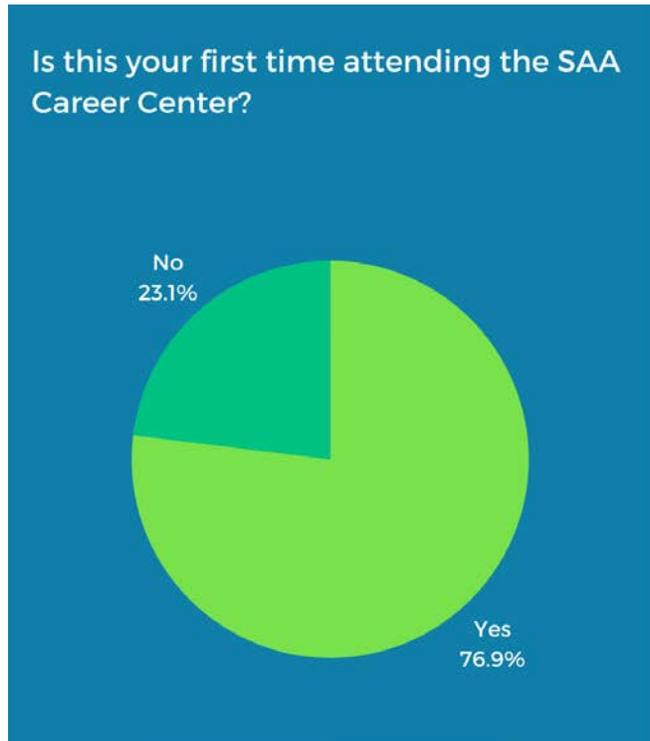
Goals:

- Develop, advertise, and implement a microsite for the Online Career Center

- Establish a roster of volunteers that meet the diverse needs of members

- Provide virtual career advising and mock interview services to both SAA members and non-members

- Create a foundation for future offerings, such as monthly programming on career development

Background: After the 2020 virtual Career Center, we were able to gather data and feedback on the virtual format. Below are the numbers from the 2020 center, as well as 2018 and 2019. We would like to note that unlike past in-person career centers, the virtual center could not accommodate walk-ins or have concurrent sessions. Furthermore, we have also included survey data and feedback from those who participated in the virtual Career Center. This information forms the basis for our recommendation for these services being added to the Online Career Center.

2020 Virtual Career Center Numbers:

Career Center Statistics 2018 - 2020				
	2020*	**2019**	**2018**	***Note**
Advising Sessions	33	41	66	No sessions were offered concurrently in 2020, however, sessions were filled 100% with volunteers and participants and a waitlist was created
Mock Interviews	32	15	16	
Totals	65	56	82	

Survey Data and Feedback:

Is this your first time attending the SAA Career Center?

No
23.1%

Yes
76.9%

Would you still consider participating in the SAA Career Center virtually when in-person meetings resume?

Maybe
11.3%

Yes
88.7%

How satisfied were you with your session?

(Line chart with y-axis from 0 to 40; x-axis categories: Not Satisfied - 1, 2, 3, 4, Very Satisfied - 5. Values rise sharply to about 38 at Very Satisfied - 5.)

How likely are you to recommend the SAA Career Center to a friend or colleague?

(Line chart with y-axis from 0 to 50; x-axis categories: Not Likely - 1, 2, 3, 4, Very Likely - 5. Values rise sharply to about 43 at Very Likely - 5.)

Comments from survey:

- "Liked that there were different options--zoom or phone call--and that folks could select on that as well as info about the person they were meeting with."

- "I thought it was well-organized for having made the abrupt turn to virtual"

- "The fact that something like this was available virtually. I need to know how I'm doing from someone in the field and as I ended up with two interviews this past week, I'd say this experience really helped me!!"

- "Getting to do it from home!"

- "It was easy to sign up and didn't feel like I was cutting into session time because the conference schedule was so flexible."

- "I appreciated having advice from people in the field, and the virtual format made things really easy"

- "It was nice to have the opportunity to do it--I couldn't have if it would have been in person as I would have been unable to attend the conference as, I suspect, was true for both of the people I consulted with. It was also nice to feel like we had some privacy which is difficult in the in-person environment"

- "I was only able to attend [because] it was virtual - the cost of going to and staying at a different city for an in-person conference is too much for me as an unemployed recent grad. So I loved that it was virtual"

- "The virtual advising worked pretty well. Would be good to do it more regularly than just at the annual meeting."

RECOMMENDATIONS:

Project Objective: To expand SAA's Online Career Center with the inclusion of career counseling from a diverse pool of career counselors. The center will provide career development services in addition to the annual meeting career center. This center would provide benefits and foster connections between SAA and prospective/new members. It would provide an additional incentive for prospective members to join SAA.

Scope: The services would be a microsite under SAA's Online Career Center and would be a place for members and non-members to find career development services year-round. In addition to the job resources and job postings available on SAA's website, this center would offer virtual career services. Below is a list of the services and opportunities the center would provide participants.

- Career advising

- Resume review

- Mock interviews

- Links to job resources already provided by SAA

- Potential "free" months with access provided for non SAA members

  - Offering times throughout the year would allow those unable to afford membership the ability to receive services

  - Would also show non-members/prospective members benefits they can receive year-round through membership

Need this project fills: This center will help to achieve the strategic goal of enhancing the professional growth of SAA members by continuing to support career development and adapting to the technological changes and needs of members. Based on the guidelines for the Career Development subcommittee, we understand that the subcommittee is responsible for the career center at the annual meetings, identifying relevant career development resources and tools, and helping make these resources accessible to members. Expanding the Online Career Center would allow us as a subcommittee to fulfill our purpose and duties by providing career development resources and services in a virtual environment throughout the year.

With the creation of this center, we recommend updating the guidelines to include this center as a part of the subcommittee's duties. This center would not only allow for the subcommittee to continue to fulfill its purpose of providing career development resources, it would give participants an opportunity to receive these services outside of the annual meeting.

The center will serve as a convenient resource for students and archivists at any stage in their career in need of prompt career counseling. Participants will have access to several established archivists who will possess diverse perspectives and experiences. With no required commitment beyond a single session, the services offered by the Online Career Center will supplement more sustained career development offerings, including those provided by the Mentoring Program Subcommittee. Based on the events of the past year and an increased desire for virtual resources, this center would allow us to help more professionals in need in a timely manner and enhance benefits provided to members.

Resources required:

This project requires several resources in order to make it effective. We have listed below the resources and potential costs for those with associated fees.

Needed Resources:

- Subcommittee member time to develop and launch the center

- Volunteers to act as Career Counselors

- ○ Seeking 10+ volunteers from SAA members
- ○ Looking to build a diverse/inclusive pool to fit the diverse needs of members
- ○ Set time commitment for volunteers (i.e., 5 hours per month for 1 year)
- Dedicated microsite connected to SAA's Online Career Center
- Calendly.com subscription (https://calendly.com/pages/teams)
  - ○ Cost:
    - ■ If we are able to add users to SAA's preexisting account: no cost
    - ■ If we need to create our own account: $8 - $12 per month or $96/$144 per year
  - ○ Need it fills:
    - ■ Ability to create a team page for potential participants to view all volunteers' calendars at once.
    - ■ Volunteers can display their availability on their calendars
    - ■ Able to integrate with Zoom to schedule sessions
    - ■ Link on website for ease of use
- Zoom subscription (https://zoom.us/pricing)
  - ○ Cost:
    - ■ Basic user account added to SAA's account is no additional cost
    - ■ Our own account: $14.99 per month and $100 per month for audio/phone call plan add-on
  - ○ Need it fills:
    - ■ Ability to have video/audio sessions
    - ■ Allows participants to use various types of devices, such as phone and computer

Stakeholders: The stakeholders for this project include subcommittee members who will manage the center by recruiting volunteers and liaising with volunteers about hours and issues they may experience. Members will also work with SAA staff to manage the website, set up subscriptions, and advertise the new center. Once the center has launched, members will work on ensuring that it continues to run smoothly each year through recruitment, advertising, updates to the website, continuation of subscriptions, and expanding the center's offerings. Both volunteers and participants will be stakeholders in this center. For volunteers, we will require a certain level of experience, as well as have a diverse set of backgrounds to work with as many participants as

possible. Moreover, volunteers will report to the Career Development subcommittee, who will report any concerns, needs, and/or suggestions to the overall Membership Committee. Participants will not only have sessions with our volunteers, but we will work to obtain evaluations from each in order to improve the center as we go forward. Additionally, the membership committee will be a stakeholder of this project. The committee will offer insights and guidance to launch the project, as well as oversight of the subcommittee as the center continues. Members will help to continue it through their work on other subcommittees and communication on the needs of the center.

Going Forward: The subcommittee envisions expanding the offerings of this center in the future. To continue to offer a wide array of career development resources, the subcommittee plans to investigate and potentially offer monthly programming, which may include resume workshops, presentations on salary negotiation, etc. This potential programming would offer attendees career development opportunities and services sponsored by the subcommittee.

Timeline: Below is our timeline for developing, advertising, and implementing the Online Career Center expansion.

- **Develop Microsite for Online Career Center: November 2020 - January 2021**

    ○ Work with SAA Staff to determine location and display

    ○ Build site to include volunteer information: names and biographies

- **Obtain Resources for Center: November 2020 - January 2021**

    ○ Set up Calendly subscription with links provided on website

    ○ Set up Zoom account with integration with Calendly

- **Develop advertising for Online Career Center: November 2020 - January 2021**

    ○ Create blurbs for In the Loop, social media, and listservs

    ○ Write and submit article for Archival Outlook for January 2021

    ○ Host Twitter chat with SNAP section in January 2021

    ○ Host Zoom Q&A session in February 2021

    ○ Connect with graduate schools to promote the center to students January 2021

- **Develop Roster of Volunteers (Career Counselors): November - December 2020**

    ○ Develop and establish criteria and questions for volunteers

        ■ Types of experience, years of experience, geographic location, brief bio, and identity questions including gender, and race/ethnicity. Checkbox asking volunteers to abide by SAA Code of Conduct and a link to the webpage.

        ■ Create form for application

- ■ Seeking 10+ volunteers

- ■ Determine length of commitment for volunteers (to include on website and advertising)

  - ● Length of term?

  - ● Hours per month?

- ○ Advertise for Volunteers in early November 2020

  - ■ Deadline of late November

- ○ Select volunteers in early December 2020

- **Launch Online Career Center February - March 2021**

Mentoring Program Application Form
Proposed Revisions, November 2020

Introductory text

The Society of American ~~Archivists'~~Archivists Mentoring Program welcomes applications on an ongoing basis for protégés and mentors at every stage in their career. Everyone has knowledge to share. Support your colleagues and make new connections by signing up today!

Share information about your background, professional interests, and matching preferences and the Mentoring ~~Program was founded in 1994 to cultivate career development and networking between~~Subcommittee will pair you with someone who can help. The mentoring relationship is intended to last for one year, but these relationships can be flexible and adjusted as needed. If you wish to contact subcommittee members with ~~areas of expertise and members who want to build their knowledge within those areas.~~ questions, concerns, or to edit your application, please email saamentoring@gmail.com.

~~If you are seeking advice on your career trajectory, resume development, interviewing skills, educational opportunities, or even more specialized advice, please feel free to submit an application and be matched with archivists willing to help!~~

Please note that you may~~Required questions are noted with an asterisk. You can~~ skip questions that you do not wish to answer. ~~Required fields are noted with an asterisk.~~ Your wait time may be affected by how many mentors/protégés are available and by the preferences that you indicate on this application.

~~If you wish to contact program administrators with questions or to edit your submission, please email saamentoring@gmail.com.~~

Thank you for ~~your participation~~participating in the SAA Mentoring Program!

Form questions

Email address*
[free text field]

Name*
[free text field]

Telephone Number (optional)

[free text field]

Position Title/Professional Status (e.g. student, freelancer, etc.)*
[free text field]

Institution/Affiliation*
[free text field]

City
[free text field]

State/Province*
[free text field]

Do you prefer to be matched with someone near your location? (Note: selecting "yes" may increase the time required to match you)*
No preference
Yes
No

I am applying to be a*
Protege
Mentor

~~**Protege Application Questions**~~

Years in the profession*
Student
< 2 years
2-5 years
6-10 years
11-15 years
15+ years
Not currently in the field

~~**Areas in Which You're Seeking Expertise (select all that apply)***~~
Optional Identity Questions
Some people may prefer to be matched with specific gender, racial, or other identities. The following identity questions are optional but can help the Mentoring Subcommittee pair mentors and protégés. This information will not be disclosed to your match unless you opt in and will not be shared beyond the purposes of facilitating mentoring matches. Application data will be retained in our database until the conclusion of the mentoring match, in a year.

I am...
If you are comfortable sharing information about your identity, such as gender or race, please use your own words to do so below. We may use this information to pair you with a mentoring partner. [free text]

I am seeking a match who is...
If there are specific identities (such as gender or race) that you are seeking in your match, please briefly describe them in your own words. [free text]

Protege Application Questions

Topics I'd Most Like to Learn About* [select up to 5]
No preference
Archival processing
Assessment
Collection Management
Collection Management Tools
Consulting/Freelance work
Continuing Education and Training
Digital archives
Digital preservation
Donor Relations
Exhibits
Facilities
Instruction
Media preservation
Metadata and Description
Outreach
Privacy and Confidentiality
Project Management
Reference
Security
Social Media
Supervision and Management
Visual materials
Writing and Publishing
Other… [free text field]

Repository Types You'dI'd Like to Learn About (select all that applyup to 2)*
No preference
Academic libraries/archives
Business/corporate archives

Community archives
Government archives
Lone arranger
Religious archives
Other… [free text field]

~~Small institutions~~
~~Medium institutions~~
~~Large institutions~~
~~Career Development~~~~Academic libraries/archives~~
~~Business/corporate archives~~
~~Community archives~~
~~Government archives~~
~~Lone arranger~~
~~Religious archives~~
~~Other… [free text field]~~

Your Mentoring Needs (select ~~all that apply~~up to 2)*
No preference
Professional development
Navigating ~~tenure and ~~promotion ~~processes~~and tenure
Network building
Job search
Changing careers
Changing professional focus
Other…

~~Format of Meeting Preference (select all that apply)*~~
~~In person~~
~~Virtual/phone meetings~~
~~Email correspondence~~

~~If you are interested in a match based on gender, please indicate your gender identity and gender matching preferences (optional): I am~~
~~Female~~
~~Male~~
~~Nonbinary~~
~~Prefer not to say~~

~~I prefer to be matched with someone who is~~
Share with My Mentor
Past Mentoring Program participants have told us that it would be helpful to know the reasoning behind their matches. By checking these boxes, you opt-in to sharing the following information

with your match in the introductory email. If no boxes are checked, no information besides your name and contact information will be shared with your mentoring match.
[x] I am [Identity Question]
[x] Topics Seeking Expertise
[x] Repository Types
[x] Career Development Needs
No preference
Female
Male
Nonbinary

If you are interested in a match based on racial and/or ethnic identity, please indicate information about that here:
[free text field]

Mentor Application Questions

Years in the profession*
< 2 years
2-5 years
6-10 years
11-15 years
15+ years
Not currently in the field

Your areasTopics of experienceexpertise (select all that apply)*
Archival processing
Assessment
Collection Management
Collection Management Tools
Continuing Education and Training
Consulting/Freelance work
Digital archives
Digital preservation
Donor Relations
Exhibits
Facilities
Instruction
Media preservation
Metadata and Description
Outreach
Privacy and Confidentiality
Project Management

Reference
Security
Social Media
Supervision and Management
Visual materials
Writing and Publishing
Other…

Information about repositoryRepository types familiar withof expertise: (select all that apply)*
Small institutions
Medium institutions
Large institutions
Academic libraries/archives
Business/corporate archives
Community archives
Government archives
Lone arranger
Religious archives
Other… [free text field]

Academic libraries/archives
Business/corporate archives
Community archives
Government archives
Lone arranger
Religious archives
Other… [free text field]

Things you can help withCareer Development: (select all that apply)*
Professional development
Navigating tenure and promotion processesand tenure
Network building
Job search
Changing careers
Changing professional focus
Other… [free text field]

Format of meeting preference: (select all that apply)*
In person
Virtual/phone meetings
Email correspondence

If you are interested in a match based on gender, please indicate your gender identity and gender matching preferences (optional): I am

Female
Male
Nonbinary
Prefer not to say

I prefer to be matched with someone who is

Share with My Protégé

Past participants in the Mentoring Program have told us that it would be helpful to know the reasoning behind their matches. By checking these boxes, you volunteer to have the following information shared with your match in the introductory email. If no boxes are checked, no information besides your name and contact information will be shared with your mentoring match.

[x] I am [Identity Question]
[x] Topics Seeking Expertise
[x] Repository Types
[x] Career Development Needs

No preference
Female
Male
Nonbinary

If you are interested in a match based on racial and/or ethnic identity, please indicate information about that here:
[free text field]

Protege number cap*

1
2
Other… [free text field]

Society of American Archivists
Council Meeting
November 20, 2020
Virtual Meeting

Annual Report: Membership Committee
(Prepared by Gabrielle Spiers, outgoing chair)

BACKGROUND

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

Membership Committee Meeting Minutes - August 14, 2020 Zoom meeting

In attendance: Gabrielle Spiers, Jennifer Motzko, Lydia Tang, Alison Clemens, Tamar Zeffren, Natalie Johnson, Brittany Newberry, Maggie Hoffman, Daniel Hartwig, Derek Moseley

Subcommittee assignments

Mentoring - Lydia (chair), Daniel, Devhra

Navigator - Jenifer (chair), Devhra

Key Contacts - Natalie (chair), Daniel

Career Center - Maggie (chair), Jenifer, Brittany

Council Updates

New council representative - Derek Mosley

SubCommittee Updates

Alison (Mentoring) -
- Change of database to Air Table
- SAA mentoring Google Account
    - applications and surveys managed through that account

190 participants (last year 112)

Annual meeting Mentoring interest meeting (approx. 80-100 attendees)
- Feedback from the session - possible mentoring cohorts, more mentoring committee involvement in annual meeting

Navigator (Lydia & Alison) - 49 participants, follow-up survey after

Key Contacts (Tamar) -
-SAA new membership system caused some challenges with Key Contacts
- District Reps now receive new members contacts every month
- Forum in May to get input from Key Contacts
-Survey to Key Contacts solicited feedback on challenges.

Career Center (Brittany)
- Partnered with SNAP to have discussion
- Virtual Career Center
  - Zoom sessions
  - Used Slack for greeters
  - 12 greeters
  - 55 advisees/interviewees
  - 35 advisors/interviewers
  - 32 mock interviews/33 advising sessions
  - 7 people on a wait list (3 were assigned to sessions)
  - Survey - 48 responses
  - Issues with Signup.com (time zones)

Career Development Subcommittee Summary

Career Center Subcommittee Membership
Brittany Newberry, Lead Chair for 2020
Maggie Hoffman, Co-Chair for 2020
Jenifer Monger, Rising Co-Chair for 2020-2021

2020 Twitter Chat with SNAP Section
This year the Career Development subcommittee partnered with the SNAP section to host a twitter chat with mid-career professionals. The chat was held July 15 and was composed of questions geared towards giving students and new professional advice on various career topics, such as project/temporary positions and types of experiences needed. Three mid-career professionals plus the co-chairs of the subcommittee answered questions and gave advice to those that attended. Overall it was a great chat and a great way to advertise the virtual career center for the annual meeting.

2020 Career Center Offerings
The Career Center functioned differently this year than in past years. Since the conference was held virtually, the Career Center went virtual. We utilized free Zoom accounts and offered phone sessions. The hours and days of the Career Center changed. We had sessions scheduled from August 5 through 7 from 9 am to 1 pm (Central) and 5 pm to 9 pm (Central) and on August 8 from 9 am to 1 pm (Central). We chose these days and hours in order to accommodate various time zones and sessions.

We again offered both career advising and mock interview sessions. However, they were not offered concurrently. We had a set time for advising sessions each day and a set time for mock interviews. All sessions were appointments scheduled in advance. We were able to have 100% volunteers for advisors and interviewers. And 100% of services sign ups filled by our deadlines. Due to the limits of technology and scheduling, we could not offer walk-in appointments. Instead, we added those who reached out after deadlines to a waitlist. We had 7 individuals on a waitlist and were able to add 3 to sessions that were cancelled by an attendee. We were unable to offer resume posting and job postings to attendees. However, if people reached out to us with job postings, we sent links to those to our attendees in our post Career Center emails. We also provided a link to job resources available on SAA's website on the Career Center page for the conference.

This year we again sought volunteer greeters for the Career Center. However, greeters functioned differently this year than in the past. Greeters acted as technical support for Zoom sessions, in case anyone had questions or issues. We set up a Slack workspace for the Career Center that they used to communicate with participants. We provided greeters with a Google doc of resources for them to use during their sessions. We had 71% (20 of 28) spots filled for greeters.

We again utilized SignUp.com for our sign ups this year. It provided a great way to get volunteers and then have people sign up for services. Those seeking services were able to match themselves to volunteers based on the bio information that was provided. However, there were some issues with the site that lead to time zone confusion. We learned that signup.com is better for a physical Career Center than a virtual one. We are considering another site to use if the virtual Career Center continues.

2020 Career Center by the Numbers
This year we were able to gather use statistics for our advance sign-ups and waitlist.

Pre-conference registration:
33 advising sessions (down 8 from last year, however all available sessions were full and one extra was added)
32 mock interviews (up 17 from last year and all sessions were full)
35 volunteers to be advisors and mock interviewers (all sessions filled)

Waitlist: *no walk-ins this year
7 (3 were able to have sessions)

Greeters: 12 volunteers (down 7 from last year however 20 of 28 spots were filled)

2020 Career Center Lessons Learned
The use of SignUp.com did allow us to create an easier way to have volunteers and those seeking services sign up for time slots. Advisees and interviewees were able to read bios on volunteers, so that they were able to choose someone who worked with their interests. However, some difficulties did come up while we were using it. In order to have a field for preferred method of communication, we needed to sign up for the premium subscription. We were able to do so and that helped us to let participants decide if they wanted to do a video or phone session. Additionally, signup.com did not show time zones or update to show times in participants' current time zones. In all forms of communication, we let participants know that times were in the Central time zone. However, reminders from signup.com would show Eastern time. We were able to make sure participants had the right time by sending Google calendar invites that would display the time in their time zone. However, we will consider another site for sign-ups for the future that hopefully fits all our needs.

There was also an issue with the connection emails. Due to our switch in type of Career Center, we were unable to send any connection information and to connect participants until the day before their session. We learned that if we are able to do so, we will connect participants at least a week in advance, so they can share resumes, cover letters, and job postings.

Additionally, we did have a few issues with Zoom. Some participants were unable to join without the host or couldn't join because others were still in the room. Having greeters on Slack allowed us to help with these issues. And having multiple Zoom accounts allowed us to move people when more time was needed or there was an issue. Greeters were a very helpful way to help with any Zoom issues. Slack was a great way to have greeters communicate with

participants and with us. For future physical Career Centers, it might be great to continue the Slack workspace as a way to contact us for help.

The day after the Career Center ended, we distributed a survey to all participants. We received 53 responses, around half of the participants. Greeters, volunteers, and those who received services participated in the survey. Through the survey, we learned about what worked and what didn't. Based on the survey, participants found the virtual Career Center to be helpful and would attend it virtually even if SAA conference went back to an in-person conference. A breakdown of percentages and some comments from the surveys are below. With this feedback and our experience with the virtual Career Center, we are considering next steps for the subcommittee and are looking forward to next year.

Survey Feedback:
Question: Is this your first time attending the SAA Career Center?
Yes - 76.9%
No - 23.1%

Question: How satisfied were you with your session?
5 out of 5 - 71.7%

Question: How likely are you to recommend the SAA Career Center to a friend or colleague?
5 out of 5 - 81.1%

Question: Would you still consider participating in the SAA Career Center virtually when in-person meetings resume?
Yes - 88.7%
Maybe - 11.3%

Comments:
- "Liked that there were different options--zoom or phone call--and that folks could select on that as well as info about the person they were meeting with."
- "The fact that something like this was available virtually. I need to know how I'm doing from someone in the field and as I ended up with two interviews this past week, I'd say this experience really helped me!!"
- "It was easy to sign up and didn't feel like I was cutting into session time because the conference schedule was so flexible."
- "It was nice to have the opportunity to do it--I couldn't have if it would have been in person as I would have been unable to attend the conference as, I suspect, was true for both of the people I consulted with. It was also nice to feel like we had some privacy which is difficult in the in-person environment"
- "The virtual advising worked pretty well. Would be good to do it more regularly than just at the annual meeting."

Key Contact Subcommittee 2020 Annual Report
Submitted by co-chairs Tamar Zeffren (outgoing) and Natalie Johnson

Program Summary

The Key Contact Subcommittee is a unit of the Society of American Archivists Membership Committee. It is comprised of 2 co-chairs and 48 District Representatives overseeing geographic regions covering the United States and other countries.

The Representatives work with 68 appointed Key Contacts to provide an engaging and cohesive orientation experience for new SAA members, including promoting and clarifying the scope of SAA resources and enabling members to establish relevant professional connections.

State of Affairs in 2020

In 2020, SAA implemented a new content management system. This process wrought havoc on the Key Contacts function. For multiple months, each batch of member reports generated by the new system presented recurring and unique challenges: addresses dropped, states merged, obtuse formatting, and lapsed members appearing in the reports as new members.

While the co-chairs believe that these issues, after extensive and ongoing communication with excellent representatives in the SAA Office, are now resolved, the negative ramifications of this process include, but are not limited to, a loss of confidence by the District Reps and Key Contacts in this function and strained communication (such as severely limited responses for monthly statistics).

This Subcommittee looks to harness this past year's challenging circumstances to develop more agile and effective ways of engaging with SAA members and to clarify the Key Contacts function and message.

Activities

- Maintained current database of volunteers
- Supported active volunteers
- Liaised with SAA staff to assist in filling vacancies
- Collaborated with SAA staff on appropriate coordination of welcome correspondence to new members
- Organized Zoom session in May 2020 to solicit input on the purpose, direction, and impact of this function. Received significant feedback which prompted an associated survey in August 2020 that went out to all volunteers.
- Reviewed membership on email distribution lists

Current vacancies

- District 1: Terms for District Rep and Key Contact for New Hampshire and Maine are expiring

- District 4: Term for Key Contact in Georgia is expiring
- District 8: Terms for Key Contacts for Utah and Arizona are expiring
- District 9: Terms for Key Contacts for Oregon and Alaska are expiring

Business for 2020-2021

- Establish dialogue with SAA Council in response to District Rep and Key Contact feedback
- Consider alternative avenues of disseminating new member information
- Identify more efficient routes of engaging new volunteers
- Consider different method(s) of capturing statistics

2020 SAA Mentoring Program Subcommittee Report

Submitted by Subcommittee Co-Chairs Alison Clemens and Lydia Tang
Mentoring Program Administration

The Mentoring Program Subcommittee administers the SAA Mentoring Program. The Mentoring Program 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.

The following members are rotating off the Mentoring Program Subcommittee on September 1, 2020:

- Alison Clemens, Co-Chair
- Alexandra Bisio, Member
- Matthew Francis, Member
- Joy Novak, Member
- Ashley Todd-Diaz, Member
- Cheryll Fong, Early-Career Member

Daniel Hartwig and Devhra BennettJones, SAA Membership Committee members, joined the Mentoring Subcommittee as Co-Chair in September 2020. Lydia Tang 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 2020.

The Mentoring Program supported approximately 190 participants in the 2019-2020 year alone.
Subcommittee Activities

In addition to standard workflows for matching participants, checking on in-progress matches, and acknowledging match conclusions, the Mentoring Program accomplished a number of ambitious organizational updates, including:

- Adopted Airtable as the new Mentoring Program database, following the sunsetting of Google Fusion Tables in December 2019;
- Revised application form to add an option for respondents to indicate their racial and ethnic identity in order to facilitate matches with those preferences;
- Backed up Google Fusion Database export to Subcommittee's Google Drive;
- Implemented a new saamentoring@gmail.com account to better manage Subcommittee records, email communications, the post-match survey, workflows, and tool integrations;
- Revised end-of-match survey and migrated it to the saamentoring Google account to allow Subcommittee members more direct access to participant feedback;

- Emailed program participants twice during spring and summer 2020 with resources pertaining to the Covid-19 health crisis;
- Co-hosted a Twitter chat with the Students and New Archival Professionals Section on issues experienced by online-only graduate students in July 2020;
- Drafted project proposals to implement short term mentoring opportunities, partner with regional archives groups, create mentoring circles, create a mock interview initiative, partner with the Students and New Archival Professionals Section, improve Subcommittee workflows, and create an SAA membership blog; some of these projects are still in consideration, and some were postponed due to Covid-19;
- Drafted a project proposal to create an SAA membership blog; began project planning in collaboration with the Membership Committee;
- Supported the Career Development Subcommittee with the SAA 2020 Virtual Career Center;
- Co-chairs Alison Clemens and Lydia Tang supported the Navigator Program during the SAA 2020 Virtual Annual Meeting;
- Submitted calls to SAA membership for Mentors, including program announcements for SAA's "In the Loop" newsletter;
- Met virtually as a Subcommittee six times: October 1, 2019; November 12, 2019; January 23, 2020; April 7, 2020; May 19, 2020; and June 26, 2020;
- The Co-Chairs contacted each other by telephone as needed for committee planning activities;
- The Membership Committee meeting was held Friday, August 14 from 8:00 a.m.–9:00 a.m. Central;
- Forwent the Mentoring Program Meet and Greet during the SAA Annual Meeting and instead hosted an Introduction to the SAA Mentoring Program session, August 4, 2:30 p.m.–3:30 p.m. Central, which had approximately 100 virtual attendees; encouraged matched pairs to connect on their own around the time of the SAA Annual Meeting.

Suggestions for Future Actions

- The Airtable Mentoring Program database has been operational for about six months, but some issues will likely persist and will require troubleshooting;
- Database permissions will be revoked for committee members that are rotating off on September 1, 2020;
- Consider how we may better foster mentoring relationships for SAA's BIPOC members through an improved application form and by partnering with SAA Sections and other component groups;
- 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 promote the program though the "In the Loop" newsletter and on the various listservs.

August 2019—July 2020 Mentor-Protégé Applications and Matches

Month	Mentors	Protégés	Matches
August 2019	6	5	8
September 2019	5	5	8
October 2019	10	17	36
November 2019	1	5	12
December 2019	13	6	14
January 2020	6	9	12
February 2020	1	6	4
March 2020	4	3	16
April 2020	5	3	13
May 2020	4	5	4
June 2020	8	14	19
July 2020	25	15	44
TOTAL:	**84**	**93**	**190**