

**Society of American Archivists
Council Meeting
November 1, 3, 2022
Chicago, Illinois**

**Annual Report: Membership Committee and Subcommittees
(Prepared by Alison Clemens and Brittany Newberry)**

Background

Per the Membership Committee's Council-approved guidelines, the Chair must submit an annual report to the Council by September 1.

Membership Committee Meeting Minutes - July 15, 2022 Zoom meeting

Members in attendance: Daniel Hartwig, Jasmine Larkin, Samuel Alexander, Maggie Hoffman, Natalie Johnson, Brittany Newberry, and Lydia Tang

Subcommittee Assignments

Mentoring - Daniel Hartwig (chair), Jasmine Larkin (chairing next year), Anastasia Karel

Navigator - Samuel Alexander (chair), Lexy deGraffenreid

Key Contacts - Jasmine Larkin (chair), Lexy deGraffenreid (chairing next year)

Career Center - Jenifer Monger (chair), Samuel Alexander (chairing next year), Heather Perez

Council Updates

Updates on Council activities; nothing specific for Membership.

Presentation and discussion on Committee's activities, followed by focus groups and open discussion on each of the subcommittees

Career Development Subcommittee Report

Submitted by Subcommittee Chair Maggie Hoffman

Administration

Maggie Hoffman, Chair for 2021-22

Jenifer Monger, member, Rising Chair for 2022-23

Samuel Alexander, member, Rising Chair for 2023-24

Heather Perez (incoming member, beginning 2022-23)

The Career Development Subcommittee was previously primarily responsible for running the Career Center at the SAA Annual Meeting. Spurred by the COVID-19 pandemic and the change to online conferencing, the subcommittee pivoted, designing and launching SAA Career Services Commons (“SAA Commons”) during 2020-21. In 2021-22, the subcommittee continued this effort, sustaining the initiative.

SAA Career Services Commons

In March 2022, the Career Development Subcommittee marked the one-year anniversary of the launch of SAA Career Services Commons and welcomed its second cohort of SAA Career Counselors.

SAA Commons, which hosted 240 appointments in its first year, offers SAA members mock interviews, resume review services, and career advising sessions.

Career Counselors

To secure members for the 2022-23 cohort, the subcommittee reached out to its 2021-22 Career Counselors in November requesting that counselors interested in renewing for a second term express their interest. Applications for first-time counselors were opened on December 6th, 2021 and closed on January 16th, 2022, following a short extension. Initially, five members of the 2021-22 cohort expressed interest in joining for a second term. Those counselors were considered alongside new applicants by an application review group that met in January. The group included each member of the subcommittee, a representative from the Mentoring Subcommittee, and a representative from the Diversity Committee. The group approved all five 2021-22 cohort members, along with five new applicants, making a cohort of ten career counselors.

On March 3rd, the subcommittee held an orientation for new members (made optional for returning members) following a similar model to the initial orientation held in March 2021. Appointments with new counselors went live later that month. The counselors were given access to a toolkit to help support their efforts and were given the opportunity to meet one another and ask questions of the subcommittee members.

In early March, one additional 2021-22 cohort member expressed interest in rejoining for a second year. Following a unanimous subcommittee decision, that 2021-22 cohort member was approved for renewal and added to the 2022-23 cohort. Shortly thereafter, a new counselor had to leave the cohort due to personal circumstances, bringing the cohort membership back to ten counselors.

In June, the subcommittee hosted an optional check-in with cohort members to answer questions, solicit feedback, and facilitate a conversation among counselors.

Outreach and Reception

In Fall 2021, the subcommittee surveyed its inaugural cohort members to gain feedback on SAA Commons. Some areas for improvement were noted, and the results of the survey were overwhelmingly positive.

In July 2022, the subcommittee participated in the Membership Committee's annual meeting, which solicited feedback in the form of focus groups. To promote SAA Commons during the 2022 Annual Meeting, the initiative was opened beyond SAA Membership in August.

Between March 15, 2022 and August 31, 2022, SAA Career Counselors conducted 58 appointments, which included 27 career advising appointments, 24 resume review appointments, and 7 mock interviews.

At the 2022 SAA Annual Meeting, the subcommittee was honored with a Council Resolution for its work developing and sustaining SAA Career Services Commons.

SAA Career Center

In August 2022, SAA held its first-ever hybrid annual meeting, which included in-person offerings for the first time since August 2019. Due to a combination of factors including the delayed conference announcement, subcommittee members' schedules, and overall capacity issues, the Career Development Subcommittee was unable to host the SAA Career Center on site.

Moving Forward

A demonstrated desire by members for the continuation of an SAA Career Center at future annual meetings indicates the need to consider options for holding an in-person presence at future meetings while not straining subcommittee capacity. A possible avenue of capacity-building may involve creating a distinct Annual Career Center subcommittee of the Membership Committee that would take over the duties involved in hosting that event.

Following last year's model, the subcommittee will once again survey SAA Career Counselors in Fall 2022 to gain insight into their experience and to identify any need for changes going forward.

One challenge experienced in 2021-22 was a lower turn-out of new applicants for counseling positions than in 2020-21, despite a nearly identical recruitment approach. The subcommittee attributed the issue to burnout and other capacity challenges facing many individuals in the field. That said, the Career Services Commons still ended up with a strong cohort for the year who between them have conducted nearly sixty appointments. In anticipation of low turnout in 2022-23, the subcommittee may revisit outreach methods and/or application requirements and timeline.

Key Contact Subcommittee Report

Submitted by Subcommittee Chair Natalie Johnson

Program Summary

The Key Contact Subcommittee is a unit of the SAA Membership Committee that works with volunteers at the grassroots level 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. It is composed of 2 or 3 co-chairs that work with 11 District Representatives and more than 60 Key Contacts overseeing geographic regions throughout the United States and other countries.

Current vacancies:

- District Representatives: District 1 (CT, MA, ME, NH, RI, VT)
- Key Contacts: Massachusetts, Connecticut, New Hampshire/Maine, Vermont, Nebraska, North Dakota, Texas, Arizona, Utah, and California
- Staff are working with District Reps and SAA to identify potential candidates to fill those roles.

State of Affairs in 2022/ Subcommittee Activities

Our key contacts welcomed 992 new members and 962 reinstated members between September 2021 and July 2022. We developed an orientation for new SAA members, which was shared with the Rutgers SNAP group, SAA's SNAP group, and district reps and key contacts. Several District Reps and Key Contacts wrote posts on the Membership Blog describing their work, including Gwyn Hervochon, Gwen Higgins, Heather Hultman, and Sara Piasecki (District 9); April Anderson-Zorn (District 5); Kira Baker, Sara Griffiths and Scott Schwartz (District 11); and Jenn Parent (District 9).

Mentoring Program Subcommittee Report

Submitted by Subcommittee Co-Chairs Lydia Tang and Daniel Hartwig

Overview

The Mentoring Program Subcommittee administers the SAA Mentoring Program. The Mentoring Program supports career development, networking, and information sharing by connecting SAA members with shared professional interests through one-on-one and cohort mentoring relationships.

The impact and effectiveness of the Subcommittee's work is entirely due to the dedication and passion of the Subcommittee members. We acknowledge with gratitude the following members rotating off of the Subcommittee at the SAA Annual Meeting in August 2022: Caitlin Birch, Lexy deGraffenreid, Megan McShea, Renae Rapp, and Lydia Tang. Thank you for your dedication and hard work.

Subcommittee Activities

- In addition to following standard workflows for matching participants, regular check ins for matches, and surveying participants after match conclusions, the Mentoring Program accomplished several ambitious organizational updates, including:
- Continuation of last year's Mentoring Cohort pilot: Inspired by the NEA and MARAC mentoring cohort models, we launched a second round of cohorts focused on two themes: Accessibility & Disability and BIPOC. The feedback we have received thus far from participants is very positive, but we will examine ways to shore up and streamline this track of mentorship in terms of sustainability as described under "Suggestions for future actions."
- Shortened the 1-to-1 mentoring track to a 6-month duration. This was intended to address the following recurring pain points in the matching process: 1. It's less of an obligation for both mentees and mentors— a shorter duration can be less intimidating to participate; 2. A lack of available mentors for mentees—this should free up mentors to volunteer more frequently if they wish; 3. This allows mismatched mentoring pairs a graceful way to separate or optionally informally continue if the relationship is going well. Feedback thus far has been positive about this change.
- Fully adopted AirTable as our matching database tool. In the past year, we used Google Forms for our application and Zapier to pipe the applications into AirTable for matching. Corresponding with the matching duration change in January 2022, we transitioned to using AirTable completely for the application form and matching workflow.
- Encouraged SAA to include brief blurbs on the Mentoring Program in the monthly In-the-Loop emails to expand awareness and participation in the program, with occasional Society-wide dedicated email blasts. By building in more holistic announcements through

formal SAA announcements, this alleviates the time-consuming task of posting to individual section listservs. Posting to individual sections will still be necessary for targeted outreach but the day-to-day cycle of recruiting mentors to meet general needs is supported by this approach. The dedicated email blasts were particularly helpful for recruiting both mentors and mentees for the cohorts program.

- Updated websites for the Mentoring Subcommittee, Mentoring Program, [Getting Started with Mentoring](#) (formerly Tip Sheet), added a [Testimonies page](#) from responses to our Satisfaction Survey (with respondents' consent), and drafted a FAQs page which will be added to the website soon.
- Updated email templates for the Call for Mentors, Call for Mentees, Match Introduction, Midpoint Check In, End-of-Match, Early Match Conclusion, and Targeted Recruitment.
- Revised the application form to include identity elements, revised the Topics list to include more frequently written-in topics from previous years' applications and DEIA-related topics, added a question for element prioritization between Identities, Location, and Topics, and updated the End-of-Match Satisfaction Survey.
- Revised the Cohort Application.
- To acknowledge the contributions of mentors over this past year, we prepared a brief paragraph of thanks and listed the names of mentors which has been posted on the SAA website and will be referenced in In the Loop in August 2022.

Matching Statistics

Overall, the 1-to-1 Mentoring Program has continued to serve a high capacity of participants year after year. We had a slight dip in participation compared to last year, which anecdotally may be due to widespread burnout for both mentors and mentees.

We also noticed that since early this summer (May or June- onwards), we have a very robust availability of mentors on-hand in our database. This could be because of the increased outreach and visibility of SAA issuing membership-wide announcements for the cohorts program (and possibly volunteers accidentally applying for the 1-to-1 track instead) and possibly a confirmation of our hope earlier that shortening the 6-month time commitment freed up willing mentors to more frequently volunteer again.

Mentoring Program participation statistics:

Year	Participation number (not including cohorts) ¹
2022	290

¹ The following statistics are approximate figures since occasionally mentoring records are duplicated in our system if mentors volunteer to assist more than one mentee.

2021	295
2020	177

Suggestions for Future Actions

- The Cohort track will need to be assessed in terms of Subcommittee capacity to administer it, and workflows on how cohorts are developed - ranging from selecting the theme to co-mentor recruitment and mentee selection. Minimally, it would be ideal if the BIPOC cohort could be continued with a greater relationship to the Mosaic Scholarship, perhaps recruiting past scholarship recipients as co-mentors and building a “pipeline” of mentorship among current and future Mosaic Scholars.
- The current 1-to-1 mentoring application has an identities section to both optionally self-identify and/or indicate identities they wish their mentoring partner to have. This aspect has been particularly helpful in connecting BIPOC, LGBTQ+, disabled, and other historically marginalized identities. However, this also means that the Subcommittee may see potentially very sensitive information in the process of matching people. Annual training for new Subcommittee members and refreshing the importance of confidentiality and tact for handling this information is needed, as well as a potential workflow for redacting this information at a later point.
- Legacy database exports will need to be purged. The Mentoring Subcommittee has never attempted to compile a full number of participants in the program, which is why the data is still in our google drive, but once that data and anything else relevant for keeping is derived, it should be purged for privacy. We recommend an annual compilation of mentors for tracking and acknowledgment prior to purging of database content.
- Continuing to brainstorm and pursue approaches to recognizing participants, particularly mentor volunteers, would be helpful for encouraging a robust participation and enabling participants to feel proud about their professional contribution. Additionally, exploring creative funding options (SAA Foundation grants, SAA discretionary funds, credits for the SAA Education webinars and/or bookstore, etc) for participants in both the cohorts and 1-to-1 track would be ideal. Some recommendations have been distilled in the [SAA Mentor and Career Counselors Volunteering Rewards Proposal](#) in development by the Membership Committee.

Navigator Program Subcommittee Report

Submitted by Subcommittee Co-Chairs Jenifer Monger and Samuel Alexander

In 2022, The Navigator Program matched experienced conference attendees with attendees interested in guidance or advice about the 2022 SAA Hybrid Conference. Navigators shared their experience, advised archivists on sessions and special events that fit their interests, and facilitated networking with other conference attendees.

For the 2022 Navigator program, several changes were implemented based on the 2021 Navigator Program shortage in Navigators.

1. Application Process

- a. Two applications, one for Navigator, one for Navigatee were sent.
 - i. Application for Navigatees went out first on July 5, 2022 with a deadline of July 18, 2022.
 - ii. Application for Navigators went out second on JULY 18, 2022.
 - iii. Matches were made the week of August 2 - 5, 2022.
 - iv. Folks were notified August 8, 2022.

In the past there has been just one application that asks the same question for each party. Our aim was to get a better sense of interests, experiences, and needs for more accurate matches and to make the matching process easier for us. Additionally, anticipating another shortage in Navigators, the two-application process allowed us to ask Navigators if they were willing to take two Navigatees.

2. Microsite

- a. Have a designated page for the Navigator program to distinguish Navigator from Mentoring and Career Development.

3. Emailing Matches

- a. Create gmail account for the Navigator Program

Multiple calls for both Navigators and Navigatees to submit applications were sent out in in July to the following SAA Sections via the Connect platform:

<ul style="list-style-type: none">● Acquisitions & Appraisal● Announcements● Archival Educators● Archives Management● Archives & Archivists of Color● Archivists of Religious Collections	<ul style="list-style-type: none">● Manuscript Repositories● Metadata & Digital Object● Military Archives● Museum Archives● Native American Archives● Oral History
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<ul style="list-style-type: none"> ● Audio & Moving Image ● Business Archives ● Collection Management ● College & University Archives ● Congressional Papers ● Description ● Design Records ● Diverse Sexuality & Gender ● EAS ● Electronic Records ● Government Records ● Human Rights Archives ● Independent Archivists ● International Affairs ● Issues & Advocacy ● Labor Archives ● Latin American & Caribbean Cultural Heritage ● Local Government Records ● Lone Arrangers 	<ul style="list-style-type: none"> ● Performing Arts ● Preservation ● Privacy & Confidentiality ● Professional Writing Virtual Group ● Public Library Archives & Special Collections ● Records Management ● Reference, Access & Outreach ● Research Libraries ● Leader List ● SNAP ● STHC ● Visual Materials Cataloguing & Access ● Visual Materials ● Web Archiving ● Women Archivists ● Women's Collections
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During the week of August 8, 2022, 39 Navigatees were matched with 24 Navigators. Thankfully, 17 Navigators were willing to be matched with 2 Navigatees. Given that this is the second year that the number of folks willing to be Navigators is diminished, perhaps the Navigator Program needs to be revisited and revitalized to reflect the needs of both newer and seasoned professionals.

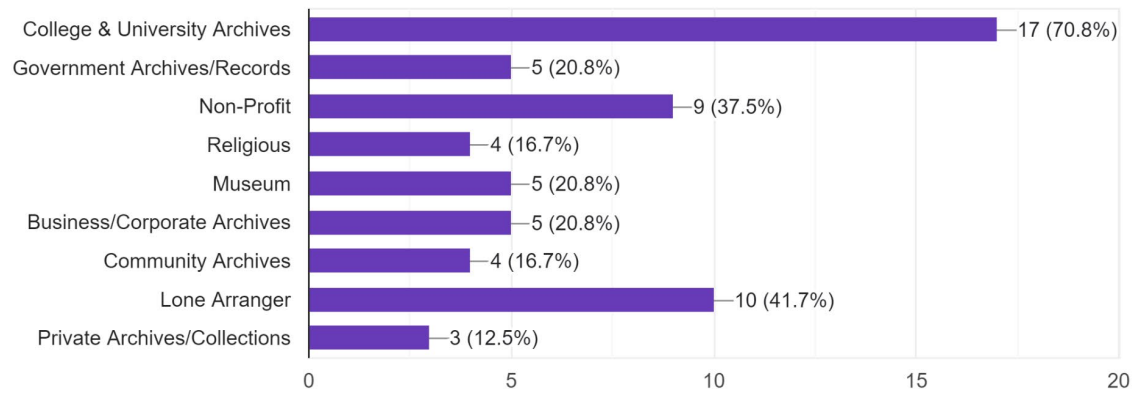
This report will be submitted prior to the gathering of survey data post meeting but that will be shared with the committee during the new term.

It is worth noting that the ways in which the two applications were structured reveals some interesting trends in the field. Provided that next year the Navigator program keeps this application format, we may be able to use this data in a significant way:

Navigator Application responses:

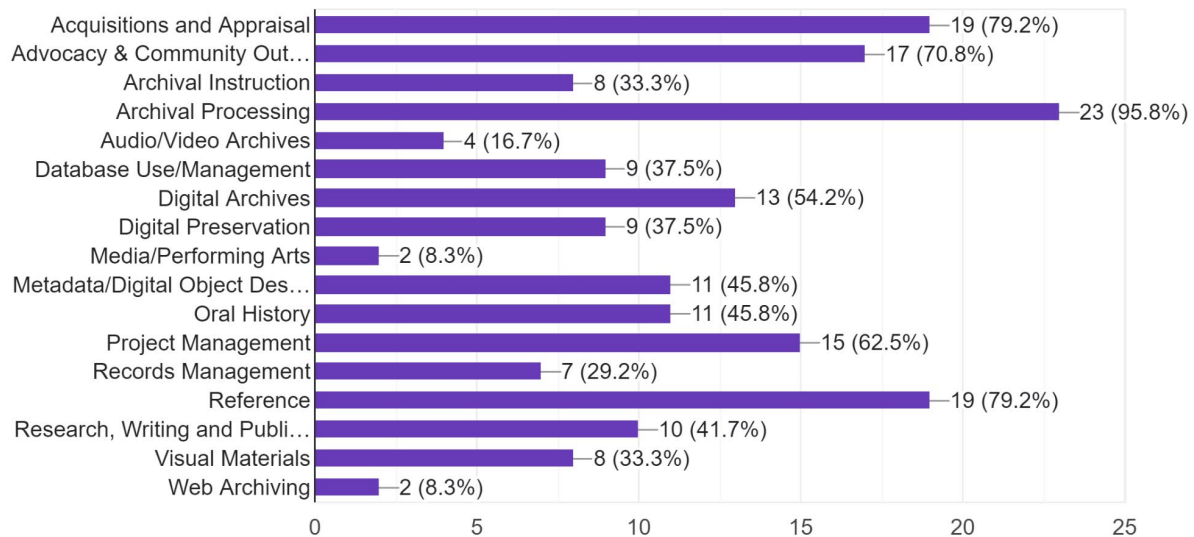
Types of institutions or entities you have experience(s) with. Please check all that apply.

24 responses



What types of experiences do you have? Please check all that apply.

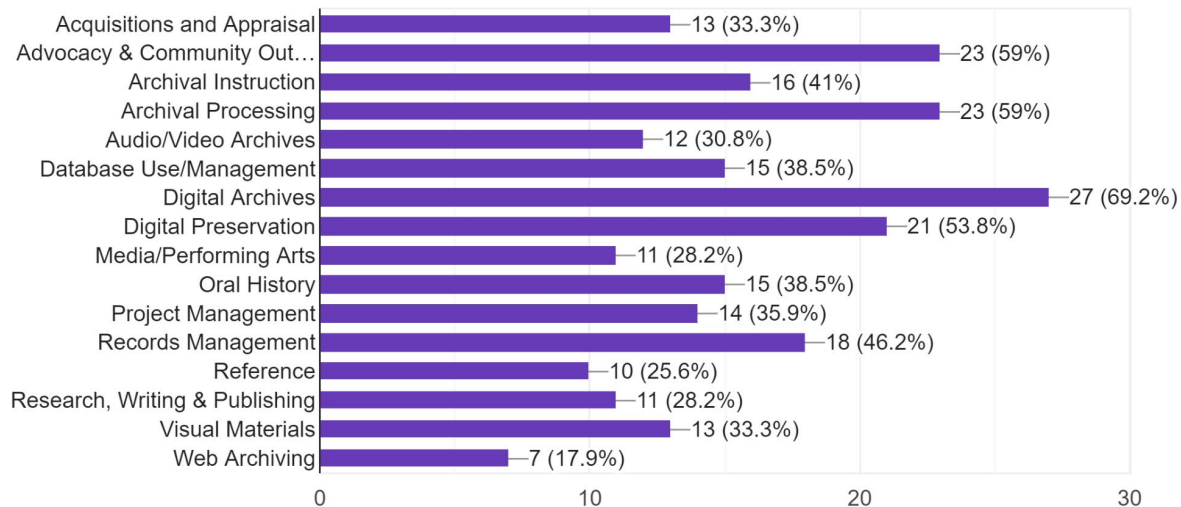
24 responses



Navigatee Application responses:

Please share your archival interests.

39 responses



Annual Meeting Suggestions

At the Membership Committee's annual meeting, the following suggestions were given after the Navigator subcommittee's presentation. Depending on capacity the subcommittee members may choose to implement:

1. Implementation of an Orientation for Navigators
 - a. This idea was put forward as a way for the Navigator volunteers to get to know each other as well as an opportunity to educate them on what to expect from the experience.
2. Utilizing testimonials from past Navigators
 - a. This idea was put forward as a way to attract more potential Navigators through highlighting the positive experiences previous Navigators had through participating in the program.

SAA Membership Blog Report

Submitted by Brittany Newberry

Overview

Last year, the Membership Committee launched the SAA Membership Blog (<https://membership.archivists.org/>). The blog shares the work of the SAA Membership Committee and its Key Contacts, Career Development, and Mentoring programs; highlights the perspectives and experiences of SAA members; and shares resources about SAA and archival work. New posts (one to three posts a month) are added at the beginning of each month, and posts are solicited via subcommittee calls and open calls via SAA email lists.

This past year, submissions were gathered from SAA membership. Career Journeys, Mentoring Partnerships, Key Contacts, and calls for mentors and mentees were shared on the blog throughout the year.

Statistics

Since the start of the blog in 2021, there have been 40 posts, 9,186 views of posts, and 5,523 visitors to the blog site. The 2021-2022 had 5,974 views of posts.

The Membership Committee vice chair administers the blog. Future planned work for the blog includes exploring setting up an online submissions process (submissions currently go through saamembershipcommittee@gmail.com), and continuing to post one to three posts of interest a month.