

**Society of American
Archivists Council Meeting
October 31 – Nov 1, 2023
Hybrid Meeting (Chicago, IL)**

Annual Report: Host Committee

Co-Chairs:

Mitch Toda
Michelle Ganz

- Jen Wachtel
- Adam Gray
- Veronica Denison
- Jennifer Morris
- Amanda Ray
- Frank Robinson

Members:

- Mandi Ray

The Co-chairs put together a diverse committee of local and nonlocal individuals to ensure a range of intersectional perspectives. This diversity ensured that the committee could address dietary, mobility, and mental health concerns.

The workflow for the year allowed for spacing out of the work with minimal confusion. The committee adopted the divide and conquer approach to the tasks so no one became overwhelmed with some people editing, uploading items to the blog, and setting up tours. Multiple meetings were conducted virtually, which allowed for increased participation among members.

The committee members were able to put together many very popular tours, many of which filled up weeks before the annual meeting.

We were able to staff the registration desk through Host Committee volunteers and SAA member volunteers, relieving pressure on the SAA staff.

It would have been helpful if the current co-chairs could meet with the past co-chairs to discuss strategies, pitfalls to avoid, etc. Other items for consideration for next year include the centralization of signing up for local repository tours through SAA either using Eventbrite or some other tool, a change of blog theme to allow for better navigation of local repository tours, and the inclusion of the local repository tours in the program as opposed to just a block of time. Lastly, some financial assistance for Host Committee members would be appreciated to lessen the need for members to pay for expenses or registration out of pocket.