

**Society of American Archivists  
Council Meeting  
December 3-5, 2019  
Chicago, Illinois**

**Staff Report: Technology**  
**(Prepared by Web and IT Systems Administrator Matt Black and  
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**Association Management System**

Our new Association Management System (AMS), NimbleAMS, continues to be front and center among our technology priorities. Every week shows more progress as we align this new system to SAA's practices and needs.

Recent highlights include:

- A significant data cleaning of the addresses of our most active users, which will improve delivery rates and the efficiency of mailings.
- Streamlining our invoicing process for member renewals. Our last envelope stuffing party featured less paper and a much faster process!
- Implementing a much-improved process for donation thank you letters. This is a huge time saver and a great example of what this system can do for us. "Wow, that's really easy!" said Michael Santiago, Member Services Representative.

Coming soon:

- Setting up automation of member renewal notices (currently, we manually pull a report and email members whose renewal date is approaching or passed).
- Significant improvements to the online store.
- Improvements to Education class management and reporting.
- Group roster improvements and links from website.

A major challenge this quarter has been the load on our one-person IT department in implementing a long and ever-growing list of needs. We've implemented weekly meetings with the directors and the Matt to ensure that work focuses on SAA's highest priorities. We are also exploring hiring technical consultants to increase the bandwidth of our work in leveraging the

new system. Matt's professional development this year was dedicated to NimbleAMS, and he just returned from their annual training conference. Also coming soon is a dedicated workshop for SAA staff focused on report training. Some of these items are projects from implementation that have been delayed, and as such they will be expensed to the technology fund at a future time.