

**Society of American Archivists  
Council Meeting via Conference Call  
January 2015**

**Membership Committee: Annual Report for 2014  
(Prepared by: Teresa Mora, Chair)**

**BACKGROUND**

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

**REPORT**

**Section I:**

Membership Committee Annual Meeting Summary & Completed Tasks 2014

**1. Annual Meeting: Washington, DC**

The Membership Committee met August 12, 2014 with 6 members in attendance. Additionally one incoming member attended, with additional guests from SAA staff being present. Two regular members and two ex-officio members of the committee were absent with excuse.

Committee Chair Larissa Woo reviewed the committee charge and announced incoming appointed members Claire Jenkins and Diane Pugh. She also announced Bertram Lyons's acceptance of appointment to the position of Vice-Chair/Chair elect.

Other appointments to the standing subcommittees were reviewed or made as follows:

1. Claire Jenkins accepted a one year appointment as co-chair of the Key Contact Program Subcommittee.
2. Bertram Lyons was appointed to continue as Chair of the Career Development Subcommittee.
3. Michael Zaidman was appointed to the position of co-chair of the Mentoring Program Subcommittee.
4. Erik Moore was appointed to continue as Chair of the Navigator Subcommittee.

The Committee then reviewed the work in progress of each subcommittee, and discussed the annual meeting events and service programs sponsored by the Membership Committee, reminding everyone to attend and to encourage attendance by subcommittee members and volunteers.

The Membership Committee sponsored several events and member service programs during the Annual Meeting. These included the New Member/First Timer Reception held on Wednesday evening, the Mentoring Program Meet-and-Greet held on Thursday morning, the on-site Career Center open Wednesday afternoon through Saturday morning and the Navigator Program which brings conference attendees together.

## **2. Activities 2014**

### **Guidelines for Standing Subcommittees**

In September 2013 Membership Committee Chair Larissa Woo requested each Subcommittee Chair work with their subcommittee to prepare a set of guidelines to be submitted to the Membership Committee for discussion and approval. Guidelines were completed by November 2013 and were reviewed and approved by the Committee in November-December. The guidelines for each subcommittee were published on their respective microsites in 2014.

### **Section II:**

Subcommittee Program Reports for 2014.

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

#### **1. Key Contact Program Summary**

*Matt Gorzalski and Claire Jenkins, Subcommittee Co-Chairs*

The Key Contact program consists of 11 geographic districts, each coordinated by a District Representative. These District Representatives make up the subcommittee members who work with the Key Contact Volunteers to reach out to SAA's membership, mainly to greet new members, and welcome them to the organization.

#### *Annual Meeting*

The Key Contact Subcommittee met on August 12, 2014 in Washington, DC. Immediate past co-chair Teresa Mora and co-chair Matt Gorzalski led the meeting. Matt Gorzalski joined Teresa Mora as co-chair in January 2014. From August 2013 to August 2014, 1105 new SAA members were contacted; 14 volunteers became Key Contacts to fill vacancies due to resignation, relocation, or term expiration. Teresa reported on accomplishments since August 2013, including the creation of a District Representative listserv, the revision to current Key Contacts guidelines, and the addition of a volunteer form to the subcommittee's microsite. Matt Gorzalski led discussion concerning the features and functions of the microsite and reviewed proposed changes to the Key Contact FAQ document. The Subcommittee continued the previous meeting's discussion on how to better promote the Key Contact program and the role(s) of the District Representatives.

#### *Current Vacancies*

A Key Contact is needed for Oklahoma.

#### *Current Activities and Future Plans*

Since the 2014 SAA annual meeting, the District Representatives and Key Contacts commented on the proposed revisions to the Key Contacts FAQs document, which was agreed upon and posted to the microsite. Co-chairs Matt Gorzalski and Claire Jenkins have revised the

subcommittee description and sent the proposed changes to the District Representatives for comments. Once agreed upon, the description will be posted on the microsite. This will synchronize and make current the subcommittee's guidelines, FAQs, and description.

Co-chair Claire Jenkins created a new page on the microsite that contains statistical information on membership distribution by Key Contact district. The Subcommittee will aim to produce similar reports annually, allowing us to view changes in district demographics over time.

Since August 2014, Key Contacts have reached out to 195 new SAA members, bringing the total to 1300 since August 2013. From August 2013 to present, 21 new Key Contacts were appointed.

Future plans include the following:

- discussing desired functions of the new SAA membership database being planned
- discussing realigning the district map to better group states according to affiliation with the regional archival organizations (at the request of the District Representatives)
- exploring the possibility of adding another Key Contact for District 2 (New York)
- comparing the Key Contact welcome email with the welcome email sent by the SAA office, while clarifying the role of the Key Contacts

## **2. Mentoring Program Subcommittee Summary**

*Kate Dundon and Michael Zaidman Co-Chairs*

As of November 19, 2014, there were 101 Protégés and 91 Mentor volunteers active in the program (192 participants total). Of these, there are 8 Protégés and 2 Mentors waiting to be matched. At this time, we aim to match Protégés with Mentors within two weeks of application.

*Efforts in this behalf on the part of the Subcommittee in the past year include:*

- Reviewing and updating the database Protégés and Mentors to identify matches and manage information about participants.
- Contacting recently "expired" Mentors to see if they are interested in being matched with another Protégé.
- Submitting calls to the memberships of various SAA sections and roundtables for Mentors.
- Updating the SAA Mentoring Program website.
- 2014 Annual Meeting: The Subcommittee hosted the Mentoring Program Meet-and-Greet in the Networking Café at on August 14 to encourage Mentors and Protégées to meet one another in person.
- 2014 Annual Meeting: Co-chair Kate Dundon represented the Mentoring Program on a panel at the ARL/SAA Mosaic Scholarship Leadership Symposium.
- Worked with SAA staff to replace the public-facing mentoring program email (mentoring@forums.archivists.org) with an online contact form to reduce spam for listserv subscribers.

*Defining the Program and Other Substantive Tasks:*

At the request of the Membership Committee Chair, the Co-Chairs crafted official Guidelines for the Mentoring Program (available on the Mentoring Program microsite).

The subcommittee met via conference call on 12/12/2013 to discuss ideas for celebrating National Mentoring Month (January) in conjunction with the 20th anniversary of the SAA Mentoring Program (started in 1994). A blog post was composed for *Off the Record* to highlight this commemorative month and promote the Mentoring Program.

Additionally, the Co--Chairs met via a conference call on 12/4/2013 with SAA Council Liaison Terry Baxter, SAA director Nancy Beaumont, and SAA President Danna Bell to discuss the possibility of the Mentoring Program connecting with the ARL/SAA Mosaic Scholarship program. While there is no formal role for the Mentoring Program in this fellowship, the Co-Chairs were invited to participate in the 2014 ARL/SAA Mosaic Scholarship Program Leadership Forum in order to promote the Mentoring program to the Mosaic Fellows.

#### *Goals for the Upcoming Year*

- Top priorities are to continue to foster meaningful mentoring relationships between SAA members by matching Mentors with Protégés, and solicit Mentor volunteers via group listservs and personal connections.
- As recommended by the 2014 Membership Committee Chair, build on the 2012-2013 Mentoring Program survey by gathering more quantifiable data with a new version of the survey.
- Develop a step in the workflow in which a Mentoring Program member checks in on mentoring partnerships periodically to see if the connection is going well. This point of contact would provide an opportunity for the Subcommittee to disseminate the survey and receive feedback on the Program.
- Obtain signage for the Mentoring Program Meet-and-Greet for the 2015 Annual Meeting.
- Add a checkbox to the SAA Membership Form to indicate interest in serving as a mentor.

### **3. Career Development Subcommittee Summary**

*Bertram Lyons, Chair*

The Career Development Subcommittee (CDS) of the Membership Committee coordinated the Career Center at the annual meeting in Washington, D.C. The Career Center is open each day throughout the annual meeting, and yearly offers SAA members the opportunity to connect with peer advisors to discuss resumes, job opportunities, and professional development.

In 2014, a working group of SAA members volunteered to aid in the organizational efforts undertaken by the committee. The Annual Meeting Working Group consisted of the following members:

Bertram Lyons - Chair  
Gerianne Schaad  
Diane Pugh  
Jennifer Johnson  
Meredith Lowe  
Melissa Gonzales

Members of the CDS Annual Meeting Working Group are responsible for coordinating the Career Center aspect of the Networking Cafe at the annual meeting.

At this year's Career Center, CDS offered posting of resumes and available jobs. SAA printed CDS's cover letter and interview resources for distribution at the Career Center.

CDS added a few new services to the career center, including a digital preservation career guidance center, headed by Erin O'Meara and staffed by 72 SAA member volunteers throughout the week. CDS also offered a new opportunity for granting agencies this year, called the Funders Corner, headed by Joel Wurl of the NEH. The NEH, IMLS, and NHPRC staffed a table in the career center throughout the conference. Volunteers from SAA leadership positions also volunteered to staff a table to provide information about volunteering and participating in leadership groups in SAA. Gerri Schaad led this effort.

This year, the Career Center was open the following hours:

Wednesday, August 13:	Noon – 6:00 pm
Thursday, August 14:	8:00 am – 5:30 pm
Friday, August 15:	8:00 am – 6:00 pm
Saturday, August 16:	8:00 am – 10:00 am

In 30-minute intervals, with advisers per time slot, the Career Center was fully staffed this year.

Wednesday (8/13/14) = 11 advisors; 20 advisees

Thursday (8/14/14) = 16 advisors; 31 advisees

Friday (8/15/14) = 21 advisors; 23 advisees

Saturday (8/16/14) = 3 advisors; 4 advisees

Totals: 51 advisors ; 78 advisees registered; open 27.5 hours

In 2015, CDS AMWG hopes to continue to invite activity into the career center and to partner with SAA affinity groups. We will also look into providing ongoing resume review services outside of the annual meeting.

Throughout the year, the CDS also worked to develop a microsite that offers information about the subcommittee as well as guidance and links to resources related to career development. We are going to improve our practice of keeping the microsite updated with current and detailed information about the subcommittee.

#### **4. Navigator Program Subcommittee Summary**

*Erik Moore, Chair*

##### *Administering the 2014 Navigator Program*

In June 2014 Erik Moore, Membership Committee representative and Chair of the Navigator Subcommittee contacted representatives from the Women's Archives Roundtable (WAR) and the

Students & New Archives Professionals Roundtable (SNAP) to establish membership for the Navigator Subcommittee.

On the recommendation of Liz Scott, 2013 subcommittee co-chair, Erik worked with Matt Black at SAA to create an online sign-up form via the SAA hosted site. The form allowed for the subcommittee to collect consistent responses from interested parties in order to better facilitate match making and communication.

The announcements for the program sign-up went out via listservs (A&A; SAA Leadership; and several roundtable and section lists) and SAA's social media. The call for participation received 132 responses. Of that, 64 were requests for Navigators (compared to 35 in 2013 and 16 in 2012). There were 68 responses to volunteer as Navigators.

Committee members made the matches. Special efforts were made to match interests, institution type and/or geographical location, although this was not possible in every case. In total, 63 matches were finalized after one requester could not attend.

All Navigators and Navigatees were paired and contacted by July 24. All Navigators were encouraged to make the first contact and to set up a time to meet with the participants. A reminder email was sent out on August 4. Participants were encouraged to attend the new member/first-timer reception on Wednesday, August 13.

The final 126 participants and volunteers who were matched demonstrated a significant increase in program participation from the previous year, up 45% from the 70 participants and volunteers in 2013.

#### *2104 Program Survey*

In September 2014 both participants and volunteers were polled to gain insight regarding the program. Different surveys were provided for each group. 35 responses were received by participants (first-time attendees) for a response rate of 55%. 42 responses were received by volunteers (Navigators) for a response rate of 66%. Overall, responses to the program were very positive.

#### *Goals for the 2015 Program*

The 2015 program will look to reuse many of the tools created for the 2014 program including the sign-up form and survey tool. Additionally the subcommittee will review the results of 2014 survey to identify areas where the program can assist participants.

### **Section III. Conclusion**

2014 has been a productive year for The Membership Committee and its Subcommittees. The Committee continues to work towards building strong connections between the organization and its members and to introduce valuable resources to SAA members. As initiatives, such as the Navigator Program and Career Center become more formalized we are able to better assess their impact and improve our offerings. We look forward to continue to work as a Committee to develop programming of import to the membership as a whole.