

SAA Membership Committee Meeting
Aug 18, 2015 1:00 PM - 3:00 PM
Cleveland, OH

Meeting Minutes

Welcome and Introductions

Review of Agenda

Past Business

2014 annual meeting minutes were approved.

The group reviewed the Membership Committee Charge and Membership Appointments. The group reviewed Institutional Membership concerns on behalf of Michael Zaidman's concerns (in absentia). It was decided to review this concern with Michael in the future.

Review of Annual Meeting – Sponsored Events & subcommittee Meetings

Teresa reminded the group to think about ASK ME buttons, and Membership Committee ribbons.

Sponsored Events

New Member/First Time Attendee Orientation & Forum - Thursday 8:00-8:45am.

General comments about the content of this event.

Career Center – Wednesday to Saturday (hours vary)

General comments about the content of this event.

Mentoring Program Meet and Greet - Thursday, 10:30 – 11:00 am

General comments about the content of this event.

Subcommittee meetings

Career Development Subcommittee meeting – Wednesday 2:30-3:30 pm

Mentoring Subcommittee Meeting – Wednesday 2:30-3:30 pm

Key Contact Subcommittee meeting – Wednesday 2:30-3:30 pm

Subcommittee Reports

Key Contact subcommittee, Matt Gorzalski and Claire Jenkins, Co-Chairs

Report was given and included the following points:

- Aug 2014 - July 2015 reached out to 1,003 new SAA members
- Key Contact FAQs approved by district reps who make up the sub-committee.
- Sub-committee description - modified - approved - online.
- Guidelines are also all online and up to date.
- Created a place to store membership breakdown by district on microsite
- Asked to explore new district rep in NY, NY didn't want it, decided against
- Completed a redistricting - in order to align with regional archive groups
- Kansas and South Dakota - still vacancies need to fill
- Nancy Beaumont recommends a study of the success of the program to date.

Mentorship subcommittee, Kate Dundon, Co-Chairs

Report was given and included the following points:

- Michael Z. and Gabrielle will be co-chairs
- Gabriella Redwine and Kelly Spring (yale and uc irvine) - new members of the subcommittee

- 67 protegees and 62 active mentors in the program (down from last year's numbers)
- Protegee numbers are falling - why? how can we rebound? perhaps related to more diverse set of options for mentoring opportunities (snap, navigator, career development, etc.)
- Revised survey and surveyed the mentor/protegees - response bias exists - 65% of 38 (=22) responders felt that it was fulfilling - majority - why - because their partner was unresponsive
- Maybe need change to check-in timing or frequency, etc.? The subcommittee will debate in meeting tomorrow and report on goals
- 1/3rd of current mentors are return customers
- Developed orientation document/templates for sub-committee members and incoming co-chairs
- Upcoming goals - pursue ideas of Gabriella thinking about a forum to generate born-digital mentoring options; analyze survey results and brainstorm ways to address the concerns; national mentoring month

Navigator subcommittee, Erik Moore, Chair

Report was given and included the following points:

- Navigator numbers up from previous years overall (in terms of percentages)
- Sent notices on June 7th for sign up period - closed on June 3rd
- Short mentoring program in line with WAR (Rachel Dwyer) and SNAP (Caitlin Wells) and Karen Morris (longtime associated with program - serves as general member on the committee)
- 57 matches this year
- Emailed everyone - template email - used form merge and sent out to everyone
- Handled odds and ends of drop outs, etc.
- Navigators are encouraged to make first contact and to set up time to meet and to come to new member coffee break
- Week before conference he sent out reminder to navigators
- Last year - Erik polled everyone in September (thinks this should happen again this year) - different surveys to navigators and navigatees
 - 35 responses from navigatees
 - 42 responses from navigators
 - 66% response rate
 - did you meet - 88% / 97% yes
 - would you recommend - 90% yes
 - adequately matched - 90% yes
 - program enhance - 91% yes
- Overall issues - not having a committee meeting this year (mostly handled via email) - need for some meeting in the leadership transition - need to determine if participants are presenting at conference - administering survey yearly; guidelines revamped 2 years ago - but could use a review; also how might short-term relationships transition into mentoring program (should they be brought together)
- Leadership transition
 - WAR and SNAP delegates do the matching

- Usually the role of the vice-chair
- This year the vice-chair (Kate D.) takes on the job of leading navigator program and defining its relationship to Mentoring Subcommittee - begins with post-conference survey (in concert with Erik) - get new SNAP member and see if Rachel (WAR) wants to continue or suggest new WAR rep - Erik will transition materials to Kate and work on a project with her.

Career Development subcommittee, Bertram Lyons, Chair

Report was given and included the following points:

- Throughout the year, 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 - member at large
 - Jennifer Johnson - member at large
 - Meredith Lowe - member at large
 - Melissa Gonzales - member at large
 - Matt Gorzalski - incoming chair
- 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, we will be posting resumes and job openings - with support of Jeanette Spears - (last year we posted 36 job openings - we'll keep a count this year as well and report following the conference), as well as offering physical copies of CDS's cover letter and interview resources for members to take away from the Career Center.
- This year, CDS continues its new services, including a digital preservation career guidance center, headed by Erin O'Meara and staffed by 27 SAA member volunteers throughout the week. CDS also continues its relationship with federal granting agencies this year, hosting the Funders Corner, headed by Joel Wurl of the NEH. The NEH, IMLS, NHPRC, and CLIR will be staffing a table in the career center throughout the conference.
- This year, the Career Center will be open the following hours:
 - Wednesday, August 19: 8:00 am - 5:00 pm
 - Thursday, August 20: 7:00 am - 5:00 pm
 - Friday, August 21: 7:00 am - 5:00 pm
 - Saturday, August 22: 7:30 am - 9:30am
- In 30-minute intervals, with advisers per time slot, the Career Center is fully staffed this year.
 - Wednesday (8/19/15) = 11 advisors; 8 advisees
 - Thursday (8/20/15) = 16 advisors; 12 advisees
 - Friday (8/21/15) = 16 advisors; 12 advisees
 - Saturday (8/22/15) = 3 advisors; 0 advisees
 - Totals: 46 advisors ; 32 advisees registered; open 31 hours
- Down a little from last year in DC where we had 51 advisors, 78 advisees registered, and we were open for 27.5 hours.
- In the coming year, Bertram Lyons will step down as chair in order to serve as chair of the Membership Committee. Matthew Gorzalski will step

in to serve as chair of the CDS during his final year on the membership committee.

- 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.

Discussion Points

Council Report & Update, Rachel Vagts

Report was given and included the following points:

- Proposed dues increase (first online referendum membership vote)
- Briefing paper is out - will be discussion point (gradual dues increase)
- Talking points:
 - 2014 was a very successful meeting, so SAA is in great financial shape, but it needs to invest in infrastructure (AMS - membership services)
 - Dues are increasing generally at the rate of inflation or living expenses
 - Last dues increase ended in June 2014 (and there was one before that after no increase for 10/12 years) - strategy was stepped increases - hasn't been that long - compelling needs are AMS (300K plus customization) - invested 36k in advocacy (increase from 19k)
 - Proposal about changes to the affinity groups: proposal calls for roundtables and sections to be affinity groups

Membership Figures for 2014/2015

This conversation was tabled.

Re-working of New Member Event

The group decided to take notes this year and to discuss during the year next year.