

ARCHIVES MANAGEMENT SECTION 2016-2017

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ACTIVITIES

Completed

Annual Section Meeting. Election, Survey of members: We surveyed members of the Archives Management Section asking what they wanted the leadership to focus on in the coming year. Out of 1000 members, 230 voted; only about 60 people attended the meeting {only 46 signed the attendance roster}.

We asked two questions: What do you value the most as a member of the section, and what do you want/ would you like from the section in the future?

According to the survey, members of AMS value most: (1) Practical advice on managing people and programs, and (2) Tips and skills for developing into a good supervisor. Members of AMS would like from AMS in the future: (1) Programs for projects and administrative experience, with support, finance and budget exercises; (2) Personnel and resource management; (3) Workflow and process product management; (4) Webinar where experienced managers provide guidance about what has worked for them and give suggestions about growing as a manager; (5) Learn how to be a good mentor; (6) Learn how to be a good manager; (7) Learn how to become a manager; (8) Webinars; (9) Better use of the listserv for discussion of topics; (10) Contested elections (which means people need to volunteer to run for office in elections!).

Ongoing

Development of web microsite to be a resource for people to consult when they want to learn about a management topic. We think that this is a great opportunity to create a place for people to come for information or to turn to and quote from when they need an appropriate turn of phrase. The goal is to build our section's resources by collecting and adding resources to the page, either via links or by adding contributed PDFs.

New

Work with SAA to develop workshops on archival management topics. Submit section session proposal for 2018 annual meeting on management topics for new and aspiring managers. When asked for future initiatives for the Steering Committee to explore,

Archives Management members focused on the idea of senior managers mentoring junior managers.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Members discussed findings of the Women's Archives Section (WArS/SAA) 2017 Salary Survey.

Goal 2: Enhancing Professional Growth

When asked for future initiatives for the Steering Committee to explore, Archives Management members focused on the idea of senior managers mentoring junior managers.

From the leadership side of the table, incoming chair Nancy Lenoil said that she would like the Steering Committee to develop resources for general AMS enhancement, including: Book and article titles, to be posted on the website; Webinars; Identifying people who can be a resource for other managers; and Engaging the Listserv.

Goal 3: Advancing the Field

Members discussed how to use the Report on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries.

Goal 4: Meeting Members Needs

Survey asking what the Archives Management Section wanted the leadership to focus on in the coming year. Out of 1000 members, 230 voted; only about 60 people attended the meeting {only 46 signed the attendance roster}. We asked two questions: What do you value the most as a member of the section, and what do you want/would you like from the section in the future?

ANNUAL MEETING

Number of Attendees: 60 people attended the meeting {only 46 signed the attendance roster}

Summary of Meeting Activities:

- Welcome and introduction of Steering Committee
- Introduction of Section Intern Jane Thaler and discussion of duties
- Approve minutes of the last meeting
- Presentation and discussion on the Report on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries
- Discussion of the WArS/SAA 2017 Salary Survey
- Discussion of the recent survey to identify what members want from the Archives Management Section
- Discussion of potential future initiatives by the AM Section
- Introduction of new officers and steering committee members