

## SAA Membership Committee Annual Meeting (DRAFT)

JW Marriott  
Austin, TX  
August 2, 2019  
10 a.m. – 12 p.m.

### Members present:

Michelle Sweetser (outgoing chair)  
Gabrielle Spiers (incoming chair)  
Jennifer Motszko (incoming Vice Chair / Chair Elect)  
Devhra BennettJones  
Alison Clemens  
Brittany Newberry  
Steven Booth, Council Liaison

### Guests:

Rachel Vagts, incoming SAA Vice President  
Harrison Inefuku  
Scott Schwartz

1. The Committee reviewed the calendar of events it is sponsoring at the Annual Meeting.
2. The Committee approved the minutes from the 2018 annual meeting.
3. Steven Booth gave an SAA Council update. A number of actions have been taken to create a more inclusive experience at the annual meeting, including:
  - Posting a shortened version of the code of conduct outside each session room as well as in the printed program and as a link in Sched,
  - Designating a total of five all-gender restrooms as well as a family restroom with locations noted in maps and on the map,
  - Distributing bystander intervention tips in the registration area,
  - Making available ribbons with pronouns,
  - Providing fragrance-free hand soap in restrooms,
  - Including information on how to handle emergencies in the print program, and
  - Livestreaming some of the sessions and forums for the first time at a cost of \$5000/day (not as many were livestreamed as hoped because many speakers were unwilling to give permission; sessions are being recorded beyond the streaming).

Council has agreed to check in with committees twice during the year to support the Early Career Professional program. The committee can ask Steven about working with that person and how to facilitate the process.

SAA has partnered with Cool Effect as a means for members to offset greenhouse gases produced by travel to the Annual Meeting.

Council discussed how to handle the brown bag lunch for Frank Bole's preprint in *American Archivist*, look for a message. [The event was announced as cancelled during our meeting.]

The new association management system (AMS) should be able to provide us additional information about why members leave and why choose not to become members. The Membership Committee may have work coming out of that in the future.

A task force being led by Michelle Light is meeting tomorrow regarding an updated and revised A\*Census. Currently it is a funding issue; SAA is trying to find someone to partner with who will fund it.

#### 4. Subcommittee updates:

Michelle Sweetser provided a report on behalf of the Key Contacts co-chairs who were unable to attend the meeting. The program welcomed 797 new members to the SAA organization between July 1 and April 30. The co-chairs worked diligently to fill all open positions for the 2018-2019 year; they have a significant number of vacancies as they move into the coming year and filling those positions will be a priority. Amongst other activities, the committee rewrote and edited the co-chairs manual, engaged with other areas of SAA including the Membership Committee and SNAP, and worked with SAA and those in the the subcommittee to understand what is most useful to include when contacting new members. The format of quarterly lists of new members provided by SAA staff changed multiple times due to the co-chairs requests as well as a change in SAA's system.

Brittany Newberry reported that the Career Development subcommittee changed Career Center hours from 8-4:30 to 8:30-5:30 this year. Participation is down, perhaps because fewer are attending in general. They have scheduled in advance 21 advising sessions and 6 mock interviews after advertising on the Leaders List, through SNAP, on the majority of the SAA lists, and on Archives Gig. A major change this year is in how they did sign-ups, moving from Google Sheets to Sign-up.com; the new system seems to be working fine and they plan to distribute a survey after the conference to see what people thought.

Alison Clemens provided an update on the Mentoring subcommittee. Last year the committee created a mentoring tip-sheet and heard from some that they found it helpful. The sheet included basic information about roles, tips for getting conversations going, and the like. The database they committee uses for its work is being sunsetted by Google in December and the subcommittee is working with Matt Black to find an appropriate solution. They have not found another program that is available for free. At the same time, the subcommittee is discussing revising the application form to facilitate matches without being too specific or general in parameters. There are approximately 3 proteges awaiting matches right now; so far this year they matched approximately 50 people. The group cohosted a Twitter chat in January with SNAP and an online presentation for San Jose State.

Devhra BennettJones reported that 76 people registered for the Navigator Program with 37 new attendees and 37 navigators. Among navigators, there are two backups in case someone finds themselves unable to attend. SAA was great about advertising the program. She is thinking about distributing a survey afterwards.

#### 5. Committee departures, appointments, and subcommittee assignments

The committee reviewed assignments for the coming year, which are as follows:

Chair – Gabrielle Spiers (2020)

Vice Chair / Chair Elect – Jennifer Motszko (2021)

Key Contacts – Tamar Zeffren (2020), Natalie Johnson (2022)

Mentoring – Alison Clemens (2020), Lydia Tang (2022)

Career Development – Brittany Newberry (2021), Maggie Hoffman (2022)

Navigators – Devhra BennettJones (2021)

#### 6. Update on joint project with SNAP

Michelle provided an update on the joint project to create an online resource / primer for members that would be hosted on the SAA website. Representatives from the Membership Committee were Michelle, Alison Clemens, and Tamar Zeffren. The committee put together an outline and submitted it to SAA staff for feedback. As there was a lack of response, the group determined that the content can find a home on the SNAP microsite until we hear further from the SAA office. The content now needs to be written; all agreed that due to turnover in membership of both committees, it made sense to wait until the end of the summer to start coordinating the writing and editing.

#### 7. Membership update

Rachel provided an update on membership numbers. As of June 30, SAA has a total of 5832 members, a decrease of 191 and 401 below of all-time high (November 2014). Individual members minus student members stand at 4407, down from an all-time high of 4608. Declines have primarily been in the ID1-ID4 category and increases in the ID5-8 categories (ID 8 is \$90K+), so the top three categories are the ones that are growing. The Institutional Member category has been stable and will be the focus of the development efforts in the future. With the new database system, the organization has real-time monitoring of membership numbers and trends.

Council will engage in discussion about dues this fall and will probably mean creating new IDs levels that people will move into. One of the benefits of the new system is that at the time of renewal it automatically puts you at the level you were in last year versus defaulting all to ID1.

#### 8. Items from the floor

Harrison Inefuku encouraged everyone to attend the Diversity Forum put together by Cheryl Baredo on Sunday at noon.

The committee discussed potential projects for the coming year.

- Gabrielle Spiers noted that the committee will be hosting an Early Career Professional next year; Cheryl Fong will be joining us in this capacity. Devhra noted that as she is currently a committee of one, assisting with the Navigator Program could be one of the tasks that Cheryl assist with.
- The committee agreed to learn more about the new AMS and determine the kinds of reports and data it might find valuable moving forward.

#### 9. Michelle reminded committee chairs to submit their subcommittee reports to a shared Google folder by August 23 so that she can finalize the Annual Report.

#### 10. Michelle thanked outgoing committee members Tommy Brown and Laura Starr for their service.

Meeting adjourned at 11:30 a.m.