Key Contact Subcommittee 2013-2014 Annual Report

Submitted by co-chairs Matt Gorzalski and Claire Jenkins

*Program Summary*

The Key Contact Subcommittee is a unit of the Society of American Archivists Membership Committee. It is comprised of 2 co-chairs and 11 District Representatives overseeing geographic regions covering the United States and international countries. The Representatives work with 60 appointed Key Contacts to reach out to SAA’s membership in greeting and welcoming new members, promoting the value of SAA’s services, and periodically offering information on various archival resources.

*Key Contact Meeting at the 2014 SAA 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 Key Contacts and District Representative listservs, the revision to current Key Contacts guidelines, and the addition of a volunteer form on 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

*Initiatives associated with the new 2013-2018 Strategic Plan*

Goal 2: Enhancing Professional Growth

2.2. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.

* Key Contacts will contact institutions affected by natural disasters with resources on disaster preparedness and cleanup

Goal 4: Meeting Member’s Needs

4.1. Facilitate effective communication with and among members.

* Key Contacts will continue to welcome and educate new SAA members about the benefits of membership and the society’s services

4.2. Create opportunities for members to participate fully in the association.

* The Key Contact program remains an excellent way for members to become involved in SAA, network with colleagues, and grow professionally.