**Agenda**

**SAA Key Contacts Subcommittee**

Wednesday July 26, 2017

1:00pm - 2:00pm

Location: [C127](https://archives2017.sched.com/venue/C127)Oregon Convention Center

1. Welcome and Introductions
2. Announcements
   1. New Member/First Timer Coffee Break – Thursday, 8:00-8:45 am
   2. Career Center/Networking Café
   3. Mentoring Program Meet-and-Greet - Thursday, 3:15-3:45 p.m.
3. Review of Activities – 2016-2017
   1. Website and Documentation Updates
      1. <https://www2.archivists.org/groups/key-contact-subcommittee>
      2. Co-chairs manual
   2. New Member Statistics
4. Volunteer Needs
   1. Key Contacts for Connecticut, Kentucky, and Mississippi (some leads are being pursued for all)
5. Discussion
   1. Provide feedback this fall on how updated website meets needs
   2. Other

Contacts:

* Outgoing Co-Chair: Michelle Sweetser ([msweets@bgsu.edu)](mailto:msweets@bgsu.edu))
* Co-Chair: Tommy Brown ([brownt6@auburn.edu)](mailto:brownt6@auburn.edu))
* Incoming Co-Chair: Karen Spicher ([Karen.spicher@yale.edu)](mailto:Karen.spicher@yale.edu))