**Minutes**

**SAA Key Contacts Subcommittee**

Wednesday July 26, 2017

1:00pm - 2:00pm

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

Present: Michelle Sweetser (outgoing co-chair), Tommy Brown (co-chair), Karen Spicher (incoming co-chair), James Cartwright, April Feldman, Kelly Francis, Sara Griffiths, Bryce Henry, Greg Jackson, Max Johnson, Michelle Levy (guest), Erin Passehl, Scott Schwartz, Carrie Schwier, and Jason Speck

1. Announcements

Volunteers were reminded of the following opportunities supported by the Membership Committee at which they can engage with members of the organization:

* 1. New Member/First Timer Coffee Break – Thursday, 8:00-8:45 a.m.
  2. Career Center/Networking Café – Wednesday through Friday 8:00 a.m.-4:30 p.m.
  3. Mentoring Program Meet-and-Greet - Thursday, 3:15-3:45 p.m.

1. Review of Activities – 2016-2017

Michelle briefly reviewed the activities of the co-chairs this past year. As there were a few issues with last year’s transition, the co-chairs (as well as past co-chair Claire Jenkins) spent the year evaluating and updating documentation related to the roles, duties, and timelines for co-chairs, as well as the documentation available on the SAA website. An updated co-chairs manual is in final draft form and being circulated amongst the co-chairs. Co-chairs determined that many relevant resources were available on the website, but were hiding behind the membership login or were poorly named. All Key Contacts resources are now publicly available, reorganized, and updated to reflect current practice. We ask that committee members use these resources this fall and let us know what changes might be required and what new resources, if any, would be useful to you in fulfilling your duties. Content can be accessed via the landing page at <https://www2.archivists.org/groups/key-contact-subcommittee>.

Jason asked whether any Key Contacts regularly communicated with members in their state and whether examples of that communication might be shared; Michelle noted that Heather Hultman does so within Montana. The co-chairs will reach out to her to determine if she is willing to share her communications.

New Member Statistics

Michelle summarized trends in membership demographics as reported in the Council Meeting agenda; the document will be posted on the Key Contacts website and distributed via the listserv once the conference is over.

1. Volunteer Needs

Michelle noted that we are still looking for individuals to serve as Key Contacts in Connecticut, and Kentucky. Some leads are being pursued, but if you have suggestions of individuals who might be interested in serving, please share them.

1. Discussion

Attendees shared some thoughts about membership retention and recruitment, which the co-chairs will funnel to the Membership Committee. Discussion centered around:

* The feasibility of offering an installment plan to pay membership dues
* Whether we maintain student members; do they transfer to other categories or simply drop from the membership rolls?
* How do we demonstrate our value to students? What can we offer them for free that might entice them to join?
* How do we demonstrate our value to working professionals? Perception that SAA does one thing each year (annual conference) and most things become free eventually (e.g. journal access). Why become a member? Too expensive compared to the regionals. It might be good to look at regionals as a model in terms of providing access to excellent continuing education opportunities.
* Perhaps the hook for joining hinges on giving back to the community and framing the conversation as one of how we benefit one another.
* Are there service learning requirements in graduate library programs? Could SAA work with them and find ways for the students to help the profession while earning credit?

The co-chairs encourage all to use the updated website this fall and to provide feedback on how the website is meeting your needs.

Finally, there is a new member list to distribute right after the annual meeting, so please look for communication from the co-chairs or your district representative regarding new members to reach out to.

Michelle thanked all present for their ongoing service to the committee and the organization.

Contacts:

* Outgoing Co-Chair: Michelle Sweetser ([msweets@bgsu.edu)](mailto:msweets@bgsu.edu))
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