

SAA Membership Committee Meeting—tentative agenda  
8/26/2008  
1:00 – 5:00  
The Hilton Hotel San Francisco, Yosemite C

Introductions, Announcements and Review of the Past Year (20-30 minutes total)

- I. Welcome and Introductions (new members, key contacts, student intern)
  
- II. Announcements
  - a. New Member and Key Contact Breakfasts
  - b. Mentor-Mentee Coffee break
  - c. Career Center
  - d. Navigator Program
  - e. Nominations Committee seeking suggestions
  
- III. Review of Past Year--Short Reports
  - a. Adriana Cuervo--Career Center
  - b. James Roth--Key Contact Program
  - c. Brian Doyle--Membership numbers, results of survey of student members, administrative issues
  - d. Teresa Yoder--Mentoring
  - e. Diversity (committee's report to Mark Greene, May 2008)

Discussion of directions, issues, goals for membership committee for coming year (bulk of the meeting time)

- I. Administrative and key contact:
  - selecting next vice-chair/chair-elect
  - honorary membership for long-standing members
  - dues renewal procedures
  - revision of on-line renewal notices, forms
  - suggestions for making membership more affordable: payment of dues in installments
  - establish liaisons with the regionals
  - how often will KCs be receiving reports this year?
  
- II. Diversity:
  - do segments of the membership need more targeted outreach by membership? what can we do as a committee? How can we work with the Diversity Committee to further the goals of both committees
  - Input on collection of demographic data (Attachment from Brian)

- publish membership materials in languages besides English
- Establish clearinghouse for information on programs, scholarships aimed at minority students and early career professionals
- what role does the position of Native American representative play
- how many other positions of this type should we have on the committee?

### III. Mentoring:

- review mentoring brochures or other written description of the program
- collect and analyze feedback collected from participants in the program
- can this program be expanded to support diversity initiatives
- how could we partner with the regionals to improve mentoring?
- What kind of program has the Northwest Archivists established for mentoring
- who else has such programs?
- too much for one person; what would we need to do to make this feasible

### IV. Outreach to students:

- What can we do to improve retention of student members?
- Should there be a position for a student representative on the committee

### V. Career development:

- analyze feedback collected in the career center at the annual meeting
- create/develop some sort of resource for career advice
- provide resume/cover letter resources and bibliography on developing/enhancing a career
- develop information on pro and cons of certification/non-certification or MLS/non-MLS choices

### VI. Committee structure:

- Is the current committee, structured as it is by geographic regions, able to take on this important work?
- What would a more agile, flexible committee look like?
- Proposal for sub-committees for mentoring, diversity, students, career development, key-contact program
- Would there be representation from various roundtables and other committees?