

SAA Membership Committee Meeting—tentative agenda
8/11/2009
1:00 – 5:00 pm
The Hilton, Austin

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 (Aug 13) and Key Contact (Aug 14) Breakfasts (7-8am)
 - b. Mentor-Protégé Coffee break (Thurs, Aug 13, 8am – 8:30am)
 - c. Career Center
(Wed, Aug 12, 12-5pm ; Thurs.-Friday, Aug 13-14, 7am-5pm)
 - d. Navigator Program
 - e. Reminder: Nominations Committee
 - f. Selecting next vice-chair/chair-elect (refer to description of the Membership Committee in the SAA handbook)

- III. Review of Past Year -- Reports
 - A. SAA Office -- Brian Doyle
 - Revision of on-line renewal notices, forms: Update
 - Making membership more affordable: Update Bridge dues

Administrative and key contact:

- Establish liaisons with the regionals: Update
- B. Key Contact Program --Tanya Zanish-Belcher

 - C. Diversity Committee -- Terry Baxter
 - Council approved Diversity Chair as ex officio.
 - How can we work with the Diversity Committee to further the goals of both committees.
 - Publish membership materials in languages besides English: Update from Brian
 - Establish clearinghouse for information on programs, scholarships aimed at minority students and early career professionals: Update

 - D. Mentoring Subcommittee – Tanya Zanish-Belcher
The Task Force recommends a subcommittee (with the co-Chair continuing to serve as a member of the Membership Committee). Among the duties of the Subcommittee (and other volunteers and appointees as needed):
 - Define role of each subcommittee member

- Articulate benefits and expectations of both mentors and mentees and make this available on the SAA website
- Expand SAA Mentoring website to include additional online resources and links
- Revise the mentoring application to include a 250-word biographical statement. Recommended language: “In 250 words or less, please explain what you are looking for in a mentor and what your background and interests are”
- Access is restricted to SAA members only
- Collect the appropriate biographical and professional information from mentors and mentees to ensure good matches
- Consider developing an application for mentors
- Develop training for both mentors; possible joint workshop for mentors and mentees
- After other issues are solved, add a checkbox to the membership form, indicating interest in serving as a Mentor
- Review all recommendations by the Task Force

E. Navigator Subcommittee – Tanya Zanish-Belcher

The Task Force recommends the subcommittee work with Women’s Archivists Committee to develop position description for Navigator Coordinator(s). Among the duties of the Subcommittee (and other volunteers and appointees as needed):

- Recruit for the Navigator Program
- Matching partners for the annual meeting
- Overseeing promotional information
- Organizing events at the annual meeting
- Review all recommendations by the Task Force

F. Task Force on Student Membership

The Task Force will continue to meet to read through the results of the survey and discuss its findings to determine:

- Whether a second round of surveys is needed, and
- Determine some actionable items from the survey responses.

G. Task Force on Career Development—Adriana Cuervo

The Task Force identified two primary areas of focus; the Career Center at the Annual meeting and the development of resources for ongoing career development.

Recommendations for Career Center:

- Hold the Career Center Wednesday through Friday, rather than Thursday-Saturday.

- Split up the general career center and recruiting function, placing the recruiter(s), in a more public spot (working with them to acquire private space on a case by case basis).
- Recruit educational institutions to send representatives to the Career Center to serve as a resource for Masters level archival training.
- Hold a career “Forum” in conjunction with the Student Mixer on the Wednesday evening of the conference.
 - Structure the Forum as the Educational Committee structured the 2008 Forum/Mixer on the topic of “Guidelines for a Graduate Program in Archival Studies.” This included about 20-30 minutes for the forum (including brief introduction and break out time) and 30-40 minutes for the mixer
 - Focus on job hunting skills

Career Resources

The Task Force spent a short time discussing the development of more career resources. This has long been an area in need of revamping, and comments from the Career Center reinforced this feeling. Adriana agreed to spearhead this effort and produce a bibliography. Resources will include articles on career building, resume writing, scholarships, and general career information. Once a bibliography is compiled, delivery of the resources will be the next area of focus.

Recommendations for further study

Explore a variety of means to deliver these career resources to both members and people exploring the profession, both through the Career area on the SAA website and through print resources.

IV. New Business