

SAA Membership Committee Meeting Minutes

8/11/2009

1:00 – 5:00 pm

Austin, Texas

I. Welcome and Introductions

Attendance:

Nancy Beaumont (SAA Executive Director), Adriana Cuervo (Career Center Coordinator), Terry Baxter (ex-officio, Diversity Committee Chair), Brian Doyle (SAA Membership Services Coordinator), Gerri Schaad (Former Chair, Membership Committee), Jackie Reid (District Representative), Liz Scott (District Representative), Jamie Roth (Chair, Membership Committee), Tanya Zanish-Belcher (Vice Chair, Membership Committee), Theresa Yoder (Mentoring Coordinator), Diane Maher (District Representative), Brenda Lawson (Council Liaison), Renna Tuten (intern, incoming Career Center Coordinator); Diane Kaplan (Past Chair, Membership Committee)

II. Announcements

Jamie made the following announcements for events being held at SAA:

New Member (Aug 13) and Key Contact (Aug 14) Breakfasts (7-8am)

Mentor-Protégé Coffee break (Thurs, Aug 13, 8am – 8:30am)

Career Center

(Wed, Aug 12, 12-5pm ; Thurs.-Friday, Aug 13-14, 7am-5pm)

Navigator Program

Reminder: Nominations Committee

Jamie updated the group on how appointments are made to the Membership Committee based on a report he submitted to Council. Council hopes to be better stagger the terms of the District Representative appointments.

New and renewed appointments include the District 12 representative, Mentoring Coordinator, Career Center Coordinator.

Jamie requested nominations for the position of Vice-Chair. Adriana Cuervo was appointed to the position of Vice Chair.

The Committee then reviewed the following reports, submitted during the past year.

III. Review of Past Year -- Reports

SAA Office -- Brian Doyle

Brian reported on the revision of on-line renewal notices and forms. A new Member database was implemented in 2007 with renewal notices sent via e-mail. The forms have

been revised to be more friendly and welcoming to people. The goal is to have more involvement by SAA staff and a focus on more e-mails with fewer mailings and more opportunities to renew. Thus far, everything appears to be working successfully.

Jackie asked if people are renewing on time? Brian responded that with the economic downturn, this is difficult to determine. He noted that the lower dues categories are rising and the bridge rates have risen by 150%. The bridge rate is a one-time benefit for the lifetime of a member. Diane asked if there was any tracking of those using the bridge rate to see what happens to them? Brian responded, not at this time.

Administrative and key contact:

The Committee agreed that it would still like to establish liaisons with the regional archival organizations in the U.S.

B. Key Contact Program

Tanya Zanish-Belcher (Vice Chair) reported on the status of the Key Contact Program. There are currently 12 District Representatives and 60 Key Contacts who contact both new and non-renewing members during the year. There were 3 submitted reports from the group, including statistics and commentary submitted to the Chair for report to SAA.

Brian asked that Key Contacts and District Reps refer all complaints to the SAA office.

C. Diversity Committee

Council approved the Diversity Chair (currently Terry Baxter) as an ex-officio member of the Membership Committee. The Membership Committee Chair also serves as an ex-officio member of the Diversity Committee, in order to facilitate better communication and collaborative projects.

Brian updated the group on publishing membership materials in languages besides English and establishing a clearinghouse for information on programs, scholarships aimed at minority students and early career professionals.

The Diversity Reader, which will be published by SAA, is in progress.

Terry also reported that the Records Management Roundtable is looking at dealing with disabled employees and users.

The Committee briefly discussed SAA Strategic Priorities relating to Diversity:

- How can SAA be more diverse?
- Collaborating with the regionals on diversity efforts
- Mentoring
- Role of paraprofessionals
- Highlighting diverse collections;

There was brief discussion in regards to a survey for the SAA membership that would collect views on diversity as well as their needs. The Diversity Committee will also be reviewing the Native American Protocols in the coming year, and will also examine the use of the RBMS Diversity Toolkit. Are there potential opportunities to focus on graduate students or high school students? How can we have a coordinated approach for minority recruitment?

D. Mentoring Subcommittee

Tanya reported on the work of the Mentoring Subcommittee, which has recommended the following:

- Creation of 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

Brian briefly described the administrative issues involved with creating systems and programs to collect the relevant information. He will work with the Mentoring subcommittee to develop these.

Theresa Yoder, currently Mentoring Coordinator, reported on the program. There are currently 167 proteges (a number of which are not members of SAA) requesting mentors. There are currently 106 mentors. Comments received about the program range from very good to non-existent. Jamie said this confirmed we need to articulate the expectations more clearly. Gerri noted these comments are very similar to those received in the past. The Committee discussed the differences between having quick questions about the profession or wanting a long-term relationship with a mentor. Could Key Contacts be used for the quick questions or could an online resource such as “Ask an Expert” be developed? The subcommittee will work on a lot of these issues in the coming year.

Brian asked where this should go? Career Center? How can we join some of these things together in an intuitive manner? Make it easier for our users to find? Jamie suggested expanding this page to link to all the relevant members services. Brian says with the redesign, he thinks there will be more places for this information to be available.

E. Navigator Subcommittee

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

The subcommittee also recommended removal of Navigators from registration and providing a listing of guidelines for activities. Opportunities for connecting?

Brian noted the challenge to schedule groups and events at annual meeting and suggested focusing on already existing events; or enhanced events (New Member Breakfast, Mentor/Mentees; Food and Break will be examined closely).

The Mentor/Mentee coffee break is for currently matched people; could be used for recruiting? Paired up with Navigator program?

Jamie suggested using the Career Center as a meeting place as well. Brian also brought up having presentations as part of the Career Center; other resources being made available? Tanya suggested creating a center for all of the above, possibly a Networking Center? Important to develop a central location for members to find members to locate the resources they need. There are issues with privacy/traffic noise.

All about knowledge and information transfer—peer to peer. Some circumstances may require some quiet/one on one/consultation. Should include space for bulletin board; Cyber café; membership programs, career center, career advisor.

The Committee agreed on a name: Network Café: A Professional Development Center. Brian will explore with Nancy.

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.

The Task Force will continue to look at survey results; will work with Brian. It may be important to focus on the retention of student members as the membership group is growing.

Brian noted that there have been questions about student discounts and how to enforce those procedures/policies. Currently, students may be members for up to 2 years then prompt to renew at the regular rate. In the late 90s Council has repealed the policy. Students now can renew at the student rate repeatedly, but they must be actively enrolled.

Some changes for student members including receiving the American Archivist electronically, and being allowed to join as many Roundtables as they want.

Adriana asked about the electronic version of American Archivists, could this be a potential cost savings, and offered to other members? Council has authorized making it an option. Brief discussion related to SAA costs savings and impact on membership dues.

Terry brought up level of student representation in SAA governance. Jamie articulated some of the issues with connecting with students for the Membership Committee. Turnover is an issue

Gerri noted the need for targeting faculty members to make sure students come to meeting. We need to focus and advertise meetings in advance. Liz said this is also important for new archivists, who have been members of SAA less than 5 years.

Brian noted committee internship-positions which encourage a role for students; channel for involvement

The Committee agreed to encourage Key Contacts to reach out to new members who are students. We need to focus on mentoring and the creation of social networks.

Brian—book reviews as a way of getting published, but not too stressful

Opportunity to get published

Difficulty of travel to the annual conference

Focus in advance, to build student attendance at specific meetings

Brian can provide a list of students within a 300 mile radius of the meeting

G. Task Force on Career Development

Adriana Cuervo (Chair) reviewed the Task Force report. 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.

- 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.

Jamie announced the following appointments:

Adriana –incoming Vice Chair

Renna –Networking Café

Theresa—Mentoring Rep—co-chair, Mentoring Subcommittee

District 12:: Larissa Woo

Liz updated the Committee on the Student Mixer, now Student Mixer/Forum.

IV. New Business

Brenda Lawson, Council liaison, shared the following with the Committee:

Transparency of the organization-

Committee should be aware of and communicate to membership

Council handbook

Member feedback to strategic plan

Advocacy agenda/diversity agenda

The Committee meeting adjourned 3:53 p.m.