

**Membership Committee 2012 Annual Report**  
**Submitted by Elizabeth Scott Chair, Membership Committee**

**Annual Meeting (Minutes attached Appendix A)**

The Membership committee met on Tuesday, August 7 at 2 pm. After hearing reports from the Key Contact Subcommittee, the committee heard an update on monthly staff retention efforts and member retention trends. The committee also discussed a recent decline among student members and institutional members. Further analysis in these areas is necessary. Mora and Carter reported on new tools developed from the Mentoring Program, especially a new database developed using Google Drive. Beaumont provided a verbal report on the development of the SAA Mosaic Program. Woo provided a report on the Career Center. Vagts reviewed committee-sponsored events occurring at the Annual Meeting.

*New Initiatives*

Larissa Woo presented a proposal to develop a “benefits of membership” on-demand presentation. The committee unanimously voted to proceed with the proposed effort. Kate Dundon volunteered to assist.

Woo proposed to create a standing Career Development Subcommittee to oversee a variety of onsite and online activities. The Committee voted to create the Career Development Subcommittee. Liz Scott will investigate the Membership Committee’s role as a co-sponsor of the Navigator Program.

**Key contact Subcommittee (Full report attached Appendix B)**

*Program Summary*

The Key Contact program consists of geographic districts, with each district represented by a District Representative. The representatives work with appointed Key Contacts to reach out to SAA’s membership, mainly greet new members and welcome them to the organization. In the past year, the Key contacts have reached out to 1196 new members. New this year, the committee has added another membership committee member in the role of vice-chair, in order to provide some continuity on the committee as the person who chairs the committee changes each year. Since the 2012 Annual meeting, a review of the distribution of geographic districts has prompted the following change: District 11 – Canada and District 12 – Puerto Rico/International have merged to form a single District 11 – International, Puerto Rico and US Territories. Since August 2012, 24 volunteers have joined the program as Key Contacts, filling vacancies or replacing Key Contacts who have resigned, moved into District Representative positions or whose terms of service have expired. As of October 1, 2012 71 key contacts have reached out to 1196 new members.

*Key Contacts Response to Hurricane Sandy*

The Subcommittee Chair, District 2 Representative, and Key Contacts reached out to approximately 85 members in the NY/NJ areas affected by Hurricane Sandy. The group received 12 responses, 2 from NJ members, 2 from Manhattan members, and 8 from members in Long Island. Only 1 reported direct collection damage or loss. Most responses were appreciative of the concern, included offers to help if others were in need. A few appreciated the information and one responded that they were glad SAA was helping

## **Mentorship Subcommittee (Full Report Attached Appendix C)**

### *Administering the Mentorship Program*

As of December 3, 2012, there were a total of 115 protégés and 85 mentor volunteers active in the program. Additionally, on August 9, 2012 the subcommittee hosted the Mentoring Program Meet-and-Greet in the Networking Café at the Annual Meeting.

### *Ongoing Issues/ Goals for the Upcoming Year*

The Mentoring Program Subcommittee will continue the work of matching mentors with protégés and soliciting more mentors. In addition, the Subcommittee will continue to address recommended changes submitted by the Task force on Mentoring in 2009:

Further expand the SAA mentoring website to include additional online resources and links.

Develop training for mentors, including a possible joint workshop for mentors and protégés.

Add a checkbox to the SAA Membership Form to indicate interest in serving as a mentor - for both new SAA members and for renewing SAA members."

The subcommittee also hopes to engage in conversation with the Diversity and Awards Committees about the development of a mentor/ protégé component for award recipients. Lastly, we would like to ask the Council to consider making mentoring a strategic priority of SAA. In as much, we hope to better promote the program to our membership and get feedback from the membership as a whole on the program.

## **Career Development Subcommittee/ Career Center (Full Report Available Appendix D)**

### *Career Development Subcommittee*

During the annual meeting it was proposed that career center coordination and support activities be formally recognized as a subcommittee. The membership committee voted in favor and has named this group the Career Development Subcommittee. The purpose of this subcommittee is to identify career development resources and tools relevant to members and assists SAA in making these resources accessible year round. The subcommittee recognizes the importance of providing career resources to members at all stages of their career; for those entering the profession, as well as mid career professionals and more senior administrators. As a service to members the subcommittee prepares and oversees the operation of the career center at the annual meeting.

### *Career Center*

#### *Summary of Activities*

The career center was open Wednesday August 8 through Saturday August 11th. 32 Archivists representing 20 different states and 19 areas of specialization volunteered their time. This team provided 47 hours of guidance, support and encouragement to peers looking for employment. The volunteers recorded speaking with a total of 76 people and utilizing a number of revised handouts. As in past years, a poll was created after the meeting using the free SurveyMonkey online survey tool. Survey response was low - there were 5 respondents to the survey. 33 Job postings were posted on the Career center job boards during the 2012 annual meetings.

### ***Current activities and preliminary Planning for 2013 career center***

The Career Development Subcommittee is currently preparing a guideline document that outlines the subcommittee purpose, committee selection, reporting and responsibilities in compliance with SAA governance documents. The subcommittee – currently consisting of three members – is also gathering resources for possible inclusion on its SAA micro site. The subcommittee is developing ideas for the 2013 annual meeting career center – including having mini-workshops or brownbag lunch talks in the network café about career related issues, and conducting in person surveys with results posted after the meeting to the subcommittee micro-site.

### **Member Benefits Presentation**

Committee Member Kate Dundon produced a member Benefits PowerPoint presentation. movie:

<https://www.dropbox.com/s/l8k24ollntleret/value%20of%20saa%20membership.mov>  
powerpoint:

<https://www.dropbox.com/s/wu6vaxa6p1s8gdr/value%20of%20saa%20membership.pptx>

The presentation will be available on the SAA website.

### **Conclusion**

The Membership Committee has experience an outstanding year. We have expanded one of our premier initiatives, the Career Center, into a full year endeavor. Additionally, the mentoring program has continued to strengthen. The new member benefits presentation will help both members and potential members to understand the role of SAA in their career. In the coming year, we will work to enhance the annual meeting experience for members new to the conference. Throughout the year, we will work to enhance all members experience at every stage of their career.

## **Appendix A**

### SAA Membership Committee Minutes

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August 7, 2012  
San Diego Hilton Bayfront  
San Diego, CA

#### **In attendance:**

- **Rachel Vagts, Chair**
- **Liz Scott, Vice Chair/Chair-Elect**
- **Larissa Woo, Incoming Vice Chair/Chair-Elect**
- **Gordon Daines, Committee Member**
- **Kate Dundon, Committee Member**
- **Teresa Mora, Committee Member**
- **Erik Moore, Committee Member**
- **Lisa Carter, Ex Officio (Co-Chair, Mentoring Program Subcommittee)**
- **Bergis Jules, Ex Officio (Chair, Diversity Committee)**
- Terry Baxter, *Council Liaison*
- Nancy Beaumont, *SAA Executive Director*
- Adriana Cuervo, *Former Chair*
- Brian Doyle, *SAA Director of Member & Technical Services*
- Ellen Jarosz, *Key Contact District Rep – Dist. 10 (AZ, CA, NV, UT)*
- Scott Schwartz, *Former Chair, Key Contact*

#### **Past Business**

A report from Liz Scott on the Key Contact Program led to an update from Doyle on monthly staff retention efforts (i.e., phone calls made during the members' grace period) and member retention trends. Generally, most members appreciate the retention calls. The committee also discussed a recent decline among student members. Analysis conducted by Doyle suggests that retention remains stable but that SAA is not recruiting new student members. This in turn yielded a discussion on the need to conduct an investigation on the universe of student members and possible changes in enrollments at higher-education institutions. Also, there has been a sharp decline among institutional members. Vagts suggested that the committee may want to look at alternate models for institutional member benefits.

Mora and Carter reported on new tools developed from the Mentoring Program, especially a new database developed using Google Drive. These new tools should enable the subcommittee to focus more attention in the coming year on renewal of mentor commitments, creation of evaluation mechanisms and metrics, and development of content/documentation. Beaumont also reminded the committee of the opportunity to engage SAA Fellows in mentoring and recommended that the Mentoring Program coordinators communicate regularly with the

Fellows about the program.

Beaumont provided a verbal report on the development of the SAA Mosaic Program, which will include a mentoring aspect to be incorporated into the existing Mentoring Program.

Woo provided a report on the Career Center, which will operate during the same hours this year as last year. We have 31 volunteer resume advisors representing a breadth and depth of expertise. Saturday morning coverage is the weakest.

Vagts reviewed committee-sponsored events occurring at the Annual Meeting:

- The New Member/First-Timer Orientation will take place on Wednesday, August 8, at 8pm.
- The Key Contact Breakfast has been changed to an evening event (Wednesday, 7pm) to take place just before the new member event so that KCs will participate.
- Mentoring Program Meet-and-Greet, Thursday, 9:30 am.

### **Discussion Points**

Larissa Woo presented a proposal to develop a “benefits of membership” on-demand presentation. The committee unanimously voted to proceed with the proposed effort. Kate Dundon volunteered to assist, with one or more other project participants to be determined.

SNAP’s suggestions for changes to SAA dues were considered by the Council on Monday, August 6, and referred to the Finance Committee, which will consult with the Membership Committee in the coming months.

Woo proposed to create a standing Career Development Subcommittee to oversee a variety of onsite and online activities. Gordon Daines seconded. In discussion, it was suggested the members of the Archives Management Roundtable, the Records Management Roundtable, and individual members at large could be invited to participate. Rachel Vagts revised the motion to “establish a Professional Development subcommittee.” The motion passed.

Woo also raised a concern about the Membership Committee’s role as a co-sponsor of the Navigator Program, which the committee has actually not been very involved with in recent years. Liz Scott indicated that she would contact the program coordinator(s) to identify needs and offer the committee’s assistance.

## **Appendix B**

### **Key contact Subcommittee (Larissa Woo/Rebecca Hankins)**

#### *Program Summary*

The Key Contact program consists of geographic districts, with each district represented by a District Representative. The representatives work with appointed Key Contacts to reach out to SAA's membership, mainly greet new members, and welcome them to the organization. In the past year, the Key contacts have reached out to 1196 new members. New this year, the committee has added another membership committee member in the role of vice-chair, in order to provide some continuity on the committee as the person who chairs the committee changes each year.

#### *Administrative changes*

This was the first year that the KC program operated with the new terms of office. Past KC Chair Liz Scott established new procedures for welcoming new District Representatives and Key Contacts into the program. In July, she contacted all members reaching the end of their terms to determine if they wanted to continue and if they chose not to continue asking their assistance identifying new members. Beginning this transition earlier might make the goal of having a full slate of members in August easier to achieve.

#### *District Changes*

Since the 2012 Annual meeting, a review of the distribution of geographic districts has prompted the following change: District 11 – Canada and District 12 – Puerto Rico/International have merged to form a single District 11 – International, Puerto Rico and US Territories. The decision to merge the two districts is based on an interest to provide a stronger support group for the person working as Key Contact for international members and create consistency in how districts are managed. The revised district 11 remains the smallest district in the program with approximately 250 members. The subcommittee chair, SAA liaison and Director of Member Services, District 11 representative and District 12 Key Contact all engaged in the discussion to combine the two districts and unanimously agreed that the changes would benefit the program.

#### *Volunteer Recruitment and New Member Contacts*

Since August 2012, 24 volunteers have joined the program as Key Contacts, filling vacancies or replacing Key Contacts who have resigned, moved into District Representative positions or whose terms of service have expired. As of October 1, 2012 71 key contacts have reached out to 268 new members.

#### *Key Contacts Response to Hurricane Sandy*

The Subcommittee Chair, District 2 Representative, and Key Contacts reached out to approximately 85 members in the NY/NJ areas affected by Hurricane Sandy. These included members on the NJ coast, NY Metro area (Manhattan, Brooklyn, Queens, Staten Island) and Long Island NY. The goal of this effort was to check on the safety and well being of our members, and make sure they were aware of disaster recovery resources available to those in need from SAA, MARAC and other organizations. The group received 12 responses, 2 from NJ

members, 2 from Manhattan members, and 8 from members in Long Island. Only 1 reported direct collection damage or loss. Most responses were appreciative of the concern, included offers to help if others were in need. A few appreciated the information and one responded that they were glad SAA was helping. I'd like to thank the volunteers in district 2 for making these connections with our members.

*Current Activities:*

In addition to meeting our primary objective of greeting new members, the subcommittee chair has asked for recommendations from the District Representatives for programmatic suggestions and activities for the remainder of the 2012-2013 year.

## **Appendix C**

### **Mentorship Subcommittee (Teresa Mora/Alison Stankrauff)**

#### *Administering the Mentorship Program*

As of December 3, 2012, there were a total of 115 protégés and 85 mentor volunteers active in the program. Of these, 11 protégés are waiting to be matched, most of whom have specific areas of focus they are interested in. Of the 85 mentors, 80 are currently matched and 8 mentors currently mentor more than one protégé. At this time, we aim to match protégés with mentors within two weeks of application. Efforts in this behalf on the part of the Subcommittee in the past year have included:

- Reviewing the lists of protégés and mentors to identify individuals in current active matches or awaiting match.
- Contacting recently "expired" mentors to get feedback on the program and see if they are interested in being matched with another protégé.
- Articulating the benefits and expectations of both mentors and protégés on the SAA website.
- Promoting the mentor program and making calls to the membership for mentors
- Submitting a call to the Fellows listserv for mentors
- Collecting biographical and professional information from mentors and protégés that have allowed the subcommittee to make over 150 matches in the past year (December 2011-December 2012).
- Updating the database to keep track of matches and manage the mentoring program.
- Creation of a flyer on the Mentoring Program and distribution at the Annual Meeting of the New England Archivists

Additionally, on August 9, 2012 the subcommittee hosted the Mentoring Program Meet-and-Greet in the Networking Café at the Annual Meeting of SAA to allow mentors and protégées to meet one another in person.

#### *Defining the Program and Other Substantive Tasks*

The subcommittee met via conference call on October 31 to discuss the Committee's plans for the 2012/2013 year. Immediate past chair, Lisa Carter, is working to develop better documentation of the committee's duties and procedures for future sub-committee leadership. Co-chair, Alison Stankrauff is developing a survey to be distributed to recently "expired" mentors and protégés to collect feedback on the program. Member, Michelle Gachette (liaison to the Diversity Committee) is researching the history of the program to better ascertain what does and doesn't work and how various constituencies have been involved in the program in the past.

#### *Ongoing Issues/ Goals for the Upcoming Year*

The Mentoring Program Subcommittee will continue the work of matching mentors with protégés and soliciting more mentors. In addition, the Subcommittee will continue to address recommended changes submitted by the Task force on Mentoring in 2009:

Further expand the SAA mentoring website to include additional online resources and links.

Develop training for mentors, including a possible joint workshop for mentors and protégés.

Add a checkbox to the SAA Membership Form to indicate interest in serving as a mentor - for both new SAA members and for renewing SAA members."

The subcommittee also hopes to engage in conversation with the Diversity and Awards Committees about the development of a mentor/ protégé component for award recipients. Lastly, we would like to ask the Council to consider making mentoring a strategic priority of SAA. In as much, we hope to better promote the program to our membership and get feedback from the membership as a whole on the program.

## **Appendix D**

### **Career Development Subcommittee/ Career Center (Larissa Woo/Bertram Lyons)**

#### **Career Development Subcommittee**

During the annual meeting it was proposed that career center coordination and support activities be formally recognized as a subcommittee. The membership committee voted in favor and has named this group the Career Development Subcommittee. The purpose of this subcommittee is to identify career development resources and tools relevant to members and assists SAA in making these resources accessible year round. The subcommittee recognizes the importance of providing career resources to members at all stages of their career; for those entering the profession, as well as mid career professionals and more senior administrators. As a service to members the subcommittee prepares and oversees the operation of the career center at the annual meeting.

#### **Career Center**

##### *Summary of Activities*

The career center was open Wednesday August 8 through Saturday August 11th. 32 Archivists representing 20 different states and 19 areas of specialization volunteered their time. This team provided 47 hours of guidance, support and encouragement to peers looking for employment. The volunteers recorded speaking with a total of 76 people.

In response to recommendations from the 2011 career center report and survey information, the 2012 career center attempted to have more advisors available during times expected to be busy – specifically during lunch hours (12-2).

As in 2011 recruitment of volunteers was done by announcement on the SAA leader list. In some cases, leaders passed the call for volunteers on to their respective sections or roundtables.

For the 2012 career center, the handout from previous years was revised and reprinted. A second handout, created by members on the records management roundtable was also available for distribution.

New for the 2012 meeting a brief Advisor's guide was distributed to all the volunteers, summarizing information on the program, logistics and administrative tasks.

##### *Post Meeting Survey*

As in past years, a poll was created after the meeting using the free SurveyMonkey online survey tool. The questions duplicated those from previous years – focusing on what services attendees were looking for, whether the times and location was convenient and how helpful the services provided were and finally soliciting suggestions for improvement.

Survey response was low - there were 5 respondents to the survey – similar to the numbers seen in 2009 and 2010 when there were 7 survey respondents. This year's survey showed a

marked decrease from the number seen in 2011 – when 19 members responded. Of the 5 survey respondents, only one indicated that they had spoken with an advisor/volunteer.

#### *Post Meeting Review of Position Announcements*

33 Job postings were posted on the Career center job boards during the 2012 annual meetings. 7 of these were brought to the conference by SAA staff. 26 positions were posted by members during the conference. Specific data tables are located at the end of this report.

#### *Summary of Jobs*

The majority of positions advertised at the annual meeting career center were academic positions. A much smaller number of jobs were advertised for museums, research centers, businesses and public libraries. Many of the positions were located on the west coast, but most regions in the country were represented. There were few vacancies posted for the mid-Atlantic region. Almost all of the positions required an MLS or equivalent level of education. Few of the positions mentioned either CA or CRM qualifications. Experience requirements were diverse, ranging from the ubiquitous experience required / preferred, to specific position ranking based on experience. The majority of positions required 2, 3 or 5 years experience. The vast majority of positions were full time (over 21) with a few project positions with terms of 2-3 years. Part-time and hourly positions were also advertised. 4 positions were specifically listed as entry level. 6 announcements were seeking senior leadership positions. Only 5 announcements provided salary information. Of these, one was an hourly rate. Of the 4 salaried positions one was just below \$40K, and the other three were in the \$40-48K range. All of the positions providing salary information were located in regions that have moderate to high costs of living.

#### *Recommendations*

- The days and hours of operation should remain the same for next year.
- Continue to create a list of advisors and their areas of expertise, continue posting this information at the career center. Look into posting the advisor schedule and other career center information online prior to and during conference.
- Change the mechanism for survey distribution. Have the survey prepared and available for career center users to complete at the conference; or give users the survey information/address before they leave.
- Better advertise the availability of career center space for interviewers who want to meet with candidates, and recruiters.
- Better advertise the network café, the services and information provided. Signage on the different tables clarifying functions and availability of advisors and other representatives.

#### **Current activities and preliminary Planning for 2013 career center**

The Career Development Subcommittee is currently preparing a guideline document that outlines the subcommittee purpose, committee selection, reporting and responsibilities in compliance with SAA governance documents. The subcommittee – currently consisting of three members – is also gathering resources for possible inclusion on its SAA micro site. The subcommittee is developing ideas for the 2013 annual meeting career center – including having

mini-workshops or brownbag lunch talks in the network café about career related issues, and conducting in person surveys with results posted after the meeting to the subcommittee micro-site.