

**SAA Mentor Sub-Committee Transition Meeting
August 8, 2012**

Present: Lisa Carter, Teresa Mora, Alison S.

Leadership for 2012/2013: Teresa will serve as senior co-chair (Membership Committee rep), Alison as junior co-chair and Lisa as ex-officio.

Ex-officio duties/ responsibilities

- advise as needed
- no matching duties
- create documentation of sub-committee work for future co-chairs

Notes on Sub-Committee Documentation Needs

- should include reminder to check in w/ SAA staff about Meet and Greet (especially promotion of the fact that there will be coffee) before annual meeting (no description in this year's program)
- also a reminder one month out of the upcoming meeting and Meet and Greet to all mentors/ protégées

Cleaning up Database/ Improving the Program

- would like to develop procedure to follow-up with mentors/ protégées whose one year "term" is coming to a close. Ideally this new procedure would be implemented by whatever committee member is in charge of matching each month. Included would be:

- 1) a note of thanks asking mentors if they would like to be matched to another protégée and protégées if they may be interested in serving as mentors;
- 2) distribution of a questionnaire to these members asking for feedback on the program
- 3) culling of the database of those mentors/ protégées who do not indicate they want to continue in the program

- Teresa can take on the initial database clean up (removing no longer active mentors/ protégées from database).

- Lisa will check with Brian about keeping an historical record of the database

Mentor Supply/ Demand

This continues to be a problem, we hope that in asking mentors to continue service we'll get more mentors in the pool. Rachel Vaught suggested members of Membership Cte volunteer as mentors. Additionally we would like to approach SAA Leadership about pairing protégées up with non-SAA members in cases of protégées looking for particular expertise (e.g. digital experience, international work)

Tasks for 2012/2013

- check in with Brian Doyle re: possible "lost" mentor forms (TM)
- identify three new sub-committee members (preferably one rep from Diversity Cte)
- develop follow-up questionnaire for mentors/ protégées who have completed formal program
- further develop micro-site (LC)
- 2013 Annual meeting prep: promote meet and greet; request ribbons from SAA office; video?