**Key Contact Subcommittee Report**

2015 Annual Meeting of the Society of American Archivists

Submitted by co-chairs Matt Gorzalski and Claire Jenkins

*Program Summary*

The Key Contact Subcommittee is a unit of the Society of American Archivists Membership Committee. It is comprised of 2 co-chairs and 11 District Representatives overseeing geographic regions covering the United States and international countries. The Representatives work with 60 appointed Key Contacts to reach out to SAA’s membership in greeting and welcoming new members, promoting the value of SAA’s services, and periodically offering information on various archival resources.

*Activities in 2014-2015*

* The updated Key Contact FAQs were approved by the subcommittee members and posted to the microsite
* The updated subcommittee description was approved by members and posted to the microsite
* Creation of the Key Contacts statistics page (membership distribution)
* Explored adding new Key Contact for District 2 New York
* Map revision

*Current Vacancies*

* Waiting to hear back on term renewals for 2 District 11 contacts
* Kansas
* South Dakota

*Business for 2015-2016*

* Evaluate our welcome email with SAA’s
* Work with the Lone Arrangers RT to develop a list of lone arrangers in various regions to be distributed as a resource to the group. *(idea from last year’s meeting)*
* Do a “follow-up” check-in with new members 6 months or a year after they first join was suggested in an effort to elicit responses to welcome messages. *(idea from last year’s meeting)*