

SAA Membership Committee Meeting
Aug 12, 2014 1:00 PM - 3:00 PM
Marriott Wardman Park,
Washington D.C.
Suite 8224

Minutes

In Attendance:

- **Larissa Woo**, *Chair*
- **Teresa Mora**, *Vice Chair/Chair-Elect*
- **Bertram Lyons**, *Incoming Vice Chair*
- **Kate Dundon**, *Committee Member*
- **Matt Gorzalski**, *Committee Member*
- **Claire Jenkins**, *Incoming Committee Member*
- **Erik Moore**, *Committee Member*
- Terry Baxter, *Council Liaison*
- Nancy Beaumont, *Executive Director, SAA*

Members Absent:

- **Rebecca Hankins**
- **Michael Zaidman**
- **Alison Stankrauff**, *ex-officio (co-chair Mentoring Program)*
- **Tywanna Whorley**, *ex-officio (Chair, Diversity Committee)*

Guests in Attendance:

- Rachel Vagts, *Incoming Council Liaison*
- Dennis Meissner, *SAA Vice President*
- Scott Schwartz, *Former Chair, District 11 Key Contact - International, and US Territories*

Welcome and Introductions

Review of Agenda

Past Business

The 2013 annual meeting minutes were approved.

Larissa introduced new members Claire Jenkins, and Diane Pugh (Diane was not able to attend the meeting), and announced that Teresa Mora will become Chair and Bertram Lyons will become Vice Chair.

Nancy also discussed need for a redesigned website to also include new membership launch screen/page.

Review of Annual Meeting – Sponsored Events & Subcommittee Meetings

Larissa reviewed the annual meeting events the Membership Committee is sponsoring: the New Member/First-Timer Reception; the Career Center; and the Mentoring Program Meet and Greet. It was requested that all members attend all events if possible.

Subcommittee Reports

Key Contact Subcommittee, Teresa Mora and Matt Gorzalski, Co-Chairs

Key Contacts made 1105 new member contacts since August 2013. The Key Contacts meeting during the 2013 Annual Meeting was well received and will continue at future Annual Meetings so Key Contacts can meet and get to know each other. Teresa noted that since the 2013 meeting a listserv had been created for District Representatives and that the guidelines for the subcommittee had been updated and are available on the SAA website. Thanks to co-chair Matt Gorzalski's suggestion there is now a Key Contact volunteer form available on the SAA website. She also noted that 14 new volunteers had joined the program as either Key Contacts, filling vacancies or replacing Key Contacts who have resigned, moved into District Representative positions or whose terms of service have expired.

Woo stated that she would like to see an assessment of larger member areas in order to determine if there should be an increase in the number of Key Contacts in those regions. She also reiterated her interest in the Key Contacts being involved in disaster recovery, such as they were following Hurricane Sandy in 2012.

Mentorship Subcommittee, Alison Stankrauff and Kate Dundon, Co-Chairs

There are four members rotating on/off the subcommittee. The subcommittee currently has 96 protégées and 95 mentors in the system; 5 protégés and 9 mentors remain unmatched. Kate noted that the protégé applications have declined in numbers and wonders if this is something to be concerned about. She also noted that the co-chairs had been invited to speak at the Mosaic forum. She stated that one of her priorities in the upcoming year is to review the survey sent to participants in the program in a systematic way. Alison Stankrauff is rotating off the Mentoring Subcommittee. Mike Zaidman has agreed to serve as co-chair.

Navigator Subcommittee, Erik Moore, Chair

Last year was the first year this program had been formalized under the oversight of the Membership Committee. The subcommittee created a form for attendees to either request a navigator or volunteer to serve as a navigator. They received a total of 132 applications and made a total of 63 matches for this meeting. They will be conducting a post-meeting survey to assess the program.

Career Development Subcommittee, Bert Lyons, Chair

Last year the Career Center was open for a total of 25 hours. 29 advisors met with 56 advisees. Bert developed a working group to help organize the Career Center this year which worked out quite well. The group met monthly to brainstorm ideas for the Career Center, resulting in new offerings. This year the Career Center will be open for 27 hours with 51 advisors and 71 pre-registered advisees. There will also be a Digital Preservation Career "drop-in"; a "funder's corner" and a curtained area for privacy.

Scott suggested asking for CVs, resumes, or other relevant documents in advance so that meetings are more productive.

The question of how often members hold interviews at the meeting was brought up along with the suggestion that it might be useful to have a room reserved for this purpose.

Discussion Points

Council Report & Update, Terry Baxter

- Council adopted best practices for volunteers
- Council is looking at points of consideration for future joint meetings
- Council will adopt the recommendations of the AA listserv working group and revisit in May
- Introduced new liaison (and former Membership Committee Chair) Rachel Vagts

Erik mentioned the new Code of Conduct and the need to update subcommittee charges to include language from the Code.

Membership Figures for 2013/2014, Larissa Woo

Larissa reviewed the recently released membership figures. She wonders why the ID1 category continues to grow but at the same time noted the steady rise in ID6 and 7.

The question was raised as to whether a member can change their membership level online during the renewal process.

Scott stated that he would like to know how many Bridge rate members continue on to full rate membership.

Opening discussion regarding an Inquiry on Institutional Membership brought by Mike Zaidman.

The discussion brought up the issue of updating the Membership Benefits page for Institutional members to note that you can't hold an elected position as an institutional member. SAA staff will research to confirm that this is an accurate interpretation of SAA policy. Ultimately it was determined that the inquiry posed by Zaidman was not an issue for the committee at this time. Larissa will convey to him that the issue should instead be moved forward by submitting an action item to council as outlined in SAA's governance documents.