**Society of American Archivists**

**Membership Committee Annual Report 2020**

Prepared by Gabrielle Spiers, outgoing chair

**BACKGROUND**

Per the Membership Committee’s Council-approved guidelines, the Chair must submit an annual

report to the Council by December 31.

**Membership Committee Meeting Minutes - August 14, 2020 Zoom meeting**

In attendance: Gabrielle Spiers, Jennifer Motzko, Lydia Tang, Alison Clemens, Tamar Zeffren, Natalie Johnson, Brittany Newberry, Maggie Hoffman, Daniel Hartwig, Derek Moseley

# Subcommittee assignments

Mentoring -  Lydia (chair), Daniel, Devhra

Navigator - Jenifer (chair), Devhra

Key Contacts - Natalie (chair), Daniel

Career Center - Maggie (chair), Jenifer, Brittany

# Council Updates

New council representative - Derek Mosley

# SubCommittee Updates

Alison (Mentoring) -

* Change of database to Air Table
* SAA mentoring Google Account
  + applications and surveys managed through that account
* 190 participants (last year 112)
* Annual meeting Mentoring interest meeting (approx. 80-100 attendees)
  + Feedback from the session - possible mentoring cohorts, more mentoring committee involvement in annual meeting

Navigator (Lydia & Alison) - 49 participants, follow-up survey after

Key Contacts (Tamar) -

-SAA new membership system caused some challenges with Key Contacts

- District Reps now receive new members contacts every month

- Forum in May to get input from Key Contacts

-Survey to Key Contacts solicited feedback on challenges.

Career Center (Brittany)

* Partnered with SNAP to have discussion
* Virtual Career Center
  + Zoom sessions
  + Used Slack for greeters
  + 12 greeters
  + 55 advisees/interviewees
  + 35 advisors/interviewers
  + 32 mock interviews/33 advising sessions
  + 7 people on a wait list (3 were assigned to sessions)
  + Survey - 48 responses
  + Issues with Signup.com (time zones)

**Career Development Subcommittee Summary**

Career Center Subcommittee Membership

Brittany Newberry, Lead Chair for 2020

Maggie Hoffman, Co-Chair for 2020

Jenifer Monger, Rising Co-Chair for 2020-2021

2020 Twitter Chat with SNAP Section

This year the Career Development subcommittee partnered with the SNAP section to host a twitter chat with mid-career professionals. The chat was held July 15 and was composed of questions geared towards giving students and new professional advice on various career topics, such as project/temporary positions and types of experiences needed. Three mid-career professionals plus the co-chairs of the subcommittee answered questions and gave advice to those that attended. Overall it was a great chat and a great way to advertise the virtual career center for the annual meeting.

2020 Career Center Offerings

The Career Center functioned differently this year than in past years. Since the conference was held virtually, the Career Center went virtual. We utilized free Zoom accounts and offered phone sessions. The hours and days of the Career Center changed. We had sessions scheduled from August 5 through 7 from 9 am to 1 pm (Central) and 5 pm to 9 pm (Central) and on August 8 from 9 am to 1 pm (Central). We chose these days and hours in order to accommodate various time zones and sessions.

We again offered both career advising and mock interview sessions. However, they were not offered concurrently. We had a set time for advising sessions each day and a set time for mock interviews. All sessions were appointments scheduled in advance. We were able to have 100% volunteers for advisors and interviewers. And 100% of services sign ups filled by our deadlines. Due to the limits of technology and scheduling, we could not offer walk-in appointments. Instead, we added those who reached out after deadlines to a waitlist. We had 7 individuals on a waitlist and were able to add 3 to sessions that were cancelled by an attendee. We were unable to offer resume posting and job postings to attendees. However, if people reached out to us with job postings, we sent links to those to our attendees in our post Career Center emails. We also provided a link to job resources available on SAA’s website on the Career Center page for the conference.

This year we again sought volunteer greeters for the Career Center. However, greeters functioned differently this year than in the past. Greeters acted as technical support for Zoom sessions, in case anyone had questions or issues. We set up a Slack workspace for the Career Center that they used to communicate with participants. We provided greeters with a Google doc of resources for them to use during their sessions. We had 71% (20 of 28) spots filled for greeters.

We again utilized SignUp.com for our sign ups this year. It provided a great way to get volunteers and then have people sign up for services. Those seeking services were able to match themselves to volunteers based on the bio information that was provided. However, there were some issues with the site that lead to time zone confusion. We learned that [signup.com](https://no-click.mil/?http://signup.com) is better for a physical Career Center than a virtual one. We are considering another site to use if the virtual Career Center continues.

2020 Career Center by the Numbers

This year we were able to gather use statistics for our advance sign-ups and waitlist.

Pre-conference registration:

33 advising sessions (down 8 from last year, however all available sessions were full and one extra was added)

32 mock interviews (up 17 from last year and all sessions were full)

35 volunteers to be advisors and mock interviewers (all sessions filled)

Waitlist: \*no walk-ins this year

7 (3 were able to have sessions)

Greeters: 12 volunteers (down 7 from last year however 20 of 28 spots were filled)

2020 Career Center Lessons Learned

The use of SignUp.com did allow us to create an easier way to have volunteers and those seeking services sign up for time slots. Advisees and interviewees were able to read bios on volunteers, so that they were able to choose someone who worked with their interests. However, some difficulties did come up while we were using it. In order to have a field for preferred method of communication, we needed to sign up for the premium subscription. We were able to do so and that helped us to let participants decide if they wanted to do a video or phone session. Additionally, [signup.com](https://no-click.mil/?http://signup.com) did not show time zones or update to show times in participants’ current time zones. In all forms of communication, we let participants know that times were in the Central time zone. However, reminders from [signup.com](https://no-click.mil/?http://signup.com) would show Eastern time. We were able to make sure participants had the right time by sending Google calendar invites that would display the time in their time zone. However, we will consider another site for sign-ups for the future that hopefully fits all our needs.

There was also an issue with the connection emails. Due to our switch in type of Career Center, we were unable to send any connection information and to connect participants until the day before their session. We learned that if we are able to do so, we will connect participants at least a week in advance, so they can share resumes, cover letters, and job postings.

Additionally, we did have a few issues with Zoom. Some participants were unable to join without the host or couldn’t join because others were still in the room. Having greeters on Slack allowed us to help with these issues. And having multiple Zoom accounts allowed us to move people when more time was needed or there was an issue. Greeters were a very helpful way to help with any Zoom issues. Slack was a great way to have greeters communicate with participants and with us. For future physical Career Centers, it might be great to continue the Slack workspace as a way to contact us for help.

The day after the Career Center ended, we distributed a survey to all participants. We received 53 responses, around half of the participants. Greeters, volunteers, and those who received services participated in the survey. Through the survey, we learned about what worked and what didn’t. Based on the survey, participants found the virtual Career Center to be helpful and would attend it virtually even if SAA conference went back to an in-person conference. A breakdown of percentages and some comments from the surveys are below. With this feedback and our experience with the virtual Career Center, we are considering next steps for the subcommittee and are looking forward to next year.

**Survey Feedback:**

Question: Is this your first time attending the SAA Career Center?

Yes - 76.9%

No - 23.1%

Question: How satisfied were you with your session?

5 out of 5 - 71.7%

Question: How likely are you to recommend the SAA Career Center to a friend or colleague?

5 out of 5 - 81.1%

Question: Would you still consider participating in the SAA Career Center virtually when in-person meetings resume?

Yes - 88.7%

Maybe - 11.3%

Comments:

* “Liked that there were different options--zoom or phone call--and that folks could select on that as well as info about the person they were meeting with.”
* “The fact that something like this was available virtually. I need to know how I'm doing from someone in the field and as I ended up with two interviews this past week, I'd say this experience really helped me!!”
* “It was easy to sign up and didn't feel like I was cutting into session time because the conference schedule was so flexible.”
* “It was nice to have the opportunity to do it--I couldn't have if it would have been in person as I would have been unable to attend the conference as, I suspect, was true for both of the people I consulted with. It was also nice to feel like we had some privacy which is difficult in the in-person environment”
* “The virtual advising worked pretty well. Would be good to do it more regularly than just at the annual meeting.”

**Key Contact Subcommittee 2020 Annual Report**

Submitted by co-chairs Tamar Zeffren (outgoing) and Natalie Johnson

*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 48 District Representatives overseeing geographic regions covering the United States and other countries.

The Representatives work with 68 appointed Key Contacts to provide an engaging and cohesive orientation experience for new SAA members, including promoting and clarifying the scope of SAA resources and enabling members to establish relevant professional connections.

*State of Affairs in 2020*

In 2020, SAA implemented a new content management system. This process wrought havoc on the Key Contacts function. For multiple months, each batch of member reports generated by the new system presented recurring and unique challenges: addresses dropped, states merged, obtuse formatting, and lapsed members appearing in the reports as new members.

While the co-chairs believe that these issues, after extensive and ongoing communication with excellent representatives in the SAA Office, are now resolved, the negative ramifications of this process include, but are not limited to, a loss of confidence by the District Reps and Key Contacts in this function and strained communication (such as severely limited responses for monthly statistics).

This Subcommittee looks to harness this past year’s challenging circumstances to develop more agile and effective ways of engaging with SAA members and to clarify the Key Contacts function and message.

*Activities*

* Maintained current database of volunteers
* Supported active volunteers
* Liaised with SAA staff to assist in filling vacancies
* Collaborated with SAA staff on appropriate coordination of welcome correspondence to new members
* Organized Zoom session in May 2020 to solicit input on the purpose, direction, and impact of this function. Received significant feedback which prompted an associated survey in August 2020 that went out to all volunteers.
* Reviewed membership on email distribution lists

*Current vacancies*

* District 1: Terms for District Rep and Key Contact for New Hampshire and Maine are expiring
* District 4: Term for Key Contact in Georgia is expiring
* District 8: Terms for Key Contacts for Utah and Arizona are expiring
* District 9: Terms for Key Contacts for Oregon and Alaska are expiring

*Business for 2020-2021*

* Establish dialogue with SAA Council in response to District Rep and Key Contact feedback
* Consider alternative avenues of disseminating new member information
* Identify more efficient routes of engaging new volunteers
* Consider different method(s) of capturing statistics

2020 SAA Mentoring Program Subcommittee Report

Submitted by Subcommittee Co-Chairs Alison Clemens and Lydia Tang

Mentoring Program Administration

The Mentoring Program Subcommittee administers the SAA Mentoring Program. The Mentoring Program is designed to bring together SAA members with shared professional interests. The program’s goal is to cultivate career development and communication between members with areas of expertise and members who want to build their knowledge within those areas.

The following members are rotating off the Mentoring Program Subcommittee on September 1, 2020:

* Alison Clemens, Co-Chair
* Alexandra Bisio, Member
* Matthew Francis, Member
* Joy Novak, Member
* Ashley Todd-Diaz, Member
* Cheryll Fong, Early-Career Member

Daniel Hartwig and Devhra BennettJones, SAA Membership Committee members, joined the Mentoring Subcommittee as Co-Chair in September 2020. Lydia Tang will continue to serve as Co-Chair.

Mentoring Program Subcommittee Co-Chairs are working to recruit three SAA members for two-year Subcommittee terms beginning Fall 2020.

The Mentoring Program supported approximately 190 participants in the 2019-2020 year alone.

Subcommittee Activities

In addition to standard workflows for matching participants, checking on in-progress matches, and acknowledging match conclusions, the Mentoring Program accomplished a number of ambitious organizational updates, including:

* Adopted Airtable as the new Mentoring Program database, following the sunsetting of Google Fusion Tables in December 2019;
* Revised application form to add an option for respondents to indicate their racial and ethnic identity in order to facilitate matches with those preferences;
* Backed up Google Fusion Database export to Subcommittee’s Google Drive;
* Implemented a new [saamentoring@gmail.com](mailto:saamentoring@gmail.com) account to better manage Subcommittee records, email communications, the post-match survey, workflows, and tool integrations;
* Revised end-of-match survey and migrated it to the saamentoring Google account to allow Subcommittee members more direct access to participant feedback;
* Emailed program participants twice during spring and summer 2020 with resources pertaining to the Covid-19 health crisis;
* Co-hosted a Twitter chat with the Students and New Archival Professionals Section on issues experienced by online-only graduate students in July 2020;
* Drafted project proposals to implement short term mentoring opportunities, partner with regional archives groups, create mentoring circles, create a mock interview initiative, partner with the Students and New Archival Professionals Section, improve Subcommittee workflows, and create an SAA membership blog; some of these projects are still in consideration, and some were postponed due to Covid-19;
* Drafted a project proposal to create an SAA membership blog; began project planning in collaboration with the Membership Committee;
* Supported the Career Development Subcommittee with the SAA 2020 Virtual Career Center;
* Co-chairs Alison Clemens and Lydia Tang supported the Navigator Program during the  SAA 2020 Virtual Annual Meeting;
* Submitted calls to SAA membership for Mentors, including program announcements for SAA’s “In the Loop” newsletter;
* Met virtually as a Subcommittee six times: October 1, 2019; November 12, 2019; January 23, 2020; April 7, 2020; May 19, 2020; and June 26, 2020;
* The Co-Chairs contacted each other by telephone as needed for committee planning activities;
* The Membership Committee meeting was held Friday, August 14 from 8:00 a.m.–9:00 a.m. Central;
* Forwent the Mentoring Program Meet and Greet during the SAA Annual Meeting and instead hosted an Introduction to the SAA Mentoring Program session, August 4, 2:30 p.m.–3:30 p.m. Central, which had approximately 100 virtual attendees; encouraged matched pairs to connect on their own around the time of the SAA Annual Meeting.

Suggestions for Future Actions

* The Airtable Mentoring Program database has been operational for about six months, but some issues will likely persist and will require troubleshooting;
* Database permissions will be revoked for committee members that are rotating off on September 1, 2020;
* Consider how we may better foster mentoring relationships for SAA’s BIPOC members through an improved application form and by partnering with SAA Sections and other component groups;
* Continue to foster meaningful mentoring relationships between SAA members by matching Mentors with Protégés and soliciting Mentor volunteers through group listservs and personal networking;
* Continue to promote the program though the “In the Loop” newsletter and on the various listservs.

**August 2019—July 2020 Mentor-Protégé Applications and Matches**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Mentors** | **Protégés** | **Matches** |
| August 2019 | 6 | 5 | 8 |
| September 2019 | 5 | 5 | 8 |
| October 2019 | 10 | 17 | 36 |
| November 2019 | 1 | 5 | 12 |
| December 2019 | 13 | 6 | 14 |
| January 2020 | 6 | 9 | 12 |
| February 2020 | 1 | 6 | 4 |
| March 2020 | 4 | 3 | 16 |
| April 2020 | 5 | 3 | 13 |
| May 2020 | 4 | 5 | 4 |
| June 2020 | 8 | 14 | 19 |
| July 2020 | 25 | 15 | 44 |
| **TOTAL:** | **84** | **93** | **190** |