

SAA Membership Committee Minutes

August 13, 2013
Hilton Riverside
New Orleans, LA

[Agenda](#)

In Attendance:

- **Elizabeth Scott**, *Chair*
- **Larissa Woo**, *Vice Chair/Chair-Elect*
- **Teresa Mora**, *Incoming Vice Chair*
- **Erik Moore**, *Committee Member*
- **Kate Dundon**, *Committee Member*
- **Bertram Lyons**, *Committee Member*
- Michael Zaidman, *Incoming Committee Member*
- Terry Baxter, *Council Liaison*
- Nancy Beaumont, *Executive Director, SAA*
- Carlos Salgado, *Manager, Service Center, SAA*

Members Absent with Excuse:

- **Salvador Barragan**
- **Rebecca Hankins**
- **Alison Stankrauff**, *ex-officio (co-chair Mentoring Program)*
- **Bergis Jules**, *ex-officio (Chair, Diversity Committee)*

Guests in Attendance:

- Gerianne Schaad, *Former Chair, Career Development Subcommittee member*
- Scott Schwartz, *Former Chair, District 11 Key Contact - International, and US Territories*

Introduction (E.Scott):

Liz reviewed the charge of the Membership Committee, announced new members Michael Zaidman, and Matt Gorzalski (Matt was not able to attend the meeting), and announced that Larissa Woo will become Chair and Teresa Mora will become Vice Chair. Liz also reviewed the annual meeting events the Membership Committee is sponsoring, highlighting the New Member/First-Timer Reception. It was requested that all members attend if possible. Pink "Ask Me" buttons were distributed and more would be available at the event. The buttons are intended as a means to easily identify who were committee members and SAA Leaders.

Key Contact report (L.Woo):

Key Contacts made 930 new member contacts since 12/2012. Many vacancies were filled this year, a new information packet with samples and ideas was created for distribution to Key Contact volunteers. Larissa summarized two important pieces of information from the 2012 annual report; that in the fall of 2012 Key Contact districts 11 and 12 were combined into a single district 11 and that district 2 reached out to small institutions on the east coast after Superstorm Sandy to inform them of disaster recovery resources. It was noted that this function has the potential to grow into a long-term activity of the subcommittee.

Mentoring Program report (T.Mora):

Mentoring subcommittee made 119 matches since 9/2012. This year, special attention was paid to communicating with expiring mentors. This is a key initiative for 2013/2014. Teresa is rotating off the Mentoring subcommittee. Kate Dundon has agreed to serve as co-chair of the Mentoring Subcommittee.

The results of the mentoring survey were discussed. Key points were:

- the average length of mentoring relationship: 1-3 years
- over 50% of participants are happy with the experience. 19% are unhappy.
- concern over expectations, need for better structure
- mentors and protégés want more check-ins from the subcommittee

In the discussion over how to address scarcity of mentors, Mike Zaidman volunteered to take on an additional mentee. Gerrienne Schaad suggested pulling names from the Key Contacts lists of experienced archivists. Nancy Beaumont put a call out to the Fellows list this year. This had the positive result of recruiting many new mentors to the program. It was remarked that the Academy of Certified Archivists offered discounted dues to participating Certified Archivists. The possibility of continuing this relationship needs to be discussed with the ACA.

Nancy Beaumont inquired about the Google Fusion table that is used to manage the mentoring response data and program operational needs. The stability of this application and its usefulness to the growth of the program was discussed. It was agreed that further discussion with Matt Black, SAA's IT and Web Technology specialist was in order to ascertain needed improvements.

Navigator report (E. Scott and E. Moore):

For several years Karen Walton-Morris has been running the navigator program alone. Membership Committee chair Liz Scott contacted Karen to offer assistance; which was accepted. The membership committee voted to reconfirm the establishment of the Navigator Program as a sub-committee. Erik Moore offered to act as co-chair with Karen Walton-Morris. Additional subcommittee members were selected from the Student and New Professionals roundtable (SNAP) and the Women's Archivists Roundtable (WAR). This year there were many requests for a navigator, the process of keeping track of connections needs to be more efficient. It was noted that a new method for creating and maintaining information on volunteers and

navigator requests, especially as the positive response to date indicates the program will continue to grow.

Last year the response rate to the Navigator program survey was low. Details of responses and specific numbers were not available at the meeting. The 2013 survey is on the mobile app. and the subcommittee expects a higher response rate. Liz suggested inviting navigators to the New Members/First-Timer Reception as well as the Mentor/Mentee Coffee Break. Erik stressed the importance of maintaining a relationship with WAR and SNAP.

Career Development report (L.Woo):

70 interviews were performed last year. The Subcommittee was formally established at the 2012 annual meeting. Bert Lyons will be taking over as chair. There are 26 advisors this year, covering 29 time slots in slightly fewer hours than last year due to scheduling logistics.

New features at the Career Center include a small reference library of career development books and two past SAA annual meeting sessions presented as a slideshow. Also new is the option to make appointments. Larissa hand-matched 9, this was a time-intensive process. The advisor list was posted on the app this year, as well as on the career development site.

Discussion points:

- Considering the possibility of providing career advisement/resume review services throughout the year, not just at the annual meeting, and how does this coordinate with Mentoring?
- Previous survey responses about wait time for an advisor have been addressed by having multiple advisors during peak hours, and by offering appointments.
- How to respond to volunteers that may not have the level of experience necessary to provide career advice? Kate asked about peer-to-peer advising?
- Requests from individual employers for interview space increased. Unlike last year there were no recruitment agencies present.
- Nancy noted that the job board is active, and anticipates possible growth in recruiting activities at future meetings.

Website (E.Moore):

Permissions mix-up resulted in all new content being hidden. Erik will address this soon.

2012 Council Report (T.Baxter):

- 2015 meeting will be in Cleveland, OH.
- Annual Meeting Task Force activity update: gist is that SAA will continue to try new things.
- Revisions were made to the Program Committee.
- Support of ICA was affirmed.
- Advocacy and Public Policy Committee was established.

Strategic Plan (T. Baxter):

Goals 2 (Enhancing Professional Growth) and 4 (Meeting Members' Needs) connect directly with the Membership Committee. Discussion centered around the following Strategic Goals:

Goal 2.3: Support the career development of members to assist them in achieving their goals.

How might the Membership Committee help guide members to envision new, non-traditional ways to be an archivist? Discussion followed about how this could be interpreted and how the committee could support Archivists career exploration and goals.

Goal 4.2: Create opportunities for members to participate fully in the association

Goal 4.3: Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Terry sees these goals as the most important thing to address by the Membership Committee. This is also a diversity issue. There are a lot of people in the membership that have the energy and ideas to make this a smarter and better organization, so how can we better help these people contribute to SAA and the annual meeting? How can membership better support members to get involved with Round Tables? How can we support Round Table chairs to improve communication with their memberships?

Staffing update (N.Beaumont):

Brian Doyle left SAA in 2012. Nancy hired an IT and Web Technology Specialist, Matt Black, to fill the open position. Carlos has been with SAA for 11 years, and is interested in membership development. He will take on more responsibilities working with the membership committee, and Nancy will also continue to work with us. She wants to hear from us if this arrangement isn't working. Please send messages to both Carlos and Nancy for the foreseeable future.

Other updates:

The Membership benefits presentation completed last year needs to be posted on the SAA web site. Carlos volunteered to address this.