



**The 2005
Society of North Carolina Archivists
Membership Survey Report**

compiled by

Katherine M. Wisser, Duke University
and
Jason Tomberlin, University of North Carolina at Chapel Hill

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Introduction

The Society of North Carolina Archivists (SNCA) was established in 1984 to promote archives and facilitate the archival community in North Carolina. From its inception, the membership and executive board together have worked to build a Society that is based upon the education and communication of archival professionals and enthusiasts within the state. The intervening years have seen changes to SNCA, prodigious growth in membership, joint meetings with neighbors to the south and north, the establishment of an endowment fund, publications such as a repository directory in the late 1980s and the inception of the *Journal for the Society of North Carolina Archivists* in 2002, an online website which increases in functionality, including meeting registration capabilities, and a variety of awards to honor the contributions of its members. In 2004, SNCA celebrated its twentieth anniversary at a meeting at the University of North Carolina at Chapel Hill. Dr. David Gracy II from the University of Texas at Austin presented, as he had at the very first meeting of the Society, and the first Thornton W. Mitchell Award for Outstanding Service to the Archival Profession was awarded.

In preparing for that celebration, the executive board discussed the necessity of a 'reality check' for the Society, to solicit direct feedback from its membership on how the Society was doing and in what ways could it improve. The executive board constructed survey questions and worked on expediting the presentation of that survey using online technologies. In June 2005 the survey was sent out to the membership. The survey ran for a total of twelve days (June 6 – 17, 2005) and a total of 59 surveys were submitted. Katherine M. Wisser and Jason Tomberlin then collated the data and have produced this report for the membership to review.

Included in the survey were questions about the character and shape of SNCA. It included questions about what members liked or disliked about the Society. It also asked for suggestions as to what changes the Society could make to better serve the needs of its members. Overall, the comments were favorable, but constructive criticism was mixed in providing concrete feedback to the Board and the membership on ways that SNCA can become a friendlier, collaborative, diverse, and collegial Society. Communication is a basic function of the Society, and the next two questions attempted to harness the effectiveness of the two communication tools SNCA uses: the website and the listserv. Both questions were intended to understand the way in which the communication tools were being used and also solicit ways to improve those tools.

SNCA meetings are perhaps the single most tangible work of the Society. Meetings are held semi-annually in various locations around the state. Survey questions were constructed to indicate attendance, likes and dislikes, improvements, prospective session topics and session proposals. The responses to questions about meetings solicited the greatest diversity of opinions. This report seeks to represent the wide variety of ideas and approaches to this important function. In conjunction with questions about the meetings, three questions asked about professional development needs, including a general question about training needs, the relevance of continuing education units, and the association of workshops and semi-annual meetings. Feedback will help the

program committee as well as the education committee to better shape training and development efforts in the future as well as create alliances with other organizations that may be able to assist.

A final question was directed toward the first annual celebration of Archives Week, planned for the fall of 2005, in conjunction with the SNCA fall meeting. This question was open ended and intended to get members to think of what they were going to do for Archives Week. The number of creative answers, both serious and fun, demonstrates that the membership was excited about celebrating their profession in this way.

Following the collation of the survey responses, Wisser and Tomberlin have constructed a Draft: Recommended Action Plan. This builds from the material presented in this report to construct some concrete action plans for the Society in order to build a more productive and effective organization. This draft will form the basis of the panel presentation "The Future of SNCA: Looking at the Survey," which will be moderated by Wisser and Tomberlin at the Spring 2006 meeting in Carrboro, N.C. From this session, Wisser and Tomberlin seek to finalize an action plan to be sent to the executive board for their consideration.

*Note that wherever possible, this report has relied on the direct responses provided by respondents. Quotations from survey responses have been presented as they were submitted, with slight editorial corrections.

SNCA's Character and Shape

One of the primary objectives for the SNCA survey was to ascertain opinions about the character and shape of the Society from its membership. This included three questions, focusing on likes, dislikes and suggested changes. Overall the membership was very positive about SNCA, its shape and character, although direct suggestions were made.

What We Like

Connections and Friendships

The most important aspect of SNCA is the social and professional contacts and connections made by being a member, attending meetings, and serving the organization. Of the 59 responses for this question, 39 (66%) reported some aspect of the above as the thing they liked most about the Society.

Cost

SNCA's goals of offering a low-cost organization, which strives to hold down the cost of membership, meetings and workshops, and offer geographically accessible meetings and workshops were considered to be positive aspects and objectives for the Society. As the leaders and membership of this organization change and evolve, the factors mentioned above should not--they should always be foremost in planning for SNCA's future. One survey respondent hoped that SNCA would "NEVER turn meetings into a fund raising opportunity (charge more just to generate funds)."

Interaction

Another beneficial aspect of our organization is the interaction of those members who are at the top of their profession with those who are at the beginning of their careers. The small size of the organization, the approachability of its members, and the opportunities for participation provide many new archivists with the opportunities needed to grow and mature in their careers.

More Positives...

- The small, manageable size of the organization. Some members find it hard to get involved in larger national organizations.
- Student participation and interaction
- Organizational publications (newsletter, journal, and website)
- Informative and timely meeting topics
- Snickers at every meeting!

What We Dislike

Many survey respondents (14 of 48 responses, 29%) stated that there was nothing they disliked about SNCA. In fact, very few respondents included comments concerning what they did not like about SNCA. Still, constructive comments were included for elements of the Society that could use improvement.

Outreach...and Inreach

Unfortunately, SNCA's most positive attribute may be one of its biggest negatives. Some respondents felt that the Society is "stuck-up" and can act as an "exclusive club," which sometimes leaves some meeting attendees and members feeling isolated.

Proactive Organization and Leaders

Some respondents commented that the membership and the organization are not active enough in the field of archives—both on the local and national scene.

Meetings and Workshops

35% of respondents believed that SNCA needed to offer better, more advanced programming during its semiannual meetings and workshops. A few also wanted more "hands-on" sessions and workshops. Readers will find further discussion of meeting and workshop quality and suggestions below.

What and How We Should Change

The third question addressed the character and shape of SNCA and asked for specific changes that members would like to see. It should be remembered and noted, however, that concerns and suggestions for improvements can be found throughout

this report and in the “raw” survey results. While there was no proposal that rose to the forefront, several suggestions did warrant inclusion in the report. These comments and propositions cover a wide range of services and activities valued by our membership.

Meetings and Workshops

- More regional programming with other state organizations
- Improve meeting content and programs
- Improve workshops and offer more hands-on training
- Invite more speakers and session participants from outside of our organization
- Invite higher quality (“bigger names”) to present at meetings
- Provide professional development seminars on the weekend
- Address more than just academic institutions—libraries, small orgs., lone arrangers, etc.

One respondent offered this comprehensive plan:

“Update the quality of meetings. SNCA could continue to have the two annual meetings, but make them very different in content and purpose. The fall meeting could offer lots of great concurrent sessions with superb speakers and programs. The spring meeting could offer more concurrent workshops, poster sessions, and plenty of socializing opportunities in addition to the SNCA business meeting. The spring meeting might just have one keynote speaker and no concurrent sessions. In this way, SNCA won’t overtax its talent pool or budget by trying to get great programming and speakers for two meetings a year.”

Structure of SNCA

- Form subgroups within SNCA (African American archivists, public services, A/V, etc.)
- Align with MARAC or other regional organization
- Regional groups within SNCA (SNCA-East, SNCA-West, SNCA-Central)
- Create mini-chapters by locality, which could meet more frequently (lunch, etc.)

Activities of SNCA

- Stronger mentoring for younger archivists/graduate students and more activities and outreach for students
- More effective outreach to “non-archivists” doing the jobs of archivists
- More awards and recognition of members
- Improve communication among members and between the leadership and members
- SNCA could be a more important player on the national archives scene
- SNCA could do more to promote the awareness of archives throughout the state
- Create a database of contacts who have particular expertise
- Clarify and expand the relationship between SNCA and NC ECHO
- Actively foster more collaborative work and opportunities among NC archivists
- Develop funds for a mini-grant—for members who do not have institutional support

- Conduct outreach to other professionals (i.e., historians, educators)—collaboration

Communications & Publications

Questions four and five focused on SNCA’s efforts to communicate with its membership. Question four asked about the SNCA website while question five focused on the listserv. Overall, both the website and the listserv received favorable comments.

SNCA Website

Question four generated 57 total responses. Of this number, 47 (82%) had visited the Society’s website. According to the comments, there are two basic uses for the web page: general information (25%) and meeting and registration information (39%).

Other reasons included were:

| Reasons for visiting the website | |
|-------------------------------------|----|
| Meeting information or registration | 22 |
| General information | 14 |
| Pay dues | 9 |
| Look at the jobs page | 6 |
| Publications | 3 |
| Future events | 2 |
| Online forms | 2 |
| Links to other institutions, etc. | 2 |

While the site has proven to be a useful and effective tool, 32% of the respondents (18 of 57) felt that changes were needed in our web presence. Suggestions ranged from simply improving the look and feel of the website (4 of 18, 22%) to a drastic overhaul and restructuring of its look, function, and capabilities (14 of 18, 78%). Several respondents also commented that the website was not updated regularly or in a timely manner—these observations concerned job announcements, meetings, and various other pages on the Society’s website.

Several critics wanted the website “refreshed” and thought that it should be more exciting. Other suggestions included:

- links to student archival society organizations and graduate level programs
- on-line meeting summaries
- past meeting topics (to show people what they have been missing)
- notifications on the SNCA listserv when the content of the website has changed
- additional content (such as resources for archival tips, basic practices, and questions)
- reference services

- SNCA blog.

The survey results support the fact that our web presence is our “public face”—it is one of the main sources of information for both members and non-members.

Listserv

56 of 58 (97%) respondents indicated that they were members of the listserv. (Of course, the survey was conducted through the internet, so the high level of positive responses is not surprising!) In general, survey respondents were positive about the structure and functions of the SNCA listserv. Many believe that the small amount of traffic on the listserv is beneficial; they already feel overwhelmed with trying to keep up with professional journals, other professional listservs, and electronic communications. Despite this, there were several suggestions for a more active listserv or a discussion forum listserv rather than the current structure, which mainly serves for posting announcements and jobs.

Suggestions for more effective and beneficial uses of the listserv generated from the survey are listed below:

- Issue weather bulletins
- More information about grants that are available
- More information from other states and organizations (including meetings, workshops, activities, etc.)
- Advertise the availability of the listserv
- Once a month, highlight a site that is under-used, little-known, or interesting
- Periodically summarize important conversations that have occurred on the Archives listserv.
- Have more discussions about what our members are working on, to help us feel more connected to everyone across the state
- Board should encourage more activity on the listserv, perhaps by posting canned questions, to get a discussion started
- SNCA members who are experts or knowledgeable in their fields should offer their professional support more actively

Meetings & Professional Development

Five questions were asked regarding the fall and spring meetings held by SNCA. Three questions were asked regarding professional development needs and desires of the membership. To a certain degree, possibly because in the past workshops and meetings have been held in conjunction with each other, much of the substantive information regarding SNCA workshops also applies to the meetings and some meeting suggestions made refer more clearly to potential workshop offerings. In order to provide coherence to the information provided on these topics, meetings and accompanying workshops will be discussed together in this section of the report.

Meeting Attendance

49 of the total 59 survey submitted (83.1%) indicated that the last meeting attended was within the past two years. It is clear that for the most part, the survey respondents were generally individuals that are active in SNCA, as indicated by attendance at meetings and workshops. A few respondents indicated that they had not attended a meeting in several years, and one respondent had never attended a meeting, although this individual did not indicate that the meeting structure did not fit their needs and commented only that they liked the training that SNCA offers.

Meeting Likes & Dislikes

Question 7 (see Appendix A, Survey Questions) asked what members liked or disliked about the meetings. The respondents indicated that on the whole SNCA meetings are well-received. A few respondents mentioned specific sessions that were positive such as:

“I enjoyed the author who spoke about history as resource”

“I like the mentoring program”

“Enjoyed the meeting very much and learned a great deal about the effects of the Patriot Act on library services.”

General trends in the responses have been grouped according to different aspects of the meetings: logistics, atmosphere, meeting length, the business meeting and sessions. In each category, there were contradictory responses, giving a sense of the diversity of the membership.

Logistics

Comments regarding logistics were varied. One member commented: “I love the way the meetings are well-planned and set-up in advance.” Other comments focused on more particular critiques, noting problems with food, and including desires for places to sit for both the social and lunch events, and sit-down or buffet meals being served rather than box lunches.

Logistics for tours stimulated a few comments, including problems with timing and organization:

“Frequently tours of various sites take place at the end of meetings, and the timing is not always good for attendees who need to get back to other parts of the state.”

“There is a lack of organization in regards to special tours (where to meet, how long it will last, being back on time for the next event”

Despite these problems, tours are valued. One respondent noted that he/she enjoys “the tours of historic sites/archives incorporated into the programs.”

The location of meetings solicited several comments:

"I like the locations (many are close to where I am in the southeast part of the state)"

"I like being able to visit other archival institutions and see parts of the state I have no other reason to visit"

"I like how it travels around the state"

"I like... the fact that it is held in different places across the state."

"Like that meetings move around the state, not fixed solely in the Raleigh/RTP/Durham area."

These comments are balanced by the few that noted that the meetings "can be time consuming and costly to attend" and "I don't like when they are too far away..." One respondent noted that within North Carolina there was potential for a great diversity in hosting institutions, noting that past meetings have been top-heavy to the academic hosts.

Atmosphere

Some comments regarding the atmosphere demonstrate the contradictory responses. Several members comment on the insularity of the membership and encouraged the creation of a friendlier atmosphere for newcomers:

"SNCA meetings can seem like exclusive club meetings and appear to be inhospitable for new or non-archival profession attendees."

"Not knowing anyone was hard – I had asked for a mentor and got one, but the person was very quiet and did not really 'mentor' anything."

"I would like us to do more for new people who attend the meetings. I remember being a newcomer to a meeting and felt isolated because I did not know anyone, which did prevent me from coming to other meetings. Now I know more people, therefore I am coming to more of the meetings. We have to make an effort to communicate and acknowledge new faces in the crowd."

"It seems like people from the same place usually 'stick together' in the social events."

But other comments on the general atmosphere were more positive, such as "I like the laid back feeling of the meetings." Many respondents commented positively about the opportunities offered to network or see old colleagues and friends:

"I like having the opportunity to interact with people from across the state."

"I like seeing old friends and getting good information."

"I enjoy having time to network and discuss issues with other professionals."

"Meeting archivists and students from all over NC."

It will be difficult to find a balance between these two differing opinions, and it is hard to regulate behavior in terms of "friendliness." It is clear, however, that newer members need to feel more welcome. On the other hand, many members use meetings as a chance to see friends and colleagues from other areas around the state, to exchange news, and to talk about issues. SNCA should not be treated as if it is a "classroom," where interchange is enforced. Striking a balance between these two feelings will be difficult and may be achieved by executive board example rather than direct action. Promotion of the mentoring and buddy programs will also help in this regard. One response may provide the most poignant examples of ways to handle this issue, noting that being involved in SNCA is the most helpful way to be a part of the Society.

Length of Meetings

Several comments were made about the length of the meetings, and as with the issues of atmosphere, opinions appear divided. One respondent noted: "I wish the attendance would grow. One day sometimes seems too short for the travel time involved – may try two-day sessions once a year?" And another noted: "I like that meetings are twice a year and only one day in length." Similarly, one noted: "Dislikes: too short! Maybe a day and a half would allow for more sessions" while another respondent said "Meetings are about the right length." And finally, one respondent wrote at length about this topic:

"Too short and compressed. This is one of the few, and sometimes the only, opportunity I have to connect with other archivists. I would like to see workshops conducted on Wednesdays and the meetings to be all day Thursday and Friday. Reception on Thursday evening so that more people have an opportunity to attend. (It's hard to justify leaving work early to attend a party.) Tours on Friday afternoons (all afternoon)."

Business Meeting

The business meeting solicited several responses, primarily negative ones:

"The business meeting is a little long."

"I dislike the minute business details. I feel these should be done in a business meeting and the results reported to the membership in a printed report."

But other responses discussed the business meeting in light of business as usual in thinking about better ways to schedule meetings and programs. It is clear that the meetings themselves have solicited varied responses. In particular, the business meeting may be something that can be changed in order to respond to some of these concerns.

Sessions

The meeting sessions were by far the most popular topic to discuss. Several critiques of the sessions focused on quality, topics, and presenters:

"Programs tend to repeat; uneven content."

"Some of the presentations were too long. It was difficult to sit and listen to presentation most of the day. It would have been nice if we could have gotten up and gone to different, hands-on, practical workshops throughout the day, and then maybe meet at the end of the day for a final presentation."

"I would caution about having too many presenters for any given topic. Sometimes there is too many and does not leave time for comment and discussion which is particularly important when the topic is an 'archival issue' rather than an 'archival sharing.'"

"Basically many of the concurrent sessions can get a little tedious with the same faces over and over. Quality of programming is very uneven."

"Programs vary tremendously in quality and level. Often geared towards graduate students rather than professional practitioners."

"It seems like it's always the same people who are giving presentations, and no one seems to be particularly expert at what they are presenting."

Other commented on the variety of meeting sessions as a positive factor:

"I like the variety of subjects presented. Even if it is not specifically related to what I do, usually I can still learn from the discussions."

"Like the panels and presentations dealing with how NC archivists have handled basic tasks and dealt with interesting challenges."

"I enjoy the planned sessions and panels."

"I like the variety of program topics."

Some suggestions for ways to improve the sessions were also put forth:

"I think every meeting needs to feature a speaker or regional or national significance to the archives profession."

"Would appreciate more opportunity to talk more generally/philosophically about the nature of archival work."

"May want to try to get more out-of-state, higher profile speakers even if the conference fee has to go up a little bit."

A large variety of suggested session topics were put forth in the survey. These have been listed in Appendix B.

Meeting Improvements

Despite the criticisms leveled at the session quality and topics, 61% (36) indicated that the meetings met their professional needs, at least partially. Some of the suggested improvements echo the critiques listed above, but provide concrete ways in which SNCA can meet some of these challenges. Suggested improvements include:

"Need something for the jaded, older archivists as well as practical instruction for the newer archivists in the field."

"For one meeting a year an outside expert in a particular aspect of the archival field be brought in as a plenary speaker. Sometimes I think we rely too much on our members to always give the presentations."

"I've been to several meetings (NCPC and Society of GA Archivists) that have healthy exhibit areas by vendors and I wish SNCA would do that as well (esp. vendors that reformat materials, contract for digitization, or offer new equipment like digital MF scanners and readers)."

"To improve the meetings you could have the host city/library invite the mayor and politicians to get involved with SNCA. Also, you could plan to make arrangements for the President of SNCA to be on a radio station (s) the morning before the event/meeting to inform prospective members/donors about SNCA."

"Maybe have some time set aside for 'affinity groups' so we can be sure to meet colleagues in similar institutions"

"Having a poster or easily seen list of committees or ways to get involved in SNCA to encourage more people to participate beyond just attending the meetings. The archivists after 5 was fun – maybe alternating it with small poster displays on member institutions to help us learn more about each other and about collections."

"A better mix of basic, intermediate, and advanced programs"

"Some kind of information booth for grant programs where members can come get the latest information on what grant programs – government (federal and state) and private (foundations, etc.) – are out there in the world for what types of initiatives – a 'drop-in' environment where grant material is available and SNCA members experienced with grants can answer questions, give advice, etc."

More general suggestions included joint meetings with other organizations in neighboring states, such as the joint meeting with MARAC ("The joint meeting held with MARAC several years ago in Richmond was very good.") And several members suggested looking at the Society of American Archivists as a model or providing information from that meeting at SNCA meetings for those members who cannot attend the national meeting.

Question 8 of the survey asked whether or not members would submit a session proposal for a SNCA meeting if guidelines and assistance were provided. A majority (85%, (51)) indicated that this is something they would do. No comments accompanied this question.

The concept of session proposals is something that might be tried on a rolling basis. For instance, the program committee could open up the possibility of receiving proposals for sessions (with accompanying procedures in place, including guidelines and assistance in constructing proposals, evaluation of proposals, and acceptance protocols) with enough time to construct a program if no proposals are submitted or if no submitted proposals are accepted. This may be one way to address the concerns and critiques of SNCA's sessions discussed above.

Continuing Education

Question 12 asked if continuing education units (CEUs) mattered to the individual members. 34%, or one-third, indicated that continuing education units do matter. One member indicated that "receiving CEU's helps tell my client I do pursue additional knowledge" indicating that while institutional requirements may not exist, there are other benefits that can result from the acquisition of CEUs.

Question 13 asked if workshops should always be held in conjunction with meetings. While less than one-half answered yes (38%), comments indicate that there was some confusion over what this question was asking. For instance:

"I think there should always at least be an effort to hold them in conjunction with meetings. If there is low interest or other circumstances that make having workshops difficult or impossible, then those factors should be weighed accordingly."

"In general we should continue to have workshops in conjunction with the semi annual meetings. But if there is some topic of note that is available at another time, then we should continue to advise the membership of its availability via the listserv."

"Workshops can effectively be held separately and in varied locations. Traveling long distances can be a drawback to attending."

"I think it is helpful from a travel/budget standpoint to schedule workshops in conjunction with meetings but I would definitely try and attend a stand-alone workshop if the topic was of particular interest to me."

From these comments, it is not clear whether or not the yes or no answers were addressing the question. There are four different interpretations of this question that may have solicited a yes or no answer accordingly:

Should workshops only be held in conjunction with meetings?

Should workshops never be held in conjunction with meetings?

If workshops were not held in conjunction with meetings, would you attend?

Should SNCA hold workshops?

While unclear in shape, the responses do appear to support a continuing education program from SNCA. A follow-up question, possibly on a meeting evaluation or in a

session discussion (on continuing education in the profession, for instance) might be useful for soliciting a more direct answer to the question intended. Appendix C provides a list of workshop suggestions provided with the responses. This list demonstrates the wide variety of educational needs out there for the SNCA membership. Note in addition that Appendix B, the list of session suggestions, could also contribute to ideas for workshops.

Celebrating Archives Week

Archives Week was a new initiative for SNCA in 2005. At the time of the survey, one of the first trends noticed by Wisser and Tomberlin was that many respondents answered this question by saying they didn't know what Archives Week was. (A plan to get the word out was initiated immediately.) Other responses included personal approaches, institutional ideas, exhibits, publications, and the just plain funny and silly:

"Personally, I'll work on better arrangement of files I store and organize for our hundred-year old neighborhood association."

"Do something that helps with recognition. I would involve the local Universities, take a student to lunch."

"An exhibit might be nice."

"I plan on publishing an article for my constituency concerning Archives Week in our newsletter."

"I hope my institution will celebrate with a variety of activities such as a temporary exhibit, tour, perhaps some media publicity."

"Showcase one of our special collections."

"Continuing to do the best I can with limited resources."

"Plan to have some 'open house' events and special tours that month and a newsletter article in a supportive historical society's newsletter."

"Kiss an archivist ☺"

"Some sort of public event."

"Attend scheduled events taking place in North Carolina during this week."

"Trot out some funny old pictures of people and places; possibly organize a scavenger hunt. (Thanks for the great ideas in the celebration guide!)"

"An exhibit in the main lobby of my lobby and placing history notes in our campus online daily newsletter."

"We will emphasize our on-going web exhibits and exhibits and try to time major announcements concerning grants and donations during the week."

"I will use this opportunity to expose the community on what are archives and what archivists do."

"Many folks in the mountains look at me with a question in their eyes when I tell them I am an archivist. I suspect they are asking themselves: What on earth is that and what good is it? That's my mission until everyone knows just how important it is to save history."

"With a respirator on, continuing to process and cleaning 90 linear feet of Rockefeller papers, and wishing for a really cold gin & tonic!!"

"An article in the library newsletter and possibly a display."

"I am planning to get together with my colleagues and do something at our institution; I'd really like to visit schools and do some outreach about archives and especially about working as an archivist."

"Take an archivist to lunch 😊"

"I am hosting a black tie gala afterhours rave – time and place TBA 😊"

DRAFT: Recommendations for Action

Community Inreach and Outreach

While the compilers realize that it is impossible to satisfy every individual, the SNCA leadership and membership in general should make every effort to be inclusive and welcoming in all situations. Although SNCA is a relatively small organization, it may be intimidating to new-comers. This situation may result from what is considered to be one of SNCA's greatest positives: the high quality of social interaction among its members. Friendships, both working and social, garnered from SNCA membership and interaction, are one of SNCA's greatest qualities, but in many cases these friendships may make our organization seem unapproachable to the new-comer. We should strive to ensure that our greatest quality does not become our biggest handicap. The SNCA leadership and members should make every possible effort to be a welcoming, supportive organization.

- Actively seek to increase the diversity of SNCA's members
- Continue promotion and support of mentoring program
- Revisit meeting "buddy system" to make it more effective and useful
- Establishment of roundtable and/or topic-based lunch groups at SNCA meetings
- Establishment of a new member event at fall meetings
- Distribution of SNCA brochures and promotional material to allied organizations (NC ECHO, NC Museums Council, NC Library Association, NC Federation of Historical Societies, etc.)
- Presence at and reporting from relevant national conferences

Website

SNCA should continue to make as much information as possible available in a timely, convenient, accessible, and logical manner on its website. In an information-based profession, it is a superior way to communicate basic information from the Society to its membership as well as other audiences. In addition, the membership's ability to receive and view information regarding Society meetings and the online registration form (with PayPal option) has been beneficial. The executive board should continue to find ways to use available technologies.

- Create an ad-hoc committee to review the content and design of the Society's website. Have this committee create a strategic plan for maintaining currency.

Listserv

- Work on community building through the listserv using the Society's Board and interested individuals

- Use the listserv more directly for news from other organizations (such as SAA). Appoint someone to perform this kind of responsibility.

Publications

- Look at restructuring newsletter and Journal publication schedule. Move toward a quarterly newsletter (with meeting announcements, summaries, and increased news) and an annual Journal.

Meetings

- The program committee will establish a system for promoting session proposal submissions from SNCA members. This will include accompanying procedures and guidelines.
- Actively pursue joint-meeting opportunities with organizations in neighboring states and with allied organizations in North Carolina.
- The executive board will explore creative ways to expedite the business meeting without sacrificing effective communication to the membership.
- The program committee and executive board will make an effort to provide information about meeting locations and agendas at an earlier date. Dates and locations for future meetings will be announced two to three years in advance.

Continuing Education

- Explore offering continuing education units for SNCA workshops
- Continue to offer workshops in conjunction with fall and spring meetings based on topics of interest from the SNCA membership

Archives Week

- Gather information on the effectiveness of the 2005 Archives Week and make suggestions for improvements for 2006.

Appendices

Appendix A:

Survey Questions

ABOUT SNCA

1. What do you like about SNCA? How does SNCA best serve your professional needs?
2. What do you dislike about SNCA? How could it better serve your professional needs?
3. What changes would you make to SNCA?
4. Have you visited the SNCA website? If so, for what purpose? How could it be improved?
5. Are you subscribed to the SNCA listserv? If yes, how could the listserv be used more effectively?

SNCA MEETINGS

6. When was the last SNCA meeting you attended?
7. What do you like or dislike about the meetings?
8. Would you submit a session proposal for a SNCA meeting if you had some guidelines and assistance for writing a proposal?
 - o Yes
 - o No
9. What specific session topics would you like to see at future meetings?
10. Do the meetings meet your professional needs? How could the meetings be improved?

PROFESSIONAL DEVELOPMENT

11. What is your greatest training need?
12. Do Continuing Education Units (CEUs) matter to you?
 - o Yes
 - o No
13. Should workshops always be held in conjunction with meetings?
 - o Yes
 - o No

ARCHIVES WEEK

14. How will you celebrate Archives Week in North Carolina?

Appendix B:

Suggested session topics

- Archival education (content), "Divergent Paths: Evolving Educational Standards in Archival Education"
- Archival products – review of what's new, what to avoid, etc. Would be good with a preservation slant
- Archives and museums, handling artwork in collections – 2-D and 3-D, handling museum items in an archives environment (especially textiles and oversized artifacts)
- Arrangement and description – tips and tricks
- Audio-visual stuff, presentations of specific collections as case studies
- Backlogs, "More product, Less process" there was a recently published paper, linked to the "Hidden Collections" symposium and white paper
- Cataloging
- Certification for archivists
- Church archivists
- Collaborative projects, for grant, display, community events, etc. forming partnerships with other institutions for grant opportunities of mutual benefit.
- Collection development and working with donors
- College archivists
- Conservation & preservation, etc.
- Conservation methods
- Consultants: working as a consultant and using a consultant
- Copyright issues
- Customer service
- Database options, technology-specific sessions, especially what others like/don't like about specific digital content management softwares, equipment recommendations
- Digitization
 - digital formats and preservation
 - digital assets management
 - Digital preservation for audio-visual materials, standards and organization
 - Digitizing from microfilm, preservation microfilm, why do we have to digitize at all?
 - Virtual exhibits
 - Managing digital projects
- Donor relations
- EAD & EAD to MARC tools

- Electronic records
 - Management
 - Preservation of electronic records (not digital image management, but preservation of the records themselves)
 - Integrating born digital and digitized assets
- Ethics in archives
- Ethnic archives
- Exhibits: preparation/installation
- Employment in archives: something to help new archivists figure their way through the field – help in finding jobs – like a panel of professionals who hire for their agency and what they are looking for or what they are not looking for
- Fund raising, Funding sources for archives and preservation, including grant agencies, approaching foundations and private donors, update on NHPRC and the state of preservation funding in general, and grant writing
- Guidelines for writing policies (acquisitions, access, citation, photo copyrights, etc.)
- Institutional repositories
- IT and archives challenges
- Managing access restrictions
- Managing student assistants/interns
- Media obsolescence
- New technologies
- 'New Ways' of dealing with old problems might be of interest
- North Carolina history or history of the East Coast and where we can direct people to find these resources
- OAI 101
- Outreach activities and marketing collections would be useful, promotion of collections
- Profiles of specific projects or operations at NC or out-of-state archives, to cover an entire range of archival topics
- Photograph collections, pros and cons of various ways of housing and creating access
- Public relations for archivists
- Preservation
- Records management, records management for small repositories and museums, managing information earlier in its lifecycle
- Reference services
- Regional documentation initiatives
- Researcher's perspective (both positive and negative feedback)
- Restricted records – how to identify them and reference them and how to understand complex restrictions (such as HIPPA)
- Supervision/security of reading rooms
- Variety of our profession. We have government, universities, public libraries, hospitals, small history collections
- Volunteers in archives
- Web site development (not "how we did our wonderful website" but what should be included and how it should be presented), Web-enabling more collections across the state

- Writing for publication – “Research and the Working archivists: Strategies for doing research in an 8-5 world”
- XSL stylesheets

Appendix C:

Workshop Suggestions

- Advanced and specialized training
- Archival cataloging with MARC and EAD
- Archival methodology and practices
- Archival training
- Arrangement and description, particularly for a small archives
- Artifacts
- Budgets
- Conservation, particularly for small repositories, hands-on workshop on document and book repair
- Copyright issues, intellectual property in archives, licensing, and usage fee management
- DACS
- Databases
- Developing great finding aids
- Digitization
- Dublin Core
- EAD
- Electronic records, management and cataloging
- Exhibit planning/installation
- Funding challenges
- Getting started
- Grant writing, including collaborations
- How to fit 60+ hours of work in a 40 hour week
- HTML
- IT systems, digital asset management systems, library OPACs, and how systems can and might work better together – IT systems integration challenges...
- Interviewing for jobs, finding jobs
- Management
- MARC
- Marketing and publicity techniques, outreach (how to be an archival advocate)
- METS
- Museums
- Oral history
- Preservation
- Processing and training
- Project management
- Records retention schedules
- Reference
- Security in Archives
- Specialized materials: photographs, AV materials, electronic records, etc., media training (sound archives, film, photos, digital media)
- Staff supervision

- Technology advancements and changes that impact the field (EAD, XSLT, online finding aids displayed on web, etc.), especially in terms of the web (html, asp, java script, visual basic), technology driven workshops
- TEI
- Time management
- Web development
- Writing consultant reports
- XSL stylesheets