



Chicago Area Archivists Annual Report for 2023-2024

Presented to the membership, Tuesday, March 12, 2024

Dear colleagues:

I am pleased to present your Steering Committee's annual report for 2023-2024. Over the past two years, CAA has worked to create events and meetings via Zoom and Google Meets to help our membership from all over the Chicago Area stay involved and dedicated to the organization. This year the Steering Committee worked to help make things for future Steering members run easily and help to create more comprehensive job titles.

We removed the “Liason to the Special Events Subcommittee” from a list of steering jobs to ensure each volunteer only has one job title. We will still have Special Events but the Vice Chair will cover and ensure that those events are running and spearheaded by a team of dedicated individuals. We opted to clean our contacts on our website, which means any members who lapsed for over a year were contacted to rejoin before being archived, and non-member contacts were removed. This gave us a better deal on our website domain prices and ensured only active members were getting communications and event registration. We have also decided that our steering position of “Communications Manager” would be suited to take over the website maintenance in their upcoming term. Overall, we focused on bringing CAA into the “New Normal” after the pandemic. We hope to engage our membership in finding new and innovative ways to engage them.

Finally, I would like to give a huge thanks to the dedication of all who have volunteered their time, CAA has continued to serve the archives community in the Chicago area. I am grateful to have had this opportunity to serve CAA, and I look forward to continuing in new capacities.

Sincerely,
Kayla Gustafson, Chair
2023-2024 Steering Committee, Chicago Area Archivists

GOVERNANCE

Steering committee

Kayla Gustafson, Chair, 2023-2024

Emily Eckstrand, Vice Chair, 2023-2024

Brienne Callahan, Treasurer, 2022-2024

Vacant for half the year, Secretary

Kristen Melkonyan, Liaison to Programming Subcommittee, 2023-2024

Ayah Elkossei, Communications Manager 2022-2024

Gretchen Neidhardt, Liaison to Outreach and Member Engagement Subcommittee & Interest Groups, 2023-2024

Laura Berfield, Liaison to Special Events Subcommittee, 2023-2024

Subcommittees

Bianca Bárcenas, Outreach and Member Engagement Co-Chair, 2023-2024

Hannah Zuber, Outreach and Member Engagement Co-Chair, 2023-2024

Doris Cardenas, Programming Co-Chair, 2022-2024

Allison Schein Holmes, Programming Co-Chair, 2022-2024

Meetings

The bylaws state that "the Steering Committee shall meet not less than twice per year" (article IV, section 2). During the last member term, the Steering Committee exceeded that requirement. We met nine (9) times during the member year. Two of those nine meetings were dedicated joint meetings with the subcommittee chairs. Steering committee meetings are open to all active CAA members to attend.

April 11, 2023	May 15, 2023	July 12, 2023
August 8, 2023	September 19, 2023	October 10, 2023
December 12, 2023	January 9, 2024	February 13, 2024

Important Steering Committee initiatives

In addition to its regular operations, the CAA Steering Committee has sponsored a few initiatives.

- Cleaned long-time lapsed membership and non-member contacts, allowing us to move to a more cost-efficient membership management system plan.
- Reorganized Steering Committee job descriptions
- Assisted the Archives and Archivists of Color Group with the Travel Fund fundraising campaign; the match was met and funds raised so far this year total \$1,125.
- Surveying of membership to continue to meet the needs of our members.
- Clean up of Google Drive documentation and administration

Membership statistics

The secretary monitors membership growth. You can read the [full secretary report for the calendar year 2023](#). In general, our membership remains fairly steady. Active membership for last year compared to this year is shown below:

Active Members as of December 2022	228
Active Members as of December 2023	214

Communications

This report details statistics for all of our communication platforms from January 1, 2023 - December 31, 2023. It includes our website, listserv, and social media accounts (Twitter). In 2024, the CAA Steering Committee decided to merge the Webmaster position with the Communication Manager role. Additionally, we distributed surveys to members, seeking volunteers to contribute to CAA's social media presence. Web traffic and communications peak around major CAA events such as member gatherings, programming events, and the annual meeting. Peaks also occur during the membership renewal period, during increased periods of job postings, and during MAC and SAA conferences. Here are some highlights from that report:

Medium	Purpose	Selected Numbers	Notes
Wild Apricot	Event management; news and emails to membership; member database; other resources	10,765 sessions 22,670 pageviews 7, 259 users	Jobs page continues to be the most popular
Listserv	Job announcements; general announcements; reference requests	140 total emails	Institutional/Org/Member news largest percentage (34.04%)
Twitter	Event promotion; conferences; announcements	562 followers	

Subcommittees

Programming

Between May 2023 and January 2024 the Programming Subcommittee conducted two meetings via Zoom and all other communication was via Slack on a weekly/monthly basis. Agendas with minutes incorporated can be accessed [here](#).

Calendar of Events in 2023:

Date	Event	Location	# attendees
05/16/2023	DePaul/ Lincoln Park Walking Tour	DePaul University 2350 N. Kenmore Ave., Room 314 Chicago, IL 60614	18
06/22/2023	Curator's Tour of the Newberry Pop Up Books Arts Exhibit	Newberry Library 60 W. Walton St. Chicago, IL 60610	13
07/19/2023	Rotary International Exhibit Tour	Rotary International 1560 Sherman Ave. Evanston, IL 60201	10
08/21/2023	Open Source Speech-to-Text Demo	Virtual via Zoom	7
12/17/2023	Louie's Pub Holiday Meet Up	Louie's Pub 1659 W. North Ave. Chicago, IL 60622	4
12/20/2023	Three Dots and a Dash Holiday Meet-Up	Three Dots and a Dash 435 N. Clark Chicago, IL 60654	5

Read the full [report of the Programming Subcommittee for 2023](#).

2023-2024 Programming Subcommittee Members:

Doris Cardenas (co-chair)

Allison Schein (co-chair)

Virginia Jung

Derek Potts

Julie Snyder

Kristen Melkonyan (Steering representative)

Outreach and Member Engagement

The Outreach and Member Engagement Subcommittee develops services and materials to improve involvement in the profession, recognize professional accomplishments and contributions of its members, increase awareness of CAA within Chicago and regionally, and promote the archives

profession. The subcommittee is responsible for membership recruitment and analytics, new member referral incentive planning, and advocacy.

Outreach continues to rebuild following significant turnover from 2021-2022. Outreach did not hold regular meetings for most of 2022 and into 2023 — Hannah Zuber and Bianca Bárcenas became co-chairs in May 2023 and commenced holding regular quarterly meetings at that time. Goals were attuned to making sure our subcommittee procedures were up-to-date and working to gain a better understanding of what CAA members want and need now.

Successes include filling of open co-chair positions, some forward movement on ideas for member engagement, and initiating the development of a survey to garner member feedback and inform our planning for the next year.

Items focused on this year:

- Social Media
- Membership Engagement and Growth
- CAA Reacts
- Website Posts
- CAA Awards

To read the full [Outreach and Member Engagement Subcommittee 2023/2024 report](#).

2023-2024 Outreach and Member Engagement Subcommittee Members

Bianca Bárcenas, co-chair

Hannah Zuber, co-chair

Gavin Do

Quinn Wermeling

Gretchen Neidhardt, Steering Committee Liaison

Special Events

The Special Events subcommittee manages initiatives that fall beyond the scope of the other subcommittees. The Special Events Subcommittee did not meet in the past year. This subcommittee grew out of a need to have a focused group managing larger CAA initiatives, such as the Chicago Open Archives (COA) podcast and unconference. Since COA and other larger initiatives have not been continuous, it was decided a permanent subcommittee is not needed. Instead, the Vice Chair will now be responsible for initiating a temporary task force to address a future special project or larger initiative as needed.

CAA Interest Groups

The mission of the interest groups is to give CAA members an opportunity to gather informally around common archives-related topics in the Chicago area. Participation is open to all members and anyone can submit a proposal to initiate a new interest group through the CAA website. For more information, see <http://www.chicagoarchivists.org/Interest-Groups>.

In 2023, the following interest groups are active in various capacities:

- Archives and Archivists of Color Group
- Curating and Exhibitions Group

Archives and Archivists of Color Group

A forum for discussion related to issues and current events facing archivists of color, as well as archival collections concerning people of color.

Topics at discussion group may include but are not limited to:

- Ethnic diversity in the archives field
- Publications relating to archives and people of color
- Collections acquisitions, management, and outreach of archives of color

This year they worked on the following activities:

- The Empathy Project
- New Chair
- MAC [Travel Fund Award](#)

Curating & Exhibitions Interest Group

The goals of the Curating and Exhibition Interest Group is to engage members and non-members in dialogues about best practices, emerging trends, and resources in curating and exhibiting archives and special collections in libraries.

The Curation & Exhibitions Interest Group held one meetup event during the year, and it was the group's first in-person meet-up since the start of the pandemic. Eleven members attended "Well Said: A Label Writing Workshop" at the University of Chicago Library on October 20, 2023. The workshop featured speaker Beverly Serrell, principal of Serrell & Associates and expert museum exhibition consultant whose book *Exhibit Labels: An Interpretive Approach* is widely regarded as the seminal text on exhibit label best practices. Beverly gave an overview of key exhibit development practices and attendees broke up into groups to examine the library's current exhibit using her framework to pinpoint ways the exhibit follows best practices and instances where slight changes would be beneficial for visitor experiences.

Treasurer's Annual Report

Time Period: 1 Jan 2022 to 31 December 2022

Respectfully submitted, 12 March 2023, Brienne Callahan, Treasurer

For a detailed report, including breakdowns for interest groups and subcommittees, click [here](#).

Treasurer's Summary 2023													
	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Total
Cash on Hand (Beginning of month)	\$ 6,772.07	\$ 6,284.18	\$ 6,655.24	\$ 6,451.12	\$ 6,157.02	\$ 6,168.11	\$ 6,212.86	\$ 6,300.37	\$ 6,376.60	\$ 6,446.06	\$ 6,458.67	\$ 6,501.99	
Total Incoming	\$ 795.00	\$ 450.00	\$ 90.00	\$ 95.00	\$ 30.98	\$ 45.00	\$ 90.00	\$ 105.00	\$ 75.00	\$ 15.00	\$ 45.00	\$ 1,050.00	\$ 2,885.98
Total Outgoing	\$ 1,282.89	\$ 78.94	\$ 294.12	\$ 389.10	\$ 19.89	\$ 0.25	\$ 2.49	\$ 28.77	\$ 5.54	\$ 2.39	\$ 1.68	\$ 2.39	\$ 2,108.45
Cash on Hand (End of month total)	\$ 6,284.18	\$ 6,655.24	\$ 6,451.12	\$ 6,157.02	\$ 6,168.11	\$ 6,212.86	\$ 6,300.37	\$ 6,376.60	\$ 6,446.06	\$ 6,458.67	\$ 6,501.99	\$ 7,549.60	\$ 7,549.60
Available Funds (Total minus interest group restricted funds)	\$ 5,658.47	\$ 6,029.53	\$ 6,060.41	\$ 6,048.95	\$ 6,060.04	\$ 6,104.79	\$ 6,192.30	\$ 6,268.53	\$ 6,337.99	\$ 6,350.60	\$ 6,393.92	\$ 7,441.53	\$ 7,441.53

Overall Position

In late 2023, CAA made a strategic decision to remove long-time inactive former members from our membership database, allowing us to shift down to a more cost-effective plan with Wild Apricot, a savings of \$710 per year (the equivalent of 47 CAA memberships). This has placed us in a strong financial position as we begin the 2024-25 year.

Year	Closing Balance/Cash on Hand
2023	\$7,549.60
2022	\$6,772.07
2021	\$7,871.66
2020	\$6,528.69
2019	\$4,397.64
2018	\$3,571.31
2017	\$3,655.10
2016	\$4,143.63
2015	\$3,348.06