

**Society of American Archivists
Council Meeting
January 25 – 27, 2012
Chicago, Illinois**

**Report: 2011 Host Committee
(Prepared by Co-Chairs Michael Bullington and Jane Kenamore)**

The Host Committee included members representing the diversity of repositories and repository types in Chicago. The members of the Committee were:

Michael Bullington, Co-Chair	McDonald's Corporation
Jane Kenamore, Co-Chair	Kenamore and Klinkow
Maija Anderson	Oregon Health and Science University
Beverly Cook	Chicago Public Library
Tamar Evangelestia-Dougherty	Univ of Chicago, Black Metropolis Research Consortium
Linda Evans	Chicago History Museum
Michael Flug	Chicago Public Library, Vivian Harsh Research Collection
Valerie Harris	University of Illinois at Chicago
Keith Helt	Crown Family Philanthropies
Laura Mills	Roosevelt University
Scott Pitol	The Pampered Chef
Meg Romero	Archdiocese of Chicago
Julie Snyder	Shure Incorporated
Martin Tuohy	National Archives and Records Administration
Susan Watson	Kraft Foods, Inc.
Mary Woolever	Art Institute of Chicago
Eric Jankowski (intern)	Loyola University, Chicago

As the list indicates, the 2011 Host Committee members represented academic, corporate, cultural, religious, government, and public library repositories.

The Host Committee's charge included determining the format and venues for tours and open houses. Chicago-area archivists opened their doors to *ARCHIVES 360* attendees on Tuesday, August 23, and Wednesday, August 24, for tours and open houses of the following repositories:

- Art Institute of Chicago
- Catholic Archdiocese of Chicago Archives
- Center for Black Music Research, Columbia College Chicago
- Chicago History Museum
- Chicago Public Library, Special Collections and Preservation Division, Harold Washington Library Center
- Creative Audio Archive at the Experimental Sound Studio

- Gerber/Hart Library and Archives
- The HistoryMakers
- Leather Archives and Museum
- Mansueto Library, Special Collections, University of Chicago
- Medical Campus Tours
- Vivian Harsh Research Center

In a meeting with SAA Executive Director Nancy Beaumont in mid-October, Bullington and Kenamore provided the following suggestions for enhancing future Host Committees' work on behalf of SAA:

- Orient the Committee prior to the meeting on the layout of the hotel, emergency info (e.g., fire exits, tornado/earthquake procedures, who to call in medical emergencies), highlights of the immediate neighborhood (the best fast food, and amenities like walking or jogging paths, etc.). This was requested because the Committee fielded all kinds of information requests and they felt they needed more background information to do the job well.
- Familiarize the Committee with negotiated items like Wi-Fi, where it's available (or not), and how people can get it for free.
- Introduce the Conference & Logistics Consultants staff to the Host Committee and explain how they can assist (e.g., relations with hotel, security, etc.). Note how to reach them if questions arise.
- Provide a hotel room for the Host Committee chair/co-chair. Commute times in large cities are often 1 to 1 ½ hours, and that makes it very difficult to cover the hours necessary to manage the desk well. It's possible that you could request institutional support, if available.
- Provide water and boot-leg snacks for the Host Committee members, particularly during the first two days of registration when they are too busy to leave the desk.
- Allow co-chairs access to the staff office for occasional computer/copier use.
- Have more restaurant printouts accessible, or compile 2-3 notebooks with that and other Host Committee information in it.
- Provide easier access to the Host Committee blog on the website. Provide regular links to the restaurant/repository tour/city information in "In the Loop."
- Provide members, prior to their arrival at the meeting, with an electronic list of those attendees who registered before the last deadline so that they can connect with people they want to see. (No contact information is needed, just names, because the directory is so easily accessible.)
- Possibly change the schedule so that the Awards Ceremony and the All-Attendee Reception don't butt up against each other. The reception often gets shortchanged. (And shorten the

Awards Ceremony so that it doesn't include long bios for each awardee. Possibly print bios in the handout?)

- Members who lose badges and need replacements should be asked to contribute \$10 to the Foundation. (Place a big sign at the Registration Desk noting the procedure so that people are not caught by surprise.)
- Give the Host Committee time to debrief before closing down the discussion list.

Thank you for the opportunity to serve on the 2011 Host Committee. We had a great time!